

CENTRE FOR RAILWAY INFORMATION SYSTEMS (CRIS)

**Headquarters' Office,
Chanakyapuri,
New Delhi-110021**

No: CRIS/HQ/DEPT/19/2026-PERS

Dated:10.09.2026.

VACANCY NOTICE NO: 56(R)/2026

1.	Nomenclature of the Post	: Assistant Manager/Sr Executive/Executive (Legal)
2.	No. of Vacancies	: 01 (one)
3.	Location	: 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	: Railway employees working as Chief Law Assistant (CLA) in pay level-7 or above as per 7th CPC and having minimum of 5 years experience as CLA in Railway's Legal Department, are eligible to apply as per following:- The employee should have working experience in dealing with legal matters and handling of litigations, legal advice to authorities and departments/unit & coordination with external advocates and law officers. Note:- The eligibility criteria for Assistant Manager in Level-10 will be as under:- ● The Railway employees working in substantive grade of pay level 7 with minimum 5 years service in relevant grade OR ● The Railway employees working in pay level-6 having 6 years minimum service in relevant grade and should have completed minimum 20 years' service in Group 'C' OR ● 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'; OR ● Those who are working in level-8 & 9 (non Gazetted) under MACPSs. Railway employees not meeting above eligibility criteria will be eligible for parent pay plus deputation allowance & will be designated as Executive/ Sr Executive in level 6/7/8.

		The employee should be conversant with functioning in computerized environment.
9.	Age	: Up to 55 years age
10.	The date up to which CRIS is exempted from the rule of immediate absorption.	: Up to 19/05/2031
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	: - Leasing of 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 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 email ID: non-gazdep@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.

(Anil Kumar Chaudhary)
Chief Manager/HRD&Personnel

General Manager (P)
All Zonal Railways / PUs.

Digitally signed by
ANIL KUMAR CHAUDHARY
Date: 10-09-2026
16:12:03

PRESCRIBED FORMAT

Recent
passport size
photo

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

[illegible]

PRESCRIBED FORMAT

12. Experience Details:-

S.No.	Designation & Railway/Division with Place of Posting	Grade/Level	From (DD/MM/YY)	To (DD/MM/YY)

13. Details of appointment/promotion(s)

S.No.	Designation	Grade/Level	Date of Appointment /Promotion	Remarks

14	Details of previous/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 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 application of the above-named employee is hereby forwarded to the concerned authority for further necessary action.

(Name & Designation of Cadre Controlling Officer)

(Office Seal/Stamp)

PREScribed FORMAT

It is certified that the service particulars furnished above in respect of Shri/Smt./Ms.

_____Designation_____

Railway/Division_____, have been verified from the official records available in this office and are found to be correct.

(Name & Designation of Establishment Officer)

(Office Seal/Stamp)