

CLW/Chittaranjan

No. MW/E-II/18/Pt.IV(Duplicate)

Dated:- 17.10.2019

PCME, PCEE, CME(Loco), CME(Mfg), CEE(Loco, TM, Proj,L& S,Pl. & Insp.), Dy.CME(SF, Mfg, ELB, ELF, MPP, ELA, Plant), Dy.CC&M, CQAM ,Dy.CEE/I&D(Delhi, Bangalore), Dy.CME/I&D(Howrah), PE(Loco), WM (MFG), Safety Officer, SPO (W)/E, AWO, C&M, ASTE, APO(SF) Ch.OS/E-I,E-II, III, IV, V,VI,VII, E-IX, E-X, DAR, CBS(W), Settlement, MR, Leave, Ruling, Pass, Qrs.(W), TMDO,CME's Office, CEE's Office, B&A(W), R&D(W), Genl.(W), Ch.OS/SF(P-branch), OS/CR Cell, Adv. Supdt. Type, SSE/PLO&PGM, Jig & Tool, Steno to Dy.CPO(W0,SSE/SE-03, 04, 05,06, 07, 08, 09, 12, 15,16 ,17, 18, 19, 20, 21, 22, 23, 25, 26, 52, 53, 54, 56, 57,58(Lab),59,60(E & M),64(SF),76, 87(P&TS), SSE/L&S, CS & WI, Manager Works canteen.

Sub:- Filling up of 02 nos. of Janitor in Level-5 RS(RP) Rules'2016 for Works Office and Steel Foundry.

Ref:- This office Notice even number of dated 09.9.2019.

Reference above, the date of submission of application has been extended for further period of 15 days from the date of issue of this letter.

Accordingly, the willing eligible candidate may submit their option/applications through proper channel, so as to reach this office on or before **08.11.2019**.

The respective Estt. Section in charges will send those applications duly certifying the particulars of the candidates to Ch.OS/E-II section of Dy.CPO(W)'s office by **13.11.2019** for further action.

This has the approval of the Competent Authority.

(A.K.Sinha)

Sr.Personnel Officer(W)/E
For Dy.Chief Personnel Officer(W)

CLW/Chittaranjan

No. MW/E-II/18/Pt.IV(Duplicate)

Dated:- 9 .9.2019

PCME, PCEE, CME(Loco), CME(Mfg), CEE(Loco, TM. Proj,L& S,Pl. & Insp.), Dy.CME(SF, Mfg, ELB, ELF, MPP, ELA, Plant), Dy.CC&M, CQAM ,Dy.CEE/I&D(Delhi, Bangalore), Dy.CME/I&D(Howrah), PE(Loco), WM (MFG), Safety Officer, SPO (W)/E, AWO, C&M, ASTE, APO(SF) Ch.OS/E-I,E-II, III, IV, V,VI,VII, E-IX, E-X, DAR, CBS(W), Settlement, MR, Leave, Ruling, Pass, Qrs.(W), TMDO,CME's Office, CEE's Office, B&A(W), R&D(W), Genl.(W), Ch.OS/SF(P-branch), OS/CR Cell, Adv. Supdt. Type, SSE/PLO&PGM, Jig & Tool, Steno to Dy.CPO(W),SSE/SE-03, 04, 05,06, 07, 08, 09, 12, 15,16 ,17, 18, 19, 20, 21, 22, 23, 25, 26, 52, 53, 54, 56, 57,58(Lab),59,60(E & M),64(SF),76, 87(P&TS), SSE/L&S, CS & WI, Manager Works canteen.

NOTICE

It has been decided to form a panel of **02 (Two)** numbers of Janitor i.e. to fill up the existing vacancies of Janitors, in Level-5 RS(RP) Rules 2016 one earmarked for works office and other for Steel Foundry.

The post of Janitor Works Office and Steel Foundry are declared as Ex-Cadre general selection post.

