



भारत सरकार  
नागर विमानन मंत्रालय  
(रेल संरक्षा आयोग)  
GOVERNMENT OF INDIA  
MINISTRY OF CIVIL AVIATION  
COMMISSION OF RAILWAY SAFETY



Commissioner of Railway Safety  
Southern Circle  
2<sup>nd</sup> Floor, Rail Sanraksha Bhavan  
Behind Railway Divisional office  
Bengaluru-560023

No. A.12024/01/2024 ADMN I /151-177

Date: 13.05.2024

**VACANCY CIRCULAR**

**Sub: Filling up of one posts of Sr. Private Secretary in the Office of the Commissioner of Railway Safety Southern Circle, Bangalore.**

Applications are invited from eligible Central Govt. employees to fill up the post of Sr. Private Secretary in Southern Circle, Bangalore of the Commission Railway Safety under the administrative control of Ministry of Civil Aviation, Government of India, as per the details below:

S. No.	Name of post	Scale of pay & Classification	Number of Vacant Post	Method of Recruitment	Eligibility Criteria for the post
1.	Senior Private Secretary	Level-8 in the Pay Matrix of 7 <sup>th</sup> CPC (i.e Pre-revised GP Rs.4800/-)  General Central Service Group 'B' Gazetted, Ministerial	One (with effect from 01.08.2024)	Deputation	As mentioned in recruitment rule enclosed (Column 11 of GSR 311 in Annexure – I)

2. Application of willing officers, fulfilling the above conditions may please be forwarded through proper channel only along with:

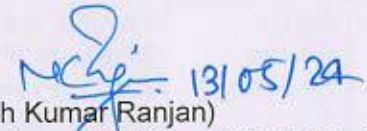
- Bio-Data (in duplicate) as in the performa given **Annexure-A**
- Photocopies of ACRs for the last five years duly attested on each page by an Officer not below the rank of Under Secretary to the Govt. of India along with duly attested copy of the grading sheet of all ACRs provide.
- Vigilance Clearance Certificate
- Integrity Certificate
- A statement giving details of major/minor penalties imposed on the Officer, if any during 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 on the 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 is as follows:

Address:-
Office of the Commissioner of Railway Safety, Southern Circle, 2 <sup>nd</sup> Floor, Rail Sanraksha Bhawan, Behind Divisional Railway Office, Bengaluru – 560023

4. Terms and Condition:

- i. The Applicant must fulfil the essential qualification & 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 possess at least the essential qualification/ experience as laid down in the respective Recruitment of the post.
- iii. Only applications received through proper channel & 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.

  
(Nitish Kumar Ranjan)  
Dy. Commissioner of Railway Safety/Tech.  
Southern Circle, Bangalore

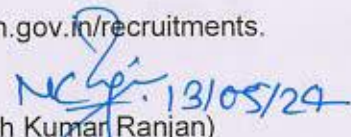
Encl: As above

No. A.60015/01/2017/Admn I

Date: 13.05.2024

Copy to:

1. The Chief Commissioner of Railway Safety, Ashok Marg, Lucknow.
2. DoPT with request to circulate/ publish the above circular on their websites.
3. The US-Admin/US- C&W, Ministry of Civil Aviation with a request to circulate the vacancy among the officials of MoCA.
4. The General Manager of Indian Railways with a request to circulate the vacancy among all their officials.
5. All Circle Offices of the Commission of Railway Safety.
6. SD&IT Section, MoCA for publishing it on website [www.civilaviation.gov.in/recruitments](http://www.civilaviation.gov.in/recruitments).

  
(Nitish Kumar Ranjan)  
Dy. Commissioner of Railway Safety/Tech.  
Southern Circle, Bangalore

ANNEXURE-A

BIO-DATA PERFORMA

1. Name and 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 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/institution /Organisation	Post held	From	To	Scale of pay and Basic pay	Nature of duties

8. Nature of presently employment i.e. ad - hoc or temporary or quasi permanent 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 being

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10. Additional details about present employment

Please state whether working under

- A. Central Government
- B. State Government
- C. Autonomous Organizations.
- 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 drawn.....
- 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:

Verified and forwarded  
(On behalf of 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 :—	Consultation with the Union Public Service Commission is necessary
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	

[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 अधिक्रान्त करते हुए, जिन्हें ऐसे अधिक्रमण से पहले किया गया है या करने का लोप किया गया है, नागर विमानन मंत्रालय के रेल संरक्षा आयोग के परिमण्डल कार्यालयों में, वरिष्ठ निजी सचिव के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाती है, अर्थात् :—

1. संक्षिप्त नाम और प्रारंभ.—(1) इन नियमों का संक्षिप्त नाम नागर विमानन मंत्रालय, रेल संरक्षा आयोग, (वरिष्ठ 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. व्यावृत्ति.—इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

## अनुसूची

पद का नाम	पद की संख्या	वर्गीकरण	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, अनुसचिवीय	वेतन बैंड-2, 9300—34800 रु. (ग्रेड वेतन 4800 रु.)	लागू नहीं होता	लागू नहीं होता

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

परिचीक्षा की अवधि यदि कोई हो

(7)

(8)

(9)

लागू नहीं होता

लागू नहीं होता

लागू नहीं होता

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

प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा

(11)

(12)

प्रतिनियुक्ति/आमेलन द्वारा

प्रतिनियुक्ति/आमेलन :

1.1 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 वर्ष 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 बाह्य पद पर प्रतिनियुक्ति की अवधि है, साधारणतया तीन वर्ष से अधिक नहीं होगी।

(11)

टिप्पण 2 : प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु-सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी ।  
 टिप्पण 3 : प्रतिनियुक्ति/आमेदन के आधार पर नियुक्ति के प्रयोजनों के लिए, 1 जनवरी, 2006 (वह तारीख जिसको छठे केन्द्रीय वेतन आयोग की सिफारिशों पर आधारित पुनरीक्षित वेतन संरचना विस्तारित की गई थी) से पूर्व किसी अधिकारी द्वारा नियमित आधार पर की गई सेवा वेतन आयोग की सिफारिशों पर आधारित विस्तारित तत्स्थानी ग्रेड वेतन या वेतनमान में की गई सेवा समझी जाएगी । सिवाय जहां एक से अधिक पूर्व-पुनरीक्षित वेतनमान का सामान्य ग्रेड वेतन या वेतनमान के साथ एक ग्रेड में विलय किया गया है और जहां यह फायदा केवल उन पद (पदों) को विस्तारित होगा जिसके लिए वह ग्रेड वेतन या वेतनमान बिना किसी उन्नयन के सामान्य प्रतिस्थापन ग्रेड है ।

विभागीय प्रोन्नति सगिति 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 आमेदन 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.