GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. ERB-I/2014/2/40

New Delhi, Dated 02 . 07.2014

**CIRCULAR**

Sub: Filling up the ex-cadre gazetted posts of Pay and Accounts Officer (PB-3 + GP Rs. 6600)/ Assistant Accounts Officers(PB-2 + GP Rs.5400/-) in Railway Board.

It is proposed to fill up one Senior Scale post of Pay and Accounts Officer in PB-3 Grade Rs.15600-39100 + Grade Pay Rs.6600/- and three Group 'B posts of Assistant Accounts Officer(AC-IV)/ Assistant Accounts Officer(Costing)/ Assistant Accounts Officer(Code Revision) in PB-2 Grade Rs. 9300-34800 + Grade Pay Rs. 5400/- in Railway Board. Officers from Accounts Department of Indian Railways possessing the following qualifications and experience are eligible for being considered for appointment on the above posts: -

(a) holding analogous posts on regular basis.

(b) Possessing the following educational qualification and experience:

(i) Degree of a recognized University or equivalent,.
(ii) Working experience of Railway Accounts offices viz, Compilation and its analysis for monitoring of expenditure, Budget/Establishment/Administration/ Traffic Accounts etc.
(iii) Experience of working on various computer systems/software such as MS office etc.

2. The candidate shall not be of more than 56 years of age on the last date of receipt of application indicated in this circular.

3. It may be brought to the notice of the candidates applying for the above mentioned posts that they shall not be allowed to withdraw their candidature subsequently under any circumstances.

4. Name of such officers, who are eligible in terms of the conditions mentioned above and are desirous of being considered for the post of PAO/ Railway Board, may be forwarded in the prescribed proforma enclosed at Annexure-A, alongwith attested copies of their last 5 years' Annual Confidential Reports, D&AR/SPE/Vigilance clearance reports, etc. in Room No.536-A, Rail Bhavan, New Delhi-110001 within 15 days from the date of issue of this circular.

(J.M.S. Rawat)
Deputy Secretary (Estt)
Railway Board

DA: One Proforma

Copy to :

1. The General Managers, all Indian Railways, including ICF, RCF. CLW, DLW, RWF, CORE and Metro Railway/Kolkata.
2. The Director General, RDSO, Lucknow.
3. The General Manager, Metro Railway, 3-A, Jawahar Lal Nehru Road, Kolkata – 700071.
4. The Chief Administrative Officers (MTP), New Delhi, Mumbai and Chennai.
5. CAO/COFMOW, Tilak Bridge, New Delhi.
6. CAOs/Diesel Loco Modernisation Workshop, Patiala and DLW/Varanasi.
7. Director General, Railway Staff College, Vadodara.
8. The Director IRIEEN, Nasik Road, Nasik.
9. The Director, IRIMEE, Jamalpur.
10. The Director, IRISET, Secunderabad.
11. The Director, IRICEN, Pune.
12. FA&CAOs of all Zonal Railways and Production Units.
13. The Chief Personnel Officers, All Indian Railways
14. Railway Rates Tribunal, 3, Dr. P.V. Cherian Crescent Road, Chennai- 15.
15. Adv(A), JS, DF(CCA) DIP, Dir.(GA), Railway Board.
16. 'G' Branch, Railway Board (with 5 spares for placing on the Notice Board)
17. RBCC, E(O)I, E(O)II, III, E(GP) Branches with 5 spares

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**ANNEXURE-A**

## BIO-DATA (PROFORMA)

(To be furnished in duplicate)

Application for the post of _____

1. Name and Address in Block letters
2. Date of Birth ( In Christian Era)
3. Educational Qualifications:
4. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

| | Qualifications/ Experience required | Qualifications/ Experience possessed By the officer |
|---|---|---|
| Essential | i) | |
| | ii) | |

5. Please state clearly whether in the light of entries made by you, you meet the requirements of the post.
6. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

| Office/Instt/ Orgn | Post held | From | To | Scale of Pay | Nature of duties |
|---|---|---|---|---|---|
| | | | | | |

7. Name of present post held

8. Nature of present post held –
   Whether ad-hoc, temporary or permanent.

9. Post holding on regular basis, Scale of pay therein and date from which it is being held on regular basis

10. In case the present employment is held on deputation basis please state:

    a) The date of initial appointment

    b) Period of appointment on deputation

    c) Name of the parent office/organization to which you belong.

11. Are you in Revised scale of pay?
    If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

13. Whether you belong to SC/ST

14. Remarks, if any.

Date:

Signature of the candidate

Address:

Certificate to be recorded by the employer while forwarding the application:-

1) Certified that the particulars of the officer has been verified and found to be correct. The date of his empanelment in the present substantive grade of _____ is _____.

2) It is also certified that he is clear from vigilance angle and no disciplinary proceedings are either pending or/and contemplated against Shri _____. Integrity of the officer is beyond doubt. The up-to-date CR dossiers in respect of Shri _____ are enclosed herewith. A certificate regarding major/minor penalties imposed on the candidate, during the last 10 years, and cadre clearance is also enclosed.

Signature of Head of the Dept.
( with office seal / stamp)

Date: