

No: CRIS/HQ/DEPT/81/2024-PERS

Dated 30/05/2025

### VACANCY NOTICE NO: 38 (R) /2025

1.	Nomenclature of the Post	:	Assistant Manager/ Executive (Personnel)
2.	No. of Vacancies	:	01 (One)
3.	Location	:	CRIS/HQ, New Delhi
4.	Duration and Term of Deputation	:	Five Years on usual terms and conditions of deputation.
5.	Terms of Appointment	:	Deputation
6.	Scale of Pay	:	Level – 10 for Assistant Manager & Level 6&7 for Executive ( as per 7th CPC Pay Matrix)
7.	Pay and Allowance	:	As per CRIS norms.
8.	Eligibility, Experience and Specific requirement, if any	:	<p>(i) Employees working in Railway in Personnel/HR Department in substantive grade of Level-6/7/8 with relevant experience of working Establishment/Personnel/HR area are Eligible to apply.</p> <p>(ii) The employee should be conversant with functioning in computerized environment.</p> <p>(iii) Employees having qualification of PG Diploma/MBA in Personnel/HR or LLB will be given preference.</p> <p><b>NOTE: ELIGIBILITY</b></p> <ul style="list-style-type: none"> <li>Employee who are in Level-6 with minimum service of 6 years in the relevant grade and with minimum 20 years of service in Group 'C'. OR those working in Level 7 with minimum service of 5 years in relevant grade OR those who are working in substantive grade Level 7 with less than minimum service of 5 years in relevant grade but those who have completed 6 years minimum service in substantive grade in Level 6 &amp; 7 in the relevant grade and with minimum 20 years of service in Group 'C'. OR those working in Level-8/9 (Non-Gazetted) under MACP.</li> <li>Those who are not fulfilling the above criteria will be eligible for Cadre Pay plus</li> </ul>

*Prachi*

			(duty) deputation allowance and will be posted as Executive in Pay Level 6/7
9.	Age	:	
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"> <li>Leasing of Private accommodations is admissible on 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. For availing CRIS Medical facility, Railway Officers joining CRIS has to surrender Railway Medical Card in Railway.</li> <li>Transportation as per Central Government Rules.</li> <li>Other benefits, as per the extant Policy in vogue.</li> </ul>
13.	Closing Date	:	30 Days from the date of issue.
14.	Web Address	:	<a href="http://www.cris.org.in/career/">www.cris.org.in/career/</a>

The Vacancies are required to be filled up urgently. Hence, it may be given wide publicity. The application of willing staff must be forwarded by Cadre Controlling Officer/Establishment Office as mentioned in the attached prescribed format along with the following formalities. The same may please be forwarded to Ms Preeti Sethi, Manager/HRD & Personnel, CRIS, HQrs Office, Chanakyapuri, New Delhi email ID: [sethi.preeti@cris.org.in](mailto:sethi.preeti@cris.org.in) or Shri Chander Singh, Assistant Manager/Personnel, CRIS, HQrs Office, Chanakyapuri, New Delhi email ID: [singh.chander@cris.org.in](mailto:singh.chander@cris.org.in):-

- 1 D&AR/Vigilance Clearance and ;
- 2 APARs/ACRs for the last 3 years;
- 3 Service particulars of the employees are given in Application Form must be VERIFIED by the Controlling Officer/Establishment Officer.

  
**(Preeti Sethi)**  
**Manager/Personnel**

General Manager (P)  
All Zonal Railways / PUs.

PRESCRIBED FORMAT

(Paste latest  
passport size  
photograph)

**FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS.**

Important (Please don't leave blanks)	Vacancy Notice No	
	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	

**11. Educational Qualification**

SN	Educational Qualification	Year/Division	School/Institution/University Place/Country

12. Experience Details:-

Sno	Designation & Railway/ Division with Place of Posting	Grade/Level	From (DD/MM/YY)	To (DD/MM/YY)

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

I certify that the above information is true to the best of my knowledge and belief. I am liable to be disqualified, if any, information given above is found to be incorrect/incomplete or false.

(Name & signature of applicant )

No

Dated / /

The above service particular of Shri/Smt/Ms ..... ,  
Design ....., Railway ..... are found correct as per records  
available in this office.

(Name & Designation of Cadre Controlling Officer  
/Establishment Office with Stamp)