

## ANNEXURE-"A"

**TERMS & CONDITIONS:**

1. The re-engagement of retired railway gazetted officers from JTS (Level-10), STS (Level-11) & JAG (Level-12) as Consultant to fill up **01 vacant post (Hqrs-01)** in JTS.
2. Remuneration: A Fixed Monthly Remuneration shall be admissible arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. Annual increment/percentage increase and Dearness Allowance shall NOT be allowed during the contract period. (Example for determining remuneration shall be as given in DoE's OM No.F.No.3-25/2020-E.IIIA, dated 09.12.2020).
3. Maximum age limit of the re-engagement shall be 65 years.
4. Suitability/competency of the retired officer shall be adjudged on the basis of last five APARs as per established norms for a DPC, before such re-engagement by a three member committee of PHODs/CHODs, as appointed by General Manager. While re-engaging such officers, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
5. **The period of re-engagement shall be initially for a period of ONE year and further extendable as per requirement. No retired officer shall be engaged beyond the validity of the scheme i.e., not beyond 31.12.2026.**
6. The re-engagement of Consultant shall not be considered as a case of re-employment
7. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed nor carried forward in case the engagement is extended. Also, no payment in lieu of unutilized leaves will be paid at the time of discharge/expiry of the contract.
8. The Re-engaged officer shall not be entitled for HRA and residential accommodation. However, Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment, they may be allowed allowed TA/DA for official tour, if any, as per their entitlement at the time of retirement.
9. The designation shall be Consultant followed by (trade name) e.g., an Officer appointed against the above posts shall be designated as Consultant (Personnel).
10. The re-engaged Officer shall be given responsibilities like inspections, supervision, etc.
11. The re-engaged Officer shall not be made in-charge of units like any Branch Officer in divisions nor be given independent charge in any Construction unit. They shall not be given Financial and D&AR powers. However, they may recommend suggestions on financial and other matters to regular Officers.
12. The re-engaged Officer shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same. For this purpose, the Consultant shall sign an Agreement of Confidentiality with the Govt. of India containing a clause on Ethics and Integrity.
13. The re-engaged officer shall be discharged immediately on joining of Selected Candidate(s) from UPSC or through departmental Selection or for any other reason as per administrative convenience based on the recommendation of PHOD/CHOD concerned.



Annexure - 'B'INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online - [www.srhqpb.in](http://www.srhqpb.in)

Instructions to Candidates: -

- (i) The willing Retired Officers will have to click on the link. The link will lead to the application format in which the Retired Officers need to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the Retired Officers is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the Retired Officers will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the Retired Officers and the Officer should download and take a print of the filled in application from the portal in PDF format.
- (iv) In the print out, latest photograph of the Officer should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) **The application completed in all respect, PPO Copy & any other relevant documents, should be scanned and uploaded in the portal.**
- (vi) Retired Officers can thereafter login either by using PPO Number or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- (vii) Retired Officers can also download acknowledgement for the submission of his/her application. The Retired Officers may use the unique application number to check the status of his application/ instructions later on.
- (viii) For any assistance required with regard to the above **Shri Sandesh Kumar, S&WI/PCPO/O/MAS** may be contacted in the mobile number **9790852863** during office hours.

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## Annexure –‘C’

**Re-engagement of Retired Railway Gazetted officers of Commercial Department –terms of Reference (ToR).**

As advised by Railway Board vide letter No.2024/E (GR)I/38/1 dated 29.08.2024, the terms of Reference (ToR) of the work to be assigned for the reengaged Gazetted officer/Consultant of Commercial Department is as under :-

Designated as Consultant (Comm) the portfolios are under:

**1. Passenger Marketing:**

The officer should have knowledge and experience in all aspects of ticketing activity and functioning of the Commercial department in general and Passenger Marketing in particular

- Office Administration without DAR/Financial Power
- Monitoring of database, UTS/PRS Console, uts-on-mobile app.
- Failures monitoring, Co-ordination with the AMC contractors, OEMS & CRIS
- Public grievances, RTI, Corresponding with public regarding temporary stoppage, closure/opening of stations/halts
- Works programme and review, processing of requirements of procurement of equipments and peripherals, execution of agreements without any operational role in tendering.
- Organising Specials & inspections

**2. Freight Marketing:**

The officer should possess business sense to co-ordinate with Customers to Improve freight and parcel business.

- Should be conversant with freight and parcel schemes in vogue
- Should be conversant with all Rates and Freight Marketing policies/circulars issued from time to time
- Close monitoring of freight loading/unloading operations
- Knowledge of allocation of parcel vans and monitoring of parcel loading
- Should be able to closely liaisen with various departments for running of parcel
- Cargo Express Trains and Automobile rakes.

**3. Passenger Services:**

The officer should have knowledge and exposure In respect of functioning Commercial Department In General and Passenger Services branch in particular

- Office Administration including establishments without DAR/Financial powers.
- Planning and Passenger Amenities including Works Programme under Plan Head-53
- Organizing all Inspections including Ticket Checking.

*J. J. Jeth*

- PCDO/MCDO, Audit / Accounts Inspection Reports, MP/MR/CA (II)/Important references.
- Co-coordinating among the Commercial Branch officers for all meetings,
- Nominations of officers/Employees for various trainings organized by Railway Institutes.
- Monitoring of Public Grievances, Rail Madad.
- Accountal of Commercial earnings.
- Monitoring of e-office and related issues.
- Co-ordination with allied departments.
- Monitoring upkeep of TE Rest Rooms and facilities for TTE on par with Running Rooms.
- Monitoring of computerisation of TTE Lobby.
- Also required to be at Head Quarters Commercial Control Office in case of emergency situation like untoward Incidents, flood, agitations etc. and also Any other work assigned by competent authority from time to time.
- Monitoring of Receipt and dispatch of letters.

#### 4. General:

The officer should be knowledgeable in conducting various inspections like Surprise Inspections, night inspections, etc. The officer shall also be required to be at control office on emergency situations like untoward Incidents, floods, agitations, etc.

*D. S. Sarkar*