

Eastern Railway

Kolkata, Date :26.05.2022.

E.839/2/Misc/GM/Effy/Selection

DRM/E.Rly.-HWH/SDAH/MLDT/ASN
CAO(CON),SDGM/PCCM/PCOM/PCME/PCEE/PCMM/PCSTE/PCSO/PCMD/PCE
PCSC/RPF,EDRM,CPRO, CSTE(CON),CWM/E.Rly.-LLH/JMP/KPA,
CWM(SW)/HWH,Chairman/RRB/ER/Kolkata.
Dy.CMM/E.Rly.-JMP/LLH/HLR, Chairperson/RRC/ER/Kolkata.
Secy. To GM,Dy.CVO(E),Dy.Chief Stat. & Analy Officer/ER/Kolkata,Dy.GM(Rajbhasha),
SMM (Ptg.)/ER/Kolkata, SMM(D)/HWH, Sr.System Manager/ER/Kolkata.
Asstt.Effy.Officer,Dy.CPO/HQ, Dy.CPO (G), Sr.LO(HQ),SPO (HQ), SPO (CON), SPO (Engg.)
APO (CO-ordn), APO (HQ), APO(P&S/RP).APO (R & Bill)
Secy. to PCPO,Steno to CPO/A, Steno to CPO/IR

Sub:- Selection for filling up 01 post of Office Supdt.
(Permanent Ex-Cadre) in L-6 in GM's Effy.Cell/E.Rly/Kolkata.

It has been decided to hold a selection for the post of Office Supdt. (Permanent Ex-Cadre) in L-6 in GM's Effy.Cell/E.Rly/Kolkata .

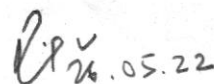
It is , therefore , requested to forward the names of willing Sr.Clerk in L-5 with 02 years continuous service or Office Supdt. in L-6 working under you against regular cadre post for consideration in the above selection (Written test followed by viva-voce), this being a regular ex-cadre post .The candidate should have at least the following qualifications:-

- 01.Should be capable to handle statistical figures and understand the mathematical formulation
- 02.Must be capable of understanding figures appearing in Accounts of the Railway representing the Railway working expenses and earnings etc.
- 03.Must be capable of putting up draft and notes.
- 04.Should have capability to carry out independent inspection and make out report of work studies.
- 05.Should have fair knowledge regarding departmental establishment matters, budget, stores procurement & service contract, condemnation etc.
- 06.Should have fair knowledge of working procedure of various departments of the Railway.
- 07.Should be capable to do work with MS Word ,MS Excel and Power point.
- 08.Should be prompt and physically fit for undergoing outside duties, if required.

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 reference to their seniors in parent cadre. The selected candidates are liable to be reverted to their substantive post of parent departments at any time without assigning any reason.

Willing staff should submit their applications in the prescribed proforma (Annexure "A") duly filled in all respects which should be forwarded by respective controlling officer to their respective Personnel Branch. Original applications alongwith statement in the enclosed proforma (Annexure "B") duly verified with SR should invariably be sent to this office latest by **25.06.2022** .

DA: As above.



(Md.Tarique)

Sr. Personnel Officer (NG)
for Principal Chief Personnel Officer

APPLICATION FORMAT FOR THE POST OF OFFICE SUPERINTENDENT
(PERMANENT EX-CADRE) IN LEVEL-6

1. Name & Designation with station:-
2. Employee No.-
3. HRMS ID:-
4. Post applied for:-
5. Parent Office with Designation:-
6. Present Level of Pay Matrix:-
7. D.O.B:-
8. D.O.A:-
9. Completion of 02 years of regular service in present grade:-
10. Educational qualification:-
11. Experience, if any:-
12. Community (UR/SC/ST) :-
13. Mobile No:-
14. Declaration:-

I, Sri.....Designation.....
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.

Date :-

(Signature of the candidate)

15. Forwarded

(Signature of the controlling officer)
With seal

(Annexure "B")

LIST OF STAFF WHO HAVE APPLIED AND FOUND ELIGIBLE FOR CONSIDERATION IN THIS SELECTION FOR FILLING UP 01 POSTS OF OFFICE SUPERINTENDENT (PERMANENT EX-CADRE) IN LEVEL-6 IN GM'S EFFY.CELL/E.RLY./KOLKATA IN TERMS OF PCPO/E.RLY/KOLKATA'S LETTER NO.E.839/2/MISC/GM/EFFY./SELECTION/ DATE. 26.05.2022.

Sl. No.	Name, Design. & station	Community	Parent Office with Design	Present Pay & Level	D.O.B	D.O.A	Educational Qualification	Completion of 02 years of regular service in present grade	Experience if any	Eligible /Not Eligible
01	02	03	04	05	06	07	08	09	10	11