

CENTRE FOR RAILWAY INFORMATION SYSTEM (CRIS)

Chanakyapuri,
New Delhi-110021

No: CRIS/HQ/DEPT/22/2026-PERS

Dated: 30.03.2026.

VACANCY NOTICE NO: 54/2026

1.	Nomenclature of the Post	Personal Assistant/Private Secretary
2.	No. of Vacancies	01 (One)
3.	Location	CRIS Regional Office, 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 - 6 to 10 (as per 7 th CPC Pay Matrix)
7.	Pay and Allowance	As per CRIS norms.
8.	Eligibility, Experience and Specific requirement, if any	<p>Railway employees working as Stenographer /Confidential Assistant/Personal Assistant or Private Secretary or working as Ministerial Staff in Level 5 to 7 substantive grade as per 7th CPC with experience of working in Secretarial Service, Confidential Section and knowledge of Hindi & English language and good drafting skill are eligible to apply.</p> <p>Employee must be conversant with computer knowledge preferably Microsoft Word, Excel and Power Point.</p> <ul style="list-style-type: none"> • Railway employee working in Substantive grade in level- 5 with minimum service of 5 years in the relevant grade shall be considered for level-6. <p>Note:- The eligibility criteria for Assistant Manager in Level-10 will be as under:-</p> <ul style="list-style-type: none"> • 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

			<p>service in Group 'C' OR</p> <ul style="list-style-type: none"> 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' are eligible to get in level 10 as per 7th CPC.
9.	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	:	<ul style="list-style-type: none"> 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 Ms Preeti Sethi, Manager/ 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.

Digitally signed by

PREETI SETHI

Date: 30-03-2026

(Preeti Sethi)

17:20:56
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)