

KONKAN RAILWAY CORPORATION LIMITED

(A Government of India Undertaking)

Belapur Bhavan, Plot No.6, Sector 11, CBD Belapur, Navi Mumbai – 400 614

Requirement of the candidates on fixed term contract basis in Konkan Railway Corporation Limited, for the work related to Udhampur – Srinagar – Baramulla - Rail Link “USBRL” Project, Jammu & Kashmir (U.T).

Notification No. KR/HO/JK/P-R/05/2022 dated 13/04/2022

Konkan Railway Corporation Limited (KRCL) is a Public Sector Undertaking under the Ministry of Railways having its Corporate Office at CBD Belapur, Navi Mumbai and Project Office at Marble Market, Extension- Trikuta Nagar, Jammu, Jammu & Kashmir (U.T). KRCL invites applications for the following posts on fixed term contract on fixed remuneration basis for USBRL Project to be operated in the U.T of Jammu and Kashmir.

Sr. No.	Name of the Post	Fixed Remuneration (In Rupees)	No. of Posts & Category				Age and Qualification.
			SC	ST	OBC	GEN	
1	Office Assistant	29,200/- per month	01	01	01	03	Please see information available below

The period of the contract will be initially for a period of one year, extendable on satisfactory performance and mutual consent as per requirement, if-any. The remuneration will be revised as per the extant guidelines in force for USBRL Project.

The details of the post, category date and time of Walk-in-Interview is as follows: -

Office Assistant – 17/05/2022 to 18/05/2022 reporting time @ 09:00 hrs. to 13:00 hrs.

Category	No. of posts	Date of Interview
SC	01	17/05/2022
ST	01	
OBC	01	
GEN	03	18/05/2022

Place:- USBRL Project Head Office, Konkan Railway Corporation Ltd., Satyam Complex, Marble Market, Extension- Trikuta Nagar, Jammu, Jammu & Kashmir (U.T), Pin- 180011.

Candidates should see the eligibility criteria and application format on the KRCL website www.konkanrailway.com at the link - **Recruitment > Current Notification**. Candidates should report directly for walk in interview along with one copy of application in the prescribed format as given at the above link. Candidates should come for Walk-in-Interview along with Original certificates (age, qualification, caste etc.) and one set of self-attested copies of the same.

No train/bus fare/ TA/DA shall be payable by the Corporation.

Date: 13/04/2022

Place: CBD Belapur

Chief Engineer/Works & Planning

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FORMAT FOR WALK-IN-INTERVIEW

NOTIFICATION NO. _____

I. POST APPLIED FOR _____

II. Name in full in (block letters).....

III. Father's Name

IV. Date of Birth (DD/MM/YY).

V. Age as on 01.04.2022Years and..... months.

VI. Category (GEN/SC/ST/Ex-Serviceman).

VII. Correspondence address.....

.....

VIII. Contact telephone no with STD code/Mobile No.

IX. Email address (for further Communication)

X. Educational qualification (SSC/SSLC onwards)

Exam Passed & Branch.	Year of Passing	Name of the Institute/University	Marks obtained	% of marks

XI – Experience (if any).

Sr. No	Name of the Post and Places where worked	Period		Name & full address of Employer	Nature of Experience & Remarks if any
		From	To		

Declaration: -

I declare that the information furnished by me is true to the best of my knowledge and belief.

Place

Date:

Signature of the candidate

Enclosure: -

- 1.
- 2.
- 3.
- 4.
- 5.

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Notification No. KR/HO/JK/P-R/05/2022 dated 13/04/2022

Konkan Railway Corporation Limited (KRCL) is a Public Sector Undertaking under the Ministry of Railways invites applications for the following post on contract basis on fixed remuneration for USBRL Project, J&K (U.T).

Sr. No.	Name of the Post	Fixed Remuneration (in Rupees)	No. of Posts & Category				Essential Qualification & Experience.
			SC	ST	OBC	GEN	
1	Office Assistant	29,200/- per month.	01	01	01	03	Full time 03 years regular graduation in any discipline or equivalent degree with not less than 55% marks from a recognized University/Institution. & Minimum 5 years post qualification Experience in Central/State Govt. preferably in Railways or PSU in the fields mentioned in the job description.

Desirable: Advance Computer Course of duration of not less than 06 months on MS- Windows Operating System and Desktop Applications such as MS Office (Word, Excel, Access and Power Point), e-mail Management and Internet.

The period of contract will be initially for a period of 01 (One) year, extendable on satisfactory performance and mutual consent as per the requirement, if any.

Age: - The upper age limit of candidates should be maximum 62 years for the post of **Office Assistant**, as on 01/04/2022. No further age relaxation is permitted.

