

**KONKAN RAILWAY CORPORATION LIMITED**

**NOTIFICATION No. CO/P-R/01/2020**

Konkan Railway Corporation Limited (KRCL), a Public Sector Undertaking under the Ministry of Railway, having its Corporate Office at CBD Belapur, Navi Mumbai, invites applications for the following post for Protocol Duties at New Delhi in General Department of Konkan Railway Corporation Ltd. (KRCL).

Sr. No.	Post	Pay Scale	No. of posts	Age limit as on 01.01.2020	Educational Qualification	Experience
1	Office Assistant/ Protocol	Pay Matrix level – 2 (Rs. 19,900-63,200)	1	Minimum 35 years & not more than 40 Years	Graduation in any discipline from a recognized Institute or University. <b>Desirable:</b> 3 months Computer Course. Post Graduate will be preferred.	a) Minimum 5 years experience of Protocol duties / liaison duties with Government department / PSU Departments. b) Knowledge of Computer Application, internet, MS Office etc. c) Knowledge of booking Air Tickets & Train Tickets

Note: Landloser whose land has been acquired for Konkan Railway project (himself/herself, his/her spouse, son, daughter, grandson, grand daughter only), Employees of KRCL, Contract employees are also eligible for applying for the post.

Konkan Railway holds all the right to alter the vacancies and other procedure as notified or cancel the notification as it may deem fit. Eligibility and other details are available in Instructions sheet.

Candidates should read carefully information given in instruction sheet on KRCL website before applying. Applicants have to apply in the format given below. The application completed in all respects along with enclosures and clearly mentioning the above Notification No and post applied for on top of the envelope should reach the office of Deputy Chief Personnel Officer/Recruitment in the address noted in Instruction sheet on or before 17.30 hours of 26/03/2020.

**Important:**

i) Application with a passport size photo affixed in the space provided, two attested pass port size photographs and duly signed by the candidate in the space indicated is to be sent in the address mentioned in the instruction sheet, accompanied by the prescribed application fee receipt and relevant documents.

ii) Incomplete Application forms or the applications not accompanied with required application fee, two attested passport size photographs and relevant documents in support of Educational qualification, Experience, date of birth proof, caste certificate etc or any other shortcomings will be rejected.

The qualification, age and recruitment procedure mentioned herein can be relaxed at the discretion of KRCL in deserving cases. The shortlisted eligible candidates will be required to undergo Personal Interview and prescribed medical examination as per Railways standards before being employed in KRCL.

Date: 27/02/2020

Place: Belapur

Chief Personnel Officer

KONKAN RAILWAY CORPORATION LIMITED

APPLICATION FORM

EACH ONE OF US IS RESPONSIBLE TO MAKE OUR COUNTRY CORRUPTION-FREE –  
SAY NO TO OFFERING OR ACCEPTING BRIBES

RECRUITMENT NOTIFICATION NO.: \_\_\_\_\_

CATEGORY /POST APPLIED FOR: \_\_\_\_\_

**NOTE : PLS NOTE THAT ALL THE COLUMNS GIVEN BELOW SHOULD BE FILLED.**

Latest (Six  
month) Passport  
size Photograph  
of the Candidate.  
To be self attested  
by candidate

1. Name of the Candidate: Mr/Mrs/Ms. \_\_\_\_\_

2. Father's Name: Mr. \_\_\_\_\_

3. Full postal address for communication: \_\_\_\_\_

Pin code \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_

4. Date of Birth: Date \_\_\_\_ / Month \_\_\_\_ Year \_\_\_\_ Age (as on 01-01-2020): \_\_\_\_ Years \_\_\_\_ Months

5. Sex: Male / Female

6. Caste: SC / ST / OBC / General (strike out which is not applicable)

7. Whether Landloser: Yes / No. (If yes, supporting documents to be attached as per notification)

8. Educational qualification:

(i)

Year of Passing	Name of Exam	Name of Board/University	Percentage of Marks

(ii) Details of other qualifications, if any \_\_\_\_\_

9. Work Experience:

Sr. No.	Post held	Year (From – to)	Pay Scale	Brief description of job

10. Appointment last served/ Currently serving-----

11. Details of the family member, who is already employed in KRCL (if any) \_\_\_\_\_

I hereby declare and certify that the above information is true and correct to the best of my knowledge. If any information furnished by me is found to be incorrect /false, my application is liable to be rejected/my services are liable to be terminated at any stage, if recruited.

