



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

Kolkata, the 30 th March, 2021

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

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.


**Ref:** This office notification of even no. dated 12.02.21

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In continuation to this office notification under reference (Copy enclosed), the last date of submission of application for the subject selection has been extended upto 16.04.2021  
Other terms and conditions as laid down in this office letter no. E.839/2/Misc./SC/Pt. III.dt. 12.02.21 remain unchanged.

Accordingly, it is requested to call for volunteers from among eligible staff attached to your department / units within 16.04.2021 and their application alongwith statement should be send to this office by 23.04.2021 positively. No application after the target date shall be entertained.

DA: As above

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



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

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

Kolkata, the 12<sup>th</sup> Feb, 2021

DRM/E.Rly./HWH, SDAH, ASN, MLDT  
CWME.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.**

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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 <b>OFFICE WORD</b> and <b>EXCEL</b> 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