

South Eastern Railway

Headquarters office
Personnel Department
11 Garden Reach Road,
Kolkata - 700043

No.SER/P-HQ/ET/227/Tenure
All SR.DPOs-SER
ADA,CKP,KGP,RNC

Date: 27.01.2016

NOTIFICATION

Sub: Filling up the posts in various categories of COM's Office/Garden Reach

Applications are invited from the eligible regular employees of S. E. Railway for filling up the posts (Ex-Cadre) in various categories of Control /COM's Office/ Garden Reach/Kolkata in prescribed proforma enclosed herewith as "ANNEXURE-A. Willing and eligible staff will be posted for a period of 3(Three) to 5 (five) years and shall be repatriated to their parent cadre prior to their retirement if any. Lien, promotions etc. will be maintained in parent Department. Selected staff will be posted as and when vacancy arisen. It may be noted that selected staff will have to be released within 1(One) month of Selection. Details of categories, vacancy and eligibility criteria are given below:-

Details of Posts, vacancies and eligibility criteria:-

Sr. No	Posts	Pay Band & Grade Pay	No.of vacn.	Eligibility criteria
1	CHC/DY Controller	Rs.9300-34800/- +GP Rs.4600	3	Regular Chief Controller/DYCHC with minimum 2 years regular service in Pay Band Rs.9300-34800/- +GP Rs.4600
2	Section Controller	Rs.9300-34800/- +GP Rs.4200	2	Regular Section Controller with minimum 2 years regular service in Pay Band Rs.9300-34800/- +GP Rs.4200
3	Ch.DTI	Rs.9300-34800/- +GP Rs.4600	1	Regular staff of Unified Cadre with minimum 2 years regular service in Pay Band Rs.9300-34800/- +GP Rs.4600
4	Sr. DTI	Rs.9300-34800/- +GP Rs.4200	2	Regular staff of Unified Cadre with minimum 2 years regular service in Pay Band Rs.9300-34800/- +GP Rs.4200
5	Jr. DTI	do	1	do
6	Safety Counselor (LR)	do	1	Regular staff of Unified Cadre, Guard & Controller with minimum 2 years regular service in Pay Band Rs.9300-34800/- +GP Rs.4200

Mode of selection: WRITTEN followed by VIVA and scrutiny of Service Record.

Applications should be submitted through proper channel and last date of submission to the controlling officer of the respective units—19/02/16. An advance copy of application should be submitted to the undersigned for information only. Personnel Officer will check the correctness of all the particulars in the applications with service registers and other relevant records and certify the correctness of each item of the application and affixing signature with an endorsement as checked and verified. Complete application duly signed by the controlling officer should reach of the undersigned latest by 29/02/16. No application will be entertained on or after the last date i.e. 29/02/16. Incomplete application will not be accepted.

Detailed instructions and Proforma are also uploaded on [www. ser. Indianrailways .gov.in](http://www.ser.Indianrailways.gov.in). SR.DPOs/DPOs are also requested to ensure wide publicity of the notification among the eligible staff/employees.

Encl: Application proforma in "ANNEXURE-A"


(S. K. PATRA) 27.01.16
Sr. Personnel Officer-I (P&T)

Proforma of application to the post of CHC/ _DY.CHC/SCR/ _____ Control Office/Garden Reach/Kolkata
(Please read the notification carefully before filling up the application form)

{ THROUGH PROPER CHANNEL }

Instructions:

(Option form dully filled in all columns will only be accepted through proper channel).

- i) Option form dully filled in all columns will only be accepted through proper channel
- ii) No application will be accepted without signature of Controlling Officer.
- iii) No application will be accepted after the due date of forwarding applications i.e. 29/3 from the Divisions

Please write the name of the post with grade pay

To
The Senior Personnel Officer(I)(P&T),
S. E. Railway, Garden Reach, Kolkata-43.

1	NAME(IN BLOCK CAPITAL)		...		
2	Present Designation(Mention Deptt & Office) with pay band and grade pay	Substantive:		Officiating capacity (Ad-hoc etc.)	
		Deptt. & Controlling Officer:	Pay band & Grade Pay:	Deptt. & Controlling Officer:	Pay band & Grade Pay:
3	Place of posting	Station/Unit:		Division:	
4	P. F. No./PRAN NO.				
5	Date of Birth:			Date of appointment:	
6	Date of promotion to the present substantive post		...		
7	Educational Qualification(as per Service Record only)		...		
8	Tech. Qualification(if any)(as per Service Record only)		...		
9	Personal contact no	Rly Tel No.		Mobile/CUG No.	
10	Special achievements in Service life(if any)		...		

I, the undersigned, hereby declare that the particulars furnished above are correct and due to the best of my knowledge Railway Admn. has right to reject the application if any defect/wrong information submitted by the undersigned.

Date & Station:

(Signature of the Applicant)

(Instruction: Signature and date both are mandatory, otherwise application will be rejected)

{ FOR OFFICIAL USE ONLY }

Forwarded to the Personnel Branch with "NO OBJECTION" by the controlling Officer.

(Divisional controlling Officer

Particulars of the employee have been checked and found correct as per available official records. Forwarded to the Sr. Personnel Officer(I)/S E Railway/Garden Reach/Kolkata.

Asstt. Personnel Officer/Divl. Personnel Officer