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Signature of the applicant

List of documents enclosed (Please indicate 'TICK' [✓] in the box)

**(NOTE: FAILURE TO ATTACH ANY OF THESE DOCUMENTS WILL RENDER THE APPLICANT INELIGIBLE)**

Attested copies of certificate in proof of qualification  
(As per the qualification specified in Instruction Sheet)

☐

Attested copy of Proof of Date of Birth

☐

Attested copy of caste certificate in the format required for  
Central Government Employment (in case of SC/ST/OBCs)

☐

Attested copy of Computer course certificate, if any.

☐

Two attested passport size photographs.

☐

Attested copy of document regarding experience last served and others

☐

Attested copies of Land documents (In case of KRCL Land loser)

☐

**I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website [www.konkanrailway.com](http://www.konkanrailway.com)**

(Signature of Applicant)

## **INSTRUCTION SHEET**

**NOTIFICATION No.CO/P-R/01/2020**

Sr. No.	Post	Pay Scale	No. of posts	Age limit as on 01.01.2020	Educational Qualification	Experience
1	Office Assistant/ Protocol	Pay Matrix level – 2 (Rs. 19,900-63,200)	1	Minimum 35 years & not more than 40 Years.	Graduation in any discipline from a recognized Institute or University. <b>Desirable:</b> 3 months Computer Course. Post Graduate will be preferred.	a) Minimum 5 years experience of Protocol duties / liaison duties with Government department / PSU Departments. b) Knowledge of Computer Application, internet, MS Office etc. c) Knowledge of booking Air Tickets & Train Tickets

### **1) Educational Qualification**

As mentioned in above table. Applications not accompanied with requisite certificates and mark lists will not be considered and no correspondence on this will be entertained.

### **2) Age**

The candidates should fulfil the age criteria as mentioned in above table.

### **3) Examination Fees:**

Bank draft of Rs. 500/- in favour of FA&CAO/KRCL payable at Navi Mumbai. There is no Examination fee for SC/ST candidates.

### **4) Mode of Selection**

**Based on the applications received and the candidates suitability for the job, KRCL shall notify the list of shortlisted candidates to be called for further selection process. The selection process shall comprise Personal interview and scrutiny of documents with the original certificates. The selection process would judge different facets of knowledge, communication skills, and comprehension.**

b) Candidates will have to pass through all the screening process and Medical Examination before being adjudged as suitable. Candidate with all clear records and as per merit will be called for prescribed medical examination. The success in the selection process does not confer any right to appointment unless the Corporation is satisfied after such an inquiry, as may be considered necessary, that the candidate having regards to his / her character and antecedents is suitable in all respects for appointment to the service. The selected and medically fit candidate will be provisionally appointed based on the merit position. Selected candidate will be required to submit Agreement & Indemnity Bond and complete all recruitment formalities as prescribed. Selected candidate will be governed by all rules and regulations and service conditions as applicable to all other regular employees of KRCL.

**Note:** The candidates applying for the selection should ensure that they fulfil all eligibility conditions for admission to selection. Their admission to all the stages of the selection will be purely provisional subject to satisfying the prescribed eligibility conditions. Candidates serving in Government organisation / PSU will required to bring NOC at the time of Interview.

## **5. Medical Examination**

The candidates will have to pass the prescribed medical examination as decided by the Corporation and to be conducted at the candidate's cost by Konkan Railway Corporation's Medical Authorities. The medically fit candidates will only be considered for employment in KRCL. No alternative job will be provided if a candidate selected for a particular category fails to qualify in the prescribed medical test of that category/post.

