



EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan, Chandrasekharapur
Bhubaneswar-751017

Date-08th November'2023

No.ECoR/Pers/01/NGC/Misc/Fill up/Ex-Cadre/Janitor/478

To
The All PHOD/CHOD/ECoR/BBS

Sub: Notification for filling up of 01 (One) Ex-cadre post of Janitor in Level-04 in
Gen. Admn. Deptt./HQ/BBS.

1. It has been decided for filling up of 01 (One) post of Janitor in Pay Matrix Level-04, in General Administration Department/HQ/BBS on ex-cadre basis.

Name of the Post	Pay Matrix Level	No. of Post
Janitor (Ex-Cadre)	Level-4	01

2. **Eligibility:** All permanent Group-D staff in Level-1 (having lien at ECoR/HQ/BBS) who have put in five years regular service as on the date of notification are eligible to apply for the post of Janitor.
3. **Nature of the post:** The posting in the above mentioned Ex-Cadre post will give the staff concerned the benefit of drawing pay in the Pay Level attached to the particular post on Ex-cadre basis while holding the post. It does not amount "promotion" and hence there will be no benefit of fixation of pay as is done in regular promotion. The service spent in the Ex-cadre post, if posted in the next higher Pay Level than what the employee is currently holding on substantive basis, will not count (a) for the purpose of qualifying service for various selections to higher grades or (b) as service for the purpose of fixation of pay in a parallel, similar Pay Level, he/she might be promoted on regular basis in their lien cadre on later date. In case of selection for the aforesaid Ex-cadre post, his/her lien will continue to be maintained in his/her substantive seniority unit for his/her career progression.
4. **Tenure:** The tenure of the ex-cadre posting in Janitor will not exceed five (05) years in terms of RBE No.191/2004. However, before completion of 05 years tenure in Ex-cadre post of Janitor, if it is decided by competent authority the employee concerned may be repatriated to his/her lien unit without any prior notice, without citing any reasons whatsoever.
5. **How to Apply:** Willing candidates may submit his/her application in the enclosed format [Annexure-I]. The application will be submitted to "The PCPO/ECoR/BBS, who in turn will forward the same to the office of SDGM/ECoR. The last date for submission of applications, by the employees to their respective controlling officers is 28.11.2023. The controlling officer will forward the applications in a single bunch with a covering letter containing the list of applicants to the office of PCPO/ECoR/BBS latest by 07.12.2023. PCPO office will consolidate all the applications and submit to the office of SDGM for assessing the suitability of the applicants and forwarding the name of the selected candidate for whom PCPO's office will issue the posting order.

This issues with the approval of competent authority.

This notification is also available in East Coast Railway website:
www.eastcoastrail.indianrailways.gov.in

Encl: Application Form (Annexure-I).

P. Radhakrishna
28.11.2023

(P.Radhakrishna)
Asst. Personnel Officer(HQ)
For Principal Chief Personnel Officer

PROFORMA APPLICATION

Application for calling volunteers from serving Group-D employees of East Coast Railway Headquarters for filling up of the post of Janitor (Ex-Cadre) in Level-04 in GA Deptt/HQ/BBS vide PCPO/BBS's letter No.ECoR/Pers/01/NGC/Misc/Fill up/Ex-Cadre/Janitor/478, Dated-8th November' 2023.

1	Name of the employee in full (Block Letter)		
2	Father's / Husband's Name		
3	Date of Birth		
4	Present Designation, Office /Station		
5	Present Pay Matrix Level	(a) Substantive w.e.f.	
		(b) Officiating w.e.f.	
6	Date of initial Appointment / Capacity		
7	Date of Regular Appointment		
8	Educational Qualifications		
9	Department		
10	Contact Number		
11	Employee No. / HRMS ID		
12	Email ID: (In Block Letters)		

I do hereby declare that I have gone through the above referred notification and I am volunteering for the post of Janitor (Ex-Cadre) in GA Deptt/HQ/BBS in Level-04, after agreeing to abide by all the conditions in the said notification. I am aware that my application will not be considered if it is deficient in any form or incorrect or not forwarded by the controlling officer/department/ division/unit to PCPO's office. In case, anything is found to be incorrect, I shall be responsible and my candidature may be cancelled.

Date:**Signature of the employee**

Certified that the above employee submitted the application before the cutoff date in this office and the particulars furnished above by the employee has been verified and found correct.

Date:**Signature of the controlling Supervisor****Date:****Signature of Controlling Branch Officer with seal**

P. D. B.