

Eastern Railway

Sl.No:31/2012

No:E.890/0/1/R&R/Policy/Pt.XVIII

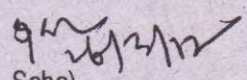
Kolkata, dt.26.03.12

All Concerned

Sub: Constitution of committee for interview/ viva-voce in connection with recruitment to Group 'C' posts and posts in Pay Band-1 of Rs.5200-20200 (Grade Pay: Rs.1800) including screening of substitutes on Indian Railways.

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A copy of railway Board's letter No.E(NG)-II/96/RR-1/40 dated 05.03.2012 (RBE No.29/2012) and Memorandum No.35021/2/2009-Estt(C) Government of India, Ministry of Personnel, Public Grievance & Pensions (Department of Personnel & Training) dated 30.06.2009 on the above noted subject is forwarded herewith for information guidance and snecessary action.

  
(S.K. Saha)  
Dy. Chief Personnel Officer (RP)  
for Chief Personnel Officer.

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Copy of Board's letter No.E(NG)-II/96/RR-1/40 dt.05.03.12 (RBE No.29/2012) addressed to General Manager (P) All Zonal Railways/ Production Units and memorandum No.35021/2/2009- Estt.(C) dt.30.06.2009.

Sub: Constitution of committee for interview/ viva-voce in connection with recruitment to Group 'C' posts and posts in Pay Band-1 of Rs.5200-20200 (Grade Pay: Rs.1800) including screening of substitutes on Indian Railways.

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Attention is invited to letter under reference, para 112 of Indian Railway Establishment Manual, Volume-I (Revised Edition-1989) (First Reprint Edition 2009) and item No.VI 2 (v) of Master Circular No.51 on the subject of "Reservation of Scheduled Castes/ Scheduled Tribes in Railway Services", wherein provisions have inter-alia been made for constitution of interview/ viva-voce in connection with recruitment to Group 'C' posts and posts in Pay Band-I of Rs.5200-20200/- (Grade Pay: Rs.1800) including screening of substitutes on Indian Railways.

2. In addition to above, it has now been decided that the stipulation made vide Department of Personnel & Training OM No.35021/2/2009- Estt (C) dated 30.06.2009 (copy enclosed) may strictly be adhered to while holding recruitment to group 'C' posts from open market and conduct of screening of substitutes in Group 'C' and Pay Band-1 (Grade Pay: Rs.1800) to ensure adequate representation of women members on various interviews/ viva-voce committees.

Please acknowledge receipt.

Sd/-

(Harsha Dass)  
Joint Director Estt.(N)-II, Railway Board

No>35021/2/2009-Estt. (C)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

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North Block, New Delhi,  
Dated the 30<sup>th</sup> June, 2009

**OFFICE MEMORANDUM**

Sub: Representation of Women Members on the various Committees/ Boards  
Concerned with selection to Group C&D posts in Central Government.

The undersigned is directed to refer to this Department's O.M. No.35021/1/85-Estt(c) dated 8<sup>th</sup> November, 1985 (copy enclosed) on the subject mentioned above and to say that the matter has been further considered and reviewed by this Department and it has been decided that all appointing authorities may be instructed to scrupulously observe the following guidelines:-

- (i) The composition of selection Committees should be representative. It should be mandatory to have one women member in the Selection Boards/ Committees for making recruitment to ten (10) or more vacancies and lady candidates are expected to be available for the service / Post.
- (ii) Where the number of vacancies against which selection is to be made is less than 10, no efforts should be spared in finding a lady officer for inclusion in such Committees/ Boards.
- (iii) In the event of such an officer not being available in the Ministry / Department itself, there is no objection to nominating lady officer from any other office at the same station.
- (iv) Wide Publicity should be given to all appointments in Government, Advertisements should be issued in the language (s) spoken by large number of people of the State/UTS, apart from English and Hindi. Further, for Group 'C' level Posts, having only basic qualifying requirements, information about vacancies for recruitment should also be disseminated through schools and colleges in that area, in addition to normal channels.

sa/-

(P. Prabhakaran)  
Deputy Secretary to the Govt. of India  
Tele:23093176

Index No: 1063- Board have decided that it should be mandatory to have one women member in the Selection Board/ committees for making recruitment to ten or more vacancies and lady Candidates are expected to be available for the service/ post in Gr.'C' & 'D' category of Post in pay band-I of Rs.5200-20200 (GP-Rs.1800) including screening of substitute on Railways.