Candidate fulfilling the above criteria may report for walk-in interview along with one copy of application, prepared in the prescribed format as available in the KRCL website **www.konkanrailway.com at the link: Recruitment > Current Notification**, along with original and one set of self-attested copies of all required certificates (age proof, qualification, Caste certificate, etc).

The details of the post, qualification, category date and time of Walk-in-Interview:

Office Assistant - 17/05/2022 to 18/05/2022 reporting time @ 09:00 hrs. to 13:00 hrs.

Place:- USBRL Project Head Office, Konkan Railway Corporation Ltd., Satyam Complex, Marble Market, Extension- Trikuta Nagar, Jammu, Jammu & Kashmir (U.T), Pin- 180011.

Registration Time: - 09.00 hrs to 13:00 hrs only on the date of walk-in interview.

Category	No. of posts	Date of Interview
SC	01	17/05/2022
ST	01	
OBC	01	
GEN	03	18/05/2022

After preliminary verification of the applications/Documents submitted by the candidates in person, the eligible candidate(s) will only be interviewed. Candidates should come prepared to stay for minimum 2-3 days, if required, at their own cost. **No train/bus fare/ TA/DA shall be payable by the Corporation.** Applications should be complete and strictly as per the prescribed format.

Applications not conforming to the prescribed format or having illegible/ambiguous certificates or without certificates or incomplete will be summarily rejected.

Documents to be attached with the filled application:

1. Self-attested copies of certificate in proof of qualification.
2. Self-Attested copy of Proof of Date of Birth.
3. Self-Attested copy of **Caste certificate in the format required for Central Government** employment (in case of SC/ST/OBC-NCL). Candidates belonging to OBC but coming under the Creamy Layer are not entitled for OBC reservation. They should indicate their category as GEN. Certificate in support of claims for Ex-servicemen is required.
4. Two recent passport size photographs.
5. Experience certificate as per work & field mentioned.
6. NOC from present employer (If working in any organisation).

General Information (Applicable to all applicants):-

1. Candidates who fulfil the eligibility criteria will be interviewed.
2. Candidates are advised to check their eligibility before coming for walk-in-interview. As per the criteria mentioned in the notification only will be eligible.
3. The candidates must bring all original certificates, along with one set of self-attested photocopy in proof of age, caste certificate, educational qualification, experience certificate etc on the date of walk in interview, failing which candidate will not be eligible for interview. Certificate in support of claims for Ex-servicemen is essential. Retired employee should bring the service certificate/Retirement order etc.
4. Incomplete or vague educational qualification will be invalid.
5. Even after contractual agreement, if any document/ certificate/ information are found incorrect or false in any scrutiny or verification, then the contractual service will be immediately terminated forthwith without assigning any reason and prior notice, besides legal action which may also be initiated.
6. The Corporation reserves the right to cancel/ restrict/ curtail/ enlarge the contract engagement process, if need so arises, without any prior notice and without assigning any reasons thereof.
7. The outstation candidates must come prepared to stay for minimum 02 days at their own expenses, if required.

8. Selected candidate will have to pass prescribed medical examination before the contract is entered into, for fitness to perform the work awarded. The cost of the medical expenses shall be borne by the candidate only.

Selection process: -

1. The candidates shall arrive on time at the venue and get registered with the nominated KRCL official for the walk-in-interview as indicated.
2. The candidate will be interviewed by a nominated Committee and the selection will be finalized on merit based on the performance in the interview, qualification etc. All the eligible candidates will be first interviewed by a nominated Committee and the shortlist panel will be prepared. The shortlisted candidates who are found suitable will be engaged subject to found suitable in the prescribed Medical Examination.
3. The decision of the Nominated Committee will be final and binding.

The other broad terms of contract are given below for information of the candidate which are subject to changes at the time of actually entering into the contract, at the discretion of KRCL, which may please be noted: -

1. JOB DISCRIPTION: -

Office Assistant: Office Assistant is primarily responsible to assist the KRCL officials in the works related to personnel Department in USBRL Project i.e. preparation of noting, drafting, preparing proposals, Contract management, preparing various monthly reports, Maintain the circulars & Policies, arrangements of various functions, up-keepment and maintenance of records, petty cash management and Any other works as assigned from time to time by the administration of KRCL.

2. PERIOD OF CONTRACT:-

Initially, the contract tenure will be for a period of One year, and extendable on satisfactory performance and with mutual agreement as per the requirement. The contractual service is required for USBRL Project of KRCL. This is not a regular establishment post.

3. POSTING:

The selected candidates will be posted in USBRL Project, J&K and transferred anywhere in the area of operation of KRCL, including any of its Project sites.

