

VACANCY NOTICE NO: 31/2023

1.	Nomenclature of the Post	:	Assistant Manager/Executive (Admn)
2.	No. of Vacancies	:	One
3.	Location	:	CRIS, Chennai
4.	Duration and Term of Deputation	:	Five years
5.	Terms of Appointment	:	Deputation
6.	Scale of Pay	:	Assistant Manager -Level – 10 & Executive – Level -6 (as per 7th CPC Pay Matrix)
7.	Pay and Allowance	:	As per CRIS norms.
8.	Eligibility, Experience and Specific requirement, if any	:	<p>Railway Staff working in Level 6/7 or Level 7/8 in Regular/MACP with 20 years experience and age less than 55 years with the relevant experience in carrying out the duties Office correspondence, Knowledge in MS word, Excel, Quotation and tender process, local purchases, AMC, Imprest and T& P procedures, Maintenance of Files and Records in office.</p> <p>The employee should be conversant with functioning in computerized environment.</p> <p>Conditions for consideration in level 10 as Assistant Manager:</p> <ul style="list-style-type: none">• Railway employees working in substantive grade of Level-7 with 5 years' service in relevant grade <p style="text-align: center;">or</p> <p>Railway employees working in substantive grade in level-7 with less than 5 years in relevant grade but have completed 6 years minimum service in substantive grade in Level- 6&7 and with minimum 20 years of service in Group 'C'</p> <p style="text-align: center;">or</p> <p>Railway employees working in Substantive</p>

			<p>grade of level -6 with minimum 6 years service in relevant grade and should have completed minimum 20 years service in Group 'C'.</p> <p>or</p> <p>Railway employees working in level-8 (Non-Gazetted) under MACPS,</p> <p>Railway employees not meeting above service criteria will be eligible for parent pay plus deputation allowance & will be designated as Executive.</p>
9.	Age	:	less than 55 years
10.	The date up to which CRIS is exempted from the rule of immediate absorption.	:	Up to 19/05/2026
11.	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.
12.	Perks and Benefits	:	<ul style="list-style-type: none"> • Leasing if Private accommodations is admissible on the rates admissible to Railway Officers. • Officers Joining CRIS, on deputation basis may opt for CRIS Medical facility for self and dependent family members. For availing CRIS Medical facility, Railway Officers joining CRIS has to surrender Railway Medical Card in Railway. • Transportation as per Central Government Rules. • Other benefits, as per the extent Policy in vogue.
13.	Closing Date	:	30 Days from the date of issue.
14.	Web Address	:	www.cris.org.in/career/

The Vacancies are required to be filled up urgently. Hence, it may be given wide publicity. The application of willing staff may be forwarded along with D&AR/Vigilance Clearance and APARs/ACRs for the last three years to the undersigned at the earliest.



(D. S. Adhikari)

Chief Manager/Personnel

General Manager (P)
All Zonal Railways / PUs.

PRESCRIBED PROFORMA

FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Important (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.	Father's Name	
3.	Gender	
4.	Department	
5.	Category	
6.	Date of Birth	
7.	Date of Appointment and Appointed as ...	
8.	Present Pay Scale (Level) and basic pay as on date of application.	
9.	Present Designation & Railway/Division	
10.	Contact Details	
	(a) Email Id	
	(b) Telephone (O)	
	(c) Telephone (R)	
	(d) Mobile Number	

12. Educational Qualifications:-

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

13. Experience Details:-

SNo.	Designation & Railway /Division with Place of Posting	Grade / Level	From	To

14.	Details of previous deputation/ Foreign assignment, if any	
15.	Whether debarred from deputation? If yes, please furnish details.	
16.	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: