

NO:SERP-ADA/EC/Sr.Adv.Insp/Ex-Cadre/2024

Office of the  
Sr. Divl. Personnel Officer/Adra  
Date: 26.06.2024To,  
The Sr. Divl. Commercial Manager  
South Eastern Railway /Adra.Sub : Selection for the promotion to the post of Sr. Adv. Inspector  
(Ex-cadre) in Pay Level-6 (7<sup>th</sup> CPC) of Commercial Department  
Adra division.Options are hereby invited from the willing candidates of eligible categories of Commt. Deptt. for promotion to the post of Sr. Adv. Inspector in Pay Level-6 (7<sup>th</sup> PC) through General Selection on tenure basis in Terms of CPO/Comm/KOL's (1) 0.0.14 of 2001 dated 21.05.01 & (2) 0.0. No. 22 of 2007 dated 06.06.07.

A) Total vacancy:- 01(One).

**B) Eligible Categories**1) Ticket checking staff in Pay Level-6 (7<sup>th</sup> PC). 2) Ticket checking staff in Pay Level-5 (7<sup>th</sup> PC) 3) Comm. Clerk (CCRS) in Pay Level-6 (7<sup>th</sup> PC). 4) Sr. Comm. Cum Reservation Clerk (Sr. CCRC) in Pay Level-5 (7<sup>th</sup> PC). 5) Ministerial staff in Pay Level-6 (7<sup>th</sup> PC). 6) Ministerial staff in Pay Level-5 (7<sup>th</sup> PC). 7) Comm. Inspector in Pay Level-6 (7<sup>th</sup> PC). 8) The staff in Pay Level-6 & 5 (7<sup>th</sup> PC) belonging to unified cadre as per RBE No. 85/2023 may also apply.

The staff of eligible categories in one grade below are required to have put-in at least two years (02 years) of service on regular measure in their existing grade.

Applications are to be submitted latest by **11.07.2024** (last date) positively duly forwarded by the respective supervisors concerned to the office of the Sr.DCM/Adra as per enclosed format which are to be sent in a bunch to the Ch.OS/CMS/Comm. of Sr.DPO/Adra's office on or before **15.07.2024** and their service particulars should be verified and certified by the Bill SectionNo option will be entertained after expiry of the target date, **11.07.2024** under any circumstances.

The above selection will be conducted amongst the eligible optees according to the procedure laid down in Para 219 of IREM of Vol.1 (1989). The pro-forma/format of the application is enclosed herewith and all the 11 columns of the pro-forma should be correctly filled-up and forwarded by the immediate supervisors. It should be made clear to all staff that incomplete application and applications submitted by the candidates not fulfilling the necessary eligibility criteria will be rejected.

The Supervisors/Unit-In-charges should take proper step to avoid complaints of non receipt of information.

The selected Candidates will continue in the above ex-cadre post for a period of 03 years on maintaining their lien in their parent cadre. This may be given wide publicity amongst all eligible staff and also displayed in the Notice Board in each Station/Unit/Office so that all willing Candidates may submit their applications in the stipulated time.

This is issued with the approval of competent authority.

Asstt. Personnel Officer  
for Sr. Divl. Personnel Officer/AdraNo-Even Adra, Dtd-26.06.2024  
Copy forwarded for information & necessary action -

OS/DRM Cell for uploading in Rel net Website/Adra Divn, CC/Com/Cont/Adra- He is requested to relay the Notification through control message to Offices of Comm. Deptt. of Adra Division, All CCI/CIs of Comm Department, Ch OS/CMS/Comm Bill/Adra- He is advised their Service Records to verify and certify the service particulars of all optees according to their Service records.

Encl- One format/pro-forma

for Sr. Div Personnel Officer/Adra

P R O F O R M A

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

Sub: Application for post of Sr. Adv. Inspector (Ex-Cadre) in Pay Level-6  
(7th PC) of Comm. Deptt.

Ref: Your circular No. SER/P-ADA/EC/ Sr. Adv. Insp/Ex-Cadre/2024  
dtd. 26.06.2024

In response to the above circular, I beg to offer myself as a candidate for the said selection. My service particulars are as under:-

- 1) Name (In Block letter) :
- 2) Community :  
(If SC/ST, photo copy of Certificate should be enclosed.)
- 3) Desig/Stn. :
- 4) Dt. of birth :
- 5) Dt of appointment :
- 6) Designation at the time of appointment :
- 7) Present GP & Level :  
(If MACP, should be indicate)
- 8) Dt of last promotion :
- 9) Educational Qualification :
- 10) HRMS ID :
- 11) Bill Unit No :

Date :

Signature of the applicant

Service particulars are verified and found correct.

Signature of the Bill compiling In-charge

*[Handwritten Signature]*