

**RAILWAY CLAIMS TRIBUNAL  
MUMBAI BENCH**

19/T Wigwam,  
180, P D' Mello Road,  
Mumbai 400 001  
Ph: 22623932, 54977  
Dt : 03-05-2019

No. RCT/Mumbai/4/8

**MEMORANDUM**

Sub : Out sourcing of Data Entry Operators for Railway Claims Tribunal, Mumbai Bench, Mumbai - 400 001.

Railway Claims Tribunal, Mumbai Bench, Mumbai intends to out source Data Entry Operators as stipulated by Ministry Of Railway, Railway Board letter No. 2016/TC(RCT)/6-2/LIMBS dated 26-03-2019 and Principal Bench/RCT/DLI's Letter No.RCT/DLI/Admn. Policy /2015 dated 15-04-2019.

Applications in the prescribed proforma only with requisite enclosure are invited from the candidates as under :

S. NO	Designation	PAY FIXED	No of post to be filled up
01	Data Entry Operators	₹..25000/- per month Per person as per his actual attendance.	04

Terms and Conditions:-

1. The Candidates must be a Graduate with basic knowledge of English language and Computer / IT applications. Candidates having English Typing on Computers with speed of 40 WPM or above need only apply. The knowledge/ experience in English Stenography be an additional qualification.
2. Salary : The salary will be paid @ ₹..25000/- per month per person to the outsourced Skilled/Graduate worker. Total salary to be paid to a DEO will be as per his actual attendance in RCT.  
If the person engaged / hired 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 1/30<sup>th</sup> 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.
6. Giving one month prior notice by either party can terminate this contractual engagement.
7. Engagement of DEO's 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.

The Applications should be in the prescribed Proforma can be taken from RCT / Mumbai office at 180, P. D' Mello Road, Mumbai – 400 001 or can be downloaded from the Website of Railway Claims Tribunal ( [www.rct.indianrail.gov.in](http://www.rct.indianrail.gov.in) ) & Western Railway ( [www.wr.indianrailways.gov.in](http://www.wr.indianrailways.gov.in) ). Application should be duly filled enclosing copies supportive documents / certificates and should be Addressed to Additional Registrar at the above address and to be submitted **on or before 27-05-2019** ( Last date – 27-05-2019 ).


No TA/ DA will be given to candidates called for Test/ Interview. Comfitures have to make their own arrangements.

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 Test / Interview. The Date of Test/interview is fixed on **31-05-2019 at 10.30 am.**

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

Encl : Proforma.

  
अपर रजिस्ट्रार, रेल दावा अधिकरण, मुंबई  
Additional Registrar, Rly. Claims Tribunal, Mumbai  
( Rewat Singh )  
Additional Registrar  
RCT / Mumbai.



**FORMAT OF APPLICATION FOR THE POST OF DATA ENTRY OPERATOR IN RAILWAY CLAIMS TRIBUNAL - MUMBAI (PURELY ON CONTRACTUAL BASIS)**

						Paste here self attested recent coloured passport size photograph
1	Name in Full ( IN BLOCK LETTERS )					
2	Date of Birth					
3	Father/ Husband Name					
4	Correspondence Address					
5	Permanent Address					
6	Telephone / Mobile Number/ FAX No/ Email ID ( Telephone / Mobile Number and Email ID are mandatory )					
7	Present Occupation, If any					
8 a	Educational Qualifications ( In the reverse chronological order ) : ( With Certificates)					
	Name of Board / University	Degree	Year of passing	Percentage of Marks Obtained	Academic Distinctions, If any	Subjects/ Specialization.
8 b	English Typing Speed ( with Certificates )					
	Name of Institution	Govt./ Board	Year of passing	Grade, if any	Speed	Remarks

8 c	English Stenography Speed ( with Certificates ) Additional Qualification					
	Name of Institution	Govt./ Board	Year of passing	Grade, if any	Speed	Remarks
8 d	Computer / IT Applications Courses ( with Certificates )					
	Name of Institution & Course	Govt./ Board	Year of passing	Grade, if any	Remarks	
9	a) Speed in Computer typing - English					
	b) Speed in Stenography English					
	c) Knowledge of proficiency in Computer applications					
10	Details of Employment, if any :					
	Name and Address of the Employer	Designation of the post held	Scale of Pay including present pay	Period of Service		Nature of duty / Experience
				From	To	

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

Place :

Date :

( Signature )

Name : \_\_\_\_\_