



**रेल दावा अधिकरण :: गुवाहाटी**  
**RAILWAY CLAIMS TRIBUNAL, GUWAHATI BENCH**  
 Station Road, Guwahati - 781001

No.RCT/GB/89/Contractual Data entry operator/2019

Dated: 07.09.2021

Sub:- Outsourcing of Data Entry Operator (DEO) for Railway Claims Tribunal, Guwahati Bench

Railway Claims Tribunal, Guwahati Bench intends to outsource 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.

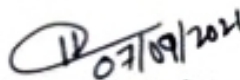
Willing candidates may mail their applications in prescribed proforma attached herewith along with scanned copies of testimonials and experience certificate to Email: <adrrctgb2012@gmail.com>

Sl. No.	Designation	Pay fixed	Nos. of Post	Last date of online submission of application
1.	Data Entry Operator ( Contractual)	₹ 25,000/-per month as per actual attendance	02 ( two)	20.09.2021

**Terms and Conditions:**

1. The candidates must be a Graduate with basic knowledge of English language and Computer/IT applications.
2. Salary: The salary will be paid @Rs.25000/- per month per person to the outsourced Skilled/Graduate worker. Total salary to be paid to a DEO will be as per actual attendance in RCT.
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 subject to satisfactory performance.
6. Giving one month prior notice by either party can terminate this contractual engagement.
7. Engagement of DEO 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 wilful damage/loss to equipment or property that may be caused by the persons engaged.
9. Preference will be given to candidates with two years experience.
10. No TA/DA will be admissible to the candidates called for the Selection test.
11. Applications received after the due date will not be considered and would be summarily rejected.
12. The shortlisted candidates will be intimated on their mobile phone or email to attend the selection test, the date of which will be fixed in due course.
13. If the information in the application found false, his services will be terminated immediately and without assigning any reason.
14. Candidates are to bring their original testimonials for physical verification, when called for selection test.
15. **NOTE: In case the number of candidates is more than 20, on-the-spot skill test would be conducted to assess proficiency in data entry operation . For this reason candidates are requested to bring their own laptop / I - pad etc.**

  
Additional Registrar  
Railway Claims Tribunal  
Guwahati

**FORMAT FOR APPLICATION FOR THE POST OF DATA ENTRY OPERATOR IN RAILWAY CLAIMS TRIBUNAL GUWAHATI BENCH PURELY ON OUTSOURCING BASIS**

To The Additional Registrar Railway Claims Tribunal Guwahati Bench Station Road, Guwahati - 781 001	Paste here self attested passport size photograph
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1	Name in Full (IN BLOCK LETTERS)					
2	Father's/Husband's Name					
3	Date of Birth					
4	Correspondence Address					
5	Permanent Address					
6	Telephone/Mobile Number (Mandatory)					
7	Email Id (Mandatory)					
8	Education/Technical Qualifications (in the reverse chronological order)					
	Name of the Board/University/Institution	Degree/Diploma/Certificates	Year of Passing	Percentage of Marks obtained	Academic Qualification, if any	Subjects specialization
9	Experience, if any					
	Name and address of Employer	Designation/Post held	Scale of Pay	Period of Service		Nature of Duty
				From	To	

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

Place:

Date:

(Signature)

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