

No. SER/P-KGP/ET/212/14/Suit./PM-A/21

To
The Sr.DOM/KGP, DOM (M)/KGP, DOM(Chg.)/KGP, DOM/SRC,WPO(WS)/KGP, Dy.CVO(T)/GRC
AOM(M)/KGP, AOM(Chg.)/KGP, ARM/HLZ, APO/SRC,SMR(Gaz)/HWH., All CYMs, Ss, DTIs of KGP
Division.

Sub: Suitability for promotion to the post of **Pointsman-A** in Level-2 of 7th CPC
Pay Matrix in Operating Department of Kharagpur Division.

In order to fill up 231 (UR-133, SC-67, ST-31) vacancies of Pointsman-‘A’ (Level-2 of 7th CPC Pay Matrix) in Operating Department of Kharagpur Division, options are invited from all eligible erstwhile Group-D staff in Level-1 of 7th CPC Pay Matrix in Operating Department of Kharagpur Division subject to fulfilment of the following conditions:

1. The staff who have rendered minimum **02(Two)** years regular service as on **01.10.2021** in Operating department are eligible to exercise option provided they are medically fit in **A2** Category in conformity with the provisions contained in Para-514(1) (A) of IRMM. **The staff other than Pointsman are to be subjected for medical examination in A2 category and on being found fit in A2, their Options are to be forwarded along with photocopy of last fit Med. certificate in A2 category.**
2. Promotions will be offered on the basis of seniority (integrated)-cum-suitability amongst the optees.
3. Staff should apply only in prescribed Pro forma (Annexure-A) overleaf duly enclosing attested Photocopy of latest Certificate of Medical Examination in A2 Medical category.
4. Reserved community staff should enclose their respective caste certificate (photo copy duly Self-attested) along with their options and this should tally with the record in their service Book.
5. Staff once declared medically de-categorised is not eligible to apply.

The willing staff who fulfil the above conditions may submit their application in the following format (Annexure –A) with self attested copies of certificates in support of their Education Qualification & caste etc. Application duly filled in all respects should be submitted to the concerned Unit In-charge within **22.10.2021**, Unit In-charge will forward all applications in a bunch to the controlling officer within **29.10.2021** who in turn forward the same in a bunch covering a forwarding letter to the concerned Bill Section of Personnel Branch within **05.11.2021** 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 piecemeal manner) along with a statement certifying that no application is lying pending with them, to OS/Optg.-Admn Section of Sr. DPO’s Office/KGP within **12.11.2021** positively. No application after due date will be accepted under any circumstances.

Suppression of fact/information detected subsequently will be viewed seriously and will be taken up under D&A rules.

Administration holds the right to reject the candidature of any applicant at any stage of selection if otherwise found ineligible.

Sectional Ch.DTIs & DTIs should ensure to wide publicity amongst the eligible staff and care should be taken, to avoid complaints of non-receipt of information from any unit.

SHREYA SHANDILYA Digitally signed by SHREYA SHANDILYA
SHANDILYA
Date: 2021.10.01 18:39:19 +05'30'

Encl: Application Proforma (Annexure-A)

Asst. Personnel Officer-II
for Sr. Divl. Personnel Officer(P)
S E Railway, Kharagpur

Copy to: (i) Ch.OS/Optg. Bills/KGP for information and necessary action.

(ii) Ch. OS/Computer Cell is advised to upload the notification in KGP Division website.

(iii) DC/SERMC/SER/KGP for information please.

SHREYA SHANDILYA Digitally signed by SHREYA SHANDILYA
Date: 2021.10.01 18:39:47 +05'30'

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

PROFORMA

To
The Sr. Divl. Personnel Officer
S. E. Railway, Kharagpur.

(Through proper channel)

Reg: Option for promotion to the post of Pointsman-A Level-2 of 7th CPC
Pay Matrix in Operating Department of Kharagpur Division.

In response to the Sr. DPO/KGP's Notification No. SER/P-KGP/ET/212/14/Suit./PM-A/21,
Dated:01.10.2021. I offer my candidature for promotion to the post of Pointsman-A in Level-2 of 7th
CPC Pay Matrix in Operating Department of Kharagpur Division.

My Bio-Data and Service Particulars are furnished below:

1)	Employee No. (As per Pay Slip)																			
2)	Name (In Block Letters)																			
3)	Designation																			
4)	Level in 7 th CPC Pay Matrix																			
5)	Place of work																			
6)	Date of Birth																			
7)	Date of initial appointment and Designation																			
8)	Date of Regularisation to the Present Grade																			
9)	Whether belongs to SC/ST/OBC/UR (Self attested photocopy to be enclosed for SC/ST)																			
10)	Mention Level & Date in respect of grant of MACP																			
11)	Medical Category in which declared fit (Those who are other then Pointsman, enclose Self Attested copy of last fit Med. certificate in A2 cat.)																			
12)	Are you ever been declared medically De-categorised? (State-YES/NO)																			
13)	Bill. Unit No.																			
14)	Mobile 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

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 & Seal

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

Date: _____

Signature of Controlling Officer & Seal

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

Date: _____

Signature of Bill In-charge