

CENTRAL RAILWAY

Divisional Office,
Personnel Branch,
Mumbai CSMT - 400001.
Date: 11.12.2018

No. BB/P/558/ADM/Contract Staff

NOTIFICATION

Sub : Engagement of Data Entry Operators/Executive Assistants/Digital Office Assistants on contract basis against the vacant posts of Stenographers/PAs.

Applications are invited from eligible candidates for engagement of Data Entry Operators/Executive Assistants/Digital Office Assistants on contract basis in Mumbai Division including all workshops and units coming under its jurisdiction in a single cluster which includes HQrs, Mumbai Division, CWM/MTN, CWM/PR, CWM/S&T, CE(C), S&T, Project, D&G.

Vacancies and Category wise break up:-

Sr. No.	Post	Category wise breakup of vacancies including PH								Remarks
		UR	SC	ST	OBC	Total	PH (4% of total vacancy)			
							OH	VH	HH	
1	Data Entry Operators/ Executive Assistants/ Digital Office Assistants	39	12	6	21	78	1	1	1	PH will include OH(OA,OL,BL, OAL),VH(BLV), HH

ELIGIBILITY

1. Educational Qualification :-

Graduation in Computer Applications/Information Technology/Computer Science of recognized University/institute.

2. Age Limit :-

Maximum age limit for Group 'C' candidates.

UR	OBC	SC/ST
30	33	35

Note: For PH candidates in all the categories, additional 10 years relaxation will be granted.

3. Period of Engagement:-

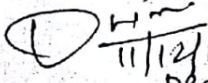
One year or availability of a regularly selected candidate, whichever is earlier. These engagements are under contract basis on fixed remuneration and does not carry any other allowances and are liable to be terminated with one month notice.

4. General Condition :-

- Candidates will have to undergo medical examination for category Cee-One and will be considered for contract engagement only if they are found medically fit. Medical fitness will be examined by nominated Railway Hospital.
- The contractual staff will be permitted off on Sundays and National Holidays and if called for duty during such holidays for which Compensatory Rest will be given later. In addition, contractual staff may be granted two days leave for each completed month of engagement in Railway. The accumulated leave will lapse as soon as the contractual period is over and cannot be carried over to next contract (if any).

5. Contract (Terms and conditions):-

The contract can be terminated by either side by giving One month notice. The performance monitoring of contractual appointees will be done on regular basis and those who are unable to discharge the duties or who fall to perform as per expectations of the administration, can be given 30 days notice and their contract terminated. However, in case of gross negligence/misconduct/irregularities, the engagement may be terminated with immediate effect.


11/12/18
DPO-L

Competent Authority to issue disability certificate :

The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular filed for assessing Loco Motor/cerebral/Visual/hearing disability, as the case may be.

The following documents should be enclosed with the application:-

- Attested copy of school leaving certificate or Board's certificate in support of Date of Birth.
- Attested copies of marks sheets of educational Qualification acquired from a Recognised University/Institute.
- Attested copy of Caste Certificate from proper authority (viz District Magistrate//Tehsildar etc.) in case of SC/ST/OBC candidates. Non creamy layer certificate in case of OBC candidate for the current year.
- Attested copy of Disability certificate in case of PH candidates.
- Work experience certificate if any.
- Candidates will have to produce all original certificates at the time of engagement. (In no case original certificates should be sent along with the application as the Administration will not be responsible for their loss/damage).

Note:- Applications should be complete in all respects. The applications which are not in the prescribed format, unsigned, incomplete and not accompanied by self attested copies of certificate of age, educational qualification, Caste certificate (in case of SC/ST/OBC), disability certificate (in case of PH candidates) not received on the due date are liable/deemed to be rejected.

The application may be dropped in the box kept at The Divisional Railway Manager, Personnel Office, Ground Floor (Grievances Cell), Annex Bldg CSMT, Mumbai – 400001 during the working hours at 10.00 to 17.00 hrs.

The last date of the submission of the application to this office is 11.01.2019. Please note that the application will not be accepted by Speed-Post or courier. Only application sent by normal post will be accepted. No application will be entertained after the last date. Any postal delay will not be accepted. Hence candidates ensure that they should apply well before the cut off date i.e. 11.01.2019.

