

SOUTH WESTERN RAILWAY .

Divisional Office,  
Personnel Department,  
Mysuru - 570 001,  
Dated: 28.01.2020.

No.Y/P.220/XII/Deputation Vol.II

All Branch Officers/MYS Divn.,  
All Supervisory Officials/MYS Divn..

Sub: Deputation of Railway Employees to CRIS/NDLS.  
Ref: PCPO/SWR/UBL letter No.SWR/P.220/Deputation/CRIS dated  
20.01.2020.

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A copy of PCPO/SWR/UBL notification cited wherein volunteers have been called for selection to the Personal Assistant/Private Secretary in Level-6 of 7<sup>th</sup> PC Pay Matrix on deputation basis to CRIS/NDLS from the serving railway employees is enclosed herewith. This may please be notified among the staffs and given wide publicity among all concerned staff.

The employees who fulfils the conditions and who are willing may submit their applications with service details in the prescribed proforma enclosed through their controlling authority.

The application received from the eligible volunteers may please be forwarded to this office, in one bunch in the enclosed prescribed format and attested copies of certificates by the controlling officer along with DAR/Vig Clearance on or before **30.01.2020.**

Applications received after the target date, will not be entertained under any circumstances.

If any employee is on sick/leave/training/deputation etc., intimation regarding this notification should be sent to personal address and their acknowledgement obtained and forwarded to this office. The responsibility of sending intimation to their personal address rests with the Supervisors/Controlling Officers.

Encl.: As above.

V.S. pal  
29/01/2020  
(VISHNU GOUDA)  
DPO/MYS  
for Sr.DPO/MYS

Copy to: Ch.OS/Persnl.Br/MYS, ENGG/MYS, OPTG/MYS, S&T/MYS, COMML/MYS,  
Copy to: Ch.OS/ELEC.Br/MYS, MECH/MYS,  
Copy to: Ch.OS/IPAS, Notice board, CS&WI/MYS,  
Copy to: DS/SWRMU/MYS, DS/AISC&STREA/MYS, DS/AIOBCREA/MYS



दक्षिण पश्चिम रेलवे  
SOUTH WESTERN RAILWAY

प्रधान कार्यालय/Headquarters Office,  
कार्मिक शाखा/Personnel Department,  
हबल्ली/Hubballi: 580020.  
दिनांक/Date: 20.01.2020.

No.SWR/P.220/Deputation/CRIS  
DRMs/UBL, SBC & MYS  
CWMs/UBLS & MYSS

Sub:-Deputation of Railway Employees to CRIS/NDLS.  
Ref:- Manager/Personnel/CRIS's ltr.No.2019/CRIS/NDLS-  
HQ/PERS/Dep./2694/Pt. I, dated 09.12.2019.

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The Manager/Personnel/CRIS/NDLS vide letter dated. 08.01.2020, cited above wherein the vacancy is required to be filled up urgently on deputation basis. The eligibility criteria for the post as below:

No. of Post.	Post	Eligibility, Experience and Specific Requirements, if any	Scale of pay	Location
01 (One)	Personal Assistant/Private Secretary	<p>* Railway employees working as Stenographer/Confidential Assistant/Personal Assistant or Private Secretary or working as Ministerial staff in Level-5 to 7 (substantive grade) as per 7<sup>th</sup> CPC with experience of working in Secretarial Service, Confidential Section and knowledge of Hindi &amp; English languages and good drafting skills, are eligible to apply.</p> <p>* Employees must be conversant with computer knowledge preferably Microsoft Word, Excel and Power Point.</p> <p><b>Conditions:</b></p> <p>* Railway employees working in substantive grade in Level-5 with minimum service of 5 years in the relevant grade shall be considered for level-6.</p> <p>* Railway employees who are in substantive grade in Level-6 with minimum service of 6 years in the relevant grade and with minimum 20 years of service in Group 'C' OR those working in substantive grade in Level-7 with minimum service of 5 years in relevant grade OR those who are working in substantive grade Level-7 with less than minimum service of 5 years in relevant grade but those who have completed 6 years minimum service in substantive grade in Level-6&amp;7 in the relevant grade and with minimum 20 years service in Group 'C' are eligible to get in Level-10 as per 7<sup>th</sup> CPC (GP 5400 pre-revised).</p>	Level-6 to 10 (as per 7 <sup>th</sup> CPC)	Mumbai

Applications from eligible employees who fulfill the eligibility and other conditions stipulated above may please be sent to this office through proper channel along with D&AR/Vigilance Clearance and APARs/ACRs for last three years on or before 31.01.2020. The applications received after the due date will not be entertained.

