

23 AUG 2018

सवारी डिब्बा कारखाना, चेन्नै - 38.
Integral Coach Factory, Chennai-38

No. 2018/ERB-5/5(4)/01

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD)रेल भवन, नई दिल्ली-110001,
Rail Bhavan, New Delhi-110001.

Dated : 08.08.2018

To,

The General Managers,
All Indian Railways and Production Units.**Sub.: Filling-up of posts of Multi-Tasking Staff (erstwhile Group 'D' post) in Railway Board by absorption basis in Level-1 of Pay Matrix {pre-revised: Pay Band-1 (Rs.5200-20200) and Grade Pay Rs.1800} from the employees of Zonal Railways / Production Units.**

Applications are invited to fill-up 139 posts (UR-66, OBC-55, ST-18) including (ExS-14, OH-2, HH-3) of Multi-Tasking Staff (erstwhile group 'D' posts, now upgraded as Group-'C') in Ministry of Railways (Railway Board) by absorption from employees of Zonal Railways/Production Units who fulfils the following conditions as on the closing date for receipt of applications i.e. 07.09.2018.

- Having not less than three years of regular service in Level-1 of Pay Matrix {pre-revised: Pay Band-1 and Grade Pay Rs.1800};
- Possessing the minimum educational qualification of pass in Matriculation or equivalent from a recognised Board and
- Should not be more than 40 years of age i.e. he/she must have been born not before 08.09.1978.

2. Applications of such employees, who are willing and eligible in terms of the conditions mentioned above, may please be sent in the prescribed format (Annexure-A) along with the following documents duly forwarded by the concerned Personnel Officer of the Zonal Railways/PUs so as to reach the undersigned (Room No.108-A, Rail Bhavan, Raisina Road, New Delhi-110001) latest by 07.09.2018 :-

- Certified copies of the service records (*viz.* service book) clearly indicating the date of Initial/Regular Appointment, Category, Up to date/Latest Educational Qualification and related documents.
- Attested photo copies of educational and caste certificates.
- Performance report by controlling officer in the prescribed format (Annexure-B).
- DAR/Vigilance Clearance and Integrity certificates etc.

3. The selected candidates will be given bottom seniority in the category of Multi-Tasking Staff, Railway Board. The Applications received without proper channel or without the forwarding letter or without the certificate of the concerned Personnel Officer of the Railway/Division will not be considered. Further, the applications received after the closing date of receipt of applications i.e. 07.09.2018 will not be considered.

4. These vacancies may be given wide publicity on the Headquarters office, Division(s) and Unit(s) under your control and names of eligible officials forwarded to this office.

Encl.: As stated above.

(Abhishek Raghav)

Under Secretary/ERB-5, Railway Board
Tel. 011- 2330 3215

Copy to :-

- The Divisional Railway Managers/All Indian Railways for information and necessary action please.
- RB(W) Branch and G(Acc.) for display on notice board for wide publicity.

2018-08-08. ERSTWHILE

**APPLICATION FORM FOR THE POST OF MULTI-TASKING STAFF (GROUP-C),
RAILWAY BOARD TO BE FILLED BY ABSORPTION FROM THE EMPLOYEES
OF ZONAL RAILWAYS / PRODUCTION UNITS.**

1. Name (In block letters) (Mr./Mrs./Ms.): _____
(श्री/श्रीमती/सुश्री): _____
2. Father's Name : _____
3. Date of Birth : _____
4. Educational Qualifications : _____
(As on closing date) (Attested copies of certificates to be attached)
5. Category (SC/ST/OBC/UR/ExS/OH/HH): _____
(If belongs to SC/ST/OBC/OH/HH, attested copies of certificate(s) to be attached)
6. Proficiency in Sports/Extra Curricular activities (Game/Sport) : _____
(Attach the attested copies of achievements/certificates in support)
7. **Details of Service :**
 - (a) Date of Initial Appointment : _____
 - (b) Nature of present employment : _____
(Whether ad-hoc, temporary or permanent)
 - (c) Name of the post holding on regular basis with Level in Pay Matrix/pre-revised Grade pay : _____
 - (d) Present level in Pay Matrix/ Pre-revised Grade Pay : Level _____ in Pay Matrix/
Pre-revised Grade Pay Rs. _____
 - (e)* Date from which the post at (c) is held on regular basis : _____
 - (f)* Length of regular service : _____ Years _____ Months _____ Days
(As on closing date) (* A Certificate to be recorded by APO in respect of (e) and (f))
 - (g) Whether initially appointed as Casual Labour/TADK etc. : **YES / NO**
(In case of yes the following information may be provided)
 - (i) Designation : _____
 - (ii) Date of Appointment : _____
 - (iii) Level in Pay Matrix/ Pre-revised: Pay Band with Grade Pay : _____
 - (iv) Date of Grant of Temp. Status : _____
 - (v) Date of screening : _____

