

KONKAN RAILWAY CORPORATION LIMITED

NOTIFICATION No.CO/P-R/15/2013

The Corporation invites applications from **regular** Central Govt. employees working in Railways and other Central Govt. Department and Central PSUs for appointment **on Immediate Absorption basis** against the regular posts in **Konkan Railway Corporation Limited**.

Sr. No	Category	CDA	No. of posts	Upper Age limit as on 01.01.2014	Eligibility Criteria for Immediate Absorption	
					Holding CDA Pay Band+ Grade Pay in Parent Cadre	Holding IDA Pay Scales in Central PSUs
01	Dy. Finance Advisor & Chief Accounts Officer	<b>PB-4 Rs. 37400 to 67000 with GP Rs. 8700/- OR PB3 Rs. 15600 to 39100 with GP Rs. 7600/- as per suitability.</b>	<b>03</b> , (UR-01, OBC-01 and SC-01)	55 Years	PB-3 Rs.15600-39100 with GP Rs.7600/- .OR PB-3 Rs.15600-39100 with GP Rs.6600/-	Working in E5 (32900-58000) or E4 (29100-54500)

The shortlisted eligible candidates may be required to undergo written test and those who qualify in written test will be called for Personal Interview and Medical examination as per Railways standards before being employed in Konkan Railway Corporation Limited.

Candidates should ensure that they see the Instructions, eligibility and other details of the notification on [www.konkanrailway.com](http://www.konkanrailway.com) under the link Vacancy->Recruitment/Current->Notifications. Applications in prescribed format as given at the above link and completed in all respects along with enclosures and **clearly mentioning the above Notification No. and Post applied for** should reach this office at Belapur Bhavan, Plot No. 6, Sec-11, CBD Belapur, Navi Mumbai--400614 on or before **17:30hrs. of 15.01.2014**. **Incomplete Application forms or the applications not accompanied by the required documents will be rejected and no correspondence on the same shall be entertained.**

Date: 26.11.2013

Place: Belapur

**Chief Personnel Officer**

# KONKAN RAILWAY CORPORATION LIMITED

## APPLICATION FORM

**EACH ONE OF US IS RESPONSIBLE TO MAKE OUR COUNTRY  
CORRUPTION-FREE – SAY NO TO OFFERING OR ACCEPTING BRIBES**

RECRUITMENT NOTIFICATION NO.: \_\_\_\_\_

CATEGORY APPLIED FOR: \_\_\_\_\_

**NOTE : PLS NOTE THAT ALL THE COLUMNS GIVEN BELOW SHOULD BE  
FILLED.**

Latest  
Passport size  
Photograph  
of the  
Candidate

(To be self attested)

01. Name of the Candidate: Mr/Mrs/Ms. \_\_\_\_\_

02. Father's Name: Mr. \_\_\_\_\_

03. Full postal address for communication: \_\_\_\_\_  
\_\_\_\_\_

Pin code \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_

04. Date of Birth (as on 01-01-2014): Year \_\_\_\_\_ : Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

05. Sex \_\_\_\_\_ : Male / Female

06. Caste \_\_\_\_\_ : SC / ST / OBC / General (strike out which is not applicable)

07. Educational Qualification :

(i)

Year of Passing	Name of Exam	Name of Board/University	Percentage of Marks obtained

(ii) Details of other qualifications, if any \_\_\_\_\_

08. Work Experience:

Sr.No	Post held	Year (From – to)	Pay Scale	Brief description of job

09. Computer Proficiency: -----  
10. Details of the family member, who is already employed in KRCL (if any) \_\_\_\_\_  
\_\_\_\_\_

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I hereby declare and certify that the above information is true and correct to the best of my knowledge. If any information furnished by me is found to be incorrect /false, my application is liable to be rejected/my services are liable to be terminated at any stage, if recruited.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant

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List of documents enclosed (Please indicate 'TICK' [✓] in the box)

