



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

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

Kolkata, the 1st May, 2023

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, CPRO, Secretary to GM, CWM (SW)/HWH
Dy. CMM-LLH, BESY, HLR, JMP, Dy. Ch. Stat & Analy, Officer/Kol,
Sr. Manager (Ptg & Sty), SMM (D)/HWH, Dy. CPO (Gaz), Chairperson/RRC/Kol, Dy CPO (NG),
SPO/Engg., APO (RP & PS), APO/Rectt., APO/Co-ord, PS to PCPO

Sub: Option for filling up of two posts of Confidential Assistant (Ex-cadre) in Level-6 in PCPO's Secret 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 Secret Cell.


Applications are invited from the willing staff for filling the following Ex-cadre post in Level-6 in PCPO's Secret Cell as per terms and conditions are 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 26.05.2023. 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 02.06.2023 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

Copy for information to :-

1. Sr. Steno to CPO (Admn.) for kind information of CPO (Admn.)
2. PS II to CPO (IR) for kind information CPO (IR)


(S.K.Chattopadhyay)
Sr. Personnel Officer (HQ)
For Principal Chief Personnel Officer

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

1. Name :
2. Present office with designation :
3. Present pay level (Substantive) :
4. Employee No. :
5. HRMS ID :
6. Date of Birth :
7. Date of appointment :
8. Date of entry in present pay level (Substantive):
9. Educational qualification :
10. Community :
11. Experience, if any :
12. Phone No./ Email ID :

I, Sri/Smt /Ms..... Designation.....
Office 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)

List of staff who have applied and found eligible for consideration in this selection for filling two posts of Confidential Assistant in Level- 6

Sl No.	Name	Desig with Office	Community	Level (Substantive)	D.O.B	D.O.A	Educational qualification	Deptt.	Date of entry in present level (Substantive)	Remarks (Eligible/ Not eligible)

