



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



दक्षिण मध्य परिमंडल, South Central Circle,
सरोजिनी देवी रोड, Sarojini Devi Road,
सिकंदराबाद, Secunderabad -500025 (T.S)

सं. No.A.12034/1/2024-SCC

Date: 10.06.2024

VACANCY CIRCULAR

Sub: Filling up of posts of Sr. Private Secretary, Sr.Inspector (Technical) and Upper Division Clerk in the Office of the Commissioner of Railway Safety, South Central Circle, Secunderabad.

Applications are invited from eligible candidates from Central/State Government/ Departments/Institutes/Organisations for filling up of one post of **Sr. Private Secretary**, one post of **Sr.Inspector (Technical)** and one post of **Upper Division Clerk** in the office of Commission Railway Safety, South Central Circle, Secunderabad 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 Posts	Method of Recruitment	Eligibility Criteria for the post
1.	Senior Private Secretary	Level-8 in the Pay Matrix of 7 th CPC (i.e Pre-revised GP Rs.4800/-) General Central Service Group 'B' Gazetted, Ministerial	One (with effect from 01.10.2024)	Deputation	As mentioned in recruitment rule (Column 11 of GSR 311 in the enclosed Annexure – I)
2.	Sr.Inspector (Technical)	Level-7 in the Pay Matrix of 7 th CPC (i.e Pre-revised GP Rs.4600/-) General Central Service Group 'B' Non-Gazetted, Non-Ministerial	One	Deputation	As mentioned in recruitment rule (Column 11 of GSR 37 in the enclosed Annexure – II)
3.	Upper Division Clerk	Level-4 in the Pay Matrix of 7 th CPC (i.e Pre-revised GP Rs.2,400/-) General Central Service Group 'B' Gazetted, Ministerial	One	Deputation	As mentioned in recruitment rule (Column 11 & 12 of GSR 175 in the enclosed Annexure – III)

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

- (i) Bio-Data (in duplicate) as in the performa given **Annexure-A**
- (ii) Photocopies of APARs/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.
- (iii) Vigilance Clearance Certificate
- (iv) Integrity Certificate
- (v.) 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 in 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:-

**Commissioner of Railway Safety, South Central Circle, Rail Nirman Nilayam,
Sarojinidevi Road, Secunderabad – 500025**

4. Terms and Conditions:

- 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.


(G.SRINIVASA RAO)

**Dy. Commissioner of Railway Safety,
South Central Circle, Secunderabad**

Encl: As above

No. A.12034/1/2024-SCC

Date: 10.06.2024

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 Managers 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.


(G.SRINIVASA RAO)

**Dy. Commissioner of Railway Safety,
South Central Circle, Secunderabad**



BIO-DATA PERFORMA

1. Name and Address in Block letters.....
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 possessed by the Applicant
Essential	
Desirable	

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.

Ministry/Dept/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 from which you belong to :

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)



(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/आमेलन के आधार पर नियुक्ति के प्रयोजनों के लिए, 1 जनवरी, 2006 (वह तारीख जिसको छठे केंद्रीय 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 सम्पत्ती 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 समिति 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 आमेलन 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-अर 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	<p>Deputation/Absorption :</p> <p>Officers under Central Government :</p> <p>(A) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(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</p> <p>(B) possessing proficiency in shorthand (English/Hindi).</p> <p>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.</p> <p>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.</p> <p>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</p>

[Handwritten Signature]

(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

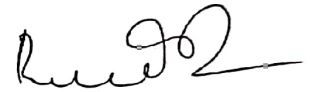
(12)

Not applicable

(13)

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.



[भाग ii—खण्ड 3(i)]

भारत का राजपत्र : फरवरी 22, 2020/फाल्गुन 3, 1941

नोट (1): प्रतिनियुक्ति की अवधि (अल्पकालिक अनुबंध सहित), जिसके अन्तर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य बाह्य काँडर पद पर प्रतिनियुक्ति की अवधि सम्मिलित (अल्पकालिक अनुबंध सहित) है, साधारणतया तीन वर्ष से अधिक नहीं होगी।
नोट (2): प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त होने की अंतिम तिथि के अनुसार 56 वर्ष से अधिक नहीं होगी।

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(12)	(13)
लागू नहीं।	पद भरने के लिए संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

[फा. सं. ए-11013/30/2015-आर.एस.]

संतोष कुमार सिंह, अवर सचिव

MINISTRY OF CIVIL AVIATION

New Delhi, the 18th February, 2020

G.S.R. 37.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following Rules regulating the method of recruitment to the post of Senior Inspector (Technical) in the Railway Inspectorate Service in the Commission of Railway Safety in the Ministry of Civil Aviation, namely :-

1. **Short title and commencement.**— (1) These rules may be called the Railway Inspectorate Service [Senior Inspector(Technical)] Recruitment Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, Classification and level in the pay matrix.**— The number of post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit, qualifications etc.**— The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the aforesaid 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 any of the said posts:

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, relax any of the provisions of these rules with respect to any class or category of person.

6. **Saving.**— Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the ex-servicemen, the other Backward Classes 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 Post	Number of Posts	Classification	Level in the pay matrix	Whether selection post or non selection post	Age-limits for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Senior Inspector (Technical)	25(2020) * (Subject to variation dependent on workload)	General Central Service, Group "B", Non-Gazetted, Non Ministerial	Level-7 (Rs. 44900 – 142400)	Not applicable	Not applicable	Essential Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	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
(8)	(9)	(10)
Not applicable	Not applicable	Deputation including short-term contract

In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made

(11)

Deputation (including short-term contract):

Officers under the Central Government or State Governments or Union Territories or Universities or recognised research institutes or public sector undertakings or statutory or autonomous organisations,-

a) (i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in level 6 (Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or Department; and

(b) possessing the educational qualifications and experience:-

(i) Bachelors Degree in Civil Engineering or Mechanical Engineering or Electrical and Electronics Engineering or Electronics and Communication Engineering or Electronics and Telecommunication Engineering from a recognised University or Institution;

Or

(ii) Diploma in Civil Engineering or Mechanical Engineering or Electrical and Electronics Engineering or Electronics and Communication Engineering or Electronics and Telecommunication Engineering from a recognised University or Institution and having two years' experience of duty in a Government Organisation in the related subject.

Note 1: The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 2: The Maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the last date of receipt of applications.

If a Departmental Promotion Committee exists, what is its composition

(12)

Not applicable

Circumstances in which Union Public Service Commission to be consulted in making recruitment

(13)

Consultation with Union Public Service Commission is not necessary for filling up the post.

[F.No. A-11013/30/2015-RS]

S. K. SINGH, Under Secy.

Uploaded by Dte. of Printing at Government of India Press, Ring Road, Mayapuri, New Delhi-110064

and Published by the Controller of Publications, Delhi-110054. MANOJ KUMAR VERMA

Digitally signed by MANOJ KUMAR VERMA
Date: 2020.02.22 16:39:22 +05'30'

MINISTRY OF CIVIL AVIATION

New Delhi, the 15th December, 2009

G.S.R. 175.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Commission of Railway Safety, Circle Offices (Group 'C' posts) Recruitment Rules, 2001, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Upper Division Clerk and Lower Division Clerk, Group 'C' in the Circle Offices of the Commission of Railway Safety in the Ministry of Civil Aviation, namely :—

1. Short title and commencement.—(1) These Rules may be called the Commission of Railway Safety Circle Offices Group 'C' posts (Upper Division Clerk and Lower Division Clerk) Recruitment Rules, 2009.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay.—The number of the said posts, its classification and the scale of pay attached thereto shall be as specified in column 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit and other qualifications, etc.—The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith, shall be as specified in columns 5 to 14 of the said Schedule.

4. Disqualifications.—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 any of the said posts:

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, relax any of the provisions of these rules in respect of any class or category of person or posts.

6. Savings.—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	No. of posts	Classification	Pay Band, and Grade pay/ Pay Scale	Whether Selection or Non-selection post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Upper Division Clerk	11* (2009) (*Subject to variation dependent on workload)	General Central Service, Group 'C', Non-Gazetted, Ministerial	Pay Band I Grade Pay Rs. 2400 Scale of pay Rs. 3200-20,200	Non-selection	Not applicable	Not applicable

4438 50705 - 5

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the 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

(11)

50% by Promotion and 50% by limited departmental examination from Lower Division Clerks failing which by deputation

In case of recruitment by promotion or deputation, or absorption, grades from which promotion/deputation to be made

(12)

Promotion :

Lower Division Clerk serving in the Circle Office where the vacancy occurs with a minimum eight years of regular service in the grade.

Note : 50% of vacancies in the post of Upper Division Clerks will be filled from amongst Lower Division Clerks working in the Circle Office where vacancy occurs as per following procedure—

(i) selection shall be made through departmental examination confined to Lower Division Clerk with minimum of approved and continuous service of eight years in Lower Division Clerk grade;

(ii) the maximum age for this examination shall be 50 years.

Deputation : Official of Central Government—

(a) holding analogous post on regular basis; or

(b) with eight years of regular service in the grade of Lower Division Clerk or equivalent.

Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006 the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1-1-2006 or the date from which the revised pay structure based on the 6th CPC 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 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 in the normal replacement grade without any upgradation.

(12)

Note 3 : The period of deputation including period of deputation held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years. The age limit for appointment by deputation shall be not exceeding fifty six years as on closing date of receipt of applications.

(13) Departmental Promotion Committee exists, what is composition

(14) Circumstances in which Union Public Service Commission is to be consulted in making recruitment

(13)

(14)

Group 'C' Departmental Promotion Committee (for considering Promotion and selection for deputation) :—

Not applicable.

- (i) Deputy Commissioner of Railway Safety —Chairman
(General) and in his absence officer performing his duties
- (ii) Deputy Commissioner of Railway Safety —Member
nominated by Chief Commissioner of Railway Safety
- (iii) Section Officer, Railway Safety Section —Member