

No.ECoR/Pers/Gaz/Sel/Gr.B/AS(Co-ord)/2021

Date: 01.10.2021

All PHODs/CHODs-ECoR/BBS.

The CAO(C)/BBS, CPD/RE/BBS.

The DRM (P) - KUR, WAT & SBP.

The Dy.CPO (Con)/VSKP, SPO(Con)/BBS.

The CWM/CRW/MCS, WPO/ CRW / MCS.

All Concerned.

Sub: Selection for Group-“B” post of Assistant Secretary (Co-ord.), Ex-Cadre, Tenure Post, in Level-8 for GM’s Secretariat at ECoR/HQ//BBS.

Applications are invited from eligible and willing Railway employees for filling up of 01(UR) Group-“B” post of Assistant Secretary (Co-ord.), (Ex. Cadre, Tenure Post) on Ad-hoc basis in Level- 8 to be operated at GM’s Secretariat at ECoR/HQ//BBS as per the details given below:

1. Number of Post: 01 (One)

2. Job Contents:

- (a) The officer will be required to perform various co-coordinating jobs, liaisoning and protocol functions, including arrangement for GM/ECoR’s tour programmes, arrangement of Air Tickets/Rest House/Vehicles etc.
- (b) Arrangement of Vehicles/Rest House etc. for ECoR officers and other officers visiting New Delhi, Railway Board and other Zonal Railways etc.
- (c) Co-ordination between East Coast Railway and other Zonal Railways.
- (d) Co-ordination with PSUs/State Governments and dignitaries.
- (e) Co-ordination with all Departments of East Coast Railways.

3. Eligibility Criteria for Candidates:

- (i) Willing employees, serving in Level- 7 (GP ₹ 4600/- 6th PC) are eligible to apply for the post. The applicant should be working in Level- 7 (Pay Band ₹ 9300-34800/- + GP ₹ 4600/- , 6th CPC), and should have completed 03 (Three) years of regular service in the grade as on 01.10.2021.
- (ii) The applicant should be a Graduate in any discipline from a recognized university.

4. Other Essential Requirements:

- (a) The applicant should be fluent (in both speaking and writing) in Hindi and English Languages.
- (b) The applicant should have aptitude for liaison duties.
- (c) The applicant should have a pleasing personality and should have good communication and networking skills and organizational ability.

5. Other Conditions:

- (i) Selected officer/employee will not be allowed to decline the post or withdraw his/her candidature.
- (ii) Being an ex-cadre post, the tenure of the post will be 03 years. The continuance of the selected candidate in this post will be depending upon the individual's performance. He/She is liable to be repatriated to the parent department (in their substantive grade) at any time without assigning any reason whatsoever. The candidate selected for the post will not have any prescriptive right for the future promotion in preference to other seniors. He/She will seek promotion in his/her own parent cadre only.

6. Mode of selection:

- (i) Candidates who fulfill eligibility criteria mentioned at Para 3 and other essential requirements at Para 4 above should apply in the prescribed proforma annexed as Annexure-B to the notification.
- (ii) Candidates who fulfill eligibility criteria will be required to undergo medical examination as per IRMM-I, Chapter-V and candidates who declared fit in the medical examination will be called for Viva-Voce.
- (iii) The suitability of the candidate will be adjudged on the basis of Viva-Voce test and his/her records of service. The aptitude of the candidate for co-coordinating and liaising with protocol officers, initiative in this field and exposure to protocol job and communication skills will be taken into consideration. During the Viva-Voce, the knowledge of the applicant on the areas indicated in Annexure-A will also be tested.

7. Submission of Application:

Willing employees, who fulfill the above eligibility conditions, should submit their application, complete in all respects, in the pro-forma enclosed as Annexure-B through their controlling officers to the respective cadre controlling Personnel Branch **latest by 11.10.2021**. While forwarding the applications, the controlling officers should also send attested copies of ACRs/APARs of the candidates for the last 05 years to the respective Personnel Branch. The respective Personnel Branch Officers in turn shall scrutinize such applications and forward the applications of the eligible candidates only along with ACRs/APARs of the candidates for the last 05 years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 to reach at the Dy. Chief Personnel Officer (Gaz), latest by 13.10.2021.

N.B: Applications which are incomplete or received after the due date or received directly, without necessary forwarding from the competent authority will not be entertained.

It is requested to give wide publicity to the notification.

Encl: Annexure-"A" & "B"

(H.K. Mahanand)

Dy.Chief Personnel Officer (Gaz)
For Principal Chief Personnel Officer

Copy to (1) Secy. to GM for kind information of GM/ECOR.

(2) Secy. to AGM for kind information of AGM/ECOR.

For Principal Chief Personnel Officer

Syllabus for the Viva-Voce for selection to the Ex-Cadre Group-“B” post of Assistant Secretary (Co-ord) in Level- 8 for GM’s Secretariat/HQ/BBS.

1. Knowledge of organizational setup of

(i) Railway Board and attached offices.

(ii) Zonal Railways, Railway PSUs and Production Units.

2. Establishment matters.

3. Official Language Policy and Rules.

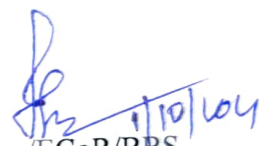
4. Knowledge of Hindi.

5. General Knowledge.

6. General awareness about various Public Sector units and other undertakings like Indian Airlines etc.

7. Warrant of precedence.

8. Common etiquette.


Dy.CPO/Gaz/ECOR/BBS

East Coast Railway

**Proforma of Application for the Ex-Cadre Group-“B” post of Assistant Secretary (Co-ord) in
Level- 8 for GM’s Secretariat/HQ/BBS.**

1. Name of the candidate :
2. Father’s/Husband’s Name :
3. Designation :
4. Station/Division/Unit :
5. Date of Birth :
6. P.F. No :
7. Present Grade :
8. Date of initial Appointment & Grade :
9. Date of Apptt./Promotion to Level-7 :
10. Total length of service as on 01.10.2021 :
11. Community (UR/SC/ST) :
12. Educational Qualification :
13. Previous experience of Co-ordination job if any :
14. Language Known :
15. Mobile No. :
16. Email ID :
17. Signature of the candidate with date :
18. Date :
19. Countersignature of the controlling officer :

(With Designation and seal)

(Note: Applications to be submitted on or before 11.10.2021)