



पूर्व तट रेलवे
East Coast Railway
कार्यालय - मुख्य कारखाना प्रबंधक(का.)
Office of the Chief Workshop Manager (P)
सवारी डिबवा मरम्मत कारखाना, मंचेश्वर, भुवनेश्वर - 751017
Carriage Repair Workshop, Mancheswar, Bhubaneswar-751017

No.CRW/MCS/Estt./Safety Officer/1971

Date: 07.10.2025.

NOTICE

विषय/Sub:- Selection for appointment of one Safety Officer (ex-cadre) in CRW, Mancheswar.

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Options are invited from the eligible SSE(W/s) and JE(W/s) of Mechanical Department of CRW, Mancheswar for selection for appointment of 01 (One) Safety Officer (ex-cadre) in CRW, Mancheswar.

Eligibility:

All SSE(W/s) and JE(W/s) of Mechanical Department of CRW, Mancheswar having the following eligibility criteria may apply for the post of Safety Officer (ex-cadre) for CRW, Mancheswar.

1. Volunteering candidates should be an engineering graduate with minimum 02 years of supervisory experience or a diploma holder in any branch of engineering/technology with practical experience of not less than 05 years.
2. The candidates are required to possess a degree or diploma in industrial safety from a recognized institute.
3. If the selected supervisor is not having degree or diploma in Industrial Safety then he/she should be sent for training in Industrial Safety to Central Labour Institute (CLI) or Regional Labour Institute (RLI).
4. The candidates should have good knowledge of speaking in Odia language.
5. Supervisory staff of other departments are not eligible for appearing the above selection.

Duties of Safety Officer:

Safety Officer will carry out duties as laid down in the Rules framed by State Government under the Factories Act. including planning and organizing measures for effective control of workman safety. Safety Officer will report directly to the workshop In-charge.

Special Allowance to Safety Officer:

Safety Officer will be granted Special Allowance as admissible from time to time to the post as per extant rules.

Mode of Selection

As the post of Safety Officer is an ex-cadre post, the suitability of the candidates will be assessed by a Committee consisting of three members through Viva-voce Test, Record of Service and Academic & Technical qualification as per entry in Service Record of staff concerned.

Viva-voce Test will consist of Professional Ability and Personality & Communication Skills. Record of Service will consist of ACRs/APARs of last three years, Awards and punishment during last three years.

Drawal of Panel:

Qualifying mark for aforesaid selection is 60 out of 100 marks. Panel will be drawn as per merit basis

Submission of application:

The eligible volunteering employees may apply in prescribed format enclosed herewith, duly filled in all respects, to their controlling supervisors/Officers on or before **06.11.2025**. The controlling supervisors/Officers after scrutiny and duly satisfied, shall submit the original applications in a single bunch to this office latest by **10.11.2025**.

- Applications submitted by volunteering candidates directly to this Office will not be acceptable.
- Applications of the staff who have not fulfilled the eligibility criteria need not be forwarded.
- Incomplete applications will not be entertained.

Other Conditions:

1. All other terms and conditions applicable to such selection as per extant rules as on the date of notification will be applicable and items overlooked/omitted if any **will be treated as valid and operative**.
2. Railway Administration reserves all rights to cancel or amend the Notification partly or wholly at any time without any prior notice or assigning any reasons thereof.

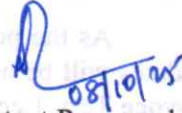
Encl: Proforma for application

Controlling officers and supervisors are requested to make wide publicity of this notification amongst the eligible employees working under their control.


(संतोष कुमार मिश्र - Santosh Kumar Mishra)
सहायक कार्मिक अधिकारी - Assistant Personnel Officer
सडिका/मंचेश्वर - CRW/Mancheswar

Copy to:

1. Dy.CME(POH)/CRW/MCS for kind information and wide circulation among all the supervisorial staff i.e. SSE(W/s) and JE(W/s) of Mechanical Department of CRW, Mancheswar.
2. Br.Secretary - ECoRSC/MCS and ECoRSU/MCS.
3. SSE(WS)/Computer/MCS. He is advised to upload the same in official website of East Coast Railway.
4. Notice Board.


सहायक कार्मिक अधिकारी - Assistant Personnel Officer
सडिका/मंचेश्वर - CRW/Mancheswar

**PROFORMA APPLICATION FOR
THE POST OF SAFETY OFFICER (EX-CADRE)**

I do hereby volunteer for selection to the post of Safety Officer (ex-cadre) for CRW, Mancheswar as notified vide APO/CRW/MCS' Notification No.CRW/MCS/Estt./Safety Officer/1971 dtd.07.10.2025 duly accepting all terms & conditions and other details mentioned in the Notification. I confirm that my personal/service details are as follows.

01.	Name of the employee in full (Block letters)		:	
02.	Father's/Husband's Name		:	
03.	Community (UR/SC/ST)		:	
04.	Date of Birth		:	
05.	Initial Appointment	a. Date	:	
		b. Capacity	:	
		c. Scale	:	
06.	Date of Regular entry in Level-6		:	
07.	Date of Regular entry in Level-7		:	
07	Present Service Status	a. Designation	:	
		b. Grade	:	
		c. Department	:	
		d. Working Under (Controlling Officer)	:	
09.	Educational Qualification (As per entry in Service Sheet)		:	
10.	Other Qualification, if any		:	
11.	Employee No. and HRMS ID		:	
12.	Mobile No.		:	

I do hereby declare that, I have gone through the above referred notification and I am volunteering for the post of Safety Officer (ex-cadre) after agreeing to abide 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 Supervisor/Officer in charge to APO/MCS' Office. In case anything is found to be incorrect, I shall be responsible and my candidature may be cancelled.

Date:

Place:

Signature of the employee

Certified that the above employee submitted his application before the cutoff date to this Office.

Date:

Signature of the controlling officer with seal

(Handwritten signature)