

SOUTH EASTERN RAILWAY

Office of the
Chief Personnel Officer
11, Garden Reach Road
Kolkata-43

Dated: 06-03-2017

No. SER/P-HQ/E-ADMN/Receptionist/GM/210

NOTIFICATION

Sub: Filling up the Ex-Cadre post of Receptionist Rs. 9300-34800/-
in GP Rs. 4200/-(6th PC), level-6 in 7th PC in GM's Office/GRC.

Applications are invited from serving Permanent Railway employee of S.E.Railway, for filling up the Ex-Cadre posts of Receptionist in PB-2 Rs. 9300-34800/- in GP Rs. 4200/- (6th PC), level-6 in 7th PC in GM's Office/GRC (GM's Secretariat).

1	No. of vacancies	02 (Two)
2	Pay Band & Grade Pay	Rs.9300-34800/- in GP Rs. Rs. 4200/- (6th PC), level-6 in 7 th PC
3	Eligibility Experience	& i) Willing staff working in PB-1, GP Rs. 2800/- (6 th PC, level-5 in 7 th PC), should have good communication skills in English, Hindi and Bengali language. Preference will be given to staff having experience in the similar work. ii) Should have worked for at least two years in regular measure in PB-1, GP Rs. 2800/- (6 th PC, level-5 in 7 th PC) in the cadre post.
4	Mode of selection	By interview and checking of service records and last 3 years ACR's
5	Application form	Enclosed as Annexure-I Full care should be taken while filling up the application form. Incomplete application form will be rejected.
6	How to apply	Applicants should fill up application form after thoroughly reading the eligibility conditions and submit the filled in application form with enclosures through his/her Controlling Officer who in turn take action as per item 8.
7	Last date submission of application	17.04.2017
8	Forwarding application by units.	of The controlling officer should send the applications to the respective personnel officer of Divn./HQ immediately. The DPO's /SPO/APO should verify the correctness of the particulars furnished by the employees in their application & forward the same to the SPO-E/GRC in CPO's Office/GRC on or before 28.04.2017.
9	Tenure of service	05 (Five years) from the date of appointment or till such time the currency of the work charged post exists or till repatriated to parent cadre by the order of the competent authority on the ground of performance, illness etc. whichever is earliest.
10	Other conditions	The lien of the selected staff will be maintained in the parent cadre.

Ch. 05 (P)

Q. 206/12

-2-

N.B. Candidates who are posted at Garden Reach residing in Railway Quarters or nearby area will be given priority.

The applications received from the employees directly at CPO's Office without verification by the personnel officers will be rejected.

Encl: Annexure-I

Sd/- 06/3/17
(Satyajit Roy)
Asstt. Personnel Officer(HQ)
for Chief Personnel Officer

No. SER/P-HQ/E-Admn/Receptionist/210

Dated: 06-03-2017

Copy forwarded for information & you are requested to kindly give wide publicity amongst the staff under your control of the said notification:-

1. Secy. to GM, Sr.DGM,COM,PCE,COS,CSO,CME,CSC,CSTE,CME,CEE,CMD
2. CAO(CON)/GRC, CPRO, MRA/GRC
3. CCM/Kolkata, Chairman/RRB/Kol, DRM-KGP,ADA,CKP,RNC
4. DGM(G), DGM(Law), ARM/SHM, SPO/RE/Kol
5. DRM(P)-KGP,ADA,CKP,RNC
6. WPO/KGP, APO(Store)/KGP, APPO(W/S)/SNY, APO/SRC
7. All Dy.CPOs/SPO's & APO's of GRC & Kolkata

Sd/- 06/3/17
for Chief Personnel Officer

APPLICATION FOR THE EX-CADRE POST OF RECEPTIONIST IN PB-2 RS. 9300-34800/-

IN G.P. RS. 4200/- (6th PC, level 6 in 7th PC)

S. No	Particulars	
1	Name (in Block letter)	
2	Present Designation (Mention if adhoc)	
3	Present pay, pay Band & GP	
4	Office, Station	
5	P.F. Number	
6	Date of birth	
7	Date of appointment a) To service b) To the present post	
8	Qualification a) Academic b) Technical	
9	Community	
10	Brief particulars of experience a) Experience in Receptionist duties and period b) Command in English and Hindi and Bengali language.	
11	Whether residing in Railway Quarter at GRC or nearby area, if so please indicate details.	
12	Telephone No.	
13	List of enclosures	

I declare that the particulars and documents furnished above are correct and true and I am liable for departmental action if the same are found to be false or fabricated later.

Date:

Station:

SignatureSOUTH EASTERN RAILWAY

Office:

Date:

Ref: CPO/SER's letter No. SER/P-HQ/Receptionist/GM/210
dt. 06-03-2017

Forwarded to the Senior Personnel Officer-I Office of the Chief Personnel Officer, 11 Garden Reach Road, Kolkata-43.

Particulars given by the employee have been verified with the service records and found correct.

Enclo:

Signature of the Controlling Officer

Name-

Designation-

Date

Office Seal:

Signature of the Personnel Officer

06/03/17