DA : Proforma


(Onima Korda)

Divl. Personnel Officer - I
For DRM (P) CSMT

- C/- CPO (A) CSMT – For information please.
- C/-CWM/MTN, CWM/PR,CWM/S&T, CE(C), S&T, Project, D&G.
- C/- Divisional Secretary CRMS/NRMU
- C/- Zonal Secretary SC/ST/OBC Association.
- C/- All concerned Mumbai Division

6. Consolidated Monthly Remuneration:-

-2-

Level (7 th Pay Commission) against which recruited	Class of city in which posted
Level-4	'X' class Rs.21600

7. Mode of Selection:-

The selection will be in two stages. First stage being all the applicants will be arranged according to the consolidated marks obtained in the graduation in their descending order upto 3 times the vacancies notified for filling up on contractual basis. They will be short listed for the calling for Personality Test. The Skill Assessment test will be to judge the ability of basic computer operations, including proficiency in MS Office applications, i.e. Word Excel, Power point as well as his typing skills in addition to general skill assessments on offices procedure, which will be conducted by the committee on a PC/Laptop.

Canvassing directly or indirectly by any candidate will automatically disqualify his/her selection.

The submission of application will not confer any right on the applicant to be called for skill assessment test.

8. How to Apply:-

- Application should be submitted by the candidates in prescribed format enclosed.
- The Applicant should affix his/her recent passport size photograph duly signed by the applicant at the space provided for photographs on the application.
- Application received without caste certificate (in case of SC/ST & OBC candidates) will be treated as UR subject to fulfilling all the eligibility conditions as per UR candidates.
- Only one application should be submitted by candidate in response to this Advertisement/Notification.

Applications should be addressed to "The Divisional Railway Manager, Personnel Office, 2nd Floor, Annex Bldg CSMT, Mumbai - 400001" giving full information in the prescribed format.

Definitions of disabilities:

Definitions of categories of disabilities for the purpose of recruitment are given below:

- Blindness : 'Blindness' refers to a condition where a person suffers from any of the following conditions, namely
 - Total absence of sight; or
 - Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lens;
 - Limitation of the field of vision subtending an angle of 20 degrees or worse
- Low vision : 'Person with low vision' means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- Hearing impairment: 'Hearing impairment' means lose of sixty decibels or more in the better ear in the conversational range of frequencies.
- Loco Motor Disability: 'Loco Motor Disability' means disability of the bones, joint of muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- Cerebral Palsy: 'Cerebral Palsy' means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal or infant period of development.
- All the cases of orthopaedically handicapped persons would be covered under the category of 'Loco Motor disability or cerebral palsy.'

Degree of disability for relaxation:

Only such persons would be eligible for relaxation of conditions in respective community in services/posts who suffer from not less than 40 percent of relevant disability. A Person who wants to avail the benefit of relaxation will have to submit a Disability Certificate issued by a Competent Authority (Medical Board, Constituted either by Central or state Government)

Application for Engagement of Data Entry Operators/Executive Assistants/Digital Office
Assistants
on contract basis

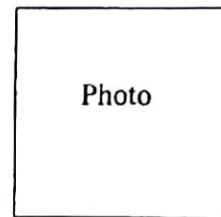
1	Name of Candidate	:					
2	Father's Name	:					
3	Date of Birth	:					
4	Aadhaar Card No.	:					
5	Community / Caste (UR/SC/ST/OBC)	:					
6	Person with Disability (VH/OH/HH)	:					
7	Educational Qualification particulars	:					
Name of the Degree		Course Duration (in years)	Month/ Year of passing	Institute/ University	Total maximum marks	Marks obtained	Marks in %
Primary Qualification							
Higher Qualification							
8	Experience particulars	:					
Post Held 1							
Organisation Name							
From Date					To Date		
Nature of Duties							
Salary drawn per month							
Post Held 2							
Organisation Name							
From Date					To Date		

Misc.2

Nature of Duties			
Salary drawn per month			
9	Residential Address	:	
10	Mobile No.	:	
	E-mail ID	:	

I declare that all the information given by me in the Application are true and complete. I am aware that in case any of my statement is found to be untrue at any stage of engagement or thereafter, my candidature can be rejected at any stage and contract can be terminated without notice, if engaged.

I also understand that this is application for contract short term engagement with consolidated monthly remuneration and I can be terminated with one month notice. I agree for this condition.



Signature of candidate

Place:

Date:

Copy of attested documentary evidence/certificate to be attached alongwith application for -

- 1.Date of Birth
- 2.Community/Caste
- 3.Disability
- 4.Educational Qualification
- 5.Work Experience