

## CENTRE FOR RAILWAY INFORMATION SYSTEMS

(An Organisation of the Ministry of Railways, Govt. of India)

No. CRIS/HQ/ESTAB/93/2025-PERS (Comp. N0 3187)

Dated 04.08.2025

### VACANCY NOTICE No. 18(R) /2025

1.	Nomenclature of the Post	:	Manager/ Dy. Manager (Civil)
2.	No. of vacancies	:	01 (One)
3.	Location	:	New Delhi
4.	Duration and Term of Deputation	:	Five years on usual terms & conditions of deputation
5.	Term of Appointment	:	Deputation
6.	Scale of Pay	:	Level 11/12 (as per 7 <sup>th</sup> CPC Pay Matrix)
7.	Job Description/	:	<ul style="list-style-type: none"> <li>Responsible for the construction, maintenance, and repair of CRIS buildings, including horticulture works. Oversees project execution, coordinates with vendors, and ensures compliance with safety regulations and statutory norms.</li> </ul>
8.	Eligibility, Experience and Specific Requirements, if any.	:	<ul style="list-style-type: none"> <li>Employees of Central/State Governments, Public Sector Undertakings, Government Industrial Undertakings, Academic Institutions, Semi-Government and Autonomous Bodies, or Local Authorities working at Level 10, 11, or 12 as per the 7th CPC Pay Matrix, and having experience in the Civil Engineering domain, are eligible to apply.</li> <li>Candidates must possess a degree in Civil Engineering (B.Tech/B.E.) from a recognized university/institution. Applicants should be well conversant with working in a computerized environment.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Officer working in substantive grade of level 10 &amp; 11 with minimum two years' service in respective grade (s) will be considered for level 11 &amp; 12 respectively.</li> <li>Officers working in Level 11 and 12 and considered for deputation at the same level will be eligible for deputation allowance as per Central Govt. rules.</li> </ul>
9.	Desirable Requirements	:	<ul style="list-style-type: none"> <li>Sound knowledge of civil engineering design, project estimation, and contract management.</li> <li>Hands-on experience with project management tools and civil engineering software (e.g., AutoCAD, STAAD Pro, MS Project).</li> <li>Should be capable of preparing technical reports, drawings, Bill of Quantities (BOQs), and tender documents.</li> </ul>

चाणक्यपुरी, नयी दिल्ली - 110021

CHANAKYAPURI, NEW DELHI - 110021

टेलीफोन/ TELEPHONE : 24104525, 24106717, फैक्स/FAX : 91-11-26877893



			<ul style="list-style-type: none"> <li>• Ability to coordinate with contractors, consultants, and government agencies to ensure timely completion of works.</li> <li>• Excellent communication and drafting skills.</li> </ul>
10.	Age	:	Not more than 55 years
11.	The date up to which CRIS is exempted from the rule of immediate absorption.	:	Up to 19.05.2026
12.	Retention of Railway accommodation during deputation tenure in CRIS	:	Yes. Retention of Railway accommodation is permissible as per Board's guidelines issued from time to time.
13	Perks and Benefits	:	<ul style="list-style-type: none"> <li>• Leasing Private accommodation is admissible at the rates admissible to Railway officers.</li> <li>• Officers joining CRIS on deputation basis may opt for CRIS medical facilities for self and dependent family members. To avail this facility, Railway officers must surrender their Railway medical cards upon joining CRIS.</li> <li>• Transportation benefits will be provided as per Central Government rules.</li> <li>• Other benefits will be extended as per the extant policy in vogue.</li> </ul>
14.	Closing Date	:	30 days from the date of issue.
15.	Web Address	:	<a href="http://www.cris.org.in/Career/">www.cris.org.in/Career/</a>

### **Notes:**

1. Willing Railway officers should apply through the HRMS portal using their individual HRMS account, as per Railway Board instructions circulated vide letter no. ERB-1/2013/2/70 dated 24.04.2023 (copy enclosed).
2. Railway applicants who are unable to apply on the HRMS portal may apply in the prescribed application format (Annexure-I attached). The application should be forwarded through their administrative officer (Ministry/HQ/Board, etc.) to CRIS/Railway Board along with:
  - No Objection Certificate
  - Vigilance/D&AR clearance
  - APARs for the last five years

As per Railway Board's letters No. 2018/E(O)II/41/1 dated 08.02.2023 & 13.04.2023, all Zonal Railways/PUs are required to forward such applications to the Railway Board at least 7 days prior to the closing date of the vacancy notice for timely consideration by the Competent Authority. All forwarded applications should also be emailed to:

✉ [manojkumar.rail@gov.in](mailto:manojkumar.rail@gov.in) ✉ [usd@rb.railnet.gov.in](mailto:usd@rb.railnet.gov.in) ✉ [sethi.preeti@cris.org.in](mailto:sethi.preeti@cris.org.in)
3. Applicants from other Ministries/Departments/Organizations should apply in the prescribed application format (Annexure-I) and forward their application through their administrative officer/parent organization along with:
  - No Objection Certificate
  - Vigilance/D&AR clearance
  - APARs for the last five years

*Preeti*



Advance copies sent directly to CRIS will not be considered unless the application is also officially forwarded by the concerned Ministry/Department. All such applications should additionally be emailed to:

✉ [sethi.preeti@cris.org.in](mailto:sethi.preeti@cris.org.in)

4. Only those applications which are duly forwarded through the proper administrative channel will be considered. Advance copies sent directly to CRIS will not be considered.
5. Eligible and suitable applicants will be shortlisted based on eligibility and experience criteria, as per the vacancy notice.
6. Selection criteria will be as per Railway Board's letters:
  - No. 2017/E(O)II/41/5 dated 25.05.2017
  - No. 2018/E(O)II/41/1 dated 07.03.2018

  
**(Preeti Sethi)**  
**Manager/Personnel**

Photo**PRESCRIBED PROFORMA****FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS**

<b>Important</b> (please don't leave blanks)	Vacancy Notice No. (appears on the top middle side of notice)	
	File No. (appears on the top left side of notice)	
	Post against which application has been submitted	
	Choice of station (wherever applicable)	

**Personal Data**

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS/ Joining Date (Date of entry into Time Scale)	:	
8.	Date of entry in Gr. B (Wherever applicable)	:	
9.	Present Pay level with basic pay as on date of application as per 7 <sup>th</sup> CPC.	:	
10.	Present Designation & Place of Posting	:	
11.	Current Office Address	:	
12.	Contact Details	:	
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(C) Telephone (R)	:	
	(d) Mobile Number	:	

## 13. Educational Qualifications: -

S. No	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

## 14. Experience Details: -

S No.	Designation & Place of posting.	Grade (i.e. Gr. B/SS, JAG/SG/SAG)	From	To

15.	Details of previous deputation/ Foreign assignment, if any		
16.	Whether debarred from deputation? If yes, please furnish details.		
17.	Whether cooling off period Completed? If yes, date of return from previous deputation with details, wherever applicable.		

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date: