

Office of the
Principal Chief Personnel Officer
2nd Floor, South Block, Rail Sadan,
Bhubaneswar-751017

SEM (IT)
ECoR/BBS.

No. ECoR/Pers/07/Sr.Clerk/Ex-Cadre/Safety/ S-16

Date: 20.02.2019

All PHOD / CHOD/ HQ/ BBS
DRM(P)WAT/SBP/KUR
Dy.CPO/(Const.)/BBS,
WPO/MCS, SPO/RE/BBS,
SPO(Const.)/VSKP
East Coast Railway

Sub: Notification -Calling volunteers from serving employees of ECoR for filling up of the post of Sr.Clerk in Scale Rs. 5200-20200 + GP Rs. 2800/-, Level-5 (7th CPC) in Safety Department ECoR/HQs /BBS on Ex-Cadre basis.

The following Ex-cadre vacant post in Safety Department of ECoR/HQs is proposed to be filled up from serving employees working in ECoR/HQ, Divisions/ Units.

Sl No.	Designation	Scale in RSRP	Vacancy	Staff eligible to apply
1.	Sr.Clerk	PB-1 with GP-2800/- Level-5	01	Sr.Clerk in GP Rs.2800/- Jr.Clerk in GP Rs.1900/- (Except Security and Accounts department)

- The applicant should have working experience of 3 years or more in GP- 2800/- or 5 years in GP 1900/- or combined service of 5 years in both GP 1900/- and GP 2800/-. The applicant should have computer knowledge and should possess typing proficiency.
- The suitability will be assessed by a duly constituted screening committee through viva-voce test, screening of Service Record as well as last three years APARs. The employee should be free from SPE/ Vig/ D&AR cases.
- Although the staff posted against this ex-cadre post will have the benefit of drawing pay attached to the said Ex-Cadre post, it does not amount to promotion as the Lien of the staff is to be maintained in his regular parent cadre.
- Pay fixation on joining as Sr.Clerk will be made as per extant rule.
- Any other provision of IREM or circular issued by Railway Board regarding terms and conditions of selection to the ex-cadre post and other conditions applicable, although inadvertently omitted in this notification, should be treated as valid and operative.
- The employees lien will continue to be maintained in his/her substantive seniority unit in the concerned division/unit even after his/her posting as Sr.Clerk on Ex-cadre basis.
- The tenure of the posting as Sr.Clerk on Ex-cadre basis will be for a maximum period of 05 years. However, if it becomes necessary before completion of 5 years, it may be cancelled by CSO without prior notice, or citing any reasons whatsoever, and the employee so posted may be repatriated to the lien unit.
- The staff applying in response to the notification will not be allowed to withdraw the option in the event of his selection. Any Advance copy submitted directly without forwarding of controlling officer will not be entertained.
- Applications may be submitted in the format at Annexure-I (Copy enclosed). The applications would be submitted to the Controlling Officer, who in turn will forward the same to the office of Sr.DPO in case of divisional staff, to the office of WPO in case of workshop staff and to PCPO's office/ BBS in case of ECoR/HQs cadre staff. The staff who are working in HQs office having lien in divisions should forward their application through competent authority of their lien unit.

20.2.19

A m

~~Signature~~

Sr.DPO
BBS

10. The last date for submission of the application by the employees to the Controlling Officer is **20.03.2019** which should reach at the office of Sr.DPO by **01.04.2019**. On completion of scrutiny In Sr.DPO/WPO office (i.e. divisions/units will check the correctness of all particulars furnished in the application with Service Record of the employees and other relevant records and certify the correctness of each entry made by the staff in his / her application). The applications should be sent in consolidated statement in a tabular form, in one bunch with a covering letter and attached list (eligibility/in-eligibility separately) of names of the applicants, so as to reach at PCPO's Office /BBS by **08.04.2019** positively.
11. Applications received after the last date should not be entertained. They should be summarily rejected at the level of Controlling officer on the ground of late receipt. No piecemeal forwarding of application shall be entertained.
12. The APARs of eligible employee for the last three years may be sent along with the application forms otherwise the application will not be entertained.
13. The period of service in the Ex-cadre post, over and above the substantive grade/level will not be counted as qualifying service for any purpose what so ever.

This shall be given wide publicity among the staff and copy of notification may be pasted in the office notice board also.

This notification is also available in ECoR website [w.w.w. eastcoastrailway.gov.in](http://www.eastcoastrailway.gov.in).

Encl: Application form (Annexure-I)

(T.Nath)

Senior Personnel Officer (Staff)
For Principal Chief Personnel Officer

Copy for information and necessary action to :

- 1.CSO/ECoR/BBS,
2. General Secretary, ECoRSC,ECoRSU,AISCSTREA/AIOBCREA/ECoR,
3. Notice Board (PCPO Office)
4. SSM(IT)/ECoR/BBS

For Principal Chief Personnel Officer

Notification No. and date	Ref No. ECoR/Pers/07/Sr.Clerk/Ex-cadre/ Safety/S-16 Dt. 20.02.2019
Post against which application has been submitted	

PERSONAL DATA

1.	Name	
2.	Father's name	
3.	Community (UR/SC/ST/OBC)	
4.	Date of Birth	
5.	Department	
6.	Division	
7.	Date of Initial appointment & Capacity (Designation) and Grade Pay.	Date of Initial Appointment
		Capacity(Designation) of Initial Appointment
		Grade Pay of Initial Appointment
8.	Source of initial appointment.	
9.	Present designation & Scale of pay with grade pay & Level (Write both substantive designation and Ad-Hoc, Officiating, Ex-cadre, Other designation if applicable)	Present Substantive Designation & Scale & Grade Pay
		Present Ad-Hoc Designation & Scale & Grade Pay
		Present Officiating Designation & Scale & Grade Pay
		Present Ex-Cadre Designation & Scale & Grade Pay
		Any Other (If applicable) Designation & Scale & Grade Pay
10.	Effective date of seniority in substantive grade	
11.	Date of regular entry as Sr.Clerk in Grade pay Rs. 2800/- (Level-5)(Substantive only)	
12.	Date of regular entry as Jr.Clerk in Grade pay Rs. 1900/- (Level-2)(Substantive only)(if applicable)	
13.	Educational qualification (As entered in Service Record)	
14.	Lien Unit	
15.	Computer Knowledge (Please attach Certificate if any)	
16.	Typing Proficiency. (year of passing Type writing test through DRQ or Departmental)	
17.	Present Place of work & working under (Department & Office & Station of posting)	
18.	Mobile No. & Rly. Ph No.	

I do here by declare that I have gone through the above referred notification, and I am volunteering for the post of Sr.Clerk in safety department of ECoR/HQ/BBS after agreeing to abide all the conditions in the said notification. I am aware that my application will not be considered if the application is deficient in any form or incorrect or not forwarded by the controlling officer /Department /Division/Unit to PCPO's Office.

Date:

The above named employee will be released without reliever if he/she is selected for the post applied for. As per Record he/ she is free from SPE/Vig/D&A cases and not undergoing any punishment.

Signature of the Applicant

Date:

The above particulars of the employee has been verified and found correct as per the Service Record and other particulars.

Signature & Desig. of the Controlling Officer With office stamp

Date:

Signature & Desig. of the cadre Personnel Officer With office stamp