

To

The Sr. DOM, Sr.DSO/Adra, Sr.DCM/Adra

&

2 Comm.

All concern supervisors Unit of Optg. Deptt /S.E.Railway/Adra.

Sub: Selection to the post of Inspector (FOIS) in GP.Rs.4600/-
Level-7 (7thbCPC) (No. of post=01)

It has been decided by the competent authority to hold selection to form a panel of 01 (one) candidates for the post of Inspector of FOIS in GP.Rs.4600/-/Level-7 of 7th CPC.

Eligible Criteria:-

- 1) Amongst the staff who have rendered 02 years regular service in GP.Rs.4200/- Level-6 (Substantive) of any designation of Operating/Commercial and Safety Department duly fulfilling the following:-
 - a) Graduate
 - b) MS window & MS Office especially MS Access with one year experience on Computer. A certificate to this effect by controlling officer must accompany the application. Experience/knowledge of programming/Net working desirable.

Mode of Selection:-

The selection may comprise written test followed by the scrutiny of serviced records of those who will qualify in the written test.

As this is a single cadre, the reservation rules not apply.

The staff fulfilling the above conditions may submit their applications/options as per enclosed proforma to their Unit in-charges/Sr.Subordinates who will receive the applications/options up to 20.04.18 and forward the same in a bunch to the office of Sr.DOM/Adra/Sr.DSO/Adra, & Sr.DCM/Adra, which in turn will send the same to this office by 25.04.2018 It is made clear that no application/option will be accepted by this office after 25.04.2018.

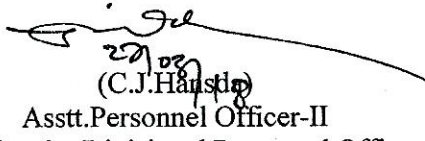
The staff not fulfilling the eligibility conditions should not apply for the post of Inspector (FOIS).

This should be given wide publicity amongst the eligible staff and care should be taken, to avoid complaints of non-receipt of information from any unit.

The Controlling officer/unit supervisor while forwarding the applications through covering letter should ensure that particulars given by the candidates are verified and found correct.

It should be made clear to all that if any discrepancy is found regarding the eligibility of any applicant, his/her candidature is liable to be cancelled at any stage of selection proceedings.

Enclo: Proforma of application.


 (C.J. Hanstap)
 Asstt. Personnel Officer-II
 for- Sr. Divisional Personnel Officer
 S.E. Railway/ADRA

Copy to – SS-Inspector (Movement)/Adra & Ch.OS to Sr.DSO/Adra, Ch.OS to Sr.DCM/Adra – they will please ensure proper circulation of the notification to all concerned.

✓ Copy to OS to DRM/Adra-to up-load the same in Railway web-site.

PROFORMA FOR OPTION

To
The Divisional Personnel Officer
South Eastern Railway,
Adra.

(Through proper channel)

Sub: Selection to the post of Inspector (FOIS) in GP.Rs.4600/-
Level-7 (7thbCPC) (No. of post=01).

Ref: Your Notification letter No.SER-P-ADA/ET/210/14/FOIS/18
Adra, date-27.03.2018.

PROFORMA

Sir,

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

My service particulars are given below.

- | | | |
|-----|--|---|
| 01. | Name (In block letters) | : |
| 02. | Father's name | : |
| 03. | Community | : |
| 04. | Designation/Station | : |
| 05. | Working under/Station | : |
| 06. | D.O.B. | : |
| 07. | D.O.A. | : |
| 08. | Capacity on apptt. | : |
| 09. | Date of regularization (should be correctly entered): | : |
| 10. | Present rate of Pay | : |
| 11. | Date of promotion to the present grade | : |
| 12. | Level/GP. | : |
| 13. | Educational Qualification as per service record :
(Not below Graduate.) | : |
| 14. | Technical Qualification. | : |
| 14. | Medical classification | : |
| 15. | P.F.No./Emp.No. | : |
| 17. | Bill Unit No. & Date. | : |

Yours faithfully,

(Signature of the candidate)

1. Forwarding of Supervisor with Seal.

2. Countersigned by AOM/ACM, Adra with Seal.

Particulars are verified and found correct

2 compl.

3. Signature of concerned Dealing Asstt. of Optg.Bill Section.