

EASTERN RAILWAY  
Sealdah

No.E-22/310.4/Retire. Re-engagement /Pt. I

Date:22/01/2025

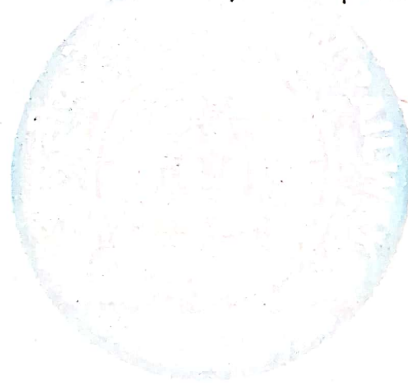
ALL Concerned

Sub : Re-engagement of retired non-gazetted employees in exigencies of service  
Procedure to be adopted for assessment of suitability/competency of the  
retired employees to be re-engaged - reg.

Ref : PCPO/E. Rly' s letter No-E.368/0/Re-engagement dated:08.01.2025

The PCPO/E. Rly' s letter No- E.368/0/Re-engagement dated:08.01.2025 is  
forwarded for information ,guidance and necessary action please.

DA:-As above.



(S. K. Biswas)

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For Sr. Divisional personnel Officer.  
Eastern Railway , Sealdah.

**Eastern Railway  
(Personnel Department)  
17, N. S. Road, Kolkata -700 001**

No.E.368/0/Re-engagement

Kolkata, Dated: 08/01/2025

**PFA/SDGM/PCOM/PCME/PCEE/PCMM/PCSTE/PCE  
PCMD/PCCM/CAO(Con)/PCSC/PCSO**

**Divisional Railway Managers  
HWH/SDAH/ASN/MLDT  
Eastern Railway**

**Chief Works Managers  
KPA/JMP/LLH  
Eastern Railway**

**All Dy.CPOs/SPOs/APOs, E. Rly., Kolkata**

**Sub: Re-engagement of retired non-gazetted employees in exigencies of service - Procedure to be adopted for assessment of suitability/competency of the retired employees to be re-engaged - reg.**

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The issue of selection procedure/modalities for re-engagement of retired railway employees under terms & conditions enumerated in RBE Nos. 96/2024 and 115/2024 circulated under this office serial Nos. 117/2024 and 143/2024 respectively, has been under consideration of this office. Accordingly, following procedure/modalities are advised with the approval of competent authority (GM):

**(1) Circumstance for re-engagement of Retired Railway employees:**

- a) Retired Railway non-gazetted employees should be engaged with the prior personal approval of the General Manager in the following circumstances:
  - (i) The process of filling up of DRQ vacancies is delayed; and
  - (ii) The posts cannot be kept vacant without adversely affecting the Railway services.
- b) Maximum number of retired staff which can be re-engaged in a financial year in Safety, Train operations (Open-line staff of operating, Mechanical, Civil, Electrical, S&T and Electrical) and other Non-safety categories should be proportionate to DRQ vacancies in respective categories, duly assessed by the concerned Personnel Department with vetting of associated Accounts.
- c) Re-engagement of retired employees should be done through public notification in the leading News Papers & Official website of Eastern Railway, indicating all necessary terms & conditions for such re-engagement.
- d) As far as practicable, preference for re-engagement may be given to those eligible retired employees, who have retired within 90 days prior to the first date of re-engagement. However, other eligible retired employees may also be considered.
- e) Re-engagement should be done in the same pay level (at the time of retirement) and category/trade.
- f) As far as possible, re-engagement may be in the office(s) from where the employee had retired/superannuated. However, employees re-engaged should be willing to work anywhere in the concerned Unit.
- g) Retired employees so re-engaged may be remunerated as per stipulations of para (ix) of RBE No. 96/2024 ibid, through IPAS Module.

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**(2) Committee Composition for assessment of Suitability/Competency:**

- a) Selection Committee for assessment of suitability/competency should consist of three Junior Administrative Grade (JAG) officers, duly nominated by GM as under:
- (i) Three JAG Officers for Posts in Level-6 & above (Two JAGs officers of the concerned department & One JAG from Personnel Department. For Personnel Department - Two JAGs from Personnel Department & One JAG from other Department).
- (ii) Three Sr. Scale Officers for Posts in Level-5 & below (Two Sr. Scale officers of the concerned department & One Sr. Scale Officer from Personnel Department. For Personnel Department - Two Sr. Scale officers from Personnel Department & One Sr. Scale from other Department).
- (iii) In case of non-availability of officers in the requisite grade, the instructions issued by RBE No. 187/18 circulated under this office serial No. 222/2018 may be invoked.

**Note: Prior vigilance clearance of officers shall have to be ensured before nomination.**

**(3) Assessment of Suitability/Competency:**

- a) As regards the selection procedure for adjudging suitability/competency of the retired railway employees, there are no specific guidelines envisaged in Board's extant instructions in this regard. However, in order to streamline the process of selection procedure, suitability/competency of the retired employees may be assessed by the Committee on the basis of following criteria:

Sl. No.	Relevant factor/headings	Marks allotted	Qualifying Marks
1.	Length of service/experience in relevant field. (33 years & above - 10 marks) (Minimum 20 years of service - 06 marks)	10	06
2.	Record of service - integrity, discipline, punctuality, attendance, performance, safety record etc. based on last five (05) years' APARs gradations & SRs etc.	25	15
3.	Overall assessment by the Committee regarding knowledge/competence etc., in the relevant field.	15	09
<b>Total</b>		<b>50 marks</b>	<b>30 marks</b>

**Note: Only those retired employees having at least 'Good' grading in all 5 years' APAR should be considered.**

**(4) Publication of Select List:**

- a) Recommendations of the Committee will be put up to GM through PCPO for approval after obtaining DA/Vigilance clearance of retired employees proposed to be re-engaged.
- b) On approval, the select-list will be published.
- c) Retired employees found suitable/competent may be re-engaged after obtaining Medical Fitness in the appropriate category from designated authorities as per existing practice.
- d) Retired employees so re-engaged shall be governed by terms & conditions enumerated in RBE No. 96/2024 and 115/2024 ibid.



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Copy to: PS to PCPO for information of PCPO, CPO(Admin.) & CPO/IR