4. REMUNERATION & BENIFITS:-

Monthly remuneration is ₹. 29200/- includes the HRA and Transportation allowance. The other benefits are as below:

- a) The selected candidates will be covered under KRCL's Special Insurance Scheme for an amount of ₹. 25,00,000/- while on duty at site in Jammu & Kashmir (U.T) for self only.
- b) KRCL will pay ₹.350/- per month to Office Assistant towards usage of mobile phone.
- c) Free bachelor accommodation will be arranged at site for selected candidates. Messing allowance of ₹.7000/- per month to Office Assistant will be paid.
- d) KRCL will pay a maximum of ₹. 750/- per month to Office Assistant towards Medical Allowances.
- e) The selected candidates shall be entitled for reimbursement of premium of mediclaim policy to the extent of ₹.1333/- per month from the recognized insurance company for self and family taken by him/her. The reimbursement will be made to him on production of original receipt of payment of the premium.

5. TRAVEL ON DUTY AND EXPENSES:-

- a) Fare equal to 3rd tier AC class other than Rajdhani/Shatabdhi/Duronto type trains to Office Assistant may be reimbursed on production of Bill/Vouchers while travelling on duty in the interest of organization.
- b) **Expenses and cost:** - The fixed rate of 100% expenses at the prevailing rates of Rs.500/- per day to Office Assistant for outside J&K (U.T) while on duty during the course of contract period and will be payable to Office Assistant as detailed below:-

For 12 hours and above:- 100%

For 6 hours and above:- 70%

Less than 6 hours:- 30%

- c) **Rest House:-** Rest House of KRCL, if available, will be provided while on duty or reimbursement of hotel charges as per rates fixed by KRCL will be allowed, on production of vouchers.

6. LEAVE:-

Contract appointee will be entitled for fully earned leave of 15 days on completion of every 6 months of contract period (2.5 days per month). This leave can be accumulated. However, no encashment is permitted. In addition, the appointee will be eligible for 8 days Casual Leave in a calendar year. Weekly off and other public holidays, as applicable to concerned offices, at the place of posting will be applicable. Normal working hours will be the same as per the Corporate/ Project Head office/Site offices. However, the appointee will be required to work in shift duty as and when required.

7. TERMINATION:-

1. The Corporation reserves the right to terminate the contract without assigning any reason, by giving 3 months notice or payment in lieu thereof. Similarly, the appointee will be required to give 3 months notice to KRCL for termination of contract.
2. The candidates selected for the above contractual agreement shall not be absorbed in KRCL regular service. The candidates therefore, shall not have right to claim for permanent absorption in KRCL, and shall be required to give an undertaking in writing to KRCL to that effect.
3. The selected candidates shall be paid the consolidated remuneration as mentioned herein above and shall not be eligible or entitled to any other benefit or allowance. Further on engagement, he/she should also attend emergencies and other calls of duties, as demanded and expected, during their day to day activities.
4. In the event the appointee is found involved in undesirable activities such as embezzlement, unlawful activities (including passing on confidential information of KRCL), unauthorized absence, in-subordination or breach of any of the terms of contract without prejudice to the right to initiate civil/criminal proceedings, the contract appointment shall be terminated.

The termination of contract and its consequences: -

- a) In addition to the above conditions, the contract agreement shall be terminated on: -
 - i) Completion of last day of contract period or any extended period thereon.

- ii) The breach of any terms of contract of employment by contract employee.
- iii) The last day of the 3 months' notice period of termination issued by either side or payment in lieu thereof by either party.

b) If any litigation on whatsoever account is initiated by or against KRCL, the cause of which lies in contract period, the presence of contract appointee will be required, even after termination or expiry of the contract agreement.

c) Upon any premature termination or expiration of contract for any reason, the contract appointee shall return to KRCL any property belonging to KRCL, all tools and plants, documents, any passwords or user ids etc. under his control. This will include all confidential information regarding work, hard and soft copies of documents and information of whatever description of whatever form, tangible or intangible in his possession, together with copies, notes or summaries of such documents and his own working papers which are derived or based upon such documents.

d) They will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.

e) Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.

The Contract Appointee shall be governed by Indian Laws and shall be subject to the judicial courts in **Jammu & Kashmir (U.T)/Navi-Mumbai/Mumbai**.

Statutory Income Tax, Professional Tax and other taxes will be deducted at source, as applicable from time to time.

8. TRAINING:-

Suitable introductory training, if required will be arranged at a location to be decided by KRCL.

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.

The above terms are broad in nature and only for guidance and are subject to change while entering into agreement at the time of contract appointment.

In order to break the chain of transmission of COVID-19, the candidates should Wear face mask and Maintain Social distance and follow COVID Appropriate Behaviour (CAB) during the entire process.

In the venue thermal scanning of temperature will be done. No candidates will be permitted to enter the venue without proper mask.

"Together we can fight Coronavirus"
