



# रेलवे सूचना प्रणाली केन्द्र

( रेल मंत्रालय भारत सरकार का संगठन )

CENTRE FOR RAILWAY INFORMATION SYSTEMS

(An Organisation of the Ministry of Railways, Govt. of India)



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

No: CRIS/HQ/DEPT/75/2024-PERS

Dated 18 /06/2025.

## VACANCY NOTICE NO: 40 (R) /2024

1.	Nomenclature of the Post	:	Sr Executive/Executive (COA)
2.	No. of Vacancies	:	01 (One)
3.	Location	:	Mumbai
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 – 7&6 ( as per 7 <sup>th</sup> CPC Pay Matrix)
7.	Pay and Allowance	:	As per CRIS norms.
8.	Eligibility, Experience and Specific requirement, if any	:	<p>Railway employees working in substantive grade of level 7 &amp; 6 (non Gazetted) are eligible to apply.</p> <p>Railway employees essentially conversant with computers &amp; network environment and preferably working in Operating or commercial department &amp; conversant with Train Operations and relevant experience of handling Railway IT applications like FOIS, ICMS etc.</p> <p>Employee will be eligible for Cadre pay plus deputation allowance.</p>
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</li></ul>

*Prati*

			<p>Officers joining CRIS has to surrender Railway Medical Card in Railway.</p> <ul style="list-style-type: none"> <li>• Transportation as per Central Government Rules.</li> <li>• Other benefits, as per the extent 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/HRD & Personnel**

General Manager (P)  
All Zonal Railways / PUs.

चाणक्यपुरी, नयी दिल्ली- 110021  
 CHANAKYAPURI, NEW DELHI-110021  
 टेलीफोन / TELEPHONE : 24104525, 24106717, फैक्स/FAX : 91-11-26877893

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)