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RAILWAY CLAIMS TRIBUNAL

दिल्ली / Delhi

(प्रधानपीठ / Principal Bench)

15/13, मालरोड, दिल्ली 110054-
13/15, Mall Road, Delhi-110054

Dated 06-09-24

No. RCT/DLI/Admn.Policy/2023

The Additional Registrar,
Railway Claims Tribunal,
All Benches

Sub:- Modalities and Norms regarding engagement of Data Entry Operator on outsourced basis against the sanctioned posts of Sr. Clerk in the Benches of RCT

Ref:- This Office letter No. RCT/DLI/Admn.Policy/2015 dated 22-05-2024

The Terms & conditions for engagement of outsourced Data Entry Operator against the sanctioned post of Sr. Clerk in the Benches of Railway Claims Tribunal contained in Railway Board's letter dated 26-03-202019 has already been circulated to all Benches vide this office letter referred above. After inviting and receipt of applications for the said post, the following modalities and norms for engagement of DEO recommended by the nominated Committee consisting of Vice Chairman(Tech) Allahabad and Vice-Chairman (Judl)/ Secundrabad to follow strictly while engaging Outsourced Data Entry Operator in the Benches:-

Selection process will be divided in two stages:-

- Stage I- Scrutiny of application and short listing of candidates to be called for walk-in interview
- Stage II-Conducting walk-in interview and publishing merit list

A Selection Committee of Three Officers should be constituted by the Administrative Member of the Bench where the outsourcing of DEO is required. In case, the third Member is not available in the Bench, the Selection Committee may consist of Two Officers also.

STAGE-I

- I. The Selection Committee should scrutinize all the applications received by the Bench based on documentary evidence submitted by the applicants.
- II. All applicants must be a graduate with basic knowledge of English language and computer/IT applications.
- III. Short listing of applications may be done based on qualifications and experience.
- IV. Total marks awarded to qualifications and experience should be 10 for each category.
- V. The criteria of marks for qualifications may be as under:

- * Graduate with basic knowledge of English-05 marks
- * Graduate in Computer Science/B.Tech in Computer Science/(BCA)- 04 additional marks
- * Post Graduate in Computer Science (MCA) or equivalent -05 additional marks
- * P.h.D- 05 additional marks
- * Post Graduate in Finance/MBA & other related subjects-04 additional marks