

दक्षिण पूर्व रेलवे / South Eastern Railway

मुख्यालय/ Headquarters Office  
कार्मिकविभाग / Personnel Department  
गार्डनरीच, कोलकाता - ७०००४३  
Garden Reach, Kolkata - 700 043.

No: SER/P-HQ/E-ADMN/CPRO/Deputation

Dated: 28.09.2020

To  
All HODs at GRC & Kolkata  
The DRM(P)s - KGP, CKP, ADA, RNC  
The WPO/KGP, APO(S)/KGP, APO(W/S)/SNY  
**South Eastern Railway.**

Sub: Filling up of 01(one) post of Office Supdt.(Level-6) and  
01(one) post of Sr.Clerk at CPRO's Office/GRC on  
deputation basis.

In order to fill up 01(one) post of Office Supdt. in level -6 and 01(one) post of Sr.Clerk in level-5 at CPRO's office/GRC on deputation basis, applications are invited from willing eligible employees over S.E.Railway, with all relevant details as per prescribed proforma at Annexure 'A' alongwith ACRs/APARs of last 03(three) years with latest D&A/Vig. clearance duly forwarded by the Competent Authority, may please be sent to the Asstt. Personnel Officer/HQ's office/GRC by 28.10.2020 in one bunch duly scrutinised by controlling unit and certified by the concerned Personnel Branch with remarks "checked & found correct".

The period of deputation will be 02 years or availability of regular incumbent whichever is earlier. The lien of the staff will be maintained in his/her parent cadre and staff will be released without reliever, if selected for deputation at CPRO's office/GRC.

The Eligibility Criteria is as under :-

- 1) Regular service in Office Supdt. category in Level-6 for the post of Office Supdt.
- 2) Regular service in Sr.Clerk category in Level-5 for the post of Sr.Clerk.
- 3) Age upto 55 yrs. as on the date of publication of the notification, for both the category.

Mode of selection:- Through "Screening" by the appropriate authority.

No application will be entertained on piecemeal basis.

**The applicants may visit website [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in) for notification and application form.**

Encl: As above (Annexure A)

( P.S.Chakrabadhyay )  
Asstt. Personnel Officer (HQ)  
**for Principal Chief Personnel Officer.**

**PRESCRIBED PROFORMA FOR NON-GAZETTED STAFF FOR SUBMISSION OF APPLICATION  
ON DEPUTATION BASIS at CPRO's OFFICE/GRC**

Post against which application has been submitted : 1. Office Supdt.(Level-6)  
At CPRO's office/GRC 2. Sr.Clerk(Level-5)

**Personal Data :-**

1	Name in full (Block letters)	:	
2	Gender	:	
3	Department	:	
4	Category (UR/SC/ST/OBC)	:	
5	Date of Birth	:	
6	Date of entry into Railway/Govt. Service & post at the time of entry to service.	:	
7	Present Designation with place of posting, Division & Railway.	:	
8	Present pay level(substantive) and basic pay as on date of application & date of entry in the post.	:	
9	Contact details (struck down which is not applicable)	:	
	(a) E-mail ID	:	
	(b) Telephone(Office)/Telephone(Residence)	:	
	(c) Mobile Number	:	

**10. Educational Qualifications :-**

SL.No.	Qualification	Year of passing	Division/Class	Institution/University Place/Country

**11. Experience Details :-**

SL. No.	Designation & Railway with place of posting	Grade	From	To
12	Details of previous deputation/Foreign assignment, if any	:		
13	Details of awards/punishment	:		
14	Last three years ACRs/APARs attached, in case possessed by the employee, give details	:		

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice and there is neither any D & A/Vigilance case pending against me nor I am undergoing any penalty on date.

Date: \_\_\_\_\_ Name of the employee \_\_\_\_\_ :

Place: \_\_\_\_\_ Signature of the employee \_\_\_\_\_ :

Particulars given by the employee in column Nos.1 to 14 have been verified with the Service Records and found to be correct.

**Signature of the Controlling Officer**

Name:  
Desig:  
Station & Date:

Office Seal:

**Signature of the Personnel Officer**

Application Accepted/Rejected  
If rejected grounds of rejections:  
(To be signed by competent authority)

**TO BE FILLED IN BY THE CONTROLLING OFFICER WHILE FORWARDING APPLICATION FOR DEPUTATION**

1.	Whether any disciplinary proceedings contemplated/initiated against the employee	:	
2.	Whether any preliminary inquiry of or any other vigilance related matter is pending against the employee. If so, full facts of the pending matter	:	
3.	Whether the name of the employee appears in the Agreed List/Secret List	:	
4.	Whether the employee can be spared on deputation in the event of selection	:	
5.	Please indicate ACR/APAR ratings for the last three years in respect of the employee	:	

**Signature of the officer certifying the application:**

Name of the officer \_\_\_\_\_ :  
Designation & Stamp \_\_\_\_\_ :