



Office of the:
Pr.Chief Personnel Officer,
Eastern Railway,
Netaji Subhas Road, Kolkata 700001

No.E.839/2/Misc./SC/Pt. III.

Kolkata, the 12th Feb, 2021

DRM/E.Rly./HWH, SDAH, ASN, MLDT
CWM/E.Rly./LLH,KPA, JMP,
SDGM ,PCCM,PCE,PCEE,PCMM,PCSTE,PCOM,
PCMD, PCME, CAO(Con), CSTE/Con, EDRM , CPO/A,CPO/IR, CPO/G, CPRO ,Secretary to GM
Dy CMM-LLH,BESY, HLR, JMP, , Dy.CPO(HQ), Dy.Ch.Stat & Analy.Officer/Kol,Chairperson/RRC/Kol.
Sr. LO/HQ, Sr. Manager(Ptg & Sty), SMM(D)/HWH
SPO/E&T, SPO/RP, SPO/G, SPO/S&T, SPO/W&IR, APO(Ptg & Sty)), APO(Con)
CWM(SW)/HWH,

**Sub: Option for filling up of two post of Confidential Assistant (Ex-cadre) in Level-6
In PCPO's Secrete Cell.**

It has been decided to hold a selection (written followed by viva-voce) for filling up of two Ex-Cadre post of CA (Confidential Assistant) in Level 6 in PCPO's Secrete Cell.


Applications are invited from the willing staff for filling the following Ex-cadre post in Level 6 in PCPO's Secrete Cell as per terms and conditions as indicated below:-

Sl. No.	Name of the post	Level	Eligibility
1	CA(Confidential Assistant)	Level.6	Willing clerical staff or Stenographer who are working in Level-6 or one grade below in Level .5 on a regular measure. Preference will be given to the candidates who are well conversant with basic knowledge of OFFICE WORD and EXCEL in computer application

The appointment of the selected candidates will be purely on ad-hoc basis against the permanent Ex-cadre post and will not confer on them any claim for such posting in future in preference to their senior in parent cadre. The selected candidates are liable to be reverted to their substantive post of parent department at any time without assigning any reason.

Willing Staff should submit their applications in the prescribed pro-forma (Annexure "A") duly filled in all respect and forwarded by respective controlling Officer which should reach their respective Establishment Staff section by **12.03.2021**. On receipt of the application a statement in the enclosed pro-forma (Annexure "B") should invariably be sent to this office i e PCPO's Misc. Section by **19.03.2021** along with original application (Annexure "A") after that no application will be entertained.

This should be given wide publicity amongst the staff


(S.K.Chattopadhyay)
Sr. Personnel Officer (HQ)
for Principal Chief Personnel Officer
Ph.No.24122

Application format for the post of CA (Confidential Assistant) in level.6

1. Name & Designation with station :-
2. Post applied for :-
3. Parent Office with Designation :-
4. Present Level :-
5. Date of birth :-
6. Date of appointment :-
7. Completion of 2 years of regular service in present grade :-
8. Educational qualification :-
9. Experience, if any :-
10. Community(UR/SC/ST) :-
11. Declaration :-

I, SriDesignation.....
Station.....solemnly declare that to the best of knowledge
and belief, the information given in this proforma (Annexure-A) are correct and
true. I also declare that my candidature will be treated as cancelled if any
discrepancy is found.

(Signature of the candidate)

Forwarded

(Signature of the controlling officer with seal)

(Annexure-B)

PROFORMA

**LIST OF STAFF WHO HAVE APPLIED AND FOUND ELIGIBLE FOR CONSIDERATION IN THIS
SELECTION FOR FILLING UP 2 (TWO) POST CONFIDENTIAL ASSISTANT IN LEVEL .6 .**

Sl.No.	Name, Desig. & Station	Comm- unity	Level	D.O.B	D.O.A	Educational qualification	Deptt.	Completion of 02 years of regular service in present grade	Remarks (Eligible/ Not eligible)
1	2	3	4	5	6	7	8	9	10