



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-2(1)/2024/ 692

Mumbai, dated : 06.11.2024.

VACANCY CIRCULAR

Sub: **Filling up of one post of Sr. Private Secretary in the office of the Commissioner of Railway Safety, Central Circle, Mumbai.**

Applications are invited from eligible Central Government employees to fill up the post of Sr.Private Secretary in Central Circle in the office of Commissioner of Railway Safety, Central Circle under the Ministry of Civil Aviation which fell vacant w.e.f. 15.06.2021. Details are given below :

Sr. No.	Name of post	Scale of Pay	Number of vacant post	Mode of appointment	Eligibility criteria for the post.
1.	Sr.Private Secretary	Level-8 in Pay Matrix of 7 th CPC [Rs.9300-34800+GP Rs.4800}.(in Pre-revised 6 th CPC)	One	Deputation	Officers of the Central Government – (A) (i) Holding analogous posts on regular basis in the parent cadre or Department; OR (ii) With two years regular service in the grade rendered after appointment thereto on a regular basis in PB2 of Rs.9300-34800 with Grade Pay of Rs.4600; OR (iii) With Six years regular service in the grade rendered after appointment thereto on a regular basis in PB-2 of Rs.9300-34800 with Grade Pay of Rs.4200/- and (B) Possessing proficiency in Shorthand (English/Hindi).

- Note 1 : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.
- Note 2 : The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

.....P. T. O

Note 3 : For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January 2006 (the date from which the revised pay structure based on the 6th Central Pay Commission 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 the benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

2. Applications of willing staff, fulfilling the above conditions may please be forwarded along with :

- (i) Bio-Data (in duplicate) as in the proforma enclosed - Annexure-A.
- (ii) Photo copies of ACRs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India/Sr.Scale Officer alongwith duly attested copy of the grading sheet of all ACRs.
- (iii) Vigilance Clearance Certificate
- (iv) Integrity Certificate
- (v) A statement giving details of major/minor penalties imposed on the staff, if any, during the last 10 years.

3. An Applicant can apply for the post for which he/she is eligible. The complete application should be submitted within 60 days from the date of publication of this Circular on the Employment Newspaper and website of Ministry of Civil Aviation at <https://www.civilaviation.gov.in//recruitments>. The address of the circle office of the Commission of the Railway Safety, Central Circle is as follows :

ADDRESS

Office of the Commission of Railway Safety
Central Circle, Room No.246,
2nd Floor Annexe,
M.K.Road,
Mumbai - 400 020.

4. In addition to entitled LTC, one set of complimentary railway pass and one set of privilege ticket order of appropriate class will be given to the employee so appointed in the Commission of Railway Safety during the period of deputation. However, for the Railway employees, the normal pass rules will apply.

5. Terms and 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 possesses at least the essential qualification/experience as laid down in the respective Recruitment of 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 should not exceed 56 years as on the closing date of receipt of applications.
- v) The application 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.
- vii) The candidates will not be allowed to withdraw their names in the event of their selection.

DA : Annexure-A


(Prasanna Kumar Kataria)
ज्येष्ठ आयुक्त रेल संरक्षा (तकनीकी),
मध्य परिमण्डल, मुंबई
Jy. Commissioner of Railway Safety (Tech)
Central Circle, Mumbai. O

No.C-2(1)/2024/

Mumbai, dated : 06.11.2024

Copy forwarded with the request to widely circulate amongst the staff and forward their application, if any, to this office :

1. The Chief Commissioner of Railway Safety, State Entry Road, New Delhi.
2. All Commissioners of Railway Safety.
3. All General Managers(P), Central Railway, Western Railway, West Central Railway, and North Western Railway with a request to circulate the vacancy among the officials..
4. SD and IT section , MOCA for publishing it on the website www.civilaviation.gov.in/recruitments.
5. All DRMs of Central Railway - Mumbai Division, Pune Division, Solapur Division, Bhusaval Division & Nagpur Division.
6. All DRMs of Western Railway - Mumbai Central Division, Vadodara Division, Ahmadabad Division, Rajkot Division & Ratlam Division.
7. All DRMs of West Central Railway - Jabalpur Division, Bhopal Division & Kota Division.
8. All DRMs of North Western Railway - Jaipur Division, Ajmer Division, Jodhpur Division & Bikaner Division.
9. Central Govt officers located in Mumbai and Navi Mumbai as per the enclosed as Annexure – I.

DA : Annexure-A


(प्रसन्न कुमार कटारिया)
Prasanna Kumar Kataria)
अप आयुक्त रेल संरक्षा (तकनीकी),
मध्य परिमण्डल, मुंबई
Commissioner of Railway Safety (Tech)
Central Circle, Mumbai

ANNEXURE-A

BIO-DATA PROFORMA

1. Name & Address in Block letter
2. Date of Birth (in Christian era)
3. Date of Retirement under(Central/State Government rules).....
4. Educational Qualification.....
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) :

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly 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 a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/Instt / Organ.	Post held	From	To	Scale of Pay & Basic Pav	Nature of duties
1	2	3	4	5	6

8. Nature of present employment i.e ad-hoc or temporary or 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 Organisations
 - (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.....
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:

Countersigned by Employer

If a Departmental Promotion Committee exists, what is its composition

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

(12)

(13)

Group 'B' Departmental Promotion Committee (for considering confirmation of re-employed Armed Forces Personnel) consisting of:—

1. Secretary, Union Public Service Commission —Chairman
2. Additional Secretary (Administration, Appointment, General, Services-I and Recruitment Rules) Union Public Service Commission —Member
3. Joint Secretary (Administration) —Member

Consultation with the Union Public Service Commission is necessary.

[F. No. 39021/5/91-Estt (B)]

RAKESH MOZA, Under Secy.

Foot Note : The Principal rules were published vide number G.S.R. 262, dated the 15th May, 2001 and subsequently amended vide Number—

1. G.S.R. 671, dated the 3rd December, 2001;
2. G.S.R. 181, dated the 24th May, 2005;
3. G.S.R. 205, dated the 8th August, 2006

नागर विमानन मंत्रालय

नई दिल्ली, 25 अक्टूबर, 2011

सा.का.नि. 311.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और रेल संरक्षा आयोग निजी सहायक (आशुलिपिक) भर्ती नियम, 2001 को, उन बातों के सिवाय अधिकांश करते हुए, जिन्हें ऐसे अधिकरण से पहले किया गया है या करने का लोप किया गया है, नागर विमानन मंत्रालय के रेल संरक्षा आयोग के परिमण्डल कार्यालयों में, बरिष्ठ निजी सचिव के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. संक्षिप्त नाम और प्रारंभ.—(1) इन नियमों का संक्षिप्त नाम नागर विमानन मंत्रालय, रेल संरक्षा आयोग, (बरिष्ठ निजी सचिव) समूह 'ख' पद भर्ती नियम, 2011 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. पद संख्या, वर्गीकरण और वेतन बैंड और ग्रेड वेतन/वेतनमान.—उक्त पदों की संख्या, उनका वर्गीकरण तथा उनके वेतन बैंड और ग्रेड वेतन/वेतनमान वे होंगे, जो इन नियमों में उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट हैं।

3. भर्ती की पद्धति, आयु-सीमा और अन्य अर्हताएं आदि.—उक्त पदों पर भर्ती की पद्धति, आयु-सीमा और अर्हताएं और उनसे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

4. निरर्हता.—वह व्यक्ति,—

(क) जिसने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है, या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,

उक्त पदों में से किसी पर नियुक्ति का पात्र नहीं होगा।

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह, ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. शिथिल करने की शक्ति.—जहां केन्द्रीय सरकार को यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं उन्हें लेखबद्ध करके तथा संघ लोक सेवा आयोग से परामर्श करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

6. व्याप्ति.—इन नियमों को कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जबकि केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर निचले गए आदेशों को अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्गों के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

पद का नाम	पद की संख्या	वर्गीकरण	अनुसूची		
			वेतन बैंड और ग्रेड वेतन/वेतनमान	चयन पद अथवा अचयन पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा
(1)	(2)	(3)	(4)	(5)	(6)
वरिष्ठ निजी सचिव	9*(2011) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ख', राजपत्रित, अनुसूचितवर्ग	वेतन बैंड-2, 9300—34800 रु. (ग्रेड वेतन 4800 रु.)	लागू नहीं होता	लागू नहीं होता

(7)	(8)	(9)
सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी या नहीं	परिशीक्षा की अवधि यदि कोई हो
लागू नहीं होता	लागू नहीं होता	लागू नहीं होता

भर्ती की पद्धति : भर्ती सीधे होंगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता

(11)	(12)
प्रतिनियुक्ति/आमेलन द्वारा	प्रतिनियुक्ति/आमेलन :

1. केन्द्रीय सरकार के अधीन ऐसे अधिकारी :

