

No: CRIS/HQ/DEPT/81/2024-PERS

Dated: 25/03/2025

### VACANCY NOTICE No: 32/2025

1.	Nomenclature of the Post	:	Assistant Manager/Executive (PERSONNEL)
2.	No. of vacancies	:	01 (One)
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 for Assistant Manager & Level- 6&7 for Executive (as per 7 <sup>th</sup> CPC Pay Matrix)
7.	Pay and Allowance	:	As applicable in CRIS.
8.	Eligibility, Experience and Specific Requirements, if any.	:	<p>(i) Employees working in Railway in Personnel/HR Department in substantive grade of Level-6/7/8 with relevant experience of working in Establishment/Personnel/HR area are eligible to apply.</p> <p>(ii) The employee should be conversant with functioning in computerized environment.</p> <p>(iii) Employees having qualification of PG Diploma/MBA in Personnel/HR or LLB will be given preference.</p> <p><b>NOTE: - ELIGIBILITY</b></p> <ul style="list-style-type: none"><li>Employee who are in Level-6 with minimum service of 6 years in the relevant grade and with minimum 20 years of service in Group 'C'. <b>OR</b> those working in Level – 7 with minimum service of 5 years in relevant grade <b>OR</b> 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 &amp; 7 in the relevant grade and with minimum 20 years of service in Group 'C'. <b>OR</b> those working in Level-8/9 (Non-Gazetted) under MACP.</li><li>Those who are not fulfilling the above criteria will be eligible for Cadre Pay plus (duty) deputation allowance and will be posted as Executive in Pay Level 6/7.</li></ul>

चाणक्यपुरी, नयी दिल्ली- 110021

CHANAKYAPURI, NEW DELHI-110021

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



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 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. Rates.</li> <li>• Other benefits, as per extant policy in vogue.</li> </ul>
13	Closing Date	:	30 days from 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 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 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)