



रेल संरक्षा आयुक्त  
मध्य परिमंडल  
2री मंजिल, चर्चगेट स्टेशन उप भवन,  
एम. के. रोड, मुंबई - 400020  
टेली. फैक्स : 022 - 22056058

भारत सरकार  
नागर विमानन मंत्रालय  
(रेल संरक्षा आयोग)  
GOVERNMENT OF INDIA  
MINISTRY OF CIVIL AVIATION  
(COMMISSION OF RAILWAY SAFETY)



Commissioner of Railway Safety  
Central Circle  
2nd Floor, Churchgate Stn. Bldg.  
Annexe, M. K. Road, Mumbai - 400020  
Tele Fax : 022 - 22056058

No.C-9(2)/2023/485

Mumbai, dated : 23.06.2023

### VACANCY CIRCULAR

Sub: Filling up of 01 (ONE) post of Upper Division Clerk in the office of Commissioner of Railway Safety, Central Circle, Mumbai – reg.

1. The Commission of Railway Safety, Central Circle, Mumbai, working under the Administrative control of Ministry of Civil Aviation of the Government of India, invites applications from willing and eligible candidates under Central Government of India to fill up the post of Upper Division Clerk as below :

Name of the post	Category	Scale of Pay	Vacancy details		Mode of appointment	Eligibility criteria for the post
			No. of posts	Circle office		
Upper Division Clerk	UR	Level - 4 (R.25500 - 81100) General Central Service, Group "C" Non-Gazetted Ministerial	01 (vacancy will arise due to super-annuation of OS on 01.08.2023)	Central Circle, Mumbai	Deputation	As mentioned in recruitment rule enclosed (col.12 of GSR 175 in Annexure-1)

2. Application of willing personnel, fulfilling the above conditions may be forwarded through proper channel only along with:

- Bio-data (in duplicate) as in the proforma given as Annexure-A.
- Photocopies of ACRs for the last five years duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India along with duly attested copy of grading sheet of all ACRs provided.

- (iii) Vigilance Clearance Certificate
- (iv) A statement given details of major/minor penalties imposed on the officer, if any, during the last 10 years.

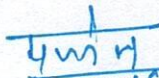
3. The complete application should be submitted to the Circle office within 60 days from the date of issue of this circular on the website of Ministry of Civil Aviation at <https://www.civilaviation.gov.in/recruitments>. The address of the Circle office of the Commission of Railway Safety is as below :

OFFICE OF THE COMMISSION OF RAILWAY SAFETY,  
CENTRAL CIRCLE, 2<sup>ND</sup> FLOOR,  
CHURCHGATE STATION BUILDING.ANNEXE,  
MAHARSHI KARVE MARG,  
MUMBAI – 400 020.

4. Terms & Conditions:

- (i) The applicant must fulfill the essential qualification and experience for the post as mentioned above as well as other conditions stipulated in this advertisement.
- (ii) The applicant is advised to satisfy himself/herself before applying that he/she possess at least the essential qualification/experience as laid down in the respective Recruitment Rule for the post.
- (iii) Only applications received through proper channel and with the approval of Cadre Controlling Authority shall be considered for appointment.
- (iv) The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.
- (v) The applicants should ensure that their application must reach before closing date.
- (vi) The application received after the closing date or other than through proper channel or without ACRs or incomplete in any respect shall not be entertained.

Encl : As above

  
23/6/22  
(Manoj Arora)

Commissioner of Railway Safety,  
Central Circle, Mumbai.

Copy to :

1. Chief Commissioner of Railway Safety, Ashok Marg, Lucknow for information with a request to get it uploaded on website of Commission.
2. All General Managers of Indian Railways with a request to circulate among the staff and forward the applications to this office, if any.
3. Under Secretary (CS-I), Department of Personnel & Training, 2<sup>nd</sup> Floor Lok Nayak Bhawan, Khan Market, New Delhi with a request to publish the above circular through DOPT website.

4. Ministry of Railways, US(D) with a request to publish the above circular through Ministry website.
5. SD & IT section, MoCA for publishing it on website [www.civilaviation.gov.in/recruitments](http://www.civilaviation.gov.in/recruitments).
6. Central Government offices located in Mumbai & Navi Mumbai.
7. The Commissioner of Railway Safety, Western Circle, Southern Circle, South Central Circle, Northern Circle, North Eastern Circle, Eastern Circle, South Eastern Circle, North East Frontier Circle & CMRS/Metro Circle/NDLS.

**ANNEXURE-A**

1. Name and Address in Block letter.....
2. Date of birth (in Christian era).....
3. Date of retirement under Central/State Government Rules.....
4. Educational Qualifications.....
5. Whether educational and other qualifications required for the posts are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) .....

