

INTEGRAL COACH FACTORY, CHENNAI - 600 038
(Ministry of Railways)
WEBSITE: www.icf.indianrailways.gov.in

Notification No. 09/2018

Date: 29.10.2018

Engagement of Executive Assistant/Digital Office Assistant on Contract Basis

Closing Date & Time for receipt of applications	01.12.2018 @12.00 hrs.													
1.0	It is proposed to fill up the following Group 'C' post in ICF duly on Contract basis in terms of Railway Board's letter no 2018/Transf.Cell/Mech/Contractual staff dated 03.07.2018 and 04.07.2018 subject to the fulfilling the eligibility criteria and the conditions specified below.													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 5%;">Sl.No.</th> <th rowspan="2" style="width: 40%;">Posts</th> <th colspan="3" style="width: 52%;">No of Vacancies</th> </tr> <tr> <th style="width: 15%;">UR</th> <th style="width: 15%;">SC</th> <th style="width: 15%;">ST</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Executive Assistant/ Digital Office Assistant</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> </tbody> </table>	Sl.No.	Posts	No of Vacancies			UR	SC	ST	1	Executive Assistant/ Digital Office Assistant	2	2	2
Sl.No.	Posts			No of Vacancies										
		UR	SC	ST										
1	Executive Assistant/ Digital Office Assistant	2	2	2										
2.0	Terms and conditions.													
2.1	Age Limit													
2.2	Qualification													
2.3	Monthly remuneration													
3.0	Application Fee													
4.0	Contract Basis													
4.1	The engagement will be purely on contract short term basis with a maximum tenure of one year or less. Period of contract is not extendable on any grounds.													
4.2	The contract may be terminated by either side by giving one month notice. However in case of gross negligence / misconduct/ irregularities, the engagement may be terminated with immediate effect.													
4.3	These engaged contract staff will not be eligible for any kind of leave like (CL, LAP, LHAP etc). For absence if any appropriate deduction will be made from the monthly remuneration.													
4.4	The contract staff will not be entitled for any other benefit or facilities except the monthly fixed remuneration. No other remuneration like OT, TA, DA, accommodation or transport will be admissible.													
4.5	The candidate shall be subjected to prescribed medical fitness test for the category in which they are engaged.													
4.6	Suitability /Competency of the applicant shall be adjudged by nominated committee before their engagement.													
4.7	The duty hours of the contract staff would be as prescribed by Competent Authority, as per the working conditions of the category with weekly off for one day.													

4.8	The contract staff will be governed by any orders/amendments to the terms of contract issued by the Railways from time to time in respect of matters not referred to these terms and conditions.
4.9	The engaged staff may be granted two days leave for each completed month of engagement.
4.10	The contract staff should produce original certificates for proof of his /her date of birth and educational qualification.
5.0	How to apply
5.1	Applications should be strictly in the prescribed format and shall be filled in A-4 size GSM Bond paper.
5.2	The application format is available in the ICF website www.icf.indianrailways.gov.in .
5.3	Self-attested photocopies of the following documents should be enclosed.
	i Educational Qualifications
	ii Community certificate
	iii PAN Card
	iv Aadhaar Card
5.4	The applicants should bring all the original certificates when they are called to appear for document verification.
5.5	The application should be sent along with the above enclosures, duly self attested. On top of the envelope “ Application for Executive Asst/Digital Office Asst ” should be written in block letters. It should be addressed to the ASSISTANT PERSONNEL OFFICER / RECRUITMENT, INTEGRAL COACH FACTORY, ●CHENNAI - 600 038 and sent by ordinary post only so as to reach this office on or before the last date of receipt of applications.
5.6	Eligible candidates will be intimated through email / sms only.
6.0	General Instructions.
6.1	The decision of ICF in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of written test/ talent / practical demonstration, selection, allotment of post to selected candidates will be binding on the applicants.
6.2	ICF Administration reserves the right to alter the stages of recruitment or cancel part or whole or any recruitment process at any stage without assigning any reason.
6.3	Incomplete/ illegible applications and applications without requisite enclosures / requisite fee will be rejected and no correspondence will be entertained in this regard.



**Assistant Personnel Officer/Recruitment
for General Manager (P)**

INTEGRAL COACH FACTORY, CHENNAI – 600 038

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Application form for Executive Assistant/Digital Office Asst on Contract basis

(Read the instructions before you start filling up the application form)

1. Name of the Candidate :
(in Capital letters)

2. Father's Name :

3. i) Address :

ii) Mobile No. :

iii) email ID :

4.a. Aadhaar No. :

b. PAN No. :

5. Date of Birth (As per matriculation certificate) :
(Self Attested photocopy of
Certificate of matriculation to be attached).

DD	MM	YYYY
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6. Sex (M/F) :

7. Nationality :

8. Community (SC/ST/OBC/General)

9. Personal Marks of Identification

(a).....

(b).....

10. Educational Qualifications (Self attested marksheets/certificates to be attached)

Sl.No.	Year	Exam passed

11 Qualification of Typewriting and Stenography (Self attested marksheets/certificates to be attached)

Sl.No.	Year	Exam passed

Affix your recent
passport photo-
graph duly self
attested