## **6. Posting**

The selected candidates will be posted at the Office of Officer on Special Duty (OSD), New Delhi and transferred anywhere in the area of operation of Konkan Railway Corporation Ltd, including its project sites, if required. However, the employees of Konkan Railway Corporation Ltd. are not eligible for transfer to other Zonal Railways.

## **7. Probation:**

The selected candidate will be placed on Probation for a period of Two years and the confirmation will be subject to Satisfactory performance.

## **8. Benefits**

The selected candidates will be eligible for all benefits as given to regular employees of KRCL in the specified pay scale.

## **9. Superannuation**

The age of superannuation for KRCL staff is as applicable to Central Govt. employees which is 60 years at present. The retirement benefits will be given as and if applicable on the date of superannuation.

## **10. How to Apply**

Applicants have to apply in the format given above.

**A hard copy of application with full signature and a self attested photo affixed in the space provided for, with two attested passport size photos accompanied by the prescribed application fee and relevant documents are to be sent / submitted to Deputy Chief Personnel Officer/Recruitment, Konkan Railway Corporation Ltd, Belapur Bhavan, Sec-11, CBD/ Belapur, Navi Mumbai-400614 so as to reach on or before 26/03/2020 by 17.30 hrs. Applications sent to / submitted at other offices of KRCL other than the office of Deputy Chief Personnel Officer/Recruitment will not be considered.**

( Note: Konkan Railway is not responsible for any postal delay )

## **11. Documents to be attached with the application.**

- i) Attested copies of certificate in proof of qualification (As per the qualification specified in Instruction Sheet)
- ii) Attested copy of Proof of Date of Birth (SSC/SLC/Birth Certificate).
- iii) Attested copy of caste certificate in the format required for Central Government Employment (in case of SC/ST/OBC candidate).
- iv) Attested copy of documents regarding experience last served and others if any.
- v) Two attested passport size photographs.

**For landloser candidates additional documents to be attached as under:**

- (vi) Attested photo copy of landloser certificate issued by Special Land Acquisition Officer/KRCL.
- (vii) Attested photo copy of certificate issued by Tehsildar indicating the percentage of land lost with respect to the total land holding of the land loser (including all survey numbers). Details on SLAO and Tehsildar certificates should match.
- (viii) Proof of relationship with the landloser issued by Revenue authorities along with Affidavit on Rs.100/- stamp paper.
- (ix) Attested photocopy of RTC documents of land (7/12 etc) pertaining to the year of acquisition of land by Konkan Railway. (Document of recent date not accepted).

Candidates should ensure that the land acquired details and names of landlosers are matching in both SLAO and Tahsildar certificates.

**12.** Applications not accompanied by any of the above documents and incomplete applications will be summarily rejected. No further correspondence in this respect shall be entertained.

**13.** Candidates are warned that submission of false information will render them liable for immediate dismissal, if selected without any notice. In addition, KRCL reserves the right to take any action as deemed fit.

**14.** Konkan Railway holds all the right to alter the vacancies and other procedure as notified or cancel the recruitment against this notification as it may deem fit without citing any reason.

ANY KIND OF CANVASSING WILL RESULT IN DISQUALIFICATION OF CANDIDATE AT ANY STAGE OF SELECTION WITHOUT ASSIGNING ANY REASON. NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.

MANAGEMENT DECISION ON SELECTION WILL BE FINAL AND NO CORRESPONDENCE WILL BE ENTERTAINED FROM OR ON BEHALF OF UNSUITABLE CANDIDATES.

KONKAN RAILWAY HAS NOT NOMINATED ANY AGENT/S FOR RECRUITMENT. CANDIDATES SHOULD NOT FALL PREY TO ANY FALSE PROMISES MADE BY ANYONE. DOING SO WILL BE AT THEIR OWN RISK AND THE CORPORATION IS NOT RESPONSIBLE FOR IT.

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