The selection for the post of Janitor Works Office and Steel Foundry will be made as per procedure laid down in Railway Board's L/No. E(NG)I-2008/PM7/4SLP Dated:- 19.06.2009.circulated under CPO's/CLW's SI No. 55/2009.

As per PBR posts are reserved for **UR=01, ST=01**

During the tenure of Ex-Cadre posts, the seniority/ promotion will be maintained in the parent cadre. The tenure of the post of Janitor Works Office and Steel Foundry is 03 (Three) years. The tenure can be extended for a period of 01(one) year at a time subject to not more than 05 years only in case of exigencies arising out due to non-availability of suitable candidate after conducting due selection.

Accordingly, applications are invited from the eligible staff for filling up the post of Janitor Works Office and Steel Foundry.

Eligibility Criteria

1. All Ministerial staff of combined Mech. & Elect. Deptt. of "G" Branch cadre and "P" branch cadre under establishment control of Dy.CPO(W) & SF working in Level-5 and Level -2 RS(RP) Rules'2016 .
2. Artisan/Technician staff of Mech. & Elect. Deptt. of Loco Works and SF working in Level-5 and Level-04 RS(RP) Rules'2016 .
3. All Typists and Stenos under Esstt. Control of Dy.CPO(W) and SF working in next below i.e. Level-5 RS(RP) Rules'2016 .

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4. All applicants except those who are in Level-5 RS(RP) Rules'2016 should render at least minimum of 02(two) years service in the respective Level as on 09.9.2019.

The duties and responsibilities of the incumbent for the post of Janitor (Works Office) & Steel Foundry are enclosed in the Annexure-I to the notice.

Staff selected for the post Janitor (Works Office) and Steel Foundry will, however not get preference in the matter of Seniority/ Promotion/ confirmation etc. over is seniors working in his parent cadre.

The willing eligible candidate should submit their applications in the enclosed Proforma at Annexure-II through proper channel so as to reach this office on or before 30.9.2019.

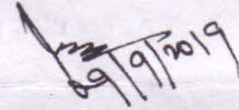
The respective Estt. Section in charges will send those applications duly certifying the particulars of the candidates to Ch.OS/E-II section of Dy.CPO(W)'s office by 12.10.2019 for further action.

Applications received after the closing date will not be entertained.

This should be given wide publicity amongst the eligible staff concerned.

This has approval of the competent authority.

D.A. As above.



(A.K.Sinha)

Sr.Personnel Officer(W)/E
For Dy.Chief Personnel Officer(W)

Duty List of Janitor of Works Office & Steel Foundry is as under

The Janitor is responsible for the maintenance and upkeep cleanliness of Works Office and Steel Foundry Office including Officers Chamber, Common latrine, gents and ladies urinals and works office canteen etc. The day to day duties which are required to be performed are appended below:-

1. For maintenance and upkeep cleanliness of Works Office and Steel Foundry Office building and works office canteen along with its surroundings.
2. Maintenance of the liaison with Electrical/ Mechanical Deptt, Engg. Deptt., etc. concerned for upkeep of the Works Office and Steel Foundry office and irrespective of maintenance of Electrical fittings, buildings and furniture etc.
3. Transaction of Stores i.e. preparing of requisition, procurement of stores, inspection, procurement receipt and issue, maintenance of ledger books, accountal return etc.
4. Maintenance of Dead Stock Register for all furniture and other equipments.
- 5 Overall maintenance of Works office and Steel Foundry office garden.
6. Distribution of duties to the staff i.e. Chowkidars and S/Cleaners.
7. He will be responsible for any other allied work as entrusted by officers of Works office and Steel Foundry office building.
8. In addition to the above, he will be required to look after the Audit Inspection, Accounts stock verification and departmental inspection etc. He will be only responsible for any default or deficiency in proper maintenance of Ledger Cash receipt, relevant files and records. These works are required to be performed by Janitor as there is no provision of Clerk/ Material Clerk/ Store man for this purpose

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