

No. CRIS/HQ/ESTB/46/2024-PERS (CN-2857)

Dated 10.05.2024

VACANCY NOTICE No. 04/2024

1.	Nomenclature of the Post	:	Dy. Manager (Personnel/ Administration)
2.	No. of vacancies	:	01 (One)
3.	Location	:	New Delhi
4.	Duration and Term of Deputation	:	Five years on usual terms & conditions of deputation
5.	Term of Appointment	:	Deputation
6.	Scale of Pay	:	Level 11 (as per 7 th CPC Pay Matrix)
7.	Eligibility, Experience and Specific Requirements, if any.	:	<ul style="list-style-type: none">Officers working in substantive grade of Level-10 as per 7th CPC pay matrix in Railway Board, Railways with relevant experience of working in Personnel/Establishment/Administration area are eligible to apply.Preference will be given to officers having qualification of MBA in Personnel Management, HR or LLB.The officers should be conversant with functioning in computerized environment. Note: <ul style="list-style-type: none">Officers working in substantive grade of Level 10 with minimum 2 years' service in relevant grade shall be eligible for Level 11.Officer working in level 10 (with less than two years service in relevant grade) will be eligible for pay plus deputation (duty) allowance.
8.	Age	:	-
9.	The date up to which CRIS is exempted from the rule of immediate absorption.	:	Up to 19.05.2026
10.	Retention of Railway accommodation during deputation tenure in CRIS	:	Yes. Retention of Railway accommodation is permissible as per Board's guidelines issued from time to time.
11.	Perks and Benefits	:	<ul style="list-style-type: none">Leasing of Private accommodation is admissible on the rates admissible to Railway officers.Officers joining CRIS on deputation basis, may opt for CRIS medical facility for self and dependent family members. For availing CRIS medical facility, Railway officer joining CRIS has to surrender Railway medical card in Railway.Transportation – as per Central Govt. Rules.Other benefits as per the extant policy in vogue.
12.	Closing Date	:	30 days from date of issue.
13.	Web Address	:	www.cris.org.in/Career/



चाणक्यपुरी, नयी दिल्ली-110021

CHANAKYAPURI, NEW DELHI-110021

टेलीफोन/TELEPHONE : 24104525, 24106717 फ़ैक्स/FAX : 91-11-26877893

Notes:

1. THE WILLING OFFICERS SHOULD APPLY ON THE HRMS PORTAL, THROUGH HIS/HER INDIVIDUAL HRMS ACCOUNT, AS PER RAILWAY BOARD INSTRUCTIONS, CIRCULATED VIDE LETTER NO. ERB-1/2013/2/70 DATED 24.04.2023 (copy enclosed).
2. Applicants who are not able to apply on the HRMS portal may apply in the prescribed application format, Annexure-I attached in online mode and may send their application through email @ adhikari.devendra@cris.org.in The applicants are requested to submit simultaneously a copy of the application to their administrative officer (HQ/Board etc.) for forwarding the application to CRIS indicating No Objection, Vigilance/D&AR clearance, APARs for the last five years etc.
3. Eligible suitable applicants will be short-listed on the basis of eligibility and experience, if required, as per Vacancy Notice.
4. Selection criteria will be as mentioned in Ministry of Railway, Railway Board's letter No.2017/E(O)II/41/5 dated 25.05.2017 and No.2018/E(O)II/41/1 dated 07.03.2018.


(D.S. Adhikari)
Chief Manager/personnel

Photo

PRESCRIBED PROFORMA

FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Important (please don't leave blanks)	Vacancy Notice No. (appears on the top middle side of notice)	
	File No. (appears on the top left side of notice)	
	Post against which application has been submitted	
	Choice of station (wherever applicable)	

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr. B (Wherever applicable)	:	
9.	Present Pay Band with Grade Pay and basic pay as on date of application.	:	
10.	Present Designation & Railway	:	
11.	Contact Details	:	
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(C) Telephone (R)	:	
	(d) Mobile Number	:	

12. Educational Qualifications:-

S.No	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

13. Experience Details:-

SNo.	Designation & Railway with Place of posting.	Grade (i.e. Gr.B/SS, JAG/SG/SAG)	From	To .

14.	Details of previous deputation/ Foreign assignment, if any		
15.	Whether debarred from deputation? If yes, please furnish details.		
16.	Whether cooling off period Completed? If yes, date of return from previous deputation with details, wherever applicable.		

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

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भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

No.2018/E(O)II/41/1

Rail Bhavan, New Delhi
Date: 24/04/2023

The General Manager(s),
All Indian Railways/PUs
DG/RDSO.

Sub: Deputation of IR officers to CRIS – Simplification reg.

Your attention is invited to this Ministry's letters of even number dated 07.03.2018 and 08.02.2023 wherein detailed guidelines have been issued in regard to the revised procedure for deputation of Railway officers to Railway PSUs, Autonomous Bodies and other Organizations.

2. The issue regarding posting of IR officers in CRIS has been considered by Board and henceforth, it is decided with the approval of the competent authority that application for deputation to CRIS will be through an online portal. Accordingly, the following procedure may be followed for deputation of IR officers to CRIS:

- i. Applications for postings in CRIS will be submitted on HRMS portal through the link named '**Willingness for Posting (CRIS)**'.
- ii. Willing officers will need to apply through his/her individual HRMS account.
- iii. As per the data available in HRMS regarding service/department and present grade of the officer, he/she will be considered for the posts, he/she is eligible for.
- iv. The officer can apply at any time during the year and these applications will be valid for one year. Facility to withdraw applications is also available.
- v. As regards NOC from the Zonal Railway, the same shall not be required.
- vi. For filling up post in CRIS, the process of selection will be initiated from amongst the list of willing officers available on HRMS, by CRIS, 15 days in advance for vacancies to be filled up.
- vii. The officer will be debarred for 03 years in case he does not join after issue of orders, as per extant instructions. During debarment, the corresponding link for applying in CRIS would be disabled for the officer.

3. All other instructions contained in this Ministry's aforesaid letters dated 07.03.2018 and 08.02.2023 remain unaltered.

4. These instructions will be applicable with immediate effect. All proposals for deputation, for which vacancy notices are yet to be issued, may be processed as per the revised procedure as mentioned above.

(Contd...2/-)

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5. All Zonal Railways/PUs are advised to circulate above instructions to all officers posted under their administrative control for information.



(Manoj Kumar)
Joint Secretary (Deputation)
Railway Board
Email: manojkumar.rail@gov.in

Copy to:-

- (i) The Managing Director/CRIS, New Delhi- **For necessary action.**
- (ii) PSOs/Sr.PPSs/PPSs to CRB, MF, M(O&BD), M/Infra, M/T&RS, DG/HR, DG/RHS, DG/RPF, Secretary, Railway Board
- (iii) EO, EDE(N), ED/PSU, JS(G), JS and ED/C&IS, Railway Board