EASTERN RAILWAY

No. E839/2/Misc./Ex-cadre/GM(Vig)/CPO's staff/2018

Kolkata, Dt 22.08.2024

SDGM, Secretary to GM, DGMG (G)
Dy. CPO (HQ), Dy.CPO(NG), SPO(Engg),
APO (RP&PS), APO (Co-ord), APO (HQ),LO(P),APO(Rectt.), APO(Gaz.)

Sub:-Induction of Sr. Clerk Cum Typist in Level-5 against Ex cadre post in Vigilance Department of E. Rly.

Ref :-The GM/Vig./E.Rly's letter no.G:157/STAFF/VIG/2024/Pt.V/NDUCTION/Cg-II dt.16.8.2024

Enclosed please find the copy of GM/Vig's letter under ref .inviting the applications for filling up the following Ex-Cadre post under GM/Vig along with terms and conditions for eligibility.

Name of Post	Pay Level	No. of vacancies
Sr. Clerk Cum Typist	L-5	3

Applications are invited from the staff of Personnel & Admin/General Department on 16.08.2024 in prescribed format to Misc. Sec/PCPO's Office by 11.09.2024 for onward transmission to GM/Vig by 16.09.2024

The option, duly filled in the prescribed format by the willing staff may be forwarded by controlling officer. The prescribed proforma is enclosed herewith

DA:- As Above

22/8/24

(S. K. Chattopadhyay)
Sr. Personnel Officer (Admin)
for Principal Chief Personnel Officer

Copy for information to GM/Vig. in ref. your letter no. above.

22/8/24

(S. K. Chattopadhyay)
Sr. Personnel Officer (Admin)
for Principal Chief Personnel Officer

(14)

584

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
EASTERN RAILWAY
17-Netaji Subhas Road, Kolkata – 700 001

No. G.157/STAFF/Vig/2024/Pt.V/NDUCTION/Cg-I

Dated, the 16th August, 2024

PCPO, PCME, PCMM, PCCM, PCE, PCSTE, PFA, PCMD,
PCEE, PCOM, PCSC, PCE, CAO/CON
DRM/HWH, SDAH, ASN, MLDT
CWM/LLH, KPAW, JMPW
Eastern Railway

Sub:- Induction of Clerk Grade I in Level-5 (G.P.- Rs. 2800/-) against Ex-Cadre Post in Vigilance Department of Eastern Railway.

1.0 In order to form a panel for filling up of the post of Clerk Grade I in Level-5, G..P.- Rs. 2800/- against Ex-Cadre Post in vigilance organization of Eastern Railway, applications are hereby invited from the eligible staff as per criteria mentioned below, on the prescribed proforma duly attached. The lien of the staff selected will be maintained in his/her parent unit/division/railway. It is mentioned that the selected candidate may be repatriated to his/her parent cadres where he/she hold lien at any time.

2.0 **VACANCY:-**

Existing + Anticipated Vacancy: - 03 (Three)

(Note:- The number of vacancies shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection)

3.0 **SELECTION PROCEDURE:-**

A Written examination followed by Vigilance and D&AR Aptitude Test and Computer Knowledge Test may be conducted as part of selection procedure. The candidates who obtain at least 60% marks in the written test will be called for Vigilance and D&AR Aptitude Test and Computer Knowledge Test.

The distribution of marks for the selection is as follows:-

SN	Criteria	% of marks
1	Written Examination	50
2	Vigilance Aptitude and Computer Knowledge Test	30
3	APARs for the last 03 years (OS-5, VG-4, GD-3, Average-2)	15
4	Academic Qualification (Post Graduate-5, Graduate-3 & Under Graduate-1)	05
	Total	100

The syllabus for written test will include questions on knowledge about Railway working, knowledge about Railway Service Conduct Rules and D&AR Rules, Vigilance Manual 2018 and all departmental rules & regulation, process, working/functioning, Codes & Manuals etc.

4.0 ELIGIBILITY:-

1. Staff who have experience in dealing with Establishment matters & working in Level-5 of Pay Matrix or Level-2 of Pay Matrix in ministerial cadre, on a regular basis.
2. The staff should have been completed at least two years of regular service in Level-2 of Pay Matrix in Railways as on 16.08.2024.
3. The staff should be have proven integrity, should not be figuring in any current Vigilance/SPE/DAR case and should not have been imposed any Major/Minor penalty in a Vigilance/CBI case during the entire service period.
4. Maximum age limit of the applicant should be 55 years as on 16.08.2024.

5.0 FORWARDING OF APPLICATION:

Application of the willing and eligible employees of each division/unit of Eastern Railway (in the proforma enclosed as Annexure-A) received, should be scrutinized by the respective P. Branch/Estt Officer and should be forwarded by the respective Controlling Officer to the Vigilance Department. The Unit/Department shall forward the applications of only eligible volunteers along with current Vigilance/SPE/DAR clearance and the past vigilance history of each applicant.

INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED DIRECTLY WILL NOT BE CONSIDERED.

All applications should be sent to this office in a sealed envelope addressed to GM/ Vigilance/ Eastern Railway, 17. N.S.Road, Kolkata – 700001.

6.0 LAST DATE FOR RECEIPT OF APPLICATION:

Application in the prescribed proforma duly verified by the respective P. Branch/Estt. Officer and forwarded by the Controlling Officer should reach to this office by **16.09.2024** positively.

7.0 PUBLICITY:

Wide publicity of the above notification may kindly be given and this should also be displayed prominently on notice boards for information of the staff at various units/sections of the department/divisions.

Enclosed: Proforma in Annexure A.

16.08.24

(Dhananjay Kumar)
Dy. Chief Vigilance Officer/Stores.
For General Manager/Vigilance

Annexure-A

PROFORMA OF APPLICATION FOR THE POST OF CLERK GRADE I IN PAY MATRIX LEVEL-5 OF 7TH PC IN THE OFFICE OF GENERAL MANAGER (VIGILANCE), EASTERN RAILWAY, KOLKATA - 700001

01	NAME OF THE CANDIDATE (IN CAPITAL LETTER)	
02	DATE OF BIRTH	
03	DATE OF APPOINTMENT	
04	P.F. NO.	
05	HRMS ID	
06	PRESENT DESIGNATION AND PRESENT PLACE OF POSTING	
07	DEPARTMENT	
08	NAME OF THE ZONAL RAILWAY/PRODUCTION UNIT/DIVISION	
09	LEVEL ON PAY MATRIX (REGULAR/SUBSTANTIVE)	
10	EDUCATIONAL QUALIFICATION	
11	EXPERIENCE (Please indicate all posts held so far with period – attach separate sheet, if required)	
12	MOBILE NUMBER	

I, hereby declare that the above particulars are true to the best of my knowledge.

Signature of the Applicant

1) Whether involved in any current Vigilance/SPE/DAR case (If yes, please furnish details)	
2) Whether any penalty has been imposed in past as a result of Vigilance Case (If yes, please mention details and period)	

Verified by Concerned Personnel Branch Officer / Estt. Officer

Forwarded by Controlling Officer