

VACANCY CIRCULAR

The Commission of Railway Safety, Eastern Circle, working under the administrative control of the Ministry of Civil Aviation of the Government of India. Applications are invited from willing & eligible officials under Central Government to fill up the post of Senior Private Secretary on deputation basis:

Name of the Post	Scale of pay	Vacancy details		Mode of appointment	Eligibility criteria for the post
		Number of Post	Circle Office		
Senior Private Secretary	Level-8 in the pay Matrix of 7 th CPC (i.e Pre-revised GP Rs.4800/- General Central Service Group'B' Gazetted Ministerial	1 One (with effect from 01.06.24)	Eastern Circle, Kolkata	Deputation	As mentioned in recruitment rule enclosed (Column 11 of GSR 311 in Annexure-1)


2. Application of willing personnel, fulfilling the above conditions may be forwarded through proper channel only along with:
 - i. Bio-Data (in duplicate) as in the proforma given Annexure-A
 - ii. 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 the grading sheet of all ACRs provided.
 - iii. Vigilance Clearance Certificate
 - iv. A statement giving details of major/minor penalties imposed on the officer, if any during last 10 years.
3. An applicant can apply in only one circle office for the post for which he/she is eligible. The complete application should be submitted to the circle office where the candidate wish to apply for, within 60 days from the Aviation at date of issue of this circular on the website of Ministry of Civil <https://www.civilaviation.gov.in/recruitment>
The addresses of the circle offices of the Commission of Railway Safety are as follows:

Adress:- Office of the Commission of Railway Safety, Eastern Circle, New Koilaghat Building, 14 Strand Road (12 th Floor), Kolkata - 700001

4. Terms & Condition

- i. The Applicant must fulfill the essential qualification & 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 posses at least the essential qualification/experience as laid down in the respective Recruitment Rule for the post.
- iii. Only applications received through proper channel & 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 applications.
- 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


28.09.24

(M.I. KHAN)


Dy. Commissioner of Railway Safety/Tech
for Commissioner of Railway Safety
Eastern Circle, Kolkata-700001

F.No. 3804/EC-2023/490

Dated: 28.09.2024

Copy to:

1. The Chief Commissioner of Railway Safety, NER DRM Office Campus, Ashoke Marg, Hazratganj Lucknow 226001.
2. DoPT with request to circulate/publish the above circular on their website.
3. The US-Admin/US-C&W, Min. of Civil Aviation with a request to circulate the vacancy among the officials of MoCA.
4. All General Managers of Indian Railways with a request to circulate the vacancy among their officials.
5. All Circle Offices of the Commissioners of Railway Safety.
6. SD&ITSection, MoCA for publishing it on website www.civilaviation.gov.in/ recruitments.


28.09.24

(M.I. KHAN)

Dy. Commissioner of Railway Safety/Tech
for Commissioner of Railway Safety
Eastern Circle, Kolkata-700001