(vi) Date of Regularisation : _____

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the selection, my candidature is liable to be cancelled.

Dated : _____

(Signature of the Applicant)

Name : _____

Designation : _____

Office Address : _____

**CERTIFICATE TO BE RECORDED BY THE EMPLOYER
WHILE FORWARDING THE APPLICATION
(TO BE SIGNED BY THE OFFICER OF PERSONNEL DEPARTMENT ONLY)**

It is certified that all the service particulars filled-in the application form by Mr./Mrs./Ms. _____ (श्री/श्रीमती _____) So/Do/Wo _____ (पुत्र/पुत्री/पत्नी _____) have been checked from the service records of the concerned by me and found correct. He/She fulfils the criteria as laid down in para-1 of the letter No. 2018/ERB-5/5(4)/01 dated 08.08.2018.

2. It is further certified that :-

- (i) The date of regular appointment of Mr./Mrs./Ms. _____ as (name of the post) _____ in Level _____ in Pay Matrix/ Pre-revised Pay Band _____ with Grade Pay Rs. _____ is (date) _____. Presently as on 01.07.2018 his/her pay in level _____ in Pay Matrix/Pre-revised Pay Band-I is Rs. _____ with Grade Pay Rs. _____.

(In case of employees granted MACP their substantive Pay Band with Grade Pay may also be advised along-with the date of grant of his/her MACP.)

- (ii) He/She has completed ____ Years, ____ Months and ____ Days of regular service on 07.09.2018. As per the service record he/she possesses the educational qualification of _____ and belongs to _____ category (SC/ST/OBC/UR/ExS/OH/HH).

3. It is also certified that Mr./Mrs./Ms. _____ is clear from Vigilance angle and no disciplinary proceeding is either pending or being contemplated against him/her. The integrity of the concerned employee is beyond doubt.

4. The Performance report in the prescribed format duly signed by the controlling Officer and attested copies his/her service book along-with relevant documents are enclosed herewith.

Date : _____

(Signature of the forwarding Officer)
(Not to be below the rank of APO)

Name : _____

Designation : _____

Office Seal/Stamp :

Work Performance Assessment report
कार्य निष्पादन मूल्यांकन रिपोर्ट

Part I - Personal Details
भाग-I - व्यक्तिगत ब्यौरा

1. Name of the Employee : Mr./Mrs./Ms.....
कर्मचारी का नाम : श्री/श्रीमती
2. Designation/Post held :
पदनाम
3. Service Book No. :
सेवा पुस्तिका संख्या
4. Date of continuous appointment :
to the present grade
वर्तमान ग्रेड में लगातार नियुक्ति
की तारीख

Part II - Assessment by the Controlling Officer

भाग-II - नियंत्रक अधिकारी द्वारा मूल्यांकन

(To be an officer of Gazetted Rank/एक राजपत्रित रैंक का अधिकारी होना चाहिए)

1. State of Health :
स्वास्थ्य
2. Integrity :
सत्यनिष्ठा
3. Has he been assigned any other :
work apart from routine work? If
yes, please specify
क्या उन्हें कभी नेमी कार्य के
अतिरिक्त दूसरा कोई कार्य सौंपा
गया है? यदि हाँ, तो कृपया
उल्लेख करें।
4. Capacity to remain disciplined :
अनुशासन में रहने की क्षमता
5. Punctuality in attendance :
उपस्थिति में समय पालन
6. Does the employee remain :
unauthorizedly absent?
क्या कर्मचारी अनधिकृत रूप से
अनुपस्थित रहता है?