भारत सरकार GOVERNMENT OF INDIA

रेल मंत्रालय MINISTRY OF RAILWAYS

(रेलवे बोर्ड) (RAILWAY BOARD)

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No.2017/E(O)II/41/5

Rail Bhavan, New Delhi
Date: 25/05/2017

To,

Chairman & Managing Directors/
Managing Directors,
All Railway PSUs.

The Vice Chairman,
Rail Land Development Authority
Near Safdarjung Railway Station,
Moti Bagh-1,
NEW DELHI 110021.

The Managing Director,
Centre for Railway Information Systems,
Chanakyapuri,
NEW DELHI 110 021

Sub: Procedure for evaluation of applications and selection of officers to be taken on deputation

Ref: This Ministry's letter No.2014/E(O)II/41/9 dated 21.10.2014.

As per extant instructions of this Ministry contained in their letter cited, every vacancy notification should clearly specify the criteria to be followed in short-listing the applicant officers and reasons should be provided for leaving out the remaining eligible officers.

2. The procedure for shortlisting, evaluation and selection of candidates for deputation to Railway PSUs/ABs has been reviewed. It has been decided that applications of all candidates who meet the eligibility criteria prescribed in the vacancy notices, except those who cannot be spared on deputation, will be forwarded by the Ministry to the borrowing Railway PSU/ AB. The borrowing organization should formulate objective criteria for evaluation of the candidature of the eligible applicants forwarded by the Ministry with due weightages for various parameters keeping in mind the job requirements and suitability such as domain knowledge, experience in the relevant field, Annual

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Performance Report of the officers, seniority etc. say on a 100 point scale and notify them. A selection Committee to be constituted and notified by the borrowing organisation should evaluate the candidatures and select the most suitable person for the job based on the evaluation parameters. The concerned organisation/PSU shall forward the name of the selected candidate for approval of the competent authority in the Ministry of Railways.

3. The above procedure may be invariably followed in evaluation and selection of Railway officers to be taken on deputation.

4. Receipt of this letter may please be acknowledged.

(K. Gangadharan)
Director (Deputation)
Railway Board
Telefax: 23387270

Copy to:

1. EDE/N.

