

No.2021/CRIS/NDLS-HQ/Pers/Estt./3571/Pt.1

Dated: 26.11.2021

**VACANCY NOTICE No. 29/ 2021**

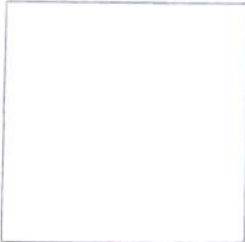
1.	Nomenclature of the Post	:	Manager (Personnel)
2.	No. of vacancies	:	01 (One)
3.	Location	:	New Delhi
4.	Duration and Term of Deputation	:	Five years on usual terms & conditions of deputation
5.	Term of Appointment	:	Deputation
6.	Scale of Pay	:	Level 11 / 12 (as per 7 <sup>th</sup> CPC Pay Matrix)
7.	Eligibility, Experience and Specific Requirements, if any.	:	<ul style="list-style-type: none"> <li>Officers working in Level 11/12 as per 7th CPC pay matrix in Railway Board, Railways or PSUs with relevant experience of working in Personnel/Establishment area are eligible to apply.</li> <li>Preference will be given to officers having qualification of MBA in Personnel Management, HR or LLB.</li> <li>The officer should be conversant with functioning in computerized environment.</li> </ul> <p><u>Note:</u></p> <ul style="list-style-type: none"> <li>Officer working in substantive grade of level 11 with minimum two years service in relevant grade will be considered for level 12 respectively.</li> <li>Officer working in level 12 will be eligible for pay plus deputation (duty) allowance.</li> </ul>
8.	Age	:	-
9.	The date up to which CRIS is exempted from the rule of immediate absorption.	:	Up to 19.05.2026
10.	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.
11.	Perks and Benefits	:	<ul style="list-style-type: none"> <li>Leasing of Private accommodation 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 officer joining CRIS has to surrender Railway medical card in Railway.</li> <li>Transportation – as per Central Govt. Rules.</li> <li>Other benefits as per the extant policy in vogue.</li> </ul>
12.	Closing Date	:	30 days from date of issue.
13.	Web Address	:	<a href="http://www.cris.org.in/Career/">www.cris.org.in/Career/</a>

Notes:

1. Applicants are requested to submit simultaneously a copy of the application to their administrative officer (HQ/Board etc.) for forwarding the application to CRIS indicating No Objection, Vigilance/D&AR clearance, APARs for the last five years etc.
2. Eligible suitable applicants will be short-listed on the basis of eligibility and experience, if required, as per Vacancy Notice.
3. Selection criteria will be as mentioned in Ministry of Railway, Railway Board's letter No.2017/E(O)II/41/5 dated 25.05.2017 and No.2018/E(O)II/41/1 dated 07.03.2018.

Eligible and interested officers may apply in the prescribed application format, Annexure-I attached in online mode and may send their application through email @ [shekhar.chander@cris.org.in](mailto:shekhar.chander@cris.org.in) and [adhikari.devendra@cris.org.in](mailto:adhikari.devendra@cris.org.in).

  
(Chander Shekhar)  
Registrar



**PRESCRIBED PROFORMA**

**FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS**

<b>Important</b> (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.	Gender	
3.	Service	
4.	Department	
5.	Category	
6.	Date of Birth	
7.	DITS (Date of entry into Time Scale)	
8.	Date of entry in Gr.B (wherever applicable)	
9.	Present pay Band with Grade Pay and basic pay as on date of application.	
10.	Present Designation & Railway	
11.	Contact Details	
	(a) EmailID	
	(b) Telephone (0)	

(c) Telephone (R)	.
(d) Mobile Number	.

12. Educational Qualifications:-

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

13. Experience Details:-

S.No.	Designation & Railway with Place of posting.	Grade (i.e. Gr.B/SS, /AG/SG/SAG)	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.

Place:  
Date

(Name and Signature of the applicant)