



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004

HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रुलिंग/रिक्रूटमेन्ट/ 29/5942

दिनांक:-09.07.2018

प्रति,

सर्व संबंधित

स्थापना नियम सं.-197/2018

विषय:-Engagement of Data Entry Operators/Executive Assistants/Digital Office Assistants on contract basis against the vacant posts of Stenographers/PAs.

रेल्वे बोर्ड के पत्र सं. 2018/Transf.Cell/Mech/Contractual staff दिनांक 03.07.2018 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है। बोर्ड के संदर्भित पत्र को निम्नानुसार स्थापना नियम के तहत प्रकाशित किया गया था:-

क्र.	रेल्वे बोर्ड का पत्रांक, आरबीई एवं दिनांक	स्थापना नियम संख्या
1	Letter dated 16.03.2018	89/2018

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं CPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

Web-site-

Home page—About us—Department—Personnel—Estt. Rules.

Share Folder-

Home page—html—Estt. Rules

संलग्न:- यथोक्त.

(प्रदीप मिश्रा)

वरिष्ठ कार्मिक अधिकारी (एच.आर.डी.)

कृते प्रधान मुख्य कार्मिक अधिकारी

No. 2018/Transf. Cell/Mech/Contractual staff

New Delhi, Dated: 03.07.2018

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow, DG/NAIR
CAOs, DMW/Patiala, COFMOW/NDLS, RWP/Bela, IROAF

Sub: Engagement of Data Entry Operators/Executive Assistants/Digital Office Assistants on contract basis against the vacant posts of Stenographers/PAs

Ref: Transformation Cell letter No. 2018/Trans Cell/S&T/Contractual Staff, dated

16.03.2018 19/18

In order to mitigate problems arising out of acute shortage of Stenographers/PAs affecting efficient functioning of office, Board have approved hiring of Data Entry Operators or Executive Assistant or Digital Office Assistant against an existing vacancy of Stenographer on the same lines as engagement of staff against posts of SSEs/JEs(Works) in Construction organization by re-engagement of retired personnel or by engagement on contract basis issued vide No. 1018/Trans Cell/S&T/Contractual Staff, New Delhi, dated 16.03.2018 subject to the following:

1. General Managers will finalize the number of persons to be hired against such vacancies in consultation with PCPO & PFA after confirming that the vacancies are not earmarked for surrender or frozen as a policy.
2. The proposed remuneration shall be commensurate with general work schedule of such hired personnel.
3. The entry level of Stenographers is Level-6 i.e. same as the Junior Engineers. Accordingly, the remuneration of such hired/engaged staff may be kept at the same level as that of Junior Engineers on contract basis as circulated vide letter under reference.
4. General Managers may frame terms and conditions of such engagement on contract basis in consultation with PCPO & PFA.

This issues with the approval of Board (MS, FC & CRB) and concurrence of Associate Finance of the Transformation Cell.



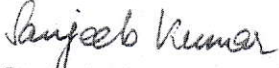
(A.K.Chandra)
Executive Director (Mech)
Transformation

No. 2018/Transf. Cell/Mech/Contractual Staff

New Delhi, dated: 03.07.2018

Copy to

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways



(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell