

SOUTH EASTERN RAILWAY

Office of the PCPO,
Garden Reach, Kolkata -43

No.SER/P-HQ /ET/227/Tenure

Dated: 19.11.2020

To
The Sr.DPO/Sr.DOM/ DPO,
S.E. Railway,
KGP, ADA, CKP & RNC
Dy.COM (Plg/Co-ord)/GRC & Sr.EA to PCOM/GRC

NOTIFICATION

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

Applications are invited from the eligible regular employees of S. E. Railway in the following categories for filling up of the posts (Ex-Cadre) in various categories of PCOM's Office/Garden Reach/Kolkata in **prescribed proforma** enclosed herewith as "**ANNEXURE-A**". **Eligible willing 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 or at any time in administrative interest. Lien, promotions, etc will be maintained in parent Department. Selected staff will be posted as and when vacancy arises. It may be noted that selected staff will have to be released within (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 & Level	No.of Vacancies	Eligibility criteria
1	Chief Controller	Rs.9300-34800/- + GP Rs.4600/- (Level-7)	01	Regular Chief Controller with minimum 2 years regular service in Pay Band Rs.9300-34800/- + GP Rs.4600/- (Level-7)
2	Ch.DTI	Rs.9300-34800/- + GP Rs.4600/- (Level-7)	01	Regular staff of Unified Cadre with minimum 2 years regular service in Pay Band Rs.9300-34800/- + GP Rs.4600/- (Level-7)
3	Ch.DTI(M)	Rs.9300-34800/- + GP Rs.4600/- (Level-7)	03	-- Do --
4	Inspector (FOIS)	Rs.9300-34800/- + GP Rs.4600/- (Level-7)	02	-- Do --
5	Ch.DTI (Safety)	Rs.9300-34800/- + GP Rs.4600/- (Level-7)	01	-- Do --

Unified Cadre means: Instructions contained in Estt.Srl.No.152/2003 (Para 10.1) may be followed.

Mode of selection: VIVA-VOCE and Scrutiny of Service Records.

Applications should be submitted through proper channel and last date of submission to the controlling officer of the respective units by **18.12.2020**. **An advance copy of application may be submitted to the undersigned for information only.** Divisional 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 to the undersigned latest by **28.12.2020**. No application will be entertained on or after the last date i.e. **28.12.2020**. **Incomplete application will not be accepted.**

The concerned staff officer should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office. The applications received from the employees directly at PCPO's Office/GRC without certification by the concerned Officers will also be rejected. Staff so selected may be released without reliever. **"No individual application will be entertained"**.

Ground for Rejection :

- Incomplete application.
- If any candidate is subsequently found ineligible for the above selection at any state his/her candidature will be rejected without assigning any reason.

Detailed instructions and Proforma are also uploaded on www.ser.indianrailways.gov.in . Sr.DPOs/DPOs are also requested to ensure wide publicity of the notification among the eligible staff /employees.

This issues with the approval of the Competent Authority.

Encl: Application proforma in "ANNEXURE-A"


(Satyajit Roy)
Asstt. Personnel Officer (Co-ord)
for **Pr.Chief Personnel Officer**

**PROFORMA FOR APPLICATION TO THE POST OF CHIEF CONTROLLER/CH.DTI/
CH.DTI(M)/INSPECTOR(FOIS)/CH.DTI(SAFETY)/OPERATING DEPARTMENT/PCOM'S OFFICE/GRC**

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(Please read the notification carefully before filling up of the application form)

(THROUGH PROPER CHANNEL)

INSTRUCTIONS:

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

- i) Option form duly 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.

Please write the name of the post applied for with GP and Level:

To

The Asstt. Personnel Officer (Co-ord),

S.E. Railway/Garden Reach/Kolkata – 700043

1.	NAME (IN BLOCK LETTERS):				
2.	Present Designation (Mention Deptt. & Office (with Pay Band, Grade Pay & Level)	Substantive		Officiating capacity (Ad-hoc etc.)	
		Deptt. & Controlling Officer	Pay Band, Grade Pay & Level	Deptt. & Controlling Officer	Pay Band, Grade Pay & Level
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.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 Administration 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 of 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 employees have been checked and found correct as per available official records. Forwarded to Asstt. Personnel Officer (Co-ord)/S.E. Railway/Garden Reach/Kolkata-700 043

(Asstt. Personnel Officer/Divl. Personnel Officer)

[Handwritten Signature]