

VACANCY NOTICE NO: 06//2024

1.	Nomenclature of the Post	:	Assistant Manager/Purchase
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 (as per 7 th CPC Pay Matrix)
7.	Pay and Allowance	:	As per CRIS norms.
8.	Eligibility, Experience and Specific requirement, if any	:	<ul style="list-style-type: none"> • Railway employees as Ch. OS/CDMS/OS/DMS in Stores Department in substantive grade of level 7 with minimum 5 years in relevant grade. or • Railway employees working in substantive grade in level-7 in Stores Department 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' or • Railway employees working in Substantive grade of level -6 in Stores Department with minimum 6 years service in relevant grade and should have completed minimum 20 years service in Group 'C'. OR Or • Those who are working in Stores Department in Level 8 & 9 (non-Gazetted) under MACPS. • The employee/Officer should have working experience in Tendering and Post contract work etc. of Stores contracts and should be conversant with functioning in computerized environment.
9.	Age	:	-

चाणक्यपुरी, नयी दिल्ली-110021

CHANAKYAPURI, NEW DELHI-110021

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

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/

Note:-

The Vacancies are required to be filled up urgently. Hence, it may be given wide publicity. The application of willing staff (in the prescribed application format Annexure-I attached) may be forwarded with the followig formalities and same may please be forwarded to Shri Chander Singh, Assistant Manager/Personnel CRIS/HQ/Chanakyapuri, New Delhi, mail ID-singh.chander@cris.org.in:-

- 1 D&AR/Vigilance Clearance
- 2 APARs/ACR for the last three years
- 3 Service particulars of the employees as given in application form must be VERIFIED by the Controlling Officer/Establishment Officer.


(Manoj Kumar)
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 & Deisgnation of Cadre Controlling Officer
/Establishment Office with Stamp)