

South Eastern Railway

Office of the  
Sr. Divl. Personnel Officer/Adra

Dated 29.11.2019

No. SER/P-ADA/EC/Sr.Adv.Inspector (Ex-Cadre)/19

To  
The Sr. Divl. Commercial Manager,  
South Eastern Railway, Adra.

Sub: Option for the post of Sr. Adv. Inspector (Ex-Cadre) in Pay Level-6  
(7<sup>th</sup> PC) for 01 (one) vacancy (UR-01, SC-Nil & ST-Nil).  
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Options are hereby invited for the post of Sr. Adv. Inspector (Ex-Cadre) in Pay Level-6 (7<sup>th</sup> PC) from the willing candidates of the following categories of Commercial Department as per CPO(Comml.)/KOL's O. O. No. 14 of 2001 dated 21.05.2001 and 22 of 2007 dated 06.06.2007:

Eligible Categories:

1. Ticket Checking Staff in Scale Rs. 5000-8000 (5<sup>th</sup> PC)/PB-2 (+) GP Rs. 4200 (6<sup>th</sup> PC)/P.Level-6 (7<sup>th</sup> PC)
2. Ticket Checking Staff in Scale Rs. 4000-6000 (5<sup>th</sup> PC)/PB-1 (+) GP Rs. 2400 (6<sup>th</sup> PC)/P.Level-4 (7<sup>th</sup> PC)
3. Commercial Clerk in Scale Rs. 5000-8000 (5<sup>th</sup> PC)/PB-2 (+) GP Rs. 4200 (6<sup>th</sup> PC)/P.Level-6 (7<sup>th</sup> PC)
4. Commercial Clerk in Scale Rs. 4000-6000 (5<sup>th</sup> PC)/PB-1 (+) GP Rs. 2800 (6<sup>th</sup> PC)/P.Level-5 (7<sup>th</sup> PC)
5. Ministerial Staff in Scale Rs. 5000-8000 (5<sup>th</sup> PC)/PB-2 (+) GP Rs. 4200 (6<sup>th</sup> PC)/P.Level-6 (7<sup>th</sup> PC)
6. Ministerial Staff in Scale Rs. 4500-7000 (5<sup>th</sup> PC)/PB-1 (+) GP Rs. 2400 (6<sup>th</sup> PC)/P.Level-5 (7<sup>th</sup> PC)
7. Commercial Inspector in Scale Rs. 5000-8000 (5<sup>th</sup> PC)/PB-2 (+) GP Rs. 4200 (6<sup>th</sup> PC)/P.Level-6 (7<sup>th</sup> PC)

The Staff of eligible categories in one grade below are required to have put in at least 02 (two) years of service on regular measure in their existing grade. Applications are to be submitted latest by 20.12.2019 (Last Date) positively duly forwarded by the respective supervisors concerned to the office of Sr.DCM/Adra as per enclosed format which are to be sent in a bunch to the concerned Bill section by the office of Sr.DCM/Adra so as to receive those applications by Ch.OS(Comml.-G) of Sr.DPO/Adra duly verified and certified the service particulars by the respective Bill section of Sr.DPO/Adra on or before 20.12.2019 positively for further course of action.

No option will be entertained after expiry of the target date, i.e., 20.12.2019, in any circumstances.

The above selection will be conducted amongst the eligible optees according to the procedure laid down in Para 219 of IREM Vol.I (1989 Edition). The pro-forma of the application is enclosed herewith and all the 09 (nine) columns of the pro-forma should be correctly filled up and forwarded by the immediate supervisors.

It should be made clear to all Staff that incomplete applications 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 candidate will continue in the above ex-cadre post for a period of 03 (three) years on maintaining of lien in his parent cadre.

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

This issues with the approval of the competent authority.

Encl. One pro-forma as above.

  
Asstt. Personnel Officer-III  
Sr. Divl. Personnel Officer/Adra

Contd...P/2

Proforma of application

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/19 dtd. 29/11/19,  
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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 \$ level,
- 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.