



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)

NO: 2019/CRIS/NDLS-HQ/PERS/ESTAB/3235/Pt.1

Dated: 16/01/2021

VACANCY NOTICE NO: 01/2021

1.	Nomenclature of the Post	:	Assistant Manager (Administration)
2.	No. of vacancies	:	02 (TWO)
3.	Location	:	New Delhi / HQ
4.	Duration and Term of Deputation	:	Five years on usual terms & 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	:	
8.	Eligibility, Experience and Specific Requirements, if any.	:	<p>. Chief Office Supdt. or equivalent of Railways OR Assistant Section Officer in Railway Board working in substantive grade Level – 7 as per 7th CPC with minimum service of 5 years in relevant grade.</p> <p>OR</p> <p>. 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 & 7 in the relevant grade and with minimum 20 years of service in Group 'C'.</p> <p>OR</p> <p>. Office Supdt. or equivalent of Railways in the substantive grade Level – 6 with minimum service of 6 years in the relevant grade and with minimum 20 years of service in Group 'C'.</p> <p>. The employee should have relevant experience of working in Administration/Establishment/Protocol area.</p> <p>. The employee should be conversant with functioning in computerised environment.</p>
9.	Age	:	-
10.	The date up to which CRIS is exempted from the rule of	:	Up to 30/06/2021.


चाणक्यपुरी, नयी दिल्ली-110021

CHANAKYAPURI, NEW DELHI-110021

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

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 Private accommodation 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 officer joining CRIS has to surrender Railway Medical Card in Railway. • Transportation – as per Central Govt. Rates. • Other benefits as per extant policy in vogue.
13	Closing Date	:	30 days from 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 may be forwarded along with D&AR / Vigilance clearance and APARs / ACRs for the last three years, to the undersigned at the earliest.


(D.S. Adhikari)
Manager / Personnel

1. General Manager (P),
All Zonal Railways / PUs.
2. Secretary, Railway Board, New Delhi.