



GOVERNMENT OF INDIA
Ministry of Railways
RAILWAY CLAIMS TRIBUNAL
KOLKATA BENCH

ESPLANADE MANSION
2, ESPLANADE EAST
KOLKATA-700 069
Telephone : 2248-9247
ER-24064
SER (NKG)-(42)250
Fax No. : (033) 2210-3499

No. RCT/KOL/Engagement/DEO/2019

02.08.2021

MEMORANDUM

Sub: Outsourcing of Data Entry Operator (DEO) for Railway Claims Tribunal,
Kolkata Bench, Kolkata – 700069

Railway Claims Tribunal, Kolkata Bench intends to outsource Data Entry Operators as stipulated by Ministry of Railway, Railway Board letter no. 2016/TC(RCT)/6-2/LIMBS dated 26.03.20219 and Principal Bench/RCT/DLI's letter no. RCT/DLI/Admn. Policy/2015 dated 15.04.2019.

Willing candidate will submit application in prescribed proforma with self attested copies of testimonials and experience certificate to Additional Registrar, Railway Claims Tribunal, Esplanade Mansion, 2, Esplanade East, Kolkata – 700069 by post or by hand.

Sl. No	Designation	Pay fixed	No of post
1.	Data Entry Operator	Rs. 25000/- per month as per actual attendance	01

Terms and Conditions:

1. The candidates must be a Graduate with basic knowledge of English language and Computer/IT application s.
2. Salary: The salary will be paid @ Rs. 25000/- per month per person to the outsourced Skilled/Graduate worker. Total salary to be paid to a DEO will be as per actual attendance in RCT.
If the person engaged remains absent, pro-rate deduction will be made from the amount payable to him/her. The amount of deduction will be worked out on the basis of 1/30th of the lump sum amount per day of absence.
3. The working hours of DEOs will be 8 hours per day from 09.30 to 18.00 hrs with half an hour lunch break from 13.30 to 14.00 hrs on all working days.
4. Since RCT is 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 them.
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 under the scheme will not constitute any offer of appointment in Railway Claims Tribunal 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.

Contd.....Page 2

The applications should be in the prescribed proforma can be obtained from RCT/Kolkata office at 2, Esplanade East, Kolkata – 700069 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.indianrailway.gov.in). Application duly filled along with supporting documents should be submitted on or before **31.08.2021**.

No TA/DA will be given to candidates called for Walk in Interview.

Applications received after the due date will not be considered and would be summarily rejected.

The short listed candidates will be intimated on their Mobile Phone or email to attend the Walk in Interview. The Date of Interview will be fixed in due course.

If the information in the application found false, his services will be terminated immediately and without assigning any reason.

- Sd -

**Additional Registrar
Railway Claims Tribunal
Kolkata**

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

To The Additional Registrar Railway Claims Tribunal Kolkata Bench, 2, Esplanade(East), Kolkata-700069		Paste here self attested passport size photograph
1	Name in Full(INBLOCKLETTERS)	
2	Father/Husband Name	
3	Date of Birth	
4	Correspondence Address	
5	Permanent Address	
6	Telephone/Mobile Number(Mandatory)	
7	Email ID(Mandatory)	
8	Educational qualification supporting self attested documents (in the reverse chronological order)	
	Name of the Board/University	Degree
		Year of Passin
		Percentage of Marks obtained
		Academic distinctions if any
		Subjects Specialization
9	Present occupation supporting self attested documents, if any	
	Name & address of Employer	Designation/post held
		Scale of Pay
		Period of Service
		From
		To
		Nature of Duty

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

(Signature)

Place:
Date:

Name: _____