

Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata - 700 001

Serial Circular No.82/2021

No. E.368/0/Re-engagement

Kolkata, Dated: 30/09/2021

All Concerned

(as per standard list)

**Sub: Engagement of Data Entry Operators/Executive Assistants/
Digital Assistants on contract basis against the vacant posts
of Stenographers/PAs**

A copy of Ministry of Railways (Railway Board)' letter bearing no. E(NG)II/2021/RC-4/DMW/8, dated 20/09/2021 (RBE No. 68/2021) on the above cited subject is sent herewith along with its "Annexure" for information, guidance, and necessary action. Copies of Board's earlier letters dated 03/07/2018, 04/07/2018 and 16/03/2018 are enclosed for ready reference.

DA: As above.


(Pallavi Goswami)

Dy. Chief Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No. 24106(Rly.)


20/9/21

Index No. 1060: The currency of the Scheme has been extended till July, 2022 under the extant terms/conditions and remuneration.

Central Registry / E. Rly

Date of Receipt

5/09/21

RBE No. 68/2021

Serial No.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(NG)II/2021/RC-4/DMW/8

New Delhi, dated 20.09.2021

The General Manager (P)
All Indian Railways/PUs/CORE/NAIR
(As per Standard mail list)

Sub: Engagement of Data Entry Operators/Executive Assistants/ Digital Office Assistants on contract basis against the vacant posts of Stenographers/PAs.

A Scheme providing for engagement of Data Entry Operators/Executive Assistants /Digital Office Assistants on contract basis against the vacant posts of Stenographers/PAs was in operation vide Board's letter No. 2018/Trans.Cell/Mech/Contractual Staff dated 03.07.2018 to be read with Board's letter No. 2018/Trans.Cell/Mech/Contractual Staff dated 04.07.2018.

2. Some of the Zonal Railways/PUs have engaged Data Entry Operators under the above scheme, extension of currency of which has been considered in Board. It has been decided to extend the scheme for these Zonal Railways/PUs till July 2022 subject to the maximum number of such engagements as indicated in the "Annexure". The terms/conditions and remuneration for these engagements shall continue to be as per Railway Board's letters dated 03.07.2018 and 04.07.2018 referred to in para 1 above. These contractual engagements, however, should be phased out by the respective Railways as soon as possible.

3. It is also emphasized that above engagements are purely on contract basis to meet exigencies of work. The staff engaged shall have no claim, what so ever, for regular employment/ absorption in Railways.

D.A.: "Annexure".

(M.M. RAI)

Director Estt.(N)
Railway Board

27 SEP 2021

CPO (G)

No. E(NG)II/2021/RC-4/DMW/8

New Delhi, dated 20.09.2021

Copy to:

- (i) The Principal Financial Advisor, All Indian Railways/PUs.
- (ii) The Principal Director of Audit, All Indian Railways/PUs.
- (iii) The Dy. Comptroller and Auditor General of India (Rlys) Room No. 224, Rail Bhawan, New Delhi.



For Member Finance/Railway Board

Annexure to Railway Board's letter
No. E(NG)II/2021/RC-4/DMW/8 dated 20.09.2021

S.No.	Railway	No. of DEOs to be engaged on contractual basis (maximum)
	ER	20
	SWR	41
	RWF	09
	BLW	03
	RWP	02
	CORE	52
	NAIR	01
	Total	128

GTW(8)

424051
150426
273

9090

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2018/Transf. Cell/Mech/Contractual staff

New Delhi, Dated: 03.07.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

Sub: Engagement of Data Entry Operators/Executive Assistants/Digital Office Assistants on contract basis against the vacant posts of Stenographers/PAs

Ref: Transformation Cell letter No. 2018/Trans Cell/S&T/Contractual Staff, dated 16.03.2018

In order to mitigate problems arising out of acute shortage of Stenographers/PAs affecting efficient functioning of office, Board have approved hiring of Data Entry Operators or Executive Assistant or Digital Office Assistant against an existing vacancy of Stenographer on the same lines as engagement of staff against posts of SSEs/JEs(Works) in Construction organization by re-engagement of retired personnel or by engagement on contract basis issued vide No. 1018/Trans Cell/S&T/Contractual Staff, New Delhi, dated 16.03.2018 subject to the following:

1. General Managers will finalize the number of persons to be hired against such vacancies in consultation with PCPO & PFA after confirming that the vacancies are not earmarked for surrender or frozen as a policy.
2. The proposed remuneration shall be commensurate with general work schedule of such hired personnel.
3. The entry level of Stenographers is Level-6 i.e. same as the Junior Engineers. Accordingly, the remuneration of such hired/engaged staff may be kept at the same level as that of Junior Engineers on contract basis as circulated vide letter under reference.
4. General Managers may frame terms and conditions of such engagement on contract basis in consultation with PCPO & PFA.

