

**EASTERN RAILWAY  
SEALDAH**

No.SDA/EO/2/Gaz/Re-engagement/2025

Date:09-Jan-2025

**NOTIFICATION FOR RE-ENGAGEMENT**

**SUB.: RE-ENGAGEMENT OF RETIRED RAILWAY OFFICER AS CONSULTANT (PS-I).**


**Ref.: Railway Board's letter no. 2024/E(GR)/38/1 dated 29-8-2024 & 08.11.2024**

1. As per approval of Competent Authority, applications are invited from willing retired Railway Officers of Eastern Railway for re-engagement as **Consultant (PS-I)**, retired from Group B (Level-8 & Level 9) against one vacant post in Gr.B on fixed monthly remuneration in exigencies of service in Eastern Railway, Sealdah Division fulfilling the following conditions of eligibility:  
(i) Age : must be below 65 years of age as on 01-Jan-2025  
(ii) Pay Level : Level-8 & Level 9 of Gr. B  
(at the time of retirement )
2. Terms & conditions of re-engagement are enclosed as **ANNEXURE-A**.
3. Format of application is enclosed as **ANNEXURE-B**.
4. **MODE OF SUBMISSION OF APPLICATION:** Applicants may submit their **offline applications** in the prescribed format to " **Ch.OS/Gaz, E-1 Section under Sr.DPO/E.Rly/Sealdah**". **Online application** at E-Mail id "**srdposealdah@gmail.com**" on or before closing date.
5. Last date for receipt of applications: **16<sup>th</sup> January, 2025**
6. Re-engagement shall be governed by Railway Board's letter No.2024/E(GR)/38/1 dated 29.08.2024 and 08.11.2024.

**NOTE: This scheme shall be valid only upto 31.12.2026.**

Enclosures:

- (i) Terms & Conditions (ANNEXURE-A)
- (ii) Prescribed proforma (ANNEXURE-B)
- (iii) Duty List of Consultant (PS-I) [Annexure C]

  
(B. N. Banerjee)  
Asstt. Personnel Officer-IV  
for Divl. Rly Manager/ER/Sealdah

**ANNEXURE-A**

**The re-engagement shall be as per the following terms & conditions:**

1. **Period of Re-engagement** : Suitable retired PS-I, fulfilling the criteria, will be engaged initially for a period of ONE year and further extendable as per requirement up to 31.12.2026 or till regular PS-I is posted, whichever is earlier.
2. **Remuneration**: A Fixed Monthly Remuneration, i.e., Last Basic Pay minus Basic Pension, shall be paid which shall remain unchanged for the term of the contract. Annual Increment/percentage increase and Dearness Allowance shall NOT be allowed during the contract period. (Example for determining remuneration shall be as given in DoE's OM No.F.No.3-25/2020-E.IIIA, dated 09.12.2020).
3. The **duties & responsibilities** of the retired officer re-engaged as Consultants (PS-I) will be to provide all duties and responsibilities as are required as PS-I to DRM/SDAH.
4. Suitability/Competency of the retired officer shall be adjudged, on the basis of last five APARs as per established norms for a DPC, before such re-engagement by a three member Committee of PHODs/CHODs as appointed by GM/ER. While re-engaging such officers, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
5. **Paid leave** of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed nor carried forward in case the engagement is extended. Also, no payment in lieu of unutilized leaves will be paid at the time of discharge/expiry of the contract.
6. Consultants shall not be entitled to HRA and residential accommodation. However, Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed - not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. Consultants may be allowed TA/DA for official tour, if any, as per their entitlement at the time of retirement.
7. The re-engaged officer shall not have Financial and D&AR powers. However, Consultants may recommend suggestions on financial and other matters to regular officers.
8. Retired employees found suitable/competent may be re-engaged after obtaining Medical Fitness in the appropriate category from designated authorities as per existing practice.
9. Consultant shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same. For this purpose, the Consultant shall sign an **Agreement of Confidentiality** with the Govt. of India **containing clause on Ethics and Integrity**.
10. The re-engaged officer shall be discharged immediately on joining of regular candidate.

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*Handwritten signature and date: 09/11/25*

**ANNEXURE-B**

Paste recent  
colour passport  
size photograph

To,  
Divl. Railway Manager (P)  
Eastern Railway, Sealdah

**Sub.:ApplicationforRe-engagementofRetiredRailwayOfficersasConsultant (PS-I).**

Ref.: 1) RailwayBoard'sletterno.2024/E(GR)I/38/Idated 29.08.2024 & 08.11.2024  
2) DRM(P)/SDAH's Notification no. SDA/EO/2/Gaz/Re-engagement/2025 dated 08.01.2025

With reference to the above, I hereby submit my application for the post of Consultant. My details are furnished below:-

1	Full Name (in BLOCK letters):	
2	Last Designation:	
3	Last Office/Unit/Division:	
4	Department:	
5	Date of Birth:	
6	Date of Retirement:	
7	Mode of retirement (superannuation/VRS/Others)	
8	Last pay drawn & pay level (7 <sup>th</sup> CPC)	
9	Community (SC/ST/OBC/PwBD)	
10	PPO No (CopyofPPOtobe enclosed)	
11	Aadhaar Card No.:	
12	Mobile No.:	
13	Email address:	
14	Postal Address:	

**DECLARATION:** I hereby declare that the above information are true to the best of my belief and information. I agree to be re-engaged as Consultant (PS-I) as per terms and conditions laid down vide DRM(P)/SDAH's Notification under reference above and I shall abide by the same.

The copy of following documents are submitted for your perusal and consideration.

i)	PPO	ii)	Service Certificate
iii)	Pensioner's Identity Card	iv)	Last Pay Slip
v)	1 <sup>st</sup> page of Bank Passbook duly indicating A/c No. and IFSC code	vi)	PAN Card
vii)	AADHAAR Card	viii)	4 recent P/P size coloured photographs

Place:

Date:

(Signature of Applicant)  
Name :

ANNEXURE-C

THE DUTY LIST OF THE CONSULTANT (PS-I) SHALL INTER ALIA INCLUDE THE FOLLOWING

1. **Office management:** Maintaining the office, including the housekeeping of equipment and supplies
2. **Communication:** Receiving and opening mail, taking and returning phone messages, and attending to visitors
3. **Scheduling:** Maintaining a diary of meetings and engagements, and reminding the officer in advance
4. **Travel arrangements:** Arranging travel plans, including railway reservations and air travel
5. **Document handling:** Typing documents, taking dictation, and organizing files
6. **Clerical duties:** Performing other clerical tasks to assist the officer
7. **Accompanying the officer:** Accompanying the officer on tours/inspections or other engagements
8. **Monitoring accounts:** Monitoring the officer's salary and travel allowance bills
9. **Public relations:** Handling public relations and anticipating the officer's needs.
10. Other duties as and when assigned by DRM/SDAH

*2001*  
*09/11/25*