Encl: As above.

(Prashant Mastiholi)  
Dy.CPO/HQ & Courts

कृते प्रमुख मुख्य कार्मिक अधिकारी/For PCPO

Copy/- Sr.DPO/UBL, SBC & MYS  
WPOs/UBLS & MYSS  
GS/SWRMU/UBL.

for information and necessary action.

SOUTH WESTERN RAILWAY



# रेलवे सूचना प्रणाली केन्द्र

(रेल मंत्रालय, भारत सरकार का संगठन)

CRIS

CENTRE FOR RAILWAY INFORMATION SYSTEMS

(An Organisation of the Ministry of Railways, Govt. of India)

By Speed Post

No.2020/CRIS/NDLS-HQ/PERS/ESTAB/3114/PT-I

Dated 08.01.2020

## VACANCY NOTICE No.01/2020

1	Nomenclature of the Post.	: Personal Assistant /Private Secretary
2	No. of vacancies	: 01 (One)
3	Location	: CRIS Regional Office, Mumbai.
4	Duration and Term of Deputation	: Five years on usual terms & conditions of deputation
5	Term of Appointment	: Deputation
6	Scale of Pay	: Level- 6 to 10 as per 7 <sup>th</sup> CPC
7	Pay and Allowances	: (as per the conditions mentioned below)-
8	Eligibility, Experience and Specific Requirements, if any.	<p>o Railway employees working as Stenographer/Confidential Assistant/ Personal Assistant or Private Secretary or working as Ministerial staff in Level-5 to 7 (substantive grade) as per 7<sup>th</sup> CPC with experience of working in Secretarial Service, Confidential Section and knowledge of Hindi &amp; English languages and good drafting skills, are eligible to apply.</p> <p>o Employees must be conversant with computer knowledge preferably Microsoft Word, Excel and Power Point.</p> <p><b>Conditions:</b></p> <ul style="list-style-type: none"> <li>Railway employees working in substantive grade in Level-5 with minimum service of 5 years in the relevant grade shall be considered for Level-6.</li> <li>Railway employees who are in substantive grade in Level-6 with minimum service of 6 years in the relevant grade and with minimum 20 years of service in Group 'C' OR those working in substantive grade in Level-7 with minimum service of 5 years in relevant grade OR those who are working in substantive grade Level-7 with less than minimum service of 5 years in relevant grade but those who have completed 6 years minimum service in substantive grade in level-6&amp;7 in the relevant grade and with minimum 20 years service in Group 'C', are eligible to get in Level-10 as per 7<sup>th</sup> CPC (GP 5400 pre-revised).</li> </ul>
9	Age	: -
10	The date up to which CRIS is exempted from the rule of immediate absorption.	: Up to 30.06.2021
11	Retention of Railway accommodation during deputation tenure in CRIS	: Yes. Retention of Railway accommodation is permissible as per Board's guidelines issued from time to time.

चाणक्यपुरी, नयी दिल्ली-110021

CHANAKYAPURI, NEW DELHI-110021

टैलीफोन/TELEPHONE : 24104525, 24106717 फैक्स/FAX : 91-11-26877893

12	Perks and Benefits	:	<ul style="list-style-type: none"><li>Leasing of Private accommodation is admissible on the rates admissible to Railway office rs.</li><li>Officers joining CRIS on deputation basis, may opt for CRIS medical facility for self and dependent family members. For availing CRIS medical facility, Railway officer joining CRIS has to surrender Railway medical card in Railway.</li><li>Transportation – as per Central Govt. Rules.</li><li>Other benefits as per the extant policy in vogue.</li></ul>
13	Closing Date	:	30 days from date of issue.
14	Web Address	:	<a href="http://www.cris.org.in/Career/">www.cris.org.in/Career/</a>

The vacancies are required to be filled up urgently. Hence, it may be given wide publicity. The applications of willing staff may be forwarded alongwith D&AR/Vigilance clearance and APARs/ACRs for the last three years, to the undersigned at the earliest.

  
(D.S. Adhikari)  
Manager/Personnel

**General Manager(P),  
All Zonal Railways/PUs**