

No: CRIS/HQ/DEPT/6/2024-PERS

Dated : 10.05.2024

VACANCY NOTICE No: 02(R) /2024

1.	Nomenclature of the Post	:	Assistant Manager/Executive (Finance & Account)
2.	No. of Vacancies	:	01 (One)
3.	Location	:	CRIS HQ, New Delhi
4.	Duration and Term of Deputation	:	Five years on usual term & conditions of deputation
5.	Terms of Appointment	:	Deputation
6.	Scale of Pay	:	Level – 10 (as per 7th CPC Pay Matrix)
7.	Pay and Allowance	:	As per CRIS norms.
8.	Eligibility, Experience and Specific requirement, if any	:	<p>Railway employees working as Senior Section Officer/Section Officer/Accounts Assistant/ in Accounts/Finance Department with relevant experience of working in Establishment/Finance and Pay Roll.</p> <p>The employee should be conversant with functioning in computerized environment.</p> <p>i) Employee working in Substantive grade of Level -8 OR Employee working in substantive grade of Level 6/7 along with Appendix 3 qualified and with minimum 3 years service in relevant grade(s) shall be considered for Level (10)</p> <p>ii) Employee working in Level -5 along with Appendix 2A qualified shall be considered for Level -6 as Executive.</p>
9.	Age	:	-
10.	The date up to which CRIS is exempted from the rule of immediate absorption.	:	Up to 19/05/2026
11.	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.
12.	Perks and Benefits	:	<ul style="list-style-type: none"> Leasing if Private accommodations is admissible on the rates admissible to Railway Officers. Officers Joining CRIS, on deputation basis may opt for CRIS Medical facility for self and



चाणक्यपुरी, नयी दिल्ली-110021

CHANAKYAPURI, NEW DELHI-110021

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

			<p>dependent family members. For availing CRIS Medical facility, Railway Officers joining CRIS has to surrender Railway Medical Card in Railway.</p> <ul style="list-style-type: none"> • Transportation as per Central Government Rules. • Other benefits, as per the extent Policy in vogue.
13.	Closing Date	:	30 Days from the date of issue.
14.	Web Address	:	www.cris.org.in/career/

The Vacancies are required to be filled up urgently. Hence, it may be given wide publicity. The application of willing staff may be forwarded along with the following formalites and same may please be forwarded to Shri Chander Singh, Assistant Manager/Personnel, CRIS/HQrs Office, Chanakyapuri, New Delhi, Mail ID- singh.chander@cris.org.in:-

- 1 D&AR/Vigilance Clearance and
- 2 APARs/ACRs for the last 3 years.
- 3 Service particulars of the employees as given in Application form must be VERIFIED by the Controlling Officer/Establishment Officer.


(Manoj Kumar)
Manager/Personnel

General Manager (P)
All Zonal Railways / PUs.

PRESCRIBED FORMAT

(Paste latest
passport size
photograph)

FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS.

Important (Please don't leave blanks)	Vacancy Notice No	
	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	Father's name		
3	Gender		
4	Department		
5	Category		
6	Date of birth		
7	Date of Appointment and Appointed as.....		
8	Present Pay Scale (Level) and basic pay as on date of application.		
9	Present Designation & Railway/Division		
10	Contact Details		
	(a) Email ID		
	(b) Telephone (O)		
	(c) Telephone (R)		
	(d) Mobile Number		

11. Educational Qualification

SN	Educational Qualification	Year/Division	School/Institution/University Place/Country

12. Experience Details:-

Sno	Designation & Railway/ Division with Place of Posting	Grade/Level	From (DD/MM/YY)	To (DD/MM/YY)

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

I certify that the above information is true to the best of my knowledge and belief. I am liable to be disqualified, if any, information given above is found to be incorrect/incomplete or false.

(Name & signature of applicant)

No

Dated / /

The above service particular of Shri/Smt/Ms , Design, Railway are found correct as per records available in this office.

**(Name & Deisgnation of Cadre Controlling Officer
/Establishment Office with Stamp)**