



पूर्व तट रेलवे/EAST COAST RAILWAY
मुख्यालय कार्यालय, कार्मिक विभाग, रेल सदन, साउथ ब्लॉक, भुवनेश्वर
Headquarters Office, Personnel Department, Rail Sadan,
South Block Bhubaneswar-751017



NOTICE NO. 01/2025

NOTICE FOR CALLING WILLINGNESS FOR POSTING IN RAYAGADA
DIVISION/HQ

No. ECoR/HQ/PERS/MPP/12/2025

Date: 16.12.2025

All Concerned (Through HRMS)

**Sub: Calling option from Permanent Non-gazetted Railway employees
for joining at Rayagada Division of East Coast Railway.**

1. Rayagada Division with Headquarters at Rayagada, comprising a part of existing Waltair Division of East Coast Railway, is to be notified by Railway Board shortly.
2. This notice is hereby issued for calling of willingness from Permanent Non-gazetted Railway employees for Joining in Rayagada Division of ECoR.

Last date for submitting willingness: 17.01.2026 through HRMS only.

- i. A) Format for submitting option is available in HRMS (Link- Willingness for Joining New Unit under Employee Self Service (ESS)) (Annexure-I).
B) List of categories from which option is being called, is attached as **Annexure-II**.
- ii. Willing permanent employees from Indian Railways are requested to apply for joining Rayagada Division of ECoR through HRMS only. Last date for submitting option is **17.01.2026**.
- iii. Options, if accepted will be for posting only in that grade of the category in which optee is already working on regular basis.
- iv. **Option once exercised shall be treated as final** if not withdrawn by the last date of submission of option from 17.01.2026.

Note: Offline/Physical applications are not allowed. If any employee has submitted such application, they are requested to resubmit their application through HRMS, otherwise their willingness will not be considered.

3. Order of Preference:

Among the employees who opt for joining at Rayagada/ECoR, the following will be the preference for posting-

Priority 1: Volunteers from the existing Waltair Division.

Priority 2: Volunteers from the rest of ECoR.

Priority 3: Volunteers from the rest of Indian Railways.

It may be noted that the willingness is being called only for the posts which would be operated in and under the control of Rayagada division headquarters of ECoR.

4. Shortlisting:

- a. Mere exercise of option does not necessarily imply or give a right to optees for automatic approval of transfer as it will require observing due process for transfer on administrative grounds and is subject to the approval of administration.
- b. All the optees may please note that they will be shortlisted as per the preference elaborated in para 3 above and as per the administrative requirement of/suitability for, Rayagada division/ECoR.

5. Closure of Cadre and promotion etc. up to closure date:

- a. The latest date of cadre closing for Rayagada division will be one (01) year from the date of issue of gazette notification for formation of new division or, as notified, cadre wise by ECoR, whichever is earlier.
- b. Till the closure, the employees transferred and posted in Rayagada Division will continue to hold their lien & seniority etc. in the respective parent cadre and will continue to get their progression there.

6. Seniority: Final decision on inter-se seniority of employees posted in a cadre will be taken by the administration based on extant rule.

This issues with the approval of competent authority.

Encl: as above.


16/11/22

(Suresh Kumar Behera)

**Dy. Chief Personnel Officer/HQ
For General Manager (P)**

Copy for information to:

- Secretary, Railway Board, New Delhi.
- DG/HR, AM (staff) & AM(HR), Railway Board, New Delhi
- Secretary of GM/ECoR – for kind information of GM, AGM/ECoR
- Secretary of GM/SCoR – for kind information of GM/SCoR

Copy for all information and wide circulation to:

- All PHODs/ECoR, All DRMs/ECoR, All CWMs/ECoR, CAO/CON
- All General Managers of Zonal Railways & Production units of Indian Railways.
- General Manager/HRMS/CRIS – with request to make it live on HRMS
- Sr.DPO/WAT.
- Recognized Unions & Associations /ECoR.

ANNEXURE-I

PERSONNEL DEPARTMENT / ECoR Notice No. 01/2025
(FORMAT FOR CALLING WILLINGNESS FOR POSTING IN RAYAGADA
DIVISION/ECoR)

Notification Details			
Notification ID		Date of issue	
Last Date of Submission		Click to view notification	
Employee Current Details		Employee Photo	
HRMS ID		IPAS ID	
Name		Designation	
Pay Level		Current Org Unit	
Lien Cadre Code		Lien Cadre ID	
Lien Cadre Level ID		Lien Department/Sub Deptt	
Lien Unit		Lien Zone	
Working Cadre Code		Working Cadre ID	
Working Cadre Level ID		Working Department/Sub Deptt	
Working Unit		Working Zone	
Employee Personal Details			
Date of Birth		Community	
Mobile No.		Email ID	
Present Address details		Permanent Address Details	

Employee Initial Appointment Details:

Same as emp master

Employee Educational Qualification Details:

Same as emp master

Willing Details

Yes, I am willing for posting to: Not selected (default)/Rayagada Division (ECoR)



Declarations:

1. I have gone through the information contained in NOTICE NO. 01/2025 dated 16.12.2025 issued by East Coast Railway (Personnel Department) calling for willingness for posting in Rayagada Division.
2. I am willing to join Rayagada Division/ East Coast Railway as per the conditions notified vide NOTICE No. 01/2025 dated 16.12.2025.
3. The details given above are true to my knowledge.
4. I understand that this application does not entitle me to get the transfer I seek.
5. I understand that after the cadre in Rayagada Division is formally closed through a formal notice by ECoR mentioning date of closure, my requests for transfer to Rayagada division or elsewhere, will be on "Own request Basis".
6. I am willing to abide by all the provisions of transfer.

SUBMIT



ANNEXURE-II

PERSONNEL DEPARTMENT/ EAST COAST RAILWAY
NOTICE NO. 01/2025, CALLING WILLINGNESS FOR POSTING IN
RAYAGADA DIVISION

List of categories for which options are being called for posting at Rayagada Division/HQ:

Sl. No	Department	Category
1	All Departments	a. Chief Office Superintendent, Office Superintendent, Senior Clerk, Junior Clerk. b. General Assistant (Level-1)
2	Accounts	a. Sr. Section Officers/Stores Inspection (erstwhile Sr.ISA), Sr. Section Officers/Traffic Inspection (erstwhile Sr.TIA), b. Sr. Section Officers/ Accounts (Sr.SO/ A), Sr. Accountant (erstwhile Account Assistant), Accountant (erstwhile Junior Account Assistant), Accounts Clerk. c. Statistical Inspector Gr. I & II (Authority for designation change - RBE 82/2024 & 20/2025)
3	Administration (General)	a. Public Prosecutor b. Protocol Inspector c. Chief Law Assistant d. Junior Translator(Hindi) e. PS Gr. II, Stenographers & Jr. Stenographers f. Vehicle Drivers- MCM, Gr. I, II & III
4	Civil Engineering	a. JE & SSE (Drawing Design & Estimation) b. JE & SSE (P-Way) c. JE & SSE (Works)
5	Commercial	a. Catering Inspector & Catering Inspector Gr. I b. Chief Commercial Inspector & Commercial Inspector
6	Electrical	a. Chief Loco Inspector (CLI), Crew Controller, Traction Loco Controller (TLC)., Power Controller b. JE & SSE, Technicians (TRD) c. JE & SSE, Technicians (GS) d. JE & SSE (Drawing Design & Estimation) e. SSE/Loco
7	Mechanical	a. JE & SSE (C&W) b. Technicians (C & W)
8	Operating	a. Chief Controller, Section Controller. b. Traffic Inspector I & II c. Chief TNC
9	Personnel	a. Chief Staff & Welfare Inspector b. Staff & Welfare Inspector
10	Security	a. Constable, Head Constable b. Assistant Sub-Inspector, Sub-Inspector, Inspector c. Vehicle Drivers d. Chief Typist

11	S&T	a. JE & SSE, Technicians (Signal) b. JE & SSE, Technicians (Tele) c. JE & SSE (Drawing Design & Estimation)
12	Safety	Safety Counsellors – S &T, Engg
13	Stores	CDMS and DMS.

Shah