**(NOTE: FAILURE TO ATTACH ANY OF THESE DOCUMENTS WILL RENDER THE APPLICANT LIABLE FOR REJECTION)**

- |   |                          |
|---|--------------------------|
| 1. Attested copies of certificate in proof of qualification<br>(As per the qualification specified in Instruction Sheet)  | <input type="checkbox"/> |
| 2. Attested copy of Proof of Date of Birth  | <input type="checkbox"/> |
| 3. Attested copy of caste certificate in the format required for Central<br>Government Employment (in case of SC/ST/OBCs) | <input type="checkbox"/> |
| 4. Two attested passport size photographs.  | <input type="checkbox"/> |
| 5. Attested copy of all documents regarding experience last served  | <input type="checkbox"/> |

**I hereby certify that I have read and understood all the instructions regarding the Notification for this Post as given on website [www.konkanrailway.com](http://www.konkanrailway.com)**

\_\_\_\_\_  
(Signature of Applicant)

### **Selection Process & other conditions:**

- a) **Eligibility:**  
i) Candidates working in Central Government department, the applicant must have rendered a minimum 10 years of regular service in officer grade.  
ii) Candidates working in Central PSUs, the applicant must have rendered a minimum 12 years of regular service in executive grade.
- b) **Suitability:** In general applicant must have rendered minimum of 4 (four) years in regular pay scale in the present grade for consideration for the next grade. However Konkan Railway may consider granting higher grade to deserving candidates.
- c) **Qualification:** Graduation from recognized university with minimum Ist class (60% marks). Post graduation, CA, ICWAI, MBA(Finance) are desirable. Proficiency in Computer is also desirable.
- d) The maximum age of the applicant for absorption in the above post shall be **55 (Fifty five)** Years as on 01.01.2014.
- e) Selection of the eligible and short listed candidates for immediate absorption shall be based on written test, (The qualifying marks for written Test will be fixed by the management) Personal interview and assessment of **Annual Performance Appraisal Reports** with the following weight age.

<b>Annual Performance Appraisal Reports</b>	Experience Profile	Additional professional qualifications	Personality, Aptitude, General Awareness, Comm. Skill	Qualifying %
25	50	10	15	60%

- f) The candidates should submit their applications through proper channel with NOC. Advance copy of the application may be accepted. They should have earned **minimum four (04) years of Annual Performance Appraisal Reports (if due) after regular appointment** in the qualifying grade in the parent organization. The candidate should request their parent organization to forward **Annual Performance Appraisal Reports** for preceding **04** years (i.e 2012-13, 2011-12, 2010-11, 2009-10 ) along with the application to Konkan Railway Corporation Limited. Joining date should not be more than 90 days if the selection is confirmed.
- g) In cases where No Objection Certificate/forwarded application/**Annual Performance Appraisal Reports** is not received from the employer before the interview, the candidate may be provisionally interviewed based on self-certified copies of **Annual Performance Appraisal Report** for the preceding 04 years from the candidates and can be provisionally selected, subject to receipt of letter of acceptance of resignation from the competent authority in parent organization before joining Konkan Railway Corporation Limited.
- h) The date of immediate absorption will be reckoned from the date joining in Konkan Railway Corporation Limited after acceptance of resignation by the competent authority in parent organization.
- i) Although reservation rule is not applicable in Deputation and Absorption as per extant instruction of Government of India; however, the eligible Schedule cast/Schedule Tribe applicants will also be considered along with others.
- j) **Selection Methodology:** The shortlisted eligible candidates may be required to undergo written examination followed by Personal Interview on the selection

process as decided by the Management of KRCL, prescribed medical examination before being employed in Konkan Railway Corporation Limited.

Note: If there are more than ten applications, the written exam will be held to short list the candidates, which is discretionary.

