**GOVERNMENT OF INDIA**
**MINISTRY OF RAILWAYS**
**(RAILWAY BOARD)**

**No. ERB-I/2019/2/65** **New Delhi, the 24 October, 2019**

# CIRCULAR

**Sub: Filling up the Senior Scale post of Deputy Director/MilRail (in Level-11, Rs.67700-208700/-).**

It is proposed to fill up one Senior Scale post of Deputy Director/Mil Rail in Level-11 (Rs.67700-208700/-) on tenure basis of Ministry of Railways being operated in MilRail/Army Headquarter, New Delhi. Officers from Traffic Department of Indian Railways possessing following eligibility criteria, educational qualification & experience are eligible for being considered to the post:-

**(i) Eligibility criteria:-**

Holding analogous posts on regular basis

Or,

With 6 years, regular service in Level-8 (Rs.47600-151100/-) or equivalent.

**(ii) Educational Qualification**:-

Graduate in any discipline from a recognized University or equivalent.

**(iii) Experience:-**

(a) Five years working experience in Traffic/Operating/Commercial Department.
(b) Good knowledge of MS Office (MS Word, Excel and Power Point) to analyze the freight data and generate various reports as required.
(c) Good command over English language and ability to draft notes, letters etc.
(d) Knowledge of Railway network and new developments taking place in Railways.

1.1 The period of tenure of the post shall ordinarily not exceed 3 years.

1.2 The maximum age limit for tenure posting shall not exceeding 56 years as on the closing date of receipt of applications.

(The crucial date of determining eligibilities shall be last date of receipt of applications).

2. The applications of officers who are eligible in terms of the above specified conditions and are desirous of being considered for the above post may be forwarded, in the prescribed proforma enclosed as Annexure-A, along with the attested photocopies of Annual Performance Appraisal Reports (APARs) for the last 5 years including the latest D&AR/SPE/Vigilance clearance reports etc. to Under Secretary (Estt)-I, Room No. 536-A, Rail Bhavan, New Delhi within 30 days from the date of issue of this circular.

**(A.C Jain)**
Deputy Secretary (Estt)-II
Railway Board

DA: One Proforma

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**Copy to:-**

1. The General Managers, all Indian Railways, including ICF, RCF, CLW, DLW, RWF, CORE and Metro Railways/Kolkata.
2. The Director Generals, RDSO, Lucknow, NAIR, Vadodara.
3. The Chief Administrative Officers (MTP), New Delhi, Mumbai and Chennai.
4. CAO, COFMOW, Tilak Bridge, New Delhi.
5. CAOs, Diesel Loco Modernisation Workshop, Patiala and DLW, Varanasi.
6. The Director, IRIEEN, Nasik Road, Nasik
7. The Director, IRIMEE, Jamalpur.
8. The Director, IRISET, Secunderabad.
9. The Director, IRICEN, Pune.
10. Railway Rates Tribunal, 3, Dr. P.V. Cherian Crescent Road, Chennai-15
11. AM(TT), EDTT(S), JS, Dir(GA), Railway Board.
12. G Branch, Railway Board (with 5 spares for placing on the Notice Board) RBCC, E(O)I, E(O)II, III, E(GP) Branches with 5 spares.

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: