

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

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

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

Copy – As per list enclosed

1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
6. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Director, Indian Railway Institute of Transport Management, Lucknow.
9. The Registrar, Railway Claims Tribunal, Delhi.
10. The General Secretary, IRCA, New Delhi.
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Secretary, Railway Rates Tribunal, Chennai.
13. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMs, ADG(PR), Principal Executive Director & Executive Directors of Railway Board



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