- k) **Job Description:** (All or some of the following items at the discretion of Management): Correct Apportionment of originating freight and coaching earnings from Zonal Railways. Correct receipt of freight and coaching earnings from Zonal Railways. Realization of additional freight share on account of diverted freight movement. Interaction with Zonal Railways and Railway Board. Preparation of Balance Sheet, Traffic Books. Timely billing of various vouchers and it's realization. Paras of Comptroller and Auditor General audit, Statutory Audit, Special Audit, Internal Audit compliance of traffic accounts section and reply to audit references and observations. To deal with Traffic section proposals requiring finance member in commercial contracts. Entrusted with Timely Compilation of Originating Coaching and Goods Earnings. Timely reconciliation of Station Collection with various Banks and transfer of the same to Pooling Branch. Timely Billing of Carriage and Postal Haulage Bills and prompt realization of the same. Financial Vetting of Commercial Contracts. Attending quarterly Transfer Clearance meeting to ensure realization of legitimate Freight Diversion Earnings. Rendering financial advice on all proposals of the Corporation having financial implications including capital budget items. To actively participate in tender committees as a finance member. To maintain, update the Schedule of Powers. To arrange to pass pay sheets and other dues of officers and staff of Corporate Office/ Belapur and Regional office/ Delhi. Fixation of pay, Cadre vetting, Man Power planning, etc. Co-ordinates with internal Auditors and various units/ branches for conduct of Internal Audit. Co-ordinates with Govt. Auditors and conduct tripartite meetings to clear audit inspection reports and suggest improvements in the system of working. In charge of finance and accounts of Anti Collision Device project. Settlement of Pension cases, Provident Fund, Gratuity, Leave encashment, Insurance etc. after due verifications. Compilation and Finalization of Accounts including Publication of Financial Results and Audit. Submission of Cash flow and various Financial and Accounting Statements to Management, Railway Board, Director PSU, State Govt. etc. Compilation and Finalization of Revenue Budget for Internal as well as MOU purposes. Attending Tender Committee Meetings for Stores/ Works Contracts within the delegated powers. To Coordinate with Information Technology Dept for various module developments for Accounts Department. Project related work at Corporate office. Any other work assigned by the management from time to time.

**Perks and Allowance:** HRA/Leased Accommodation, **Medical Facility as per the extant rules of KRCL.**

**Place of Posting: Anywhere in the projects/offices of the Corporation preferable Corporate Office of KRCL at Belapur, Navi Mumbai.**

**How to Apply:** Candidates satisfying the conditions of eligibility may submit their application in the prescribed format. The candidates are advised to strictly follow the application format and the same may be downloaded from Konkan Railway Corporation Limited website at [www.konkanrailway.com](http://www.konkanrailway.com) and fill-up the same. The application should be properly signed. Application form complete with all respect should be sent at the following address.

**Assistant Personnel Officer (Recruitment), Konkan Railway Corporation Ltd, Plot No.6, Belapur Bhavan, Sec-11, CBD Belapur, Navi Mumbai-400614.**

**Instructions:**

- i) Application should be sent on A4 size paper as per the prescribed format only.. However, candidates submitting more than one application for the same post will be summarily rejected.
- ii) Certificate for proof of age or educational qualifications should not be attached at this stage but candidates should satisfy themselves thoroughly about their eligibility in all respects before applying.
- iii) Application not submitted in the prescribed format will be summarily rejected. Candidates may keep photo copy of application sent for future record.
- iv) Candidature will be cancelled at any stage of recruitment process or after recruitment/joining, in case any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in this advertisement.
- v) The envelope containing the application should be super scribed “**Application for the post of .....2013**”. One envelope should contain only one application.
- vi) Journey fare (TA/DA) for appearing in the interview will not be reimbursable.

**Last date for receipt of application: 17:30hrs. of 15.01.2014.**

5. **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.**
6. **NO CORRESPONDENCE WILL BE ENTERTAINED FROM OR ON BEHALF OF INELIGIBLE CANDIDATES.**
7. **KONKAN RAILWAY HAS NOT NOMINATED ANY AGENT/S FOR RECRUITMENT. CANDIDATES SHOULD NOT FALL PREY TO ANY FALSE PROMISES MADE BY ANYONE. DOING SO WILL BE AT THEIR OWN RISK AND THE CORPORATION IS NOT RESPONSIBLE FOR IT.**