



SOUTHERN RAILWAY

No.P(GS)535/XII/STENO/GR.III

Headquarters Office,
Personnel Branch,
Chennai – 600 003
Dated: 30/05/2019

NOTIFICATION

Sub: Engagement of Executive Assistants (English) / Data Entry Operators & Digital Office Assistants (English) on contract basis.

Online applications are invited from eligible candidates for engagement of Executive Assistants (English) / Data Entry Operators & Digital Office Assistants (English) on full time contract basis. Applicants may submit online application by login to rcmas.in. Applications complete in all respects should be submitted “**ONLINE ONLY**” before 17.00 hours of 30.06.2019. Applications sent by post will not be entertained. Applicants are requested to go through the details given below carefully before applying.

No. of notified posts:

Sl. No	Category	Level in Pay matrix	No.of vacancies	Communal break up			
				UR	OBC	SC	ST
1	Executive Assts.(English)/ DEO & Digital Office Assts.(English)	4	95	48	26	14	07

1. Educational Qualification:-

BCA/B.Sc Computer Science/IT (OR) Degree in any discipline plus Microsoft Office Specialist Certification in MS Office 2010 or later version.

2. Age (as on 01.01.2019): 18 – 28 years.

- I. SC/ST candidates : 5 years relaxation
- II. OBC – Non Creamy Layer Candidates : 3 years relaxation
- III. Persons with disabilities : 10 years relaxation

3. Medical Classification : CEE-ONE.

4. Application Fee:

Candidate applying for the post of Executive Assistants (English) / Data Entry Operators & Digital Office Assistants (English) on full time contract basis in response to this notification have to pay the prescribed Application fee as detailed below.

For UR/OBC candidates, application fee is Rs.500/-. Of this fee, an amount of Rs. 400/- shall be refunded to candidate appearing in the **screening** test. No refund will be given, if candidates do not appear in **screening** test.

For SC/ST/PWD/Women/Economically Backward/Minority Candidates, application fee is Rs.250/-. Full refund of Rs.250/- shall be made to all such candidate on appearing in the **screening** test. No refund will be given, if candidates do not appear in **screening** test.

Candidates must apply online, duly remitting the provided fees.

5. Consolidated Monthly Remuneration:-

Engagement will be on full time contract and the remuneration will be on monthly basis as under:

Executive Assts.(English)/ DEO & Digital Office Assts.(English)	Class of city in which posted		
	'Z' class Rs.	'Y' class Rs.	'X' class Rs.
Consolidated Pay	18,500/-	20,000/-	22,000/-

Job Profile: Work will involve, but will not be limited to, assist officers in their daily work, data entry, working with systems & database & to carry out other works entrusted to them by the authorities.

6. Mode of Selection:-

The candidates should possess proficiency/knowledge in computers and English The selection will be made through written/online screening test The written/online screening will have 100 Objective Type Questions in **English only. There will be negative marking for wrong answers.** One mark will be deducted for every 3 wrong answers. The duration of Screening Test is 1 ½ hours (90 minutes).

The questions will be set to test knowledge of Computers, English, Basic Quantitative Skill & General Knowledge. Screening test Centers will be only within the territorial jurisdiction of Southern Railway

7. The list of candidates to be engaged will be based on the merit position in written /Online Screening test, subject to the extent of notified post and reservation rules. Candidates should be found fit in the prescribed medical classification.

8. Candidates are further advised to visit www.rrcmass.in frequently to get the latest information on dates of written/ Online Screening test, results etc. Call letter intimating date, time and venue of the screening test will be available for download at www.rrcmass.in. Being Contract Engagement, No Pass or travel authority will be provided to any candidate, including SC/ST candidates. No intimation to the candidates will be sent through post. Candidates are advised to keep their personal mobile number and personal valid e-mail active as communications may also be made through SMS/E-mail.

9. Applicants working in Govt./PSU will have to provide NOC at the time of application and resign from their present organisation on their engagement.

10. **General Conditions:**

- i) The contract Executive Assistants (English) / Data Entry Operators & Digital Office Assistants (English) on full time basis shall not be entitled for Railway Quarters and Privilege/Complimentary Passes etc.
- ii) Duty pass may be provided for stretch of the journey involved on duty. They may be entitled to II Class 'A' duty pass.
- iii) The contractual staff may be permitted weekly off and National Holidays. However, they may be called for duty on any day including National Holidays for which Compensatory Rest may be given later.
- iv) These contract engagements are against clear vacancies for a maximum period of one year or availability of a regularly selected candidate, whichever is earlier. Suitable break will be given between successive contracts (if any)
- v) The contract may be terminated by either side by giving 15 days' notice. The performance monitoring of contractual appointees will be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 15 days' notice and their contract terminated. However, when contract staff is found to be mentally or physically incapacitated and in case of gross negligence/misconduct/misbehaviour/irregularities, the engagement may be terminated with immediate effect
- vi) The engagement on contract basis will not confer any right to claim for regular absorption/extension in the Railway.
- vii) They may be paid Daily Allowance when on tour as admissible, at the rate of Rs.500/-
- viii) In case of absence for duty, proportionate amount of pay per day will be deducted. If full time contract Executive Assts.(English)/ DEO & Digital Office Assts.(English) are on unauthorized absence beyond 3 days, their engagement will automatically be terminated.
- ix) The SC/ST/OBC candidate should submit a self-attested copy of the community certificate issued by the Competent Authority in prescribed proforma. OBC candidates must enclose 'Non-creamy layer' certification and such certification should not be more than one year old at the time of document verification.

(Roja Murali)
Assistant Personnel Officer
for Principal Chief Personnel Officer