



दक्षिण पूर्व रेलवे  
**SOUTH EASTERN RAILWAY**

Office of the  
Pr. Chief Personnel Officer,  
Garden Reach, Kolkata-700043

संख्या/No. SER/P-HQ/Ruling/0/867/Pt.III (E- 304643)  
To  
The All Concerned  
**S.E. Railway**

दिनांक/Dated: 30.04.2025

**NOTIFICATION**

Sub: Calling of options for filling up vacancies of Group-C staff at Railway Recruitment Board, Ranchi.

Ref: Chairman/RRB/Ranchi Notification No. RRB/RNC/Estt.-XI dated 31.01.2025

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RRB/Ranchi vide their letter No. RRB/RNC/Estt.-XI dated 31.01.2025 has circulated a Notification regarding fulfilment of vacant clerical cadre post of Sr. Clerk-cum-Typist, Jr. Clerk-cum-Typist and Jr. Translator.

In order to fill up the vacancy give wide publicity in all units/sections under your control so that the willing Group-C staff can exercise their option as per format attached at **Annexure-A**.

**1. Vacancies:**


Sl. No.	Post	Level	Vacancy
1.	Senior Clerk-Cum-Typist	5	01
2.	Junior Clerk-Cum-Typist	2	02
3.	Jr. Translator	6	01

**2. The serving Railway employees may apply subject to following terms and conditions:**

- i. Preference will be given to employees having knowledge in computers (working efficiency in MS Office), IPASS, HRMS, IREPS, E-office, OIRMS etc.
- ii. Eligible and willing employees have to submit their application (as per **Annexure-A**) through proper channel to their cadre Controlling Officer (i.e. respective Personnel Officer/Establishment Officer). Respective Personnel Officer/Establishment Officer will send the option directly to Chairman, RRB/Ranchi. The cadre Controlling Officer may please ensure that the concerned employees are free from DAR/SPE/Vigilance cases, if any, while forwarding application to RRB/Ranchi.
- iii. The suitability of the optees will be adjudged by RRB/Ranchi.
- iv. Their lien will be maintained in their parent department of the Railways during their tenure at RRB/Ranchi.

- v. The staff will be posted in RRB and have no right or claim for permanent absorption/posting at RRB/Ranchi and he/she will be returned back/repatriated to parent unit on Administrative convenience.
  - vi. Selected employees will have to work on their existing pay & Level only. They will not get any higher Pay or Level.
  - vii. The application of the interested candidates may be sent alongwith APARs of last 3 years to RRB/Ranchi examining the suitability.
- 3. Last date of submission of Application will be 29.05.2025**

Encl: Application proforma (Annexure-A)

  
(चित्तरंजन कुमार)  
(Chittaranjan Kumar)  
सहायक कार्मिक अधिकारी (आर)  
Asstt. Personnel Officer (R)  
कृते प्रधान मुख्य कार्मिक अधिकारी  
**for Pr. Chief Personnel Officer**

**APPLICATION PROFORMA****Annexure-A**

To,  
The Chairman  
RRB/Ranchi

(Through Proper Channel)

Sub: Option for posting at RRB/Ranchi.

Ref: SER's Notification No. SER/P-HQ/Ruling/0/867/Pt.III (E- 304643) dated  
30.04.2025.

1.	Name in full (Block letters)	:	
2.	Father's/Husband's Name	:	
3.	Date of Birth	:	
4.	Date of appointment & Grade	:	
5.	Department in which working	:	
6.	Present place of posting	:	
7.	Present designation & Level	:	
8.	Present Substantive Grade with Scale	:	
9.	Date of entry to Present Substantive Grade	:	
10.	Educational Qualifications	:	
11.	Whether belong to SC/ST/OBC community	:	
12.	Whether SPE/Vigilance/D&A Case pending	:	
13.	Knowledge in Computers and Digital working	:	
14.	Whether worked in IPASS, HRMS, IREPS, E-Office, OIRMS	:	
15.	P.F Account No.	:	
16.	Mobile No.	:	
17.	Email I'd	:	

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge & belief. I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage of the above selection.

**Signature of the employee**

**Signature of the Controlling Officer**