



Eastern Railway

Office of the Divisional Railway Manager
Personnel Department
Eastern Railway, Asansol
Paschim Bardhaman,
West Bengal-713301

No. 7/EO/Option/PI/Misc./24

Asansol dated 28th Aug.' 2024.

General Managers,
All Zonal Railways & Production Units.

Sub :- Option for filling up the post of Personnel Instructor (Ex-cadre) in Level-7 (GP- Rs.4600/-) & Level-6 (GP-Rs.4200/-) under Principal/MDZTI/Bhuli at Dhanbad.

Options are invited from the staff of Personnel Department (excluding Stenographer) over Indian Railways for inducting 01 (one) Personnel Instructor (Ex-cadre post) in Level-7 of pay matrix (Corresponding to GP-Rs.4600/-) & 01 (one) Personnel Instructor (Ex-cadre post) in Level-6 of pay matrix (Corresponding to GP-Rs.4200/-) at the M.D.Zonal Training Institute/Bhuli at Dhanbad for conducting training on personnel matters to the trainees from various Branches who attend MDZTI/Bhuli at Dhanbad.

● **For the post of Personnel Instructor in Level-7 of pay matrix (Corresponding to GP-Rs.4600/- in PB-2) the optees should be:-**

● **In Level-7 of pay matrix (Corresponding to GP-Rs.4600/- in PB-2)**

OR

● **In Level-6 of pay matrix (Corresponding to GP-Rs.4200/- in PB-2)**

● **For the post of Personnel Instructor in Level-6 of pay matrix (Corresponding to GP-Rs.4200/- in PB-2) the optees should be :-**

● **In Level-6 of pay matrix (Corresponding to GP-Rs.4200/- in PB-2)**

1. Selected candidate in equivalent grade will be eligible to get teaching allowance @12% of basic pay. (Ref. RBE No.79/2019 Circulated under PCPO/E.Rly./ Kolkata's Serial Circular No. 115/2019)

2. However, candidates selected from the lower grade are not entitled for 12% teaching allowance.

3. Candidates who have been upgraded to Level-8 are also eligible to apply.

4. The lien of the selected staff will be maintained in his/her parent cadre of the Divn./Unit/Railway.

5. If an Instructor is repatriated back to parent Div./Unit/Rly. after completion of his/her tenure, he/she may be allowed to give option of his/her choice of posting and the same should be considered as far as possible.

6. The mode of selection is Written Test (75 marks) & Classroom lecture trial (25 marks).
[Ref. RBE No.79/2019]

7. The question paper will be 100% Objective multiple choice only and there shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers. [Ref.RBE No.196/2018].

8. The optees should fulfill the following conditions:-

- The optees should at least be a Graduate in any stream from a recognized University.
- The optees should have good knowledge in English and Hindi.

P-2

- The age of optees should not be more than 58 years (Ref. RBE No.104/2023 and PCPO/E.Rly./ Kolkata's Serial Circular No.111/2023) & Cooling off period between two tenures should be at least one year as on the date of notification.
- He/She must be well conversant with the Establishment matters including Codal provisions, IREM, HOER, and Duty Roster, Labour Law etc. of the Railway and also Acts and Rules applicable in the Railway. The above referred subjects are only illustrative and not exhaustive.
- He/She should have at least 10 years of experience of working in Personnel department.
- The tenure of deputation of Instructor will not exceed 05 years in (Ref. of RBE No.04/2021 and PCPO/E.Rly./Kolkata's Serial Circular No.04/2021). However, the Administration may repatriate the selected candidate even earlier without assigning any reason.
- Preference will be given to the staff possessing a Diploma in Personnel Management and/or Industrial Relations.
- **The said application should have forwarding of Concerned BOs and if the applicant found selected then it is presumed that candidate will must be spared.**

The application should be forwarded by concerned BO's and if the applicant found selected then it is presumed that the concerned BO's willing to spare the candidate.

The applicants should apply in the given format (Annexure-'A') duly verified by Controlling Officer of Personnel Department. Last date of receiving options at this Office of Eastern Railway, Asansol Division through proper channel is **30-10-2024.**

All concerned are requested to give it wide publicity.

This has got the approval of the competent authority.

(Rajesh Kumar Paswan)
Assistant Personnel Officer-III
For Divisional Railway Manager
Eastern Railway, Asansol

Copy to : PCPO/ER for information & n.a please.

(Rajesh Kumar Paswan)
Assistant Personnel Officer-III
For Divisional Railway Manager
Eastern Railway, Asansol

(Annexure-‘A’)

**Application for the post of Personnel Instructor (ex-cadre) in Level-7 & Level-6 (7th CPC)
under Principal/MDZTI/Bhuli/Dhanbad :-**

PASTE
ATTESTED
RECENT
PASSPORT
SIZE PHOTO

1. Name & Design :
2. Application for the post of :
(Mention the post & Pay Level)
3. Community :
4. Working under with station :
5. Present Pay & Level :
6. D.O.B :
7. D.O.A :
8. Educational Qualification :
9. Joining date in Personnel Department :
10. Whether Diploma in Personnel Management and/
or Industrial Relations (documents to be attached.) :

Signature of the candidate with date

Verified from Service Record and found to be correct

(Signature of the Controlling Officer with office seal)