GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. ERB-I/2013/3/2 New Delhi, dated 12 .11.2014

C I R C U L A R

Sub: **Filling up the post of Junior Commercial Research Officer(Rates)/Railway Board in PB-2, Rs.9300-34800/- plus Grade Pay Rs. 4800/-**

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It is proposed to fill up the post of Junior Commercial Research Officer (Rates) (in Pay Band-2, Grade Rs.9300-34800 plus Grade Pay Rs.4800/-) in Railway Board on deputation basis from amongst :-

Officers of the Railway Board / Zonal Railways –

(a) (i) Holding analogous posts on regular basis, or

(ii) With 3 years' regular service in posts in scale of Rs. 9300-34,800 plus Grade Pay of Rs. 4600/- in PB-2 or equivalent; or

(iii) With 8 years' regular service in posts in scale Rs. 9300-34800 plus Grade Pay of Rs. 4200/- in PB-2 or equivalent; and

(b) Possessing the following educational qualifications and experience, namely,

(i) Degree of a recognized University or equivalent.

(ii) 3 years' experience in work relating to goods freight rates, Passenger fares, parcel freight rates and other Miscellaneous Charges.

1.1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/ department shall ordinarily not exceed 3 years.

1.2. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

(The crucial date for determining the educational qualification/other eligibility conditions shall be closing date for receipt of applications from the candidates).

2. The applications of officers who are eligible in terms of the above specified conditions and are desirous of being considered for the post of Junior Commercial Research Officer (Rates), Railway Board, **may please be forwarded, in the prescribed proforma enclosed at Annexure-A, alongwith attested photocopies of Confidential Reports (APARs) for the last 5 years including the latest, D&AR/SPE/Vigilance clearance reports, Integrity Certificate, etc., so as to reach the undersigned in Room No. 536A, Rail Bhavan, Raisina Road, New Delhi – 110 001** within 45 days from the date of issue of this circular.

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

DA: One proforma

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:

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?
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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.
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Date: