

S E Railway

Office of the DRM(P)
Kharagpur

No. SER/P-KGP/ET/47/14/Sr.Insp.(FOIS)/2021

Dated: 17.08.2021.

To
The Sr. DOM/KGP, Sr. DCM/KGP, All BO's of Safety Departments.
WPO/Bill/KGP-WS, APO/Bill/SRC and All Bill In-charges of Sr. DPO Office/ KGP

Sub: Selection to the post of Sr. Inspector (FOIS) in Level -7 of 7th CPC Pay Matrix
in Optg. Deptt of Kharagpur Division.

It has been decided to form a panel of **02 (UR-02 SC-Nil & ST-Nil)** candidates for promotion to the post of **Sr. Inspector (FOIS)** in Level -7 of 7th CPC Pay Matrix by way of General Selection.

Therefore applications in prescribed proforma (**Annexure-A**) are invited from the following eligible categories of staff indicated below who are willing to appear in the Selection.

Amongst the staff who have rendered 2 years regular services in Level -6 of 7th CPC Pay Matrix (Substantive) of any designation and having medical classification of A3 category of Operating, Commercial and any Safety Departments of KGP Division duly fulfilling the following:

Qualification/Experience

1. Graduate.
2. MS Windows & MS Office especially MS Access with one year experience on Computer. A certificate to this effect issued by controlling officer must accompany the application Experience/Knowledge of Programming/Networking is desirable.

Controlling Officers are requested to give wide publicity amongst the staff working under them and willing staff who fulfil the above conditions may submit their application in the following format with self-attested copies of certificates in support of their Education Qualification & computer Experience/Knowledge etc. Application duly filled in all respect should be submitted to the concerned controlling officer within **15.09.2021** who in turn forward the same along with certification from B.O that the staff has 1(one) year experience on computer with MS Windows & MS Office especially MS Access, in a bunch covering a forwarding letter to the concerned Bill Section within **04.10.2021** positively. Bill Section will check the correctness of all the particulars of the applications and certify that the particulars are as per Service Sheets and forward the same in a bunch (not in the piecemeal manner) along with a statement certifying that no application is lying pending with them, to Ch.OS/Optg.-Admn Section of Sr. DPO's Office/KGP within **22.10.2021** positively, if there is no application has been received from the concerned bill section, a **NIL statement** is to be sent to Ch.OS/Optg.-Admn Section of Sr. DPO's Office/KGP within **22.10.2021** positively. No application after due date will be accepted under any condition.

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 corner.

The controlling officer while forwarding the applications through covering letter should ensure that the 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 application, his/her candidature is liable to be cancelled at any stage of selection procedure.

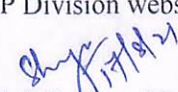
The selection will consist of written Test followed by scrutiny of SRs/APARs/Working Reports of those who will qualify in the W/Test. The panel will be formed in order of merit in terms of S. E. Rly Estt. Srl. No. 132/09.

Encl: Application Proforma (**Annexure-A**) on overleaf

Asst. Personnel Office-II
for Sr. Divl. Personnel Officer
S E Railway, Kharagpur

Copy to: (i) Sr. DOM/KGP is requested to circulate the syllabus/question bank for the examination as per RBE 196/18.

- (ii) Ch. OS/Computer Cell is advised to upload the notification in KGP Division website.
- (iii) DC/SERMC/SER/KGP for information please.


for Sr. Divl. Railway Manager(P)
S E Railway, Kharagpur

PROFORMA

To
The Sr. Divl. Personnel Officer,
South Eastern Railway, Kharagpur.

(Through proper channel)

Reg : Application for the post of Sr. Inspector (FOIS) in Level -7 of 7th CPC Pay Matrix against 25% Departmental quota in Operating Department of Kharagpur Division.

In response to the Notification No. SER/P-KGP/ET/47/14/Sr.Insp.(FOIS)/2021, Dated: 17.08.2021. I offer my candidature for promotion to the post of Sr. Inspector (FOIS) in Level -7 of 7th CPC Pay Matrix.

My Bio-Data and Service Particulars are furnished below:

1)	Employee No. (As per Pay Slip)																		
2)	Name (In Block Letter)																		
3)	Designation																		
4)	Level in 7 th CPC Pay Matrix																		
5)	Place of work																		
6)	Date of Birth																		
7)	Date of appointment																		
8)	Date of promotion to the Present Grade (GP-4200/- /Level-6)																		
9)	Educational Qualification as per Service Sheet (Not below Graduation) (Self-attested photocopy to be enclosed)																		
10)	Computer related experience:(Copies of certificates issued from Controlling officer to be enclosed)																		
11)	Whether belongs to SC/ST/OBC/UR (Self attested photocopy to be enclosed for SC/ST)																		
12)	Mention Level & Date in respect of grant of MACP																		
13)	Medical Category in which declared fit																		
14)	Are you ever been declared medically De-categorised? (State-YES/NO)																		
15)	Bill. Unit No.																		
16)	Mob. No.																		

I do hereby declare that the particulars furnished above are true and correct to the best of my Knowledge. Any of the above Particulars found incorrect/false in future at any stage of the selection even after implementation followed by promotion my candidature will be rejected and I shall be liable to be taken under D&A Rule 1968.

Place: _____
Date: _____

Signature of the applicant with date

Forwarded to Sr. DOM-KGP for further action and certified that the above particulars furnished by the staff are correct, no column is left unfilled and no applications are left behind in this Station/Unit.

Place: _____
Date: _____

Signature of Supervisor with date & Seal

Forwarded to concern Bill Section of Personnel Branch for further action.

Date: _____

Signature of Controlling Officer with date & Seal

Service particulars are checked and found correct as per Service Sheet.

Date: _____

Signature of Bill In-charge with date