

RAILWAY CLAIMS TRIBUNAL
2, ESPLANADE (EAST)
KOLKATA-700069

No. RCT/KOL/Engagement/DEO/2019

Date : 29.07.2019

MEMORANDUM

Sub: Out sourcing of Data Entry Operator (DEO) for Railway Claims Tribunal,
Kolkata Bench, Kolkata -700069.

Railway Claims Tribunal, Kolkata Bench, intends to outsource Data Entry Operator as stipulated by Ministry of Railway, Railway Board letter No. 2016/TC(RCT)/6-2/LIMBS dated 26.03.2019 docketed Principal Bench vide No. RCT/DLI/Admn. Policy/2015 dated 15.04.2019.

Willing candidates will attend Walk-in-Interview with filled in application in the prescribed proforma only with requisite enclosure. Details are as under :

Sl. No.	Designation	PAY FIXED	No. of post to be filled up.
01	Data Entry Operator (DEO)	Rs.25,000/-(Rupees twenty five thousand) per month per person as per his actual attendance.	01

Terms and Conditions for engagement of DEO :-

1. The Candidates must be a Graduate with basic knowledge of English language and Computer / IT applications.
2. Salary: The Salary will be paid @ 25,000/- per month per person to the outsourced Skilled/Graduate worker. Total salary to be paid to a DEO will be as per his actual attendance in RCT.
3. The working hours of DEOs will be 08 hours per day from 09.30 hrs. to 18.00 hrs with half an hour lunch break from 13.00 hrs. to 14.00 hrs. on all working days.
4. Since RCT is a judicial organization, it has to be made clear to the candidates that any leak of confidential information may lead to legal action including prosecution against him/her.
5. The engagement will be for a period of 11 months and can be renewed with a break subject to satisfactory performance.
6. Giving one month prior notice by either party can terminate this contractual engagement.
7. Engagement of DEO's under the scheme will not constitute any offer of appointment in RCT or Railways.
8. Recovery has to be made from the monthly wage of the candidate for any willful damage/loss to equipment or property that may be caused by the persons engaged.
9. The age of candidate for engagement as DEO should be minimum of 22 years and not more than maximum 35 years.

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Page:-2

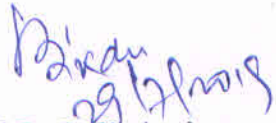
The application can be obtained from RCT/Kolkata office at 2, Esplanade East, Kolkata – 700 069 or can be downloaded from the website of Railway Claims Tribunal (www.claims.indianrail.gov.in./rct), South Eastern Railway (www.ser.indianrailways.gov.in) and Eastern Railway (www.er.indianrailways.gov.in). Interested candidates should attend the interview with filled in application, testimonials (original and one set attested copy) on the notified date, place and time. In case the number of candidates are more, the interview may continue on the next date also.

No TA/DA will be given to candidates called for Test / interview. Candidates have to make their own arrangements.

The date of interview is fixed on 05.09.2019 at 10.30 A.M.

Place of Interview : Railway Claims Tribunal, Esplanade Mansion, 2, Esplanade East, Kolkata 700069.

If any information in the Application found false, his services will be terminated immediately without assigning any reason and appropriate action will be taken against him/her.


(B. C. Sikder)
Additional Registrar.

FORMAT OF APPLICATION FOR THE POST OF DATA ENTRY OPERATOR IN RAILWAY CLAIMS TRIBUNAL-KOLKATA PURELY ON OUTSOURCING BASIS).

To The Addl. Registrar Railway Claims Tribunal Kolkata Bench, 2, Esplanade (East), Kolkata - 700069						Paste here self attested recent coloured passport size photograph.	
1.	Name in Full (IN BLOCK LETTERS)						
2.	Father / Husband Name						
3.	Date of Birth						
4.	Correspondence Address						
5.	Permanent Address						
6.	Telephone / Mobile Number (Mandatory)						
	Email ID (Mandatory)						
7.	Educational qualification (in the reverse chronological order)						
	Name of Board/University	Degree	Year of passing	Percentage of marks obtained	Academic distinctions if any	Subjects specialization	
8.	Present Occupation, if any						
	Name & address of Employer	Designation/post held	Scale of Pay	Period of Service		Nature of Duty	
				From	To		

It is certified that the information furnished above is correct and true to the best of my knowledge.

(Signature)

Place :
Date :

Name: _____