



रेल दावा अधिकरण  
**RAILWAY CLAIMS TRIBUNAL**  
मुंबई पीठ  
**MUMBAI BENCH**

19/T Wigwam,  
180, P D' Mello Road,  
Mumbai 400 001  
Ph: 022-22623932  
**Dated : 18-10-2021**

**NO. RCT/Mumbai/4/8/2**

**NOTIFICATION**

Sub : Outsourcing of Data Entry Operators ( DEO) in Railway Claims Tribunal, Mumbai Bench ( RCT ).

Railway Claims Tribunal, Mumbai Bench, Mumbai intends to Outsource **Data Entry Operator ( DEO )** as stipulated by Ministry of Railways, Railway Board's letter No. 2016/TC(RCT)/6-2/LIMBS/ dated 26-03-2019 and Principal Bench's letter No.RCT/DLI/Admn.Policy/2015 dt.15-04-2019.

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

Sr No	Posts	Fixed Remuneration	No of vacancies
01	Data Entry Operator	₹. 25000/- per month	Four ( 04 )

The terms and conditions of this Outsourcing shall be as under :-

1. The candidates must be a Graduate ( LAW Graduate preferred ) with minimum age of 22 yrs & maximum age of 35 and having 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 will be preferred.

2. Salary: The salary will be paid @ **₹.25000/- per month** per person ( **₹.Twenty Five Thousand only** ) to the outsourced Skilled/ Graduate worker. The total salary to be paid to a DEO will be as per his/ her actual attendance in RCT.

If the person engaged/ hired remains absent, pro-rata deduction will be made from the amount payable to his/ 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. The Prof. Tax will be deducted as per the extant rules.

3. The working hours 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 of this office.

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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 or till such time regular incumbent is posted by Zonal Railway, whichever is earlier and can be renewed with a break, depending upon the performance.
6. The engagement with RCT is purely on contract basis. By giving one months notice by either party can terminate this contractual engagement.
7. Engagement as DEO with RCT under this scheme will not constitute any offer of appointment in Railway Claims Tribunal or Railways.
8. Recovery shall be made from monthly wage of the candidate for any willful damage/loss to equipment or property that may be caused by persons engaged.

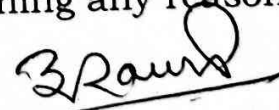
The applications should be in the prescribed Proforma can be taken from office of RCT / Mumbai at 19/T, " WIGWAM ", 180, P. D'Mello Road, Opp. Platform number 18 of CSTM, Mumbai - 400 001 or can be downloaded from the Websites of Railway Claims Tribunal ( [www.rct.indianrail.gov.in](http://www.rct.indianrail.gov.in) ) & Central Railway ( [www.cr.indianrailways.gov.in](http://www.cr.indianrailways.gov.in) ). Applications should be duly filled enclosing copies of supportive documents / certificates and should be addressed to "Additional Registrar" at the above address and to be submitted **on or before 16-11-2021** ( Last Date of application to be reached in office 16-11-2021 / 16.30 Hrs ).

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

Applications received after the due date & time will not be considered and would be summarily rejected.

The short listed candidates will be intimated on their Mobile numbers or email to attend the Test/ Interview.

If the information in the application found false, his / her service will be terminated immediately and without assigning any reason.



अपर रजिस्ट्रार, रेल दावा अधिकरण, मुंबई  
Additional Registrar, Rly. Claims Tribunal, Mumbai  
( A C Tiwari )  
Additional Registrar  
RCT/Mumbai.

Encl : Proforma