

No: CRIS/HQ/DEPT/63/2024-PERS

Dated 05/11/2024.

VACANCY NOTICE NO: 25 /2024

| | | |
|----|--|--|
| 1. | Nomenclature of the Post | : Assistant Manager/COA |
| 2. | No. of Vacancies | : 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 – 10 (as per 7 th CPC Pay Matrix) – Assistant Manager |
| 7. | Pay and Allowance | : As per CRIS norms. |
| 8. | Eligibility, Experience and Specific requirement, if any | : Railway employees working in substantive grade of level 7 & 6 (non Gazetted) are eligible to apply. Railway employees essentially conversant with computers & network environment and preferably working in Operating or commercial department & conversant with Train Operations and relevant experience of handling Railway IT applications like FOIS, ICMS etc. Note:- Eligibility criteria for consideration in level 10 as Assistant Manager: Railway employees working in substantive grade of Level-7 with 5 years' service in relevant grade 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 Railway employees working in Substantive grade of level -6 with minimum 6 years service in relevant grade and should have completed minimum 20 years service in Group 'C'. OR Railway employees working in level-8 (Non-Gazetted) under MACPS |

चाणक्यपुरी, नयी दिल्ली- 110021

CHANAKYAPURI, NEW DELHI-110021

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

Prachi

| | | | |
|-----|--|---|---|
| | | | <ul style="list-style-type: none"> The employee should be conversant with functioning in computerized environment. |
| 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 | : | <p>Leasing of Private accommodations is admissible on the rates admissible to Railway Officers.</p> <p>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.</p> <p>Transportation as per Central Government Rules.</p> <p>Other benefits, as per the extent Policy in vogue.</p> |
| 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 Ms Preeti Sethi, Manager/HRD & Personnel, CRIS, HQrs Office, Chanakyapuri, New Delhi email ID: 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:-

- 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.

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)