	Qualification/Experience required	Qualification/Experience possessed by the Officer
Essential	(i) (ii) (iii)	
Desired	(i) (ii)	

6. Please state whether in the light of entries made by you above, you meet the requirements of the post.....
7. Details of employment in chronological order. Enclose separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/Orgn.	Post held	From	To	Scale of pay and Basic Pay	Nature of duties

8. Nature of present employment i.e. adhoc/ temporary/quasi permanent/ permanent
9. In case the present employment is held on deputation/contract basis. Please state:-
  - a) The date of initial appointment
  - b) Period of appointment on deputation/contract
  - c) Name of the parent office/organization to which you belong
10. Additional details about present employment  
Please state whether working under
  - a) Central Government
  - b) State Government
  - c) Autonomous Organizations.
  - d) Government Undertakings
  - e) Universities.
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. Total emoluments per month now drawn.....
13. 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.
14. Whether belongs to SC/ST
15. Remarks.

Signature of the candidate.  
Address:

Date:

Verified and forwarded  
(On behalf of Employer)

## MINISTRY OF CIVIL AVIATION

New Delhi, the 15th December, 2009

**G.S.R. 175.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Commission of Railway Safety, Circle Offices (Group 'C' posts) Recruitment Rules, 2001, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Upper Division Clerk and Lower Division Clerk, Group 'C' in the Circle Offices of the Commission of Railway Safety in the Ministry of Civil Aviation, namely :—

1. **Short title and commencement.**—(1) These Rules may be called the Commission of Railway Safety Circle Offices Group 'C' posts (Upper Division Clerk and Lower Division Clerk) Recruitment Rules, 2009.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and scale of pay.**—The number of the said posts, its classification and the scale of pay attached thereto shall be as specified in column 2 to 4 of the Schedule annexed to these rules.

3. **Method of recruitment, age limit and other qualifications, etc.**—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith, shall be as specified in columns 5 to 14 of the said Schedule.

4. **Disqualifications.**—No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living, has entered into or contracted a marriage with any person

shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of person or posts.

6. **Savings.**—Nothing in these rules shall affect reservations, relaxation of age limits and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

## SCHEDULE

Name of the post	No. of posts	Classification	Pay Band, and Grade pay/ Pay Scale	Whether Selection or Non-selection post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits
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(1)	(2)	(3)	(4)	(5)	(6)	(7)
I. Upper Division Clerk	11* (2009) (*Subject to variation dependent on workload)	General Central Service, Non-Gazetted, Ministerial	Pay Band I Grade Pay Rs. 2400 Scale of pay Rs. 5200-20200	Non-selection	Not applicable	Not applicable

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Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any
(8)	(9)	(10)
Not applicable	Not applicable	Not applicable

**Method of recruitment :** whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods

(11)

50% by Promotion and 50% by limited departmental examination from Lower Division Clerks failing which by deputation

**In case of recruitment by promotion or deputation, or absorption, grades from which promotion/deputation to be made**

(12)

**Promotion :**

Lower Division Clerk serving in the Circle Office where the vacancy occurs with a minimum eight years of regular service in the grade.

**Note :** 50% of vacancies in the post of Upper Division Clerk will be filled from amongst Lower Division Clerks working in the Circle Office where vacancy occurs as per following procedure—

(i) selection shall be made through departmental examination confined to Lower Division Clerk with minimum of approved and continuous service of eight years in Lower Division Clerk grade;

(ii) the maximum age for this examination shall be 50 years.

**Deputation : Official of Central Government -**

(a) holding analogous post on regular basis; or

(b) with eight years of regular service in the grade of Lower Division Clerk or equivalent.

**Note 1 :** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

**Note 2 :** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006 the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1-1-2006 the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale in the normal replacement grade without any upgradation.

(12)

Note 3 : The period of deputation including period of deputation held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years. The age limit for appointment by deputation shall be not exceeding fifty six years as on closing date of receipt of applications.

If a Departmental Promotion Committee exists, what is its composition

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

(13)

(14)

Group 'C' Departmental Promotion Committee (for considering Promotion and selection for deputation) :—

Not applicable.

- (i) Deputy Commissioner of Railway Safety (General) and in his absence officer performing his duties —Chairman
- (ii) Deputy Commissioner of Railway Safety nominated by Chief Commissioner of Railway Safety —Member
- (iii) Section Officer, Railway Safety Section —Member

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Lower Division Clerk	25* (2009) *Subject to variation dependent on workload.	General Central Service, Non-Gazetted, Ministerial	Pay Band I Grade Pay Rs. 1900 Pay Scale Rs. 5200-20,200	Non-selection	Not applicable	Between 18 to 27 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by Central Government.) Note : The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.

(8)

(9)

(10)

(i) 12th class or equivalent qualification from a recognized Board or University.

Yes, to the extent indicated in column 11.

Two years

(ii) A typing speed of 30 words per minutes in English or 25 words per minutes in Hindi on manual typewriter

OR

A typing speed of 35 words per minutes in English or 30 words per minutes in Hindi on computer.

(35 words per minutes and 30 words per minutes correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each words.

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