

No. CRIS/HQ/ESTAB/ 93/2024-PERS

Dated 25.04.2025

**VACANCY NOTICE No. 16/2025**

1.	Nomenclature of the Post	:	Manager/ Dy. Manager (Civil)
2.	No. of vacancies	:	01 (One)
3.	Location	:	New Delhi
4.	Duration and Term of Deputation	:	Five years on usual terms & conditions of deputation
5.	Term of Appointment	:	Deputation
6.	Scale of Pay	:	Level 11/12 (as per 7 <sup>th</sup> CPC Pay Matrix)
7.	Job Description/	:	Responsible for construction, maintenance, and repair of CRIS buildings, including horticulture works. Oversees project execution, coordinates with vendors and ensures compliance with safety and statutory norms.
8.	Eligibility, Experience and Specific Requirements, if any.	:	<p>Employees of Central/State Governments, Public Sector Undertakings, Government Industrial Undertakings, Academic Institutions, Semi-Government and Autonomous Bodies, or local authorities working at Level 10,11 or 12 as per 7<sup>th</sup> CPC pay matrix and having experience in Civil Engineering domain are eligible to apply.</p> <p>Candidates must possess a degree in Civil Engineering (B.Tech/B. E) from a recognized university/institution.</p> <p>Applicants should be well conversant with working in a computerized environment.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Officer working in substantive grade of level 10 or 11 with minimum two years' service in respective grade(s) will be considered for level 11 and 12 respectively.</li> <li>Officers working in Level 11 or 12 and considered for deputation at the same level will be eligible for deputation allowance as per Central Government rules.</li> </ul>
9	Desirable Requirements	:	<ul style="list-style-type: none"> <li>Sound knowledge of civil engineering design, project estimation, and contract management.</li> </ul>

चाणक्यपुरी, नयी दिल्ली- 110021

CHANAKYAPURI, NEW DELHI-110021

टेलीफोन / TELEPHONE : 24104525, 24106717, फैक्स/FAX : 91-11-26877893

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			<ul style="list-style-type: none"> <li>Hands-on experience with project management tools and civil engineering software (e.g., AutoCAD, STAAD Pro, MS Project).</li> <li>Capable of preparing technical reports, drawings, Bills of Quantities (BOQs), and tender documents.</li> <li>Ability to coordinate with contractors, consultants, and government agencies to ensure timely completion of works.</li> <li>Excellent communication and drafting skills.</li> </ul>
10.	Age	:	Not more than 55 years
11.	The date up to which CRIS is exempted from the rule of immediate absorption.	:	Up to 19.05.2026
12.	Retention of Railway accommodation during deputation tenure in CRIS	:	Yes. Retention of Railway accommodation is permissible as per Board's guidelines issued from time to time.
13.	Perks and Benefits	:	<ul style="list-style-type: none"> <li>Leasing Private accommodation is admissible at the rates admissible to Railway officers.</li> <li>Officers joining CRIS on deputation basis, may opt for CRIS medical facility for self and dependent family members. To avail this facility, Railway officers must surrender their Railway Medical Cards upon joining CRIS.</li> <li>Transportation benefits will be provided as per Central Government rules.</li> <li>Other benefits will be extended as per the extant policies in vogue.</li> </ul>
14.	Closing Date	:	30 days from the date of issue.
15.	Web Address	:	<a href="http://www.cris.org.in/Career/">www.cris.org.in/Career/</a>

**Notes:**

1. Willing Railway officers should apply through the HRMS portal using their individual HRMS account, as per Railway Board instructions circulated vide letter no. 2018/E(O)II/41/1 dated 24.04.2023 (copy enclosed).
2. Railway applicants who are unable to apply on the HRMS portal may apply in the prescribed application format (Annexure-I attached). The application should be forwarded through their administrative officer (Ministry/HQ/Board, etc.) to CRIS/Railway Board along with:
  - No Objection Certificate
  - Vigilance/D&AR clearance
  - APARs for the last five years

As per Railway Board's letters No. 2018/E(O)II/41/1 dated 08.02.2023 & 13.04.2023, all Zonal Railways/PUs are required to forward such applications to the Railway Board at least 7 days prior to the closing date of the vacancy notice for timely consideration

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by the Competent Authority. All forwarded applications should also be emailed to: [manojkumar.rail@gov.in](mailto:manojkumar.rail@gov.in) or [usd@rb.railnet.gov.in](mailto:usd@rb.railnet.gov.in).

