

South Eastern Railway

No.SER/P-ADA/EC/Sr.Adv.Inspector/Ex-cadre/16.

Adra, dtd.29.02.2016

To
The Sr.Divl.Commercial Manager,
& all Unit Supervisors of Comml.deptt. & Optg.deptt.
of Adra Division.

Reg: Option for the post of Sr.Adv.Inspector (Ex.Cadre) in
PB.₹.9300-34800/- with GP.₹.4200/-(Vacancy UR=01)

Options are hereby invited from the willing candidates of Comm.Deptt. for the post of Sr.Adv. Inspector in PB.Rs.9300-34800/-+GP.Rs.4200/- through open to the following categories vide CPO/COM/KOL's (1) O.O. 14 of 2001 dtd. 21.05.01 (2) O.O.No.22 of 2007 dtd. 06.06.07 respectively.

A) Eligible Categories

- 1) Ticket checking staff in Scl. Rs.5000-8000/- (PB.Rs.9300-34800+GP.Rs.4200/-)
- 2) Ticket checking staff in Scl. Rs.4000-6000/- (PB.Rs.5200-20200/-+GP.Rs.2400/-)
- 3) Comml.Clerk in Scl. Rs.5000-8000/- (PB.Rs.9300-34800/-+GP.Rs.4200/-)
- 4) Comml.Clerk in Scl. Rs.4000-6000/- (PB.Rs.5200-20200+GP.Rs.2800/-)
- 5) Ministerial staff in Scl. Rs.5000-8000/- (PB.Rs.9300-34800/-+GP.Rs.4200/-)
- 6) Ministerial staff in Scl. Rs.4500-7000/- (PB.Rs.5200-20200/-+GP.Rs.2800/-)
- 7) Comml.Inspector in Scl. Rs.5000-8000/- (PB.Rs.9300-34800/-+GP.Rs.4200/-)

The staff of eligible categories who are one grade below are required to have put-in at least two years (02 yrs.) of service on regular measure in their existing grade.

Applications are to be submitted on 18.03.2016 (last date) positively duly forwarded by their immediate supervisor to the office of the Sr.DCM/Adra as per format attached herewith and the service particulars should be got verified and certified by the respective Bill Section.

Sr.DCM/Adra is requested to send the collected options in a bunch to this office on and before 23.03.2016 positively for further course of action.

No options will be entertained after expiry of the target date i.e. **18.03.2016** in any circumstances.

The above selection will be conducted amongst the eligible optees according to the procedure laid down in Para 219 of IREM of Vol.1 (1989).

The proforma of the applications is enclosed herewith and all the 09 columns of the proforma should be correctly filled-up and forwarded by the immediate supervisors.

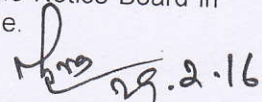
It should be made clear to all staff that incomplete application and applications submitted by the candidates not fulfilling the necessary eligibility criteria will be rejected.

The Supervisors/Unit in charges should take proper step to avoid complaints of non receipt of information.

The selected Candidates will continue in the above ex-cadre post for a period of 03 years on maintaining of lien in his parent cadre.

This may be given wide publicity amongst all eligible staff and also displayed in the Notice Board in each Station/Unit/Office so, that all will candidates may submit their applications in proper time.

This issues with the approval of competent authority.


29.2.16
Sr.Divl. Personnel Officer/Adra

P.T.O.

Adra, dtd. 29/02/16

No. Even.

Copy forwarded for information & necessary action to:-

- 1) PS to ADRM/ADA for kind information of ADRM/ADA.
- 2) OS/ADRM Cell for up-loading in Rail.net/Web. site/Adra Divn.
- 3) CCI (Coml./Cont)/Adra, he is requested to relay the order through control message of all unit of Comm/deptt. of Adra Division.
- 4) All CCI/CIs of Coml. department.
- 5) Ch.S&WI of P/B.
- 6) SERMC, SERMU, AI SC&ST association AIOBC.
- 7) Ch.OS Coml.Bill – she is advised to verify and certify the service particulars of the staff from the S/Records.


29.2.16
Sr.Divl. Personnel Officer/Adra

Proforma for applicant

To
The Sr.Divl.Personnel Officer
S.E.Railway/Adra

Sub: Selection for the post of Sr.Adv.Inspector (Ex-cadre)
in PB.Rs.9300-34800/-+GP.Rs.4200/-

Vacancy = 01 (one) UR.

Ref: Your circular No.SER/P-ADA/EC/Sr.Adv.Inspector/
Ex. Cadre/16 dtd. 29.02.16.

In response to the above circular, I beg to offer myself as a candidate for the said selection.

My service particulars are as under:-

- 1) Name (In Block letters) :
- 2) Designation. :
- 3) Station :
- 4) Date of birth :
- 5) Date of appointment :
- 6) Date of promotion in the present grade. :
- 7) PB & GP,, :
- 8) Educational Qualification :
- 9) Whether SC/ST :

Signature of the Applicant.

Certified that the service particulars furnished by the applicant is verified through service records and found correct.

Signature of the Bill compiling in charge.

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29.2.16
App-I