

No: CRIS/HQ/DEPT/14/2025-PERS

Dated 06/10/2025.

### VACANCY NOTICE NO: 43 ( R ) /2025

1.	Nomenclature of the Post	:	Assistant Manager/Executive ( PRS )
2.	No. of Vacancies	:	One
3.	Location	:	Secunderabad
4.	Duration and Term of Deputation	:	Five Years on usual terms and conditions of deputation.
5.	Terms of Appointment	:	Deputation
6.	Scale of Pay	:	Level – 10 ( as per 7 <sup>th</sup> CPC Pay Matrix) – Assistant Manager  Level 6 ( as per 7 <sup>th</sup> CPC Pay Matrix) – Executive
7.	Pay and Allowance	:	As per CRIS norms.
8.	Eligibility, Experience and Specific requirement, if any	:	Railway employees with any undergraduate degree working in Commercial Department in substantive grade of level 7 & 6 (non Gazetted) with relevant experience of working in PRS/UTS area are eligible to apply.  Desirable Degree – any other degree with programming input such as BE/B.Tech/M.Tech/MCA/ M.Sc. etc  Preference will be given to the candidates having following working experience of minimum eight years in All or any other of the following: <ul style="list-style-type: none"><li>• Good Domain knowledge in PRS and UTS</li><li>• Good working knowledge of BOOKING and Charting in CONCERT.</li><li>• Willing to work in Shift Duties.</li></ul> Fair knowledge of programming in any of the computer programming language will be an added advantage.



		<p><b>Note:-</b>  Eligibility criteria for consideration in level 10 as Assistant Manager:</p> <p>Railway employees working in substantive grade of Level-7 with 5 years' service in relevant grade OR</p> <p>Railway employees working in substantive grade in level-7 with less than 5 years in relevant grade but have completed 6 years minimum service in substantive grade in Level- 6&amp;7 and with minimum 20 years of service in Group 'C' OR</p> <p>Railway employees working in Substantive grade of level -6 with minimum 6 years service in relevant grade and should have completed minimum 20 years service in Group 'C'. OR</p> <p>Railway employees working in level-8 (Non-Gazetted) under MACPS</p> <p>Railway employees working in Commercial Department not meeting above eligibility criteria will be eligible for parent pay plus deputation allowance &amp; will be designated as Sr Executive/Executive in level 7/6.</p>
9.	Age	:
10.	The date up to which CRIS is exempted from the rule of immediate absorption.	Up to 19/05/2026
11.	Retention of Railway accommodation during deputation tenure in CRIS	Yes, Retention of Railway accommodation is permissible as per Board's guidelines issued from time to time.
12.	Perks and Benefits	<ul style="list-style-type: none"> <li>• Leasing of Private accommodations is admissible on the rates admissible to Railway Officers.</li> <li>• Officers Joining CRIS, on deputation basis may opt for CRIS Medical facility for self and dependent family members. For availing CRIS Medical facility, Railway Officers joining CRIS has to surrender Railway Medical Card in Railway.</li> <li>• Transportation as per Central Government Rules.</li> <li>• Other benefits, as per the extent Policy in vogue.</li> </ul>

13.	Closing Date	:	30 Days from the date of issue.
14.	Web Address	:	<a href="http://www.cris.org.in/career/">www.cris.org.in/career/</a>

The Vacancies are required to be filled up urgently. Hence, it may be given wide publicity. The application of willing staff must be forwarded by Cadre Controlling Officer/Establishment Office as mentioned in the attached prescribed format along with the following formalities. The same may please be forwarded to Ms Preeti Sethi, Manager/HRD & Personnel, CRIS, HQrs Office, Chanakyapuri, New Delhi email ID: [sethi.preeti@cris.org.in](mailto:sethi.preeti@cris.org.in) or Shri Chander Singh, Assistant Manager/Personnel, CRIS, HQrs Office, Chanakyapuri, New Delhi email ID: [singh.chander@cris.org.in](mailto:singh.chander@cris.org.in):-

- 1 D&AR/Vigilance Clearance and ;
- 2 APARs/ACRs for the last 3 years;
- 3 Service particulars of the employees are given in Application Form must be VERIFIED by the Controlling Officer/Establishment Officer.

  
**(Preeti Sethi)**  
**Manager/Personnel**

General Manager (P)  
 All Zonal Railways / PUs.

### **PRESCRIBED FORMAT**

(Paste latest  
passport size  
photograph)

**FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS.**

SECTION OF APPLICATION ON DEPUTATION BASIS.	
<b>Important (Please don't leave blanks)</b>	<b>Vacancy Notice No</b>
	<b>File No</b> (appears on the top left side of notice)
	<b>Post against which application has been submitted</b>
	<b>Choice of station</b> (wherever applicable)

### Personal Data

1	Name	
2	Father's name	
3	Gender	
4	Department	
5	Category	
6	Date of birth	
7	Date of Appointment and Appointed as.....	
8	Present Pay Scale ( Level) and basic pay as on date of application.	
9	Present Designation & Railway/Division	
10	Contact Details	
	(a) Email ID	
	(b) Telephone (O)	
	(c) Telephone (R)	
	(d) Mobile Number	

#### 11. Educational Qualification

12. Experience Details:-

Sno	Designation & Railway/ Division with Place of Posting	Grade/Level	From (DD/MM/YY)	To (DD/MM/YY)

13	Details of previous deputation/ Foreign assignment, if any		
14	Whether debarred from deputation? If yes, please furnish details		
15	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.		

I certify that the above information is true to the best of my knowledge and belief. I am liable to be disqualified, if any, information given above is found to be incorrect/incomplete or false.

(Name & signature of applicant )

No

Dated / /

The above service particular of Shri/Smt/Ms ..... , Design ..... , Railway ..... are found correct as per records available in this office.

(Name & Designation of Cadre Controlling Officer /Establishment Office with Stamp)