(क) (1) जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं; या

(II) जिन्होंने वेतन बैंड-2, 9300—34800 रु. और ग्रेड वेतन 4600 रु. में नियमित आधार पर, नियुक्ति के पश्चात् दो वर्षों की नियमित सेवा की है; या

(III) जिन्होंने वेतन बैंड-2, 9300—34800 रु. और ग्रेड वेतन 4200 रु. में नियमित आधार पर, नियुक्ति के पश्चात् छः वर्षों की नियमित सेवा की है; और

(ख) आशुलेखन (अंग्रेजी - हिन्दी) में दक्षता रखते हैं।

टिप्पण 1 : प्रतिनियुक्ति की अवधि जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर याह्य पद पर प्रतिनियुक्ति की अवधि है, साधारणतया तीन वर्षों से अधिक नहीं होगी।



(11)

विषय 2 : प्रतियोगिता इस नियुक्ति के लिए अधिकतम आयु-सीमा आलेख प्राप्त करने की अधिकतम आयु की 56 वर्ष से अधिक नहीं होगी।

विषय 3 : प्रतियोगिता/आमेलन के आधार पर नियुक्ति के प्रयत्नों के लिए, 1 जनवरी, 2006 (यह तारीख जिसको छठे केंद्रीय चयन आयोग की सिफारिशों पर आधारित पुनरोचित चयन संरचना विस्तारित की गई थी) से पूर्व किसी अधिकारी द्वारा नियुक्ति आधार पर की गई सेवा चयन आयोग की सिफारिशों पर आधारित विस्तारित तत्स्थानी ग्रेड वेतन या वेतनमान में की गई सेवा समझी जाएगी। शिवाय जहां एक से अधिक पूर्व-पुनरोचित वेतनमान का सामान्य ग्रेड वेतन या वेतनमान के साथ एक ग्रेड में विलय किया गया है और जहां यह फायदा बनेल उन पद (पदों) को विस्तारित होगा जिसके लिए का, ग्रेड वेतन या वेतनमान बिना किसी उन्नयन के सामान्य प्रतिस्थापन ग्रेड है।

विधानोप धोन्ति समिति है तो उसकी संरचना

भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा

(12)

(13)

लागू नहीं होता

जब विचार क्षेत्र में किसी अधिकारी का आमेलन के आधार पर नियुक्ति किया जाना हो तो ऐसी स्थिति में संघ लोक सेवा आयोग से परामर्श करना आवश्यक है।

[फा. सं. ए-12018/01/09-आर एस]

ओमा नन्द, अवर सचिव

MINISTRY OF CIVIL AVIATION

New Delhi, the 25th October, 2011

G.S.R. 311.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Commission of Railway Safety, Personal Assistant (Stenographers) Recruitment Rules, 2001, except as respect of things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Senior Private Secretary, in the Ministry of Civil Aviation, in the Circle Offices of the Commission of Railway Safety, namely —

1. Short title and commencement.—(1) These rules may be called the Ministry of Civil Aviation, Commission of Railway Safety (Senior Private Secretary) Group 'B' post, Recruitment Rules, 2011
- (2) They shall come into force on the date of their publication in the Official Gazette
2. Number of posts, classification and pay band and grade pay/pay scale.—The number of the said post, its classification and the pay band and grade pay/pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules
3. Method of recruitment, age limit and qualifications, etc.—The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule
4. Disqualification.—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 the said post
 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, and in consultation with Union Public Service Commission, relax any of the provisions of these rules in respect to any class or category of persons
6. Saving.—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	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Senior Private Secretary	09* (2011) * Subject to variation dependent on workload	General Central Service, Group 'B', Gazetted, Ministerial	Pay Band-2, Rs. 9300—34800 with Grade Pay Rs. 4800	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for the direct recruits will apply in 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			In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made		
(10)			(11)		
By Deputation/Absorption			Deputation/Absorption : Officers under Central Government - (A) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in PB-2 of Rs. 9300—34800 with Grade Pay of Rs. 4600, or (iii) with six years regular service in the grade rendered after appointment thereto on a regular basis in PB-2 of Rs. 9300—34800 with Grade Pay of Rs. 4200, and (B) possessing proficiency in shorthand (English/Hindi). Note 1 : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed three years. Note 2 : The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. Note 3 : For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the 6th Central Pay Commission 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		

(11)

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 is the normal replacement grade without any upgradation.

If a Departmental Promotion Committee exists, what is its composition

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

(12)

(13)

Not applicable

Consultation with Union Public Service Commission necessary when an officer in the field of consideration for appointment on absorption basis

[F. No. A-12018/01/09-RS]
OMA NAND, Under Secy.