This issues with the approval of Board (MS, FC & CRB) and concurrence of Associate Finance of the Transformation Cell.



(A.K. Chandra)

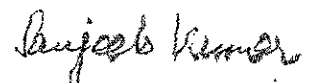
Executive Director (Mech)
Transformation

No. 2018/Transf. Cell/Mech/Contractual Staff

New Delhi, dated: 03.07.2018

Copy to

1. PFAs, All Indian Railways & Production Units
2. The ADAL (Railways), New Delhi
3. The Director of Audit, All Indian Railways



(Sanjeeb Kumar)

Executive Director Accounts
Transformation Cell

**Government of India
Ministry of Railways
(Railway Board)**

No.2018/Transf. Cell/Mech./Contractual Staff

Dated: 04.07.2018.

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

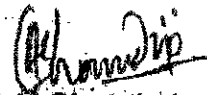
Sub: Corrigendum to Engagement of Data Entry Operators/Executive Assistants/Digital Office Assistants on contract basis against the vacant posts of Stenographer/PAs.

Ref: This office letter of even No. dated 03.07.2018

Para 3 of the letter under reference, should be read as under:-

Para 3 "The entry level of Stenographers is level-4. Accordingly, the remuneration of such contractually engaged staff should be worked out in the same way as that of JE engaged on contract basis (as per letter No. 2018/Trans. Cell/S&T/Contractual Staff dated 16.03.2018) based on the work assigned to such contractually engaged stenographer/data entry operators/ Digital Office Assistants".

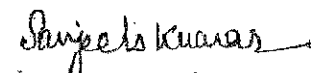
General Managers are however free to decide the remuneration in level-4 in consultation with PCPO & PFA on the basis of work which can be assigned to them.


(A.R. Chandra)
Executive Director
Transformation

No.2018/Transf. Cell/Mech./Contractual Staff

New Delhi dated: 04.07.2018.

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways


(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD**

No. 2018/Trans Cell/S&T/Contractual Staff

New Delhi, dated: 16.03.2018

The General Manager, All Indian Railways/PUs, NF(Con), CORE

The DG/RDSO/Lucknow, DG/NAIR/Vadodara

CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Sub: Engagement of staff against posts of SSEs/JEs(Works) in Construction organization by re-engagement of retired personnel and by engagement on contract basis

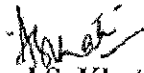
Ref: PCPO/NWR D.O. No. 398 E/RB Inspection/HQ/HRD/10/4 dated 10.01.2018

In view of the difficulties being experienced by Construction Organisations due to shortage of technical manpower, Board (ME, MS, FC & CRB), has approved the following.

1. Filling up of posts of technical manpower, at Level-6 and Level-7, in Engineering(Works) of Construction organization is permitted by re-engagement of retired employees as a first preference. The re-engagement of retired employees may be done with the approval of CAO/C in Construction organization. Extant guidelines including the ones contained in Letter no. E(NG)-II/2007/RC-4/CORE/1 dated 16.10.2017 may be followed.
2. Only if retired employees are not available, filling up of posts of technical manpower, on contract basis against Level-6 and Level-7 posts, in Engineering(Works) of Construction organization is permitted on terms and conditions enumerated in Annexure enclosed.
- 2.1 This scheme is launched on experimental basis and is valid for two years from the date of issue of this letter.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board.