3. Applicants from other Ministries/Departments/Organizations should apply in the prescribed application format (Annexure-I) and forward their application through their administrative officer/parent organization along with:

- No Objection Certificate
- Vigilance/D&AR clearance
- APARs for the last five years

Advance copies sent directly to CRIS will not be considered unless the application is also officially forwarded by the concerned Ministry/Department. All such applications should additionally be emailed to: [sethi.preeti@cris.org.in](mailto:sethi.preeti@cris.org.in).

4. Only those applications which are duly forwarded through the proper administrative channel will be considered. Advance copies sent directly to CRIS will not be considered.
5. Eligible and suitable applicants will be shortlisted based on eligibility and experience criteria, as per the vacancy notice.
6. Selection criteria will be as per Railway Board's letters:
- No. 2017/E(O)II/41/5 dated 25.05.2017
  - No. 2018/E(O)II/41/1 dated 07.03.2018

  
(Preeti Sethi)  
Manager/Personnel



Photo

**PRESCRIBED PROFORMA**

**FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS**

<b>Important</b> (please don't leave blanks)	Vacancy Notice No. (appears on the top middle side of notice)	
	File No. (appears on the top left side of notice)	
	Post against which application has been submitted	
	Choice of station (wherever applicable)	

**Personal Data**

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS/ Joining Date (Date of entry into Time Scale)	:	
8.	Date of entry in Gr. B (Wherever applicable)	:	
9.	Present Pay level with basic pay as on date of application as per 7 <sup>th</sup> CPC.	:	
10.	Present Designation & Place of Posting	:	
11.	Current Office Address	:	
12.	Contact Details	:	
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(C) Telephone (R)	:	
	(d) Mobile Number	:	

13. Educational Qualifications: -

S. No	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

14. Experience Details: -

S No.	Designation & Place of posting.	Grade (i.e. Gr. B/SS, JAG/SG/SAG	From	To

15.	Details of previous deputation/ Foreign assignment, if any		
16.	Whether debarred from deputation? If yes, please furnish details.		
17.	Whether cooling off period Completed? If yes, date of return from previous deputation with details, wherever applicable.		

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)

No.2018/E(O)II/41/1

Rail Bhavan, New Delhi  
Date: 24/04/2023

The General Manager(s),  
All Indian Railways/PUS  
DG/RDSO.

**Sub: Deputation of IR officers to CRIS – Simplification reg.**

Your attention is invited to this Ministry's letters of even number dated 07.03.2018 and 08.02.2023 wherein detailed guidelines have been issued in regard to the revised procedure for deputation of Railway officers to Railway PSUs, Autonomous Bodies and other Organizations.

2. The issue regarding posting of IR officers in CRIS has been considered by Board and henceforth, it is decided with the approval of the competent authority that application for deputation to CRIS will be through an online portal. Accordingly, the following procedure may be followed for deputation of IR officers to CRIS:

- i. Applications for postings in CRIS will be submitted on HRMS portal through the link named '**Willingness for Posting (CRIS)**'.
- ii. Willing officers will need to apply through his/her individual HRMS account.
- iii. As per the data available in HRMS regarding service/department and present grade of the officer, he/she will be considered for the posts, he/she is eligible for.
- iv. The officer can apply at any time during the year and these applications will be valid for one year. Facility to withdraw applications is also available.
- v. As regards NOC from the Zonal Railway, the same shall not be required.
- vi. For filling up post in CRIS, the process of selection will be initiated from amongst the list of willing officers available on HRMS, by CRIS, 15 days in advance for vacancies to be filled up.
- vii. The officer will be debarred for 03 years in case he does not join after issue of orders, as per extant instructions. During debarment, the corresponding link for applying in CRIS would be disabled for the officer.

3. All other instructions contained in this Ministry's aforesaid letters dated 07.03.2018 and 08.02.2023 remain unaltered.

4. These instructions will be applicable with immediate effect. All proposals for deputation, for which vacancy notices are yet to be issued, may be processed as per the revised procedure as mentioned above.

(Contd...2/-)

5. All Zonal Railways/PUs are advised to circulate above instructions to all officers posted under their administrative control for information.



(Manoj Kumar)  
Joint Secretary (Deputation)  
Railway Board  
Email: manojkumar.rail@gov.in

Copy to:-

- (i) The Managing Director/CRIS, New Delhi- **For necessary action.**
- (ii) PSOs/Sr.PPSs/PPSSs to CRB, MF, M(O&BD), M/Infra, M/T&RS, DG/HR, DG/RHS, DG/RPF, Secretary, Railway Board
- (iii) EO, EDE(N), ED/PSU, JS(G), JS and ED/C&IS, Railway Board