DA: Annexure in 2 pages

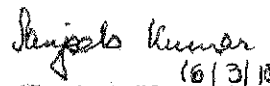

(Anand S. Khati)
Executive Director
Establishment (G)


(Rajesh Gupta)
Executive Director
Transformation Cell

No. 2018/Trans Cell/S&T/Contractual Staff

New Delhi, dated: 16.03.2018

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways


(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy- As per list enclosed

Terms and conditions for filling up of posts of technical manpower, on contract basis against Level-6 and Level-7 posts, in Engineering(Works) of Construction organization:

1. These engagements should be done with the prior approval of CAO/C in Construction organization subject to fulfillment of eligibility & other conditions governing such engagements.
2. Educational Qualifications and Age Limit of such contract engagements should be in accordance with those prescribed for direct recruitment.
3. These contract engagements should be made against clear vacancies for a maximum period of one year or availability of a regularly selected candidate, whichever is earlier. Suitable break should invariably be given between successive contracts (if any).
4. The selection process and selection criteria may be decided with the concurrence of PFA in consultation with PCPO and approval of General Manager.
Such engagements should be made by screening, based on the selection criteria approved by General Manager, by a selection committee of JAG officers nominated by CAO/C, including one officer from engineering department and one from Personnel department.
The engagements should be made by inviting applications and the advertisement should be published in local and national newspapers and also put on Railway website(s).
5. Representation of SC/ST and OBC categories as per vacancies reserved for them should be ensured as per extant guidelines in force.
6. Candidates will have to undergo medical examination (as applicable for direct recruitment for SSE/JE (Works)) and will be considered for contract engagement only if they are found medically fit. Medical fitness will be examined by nominated Railway hospital.
7. The candidates recruited on contract basis will not be entrusted with the duties of quality certification, safety certification, Stores in-charge, certification of measurements in Measurement Book and the like. However, they may assist the regular Railway supervisors in these works and in performance of other day to day duties. Detailed duty list may be drawn by Construction organization.
8. The candidates recruited on contract basis may be given training/orientation in rules, regulations and practices related to safety, technical and other areas before they are deputed on work. Period and content of such training/orientation may be determined by CAO/C in consultation with PCPO/CPO(C) but should not be less than 10 working days. After completion of training/orientation, the candidate should be adjudged for suitability/competency before deputing him on field job.
9. The candidates recruited against Level-7 posts may be designated as Senior Technical Associate(Const/Works) and the ones recruited against Level-6 posts may be designated as Junior Technical Associate(Const/works).

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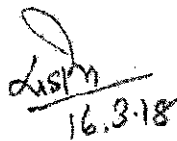
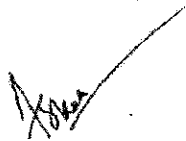
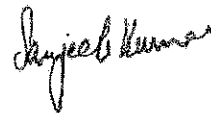
[Signature]
16.3.18

[Signature]

10. Duty pass may be provided for stretch of the journey involved on duty. They may be entitled to IInd Class 'A' duty pass.
11. The contractual staff may be permitted off on Sundays and National Holidays. However, they may be called for duty on any day including Sundays and National Holidays for which Compensatory Rest may be given later. In addition, Contractual staff may be granted two days leave for each completed month of engagement in Railway. The accumulated leave will lapse as soon as the contractual period is over and cannot be carried over to next contract (if any).
12. The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees must be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 30 days notice and their contract terminated. However, in case of gross negligence/misconduct/irregularities, the engagement may be terminated with immediate effect.
13. The engagement on contract basis will not confer any right to claim for regular absorption/extension in the Railway.
14. Applicants working in Govt./PSU will have to provide NOC at the time of application and resign from their present organization on their engagement.
15. All statutory requirements shall be complied with by Railways.
16. It should be a full time contract and their remuneration should be on monthly basis as given here under:

Monthly remuneration for technical manpower of Engineering(Works) recruited on contract in Const. organization (in Rupees)				
Level Commission) which recruited	(7th Pay against	Class of city in which posted		
		'Z' class	'Y' class	'X' class
Level -6		25000	27000	30000
Level -7		32000	34000	37000

17. They may be paid Daily Allowance when on tour as admissible, at the rate of Rs. 500/-.
18. Any other condition as considered essential in line with any other policy governing such engagements may be considered/included with the approval of PCPO, PFA and GM.


16.3.18

No. 2018/Trans Cell/S&T/Contractual Staff

New Delhi, dated: 16.03.2018

Copy to

1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
6. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Director, Indian Railway Institute of Transport Management, Lucknow.
9. The Registrar, Railway Claims Tribunal, Delhi.
10. The General Secretary, IRCA, New Delhi.
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Secretary, Railway Rates Tribunal, Chennai.
13. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board


16/3/18

(Rajesh Gupta)

Executive Director/Transformation