



रेल डिब्बा कारखाना, कपूरथला  
Rail Coach Factory, Kapurthala

कार्यालय  
महाप्रबंधक/कार्मिक  
रेडिका/कपूरथला

2E/RCF/GAZ// RE-ENGAGE

Dated 08.01.2025

**RE-ENGAGEMENT NOTIFICATION**

**Sub.: Re-engagement of Retired Railway officers (PS-I) as consultant.**

Ref: Railway Board's letter No. 2024/E(GR)/I/38/1 dated 29.08.2024 & 08.11.2024.

- Applications are invited from willing retired Railway officers for re-engagement as Consultant on fixed monthly remuneration in exigencies of service in Rail Coach Factory, Kapurthala fulfilling the following conditions of eligibility:
  - Age : must be below 65 years of age as on 23 January 2025.
  - Pay Level (on date of retirement) : Group 'B' (Level-08 & Level-09).
  - Vacant post (Private Secretary -I) =01.
- The re-engagement of retired Railway Officers, PS-I is proposed in Rail Coach Factory, Kapurthala.
- Terms & conditions of re-engagement are enclosed as Annexure-A.
  - Terms of reference for consultants (duty list) enclosed as Annexure - I to IV.
- Format of application is enclosed as Annexure-B.
- Mode of submission of application:** Applications can be submitted by any of the following:-
  - Email at [rcfgaz@gmail.com](mailto:rcfgaz@gmail.com).
  - Speed post / registered post to Dy.CPO-II, Personnel department, Admin Block Rail Coach Factory, Kapurthala Punjab – 144602.
  - Dy.CPO-II, Whatsapp No.9779241604.
- Last date for receipt of applications : 23.01.2025.
- Re-engagement shall be governed by Railway Board's letter No.2024/E(GR)/I/38/1 dated 29.08.2024 & 08.11.2024.

**Note: This scheme shall be valid only up to 31.12.2026.**

Enclosures:

- Terms & Conditions (Annexure-A)
- Prescribed pro forma (Annexure-B)
- Railway Board's letter (Annexure-C)

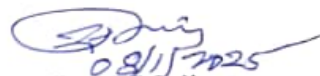
  
( एस. पी. मंडल )

उप मुख्य कार्मिक अधिकारी-II  
कृते महाप्रबंधक/कार्मिक  
रेडिका/कपूरथला

**The re-engagement shall be as per the following terms & conditions:**

1. General Manager/RCF shall be empowered to re-engage retired (PS-I) Group 'B' (Level-08 & Level-09) against vacant posts.
2. Remuneration: A Fixed Monthly Remuneration, i.e., Last Basic Pay minus Basic Pension, shall be paid which shall remain unchanged for the term of the contract. Annual increment / percentage increase and Dearness Allowance shall NOT be allowed during the contract period. (Example for determining remuneration shall be as given in DoE's OM No.F.No.3-25/2020-E.IIA, dated 09.12.2020).
3. The duties & responsibilities of the retired officers (PS-I) re-engaged as assigned by RCF administration.
4. Suitability / competency of the retired officer shall be adjudged on the basis of last five APARS as per established norms for a DPC, before such re-engagement by a three member committee of PHODS/CHODs, as appointed by General Manager. While re-engaging such officers, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
5. The period of re-engagement shall be initially for a period of ONE year and further extendable as per requirement. No retired officer shall be engaged beyond the validity of the scheme i.e., not beyond 31.12.2026.
6. Maximum age limit of the re-engagement shall be 65 years.
7. The re-engagement of Consultant shall not be considered as a case of re-employment.
8. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed nor carried forward in case the engagement is extended. Also, no payment in lieu of unutilized leaves will be paid at the time of discharge/expiry of the contract.
9. Consultants shall not be entitled to HRA and residential accommodation. However, Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed - not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. Consultants may be allowed TA/DA for official tour, if any, as per their entitlement at the time of retirement.
10. The designation shall be PS-I, (consultant).

11. Consultants shall not be made in-charge of units like any Branch Officer in divisions nor be given independent charge in any Construction unit. They shall not be given Financial and D&AR powers and nor shall not be authorized to issue any safety certificate.
12. Consultant shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same. For this purpose, the Consultant shall sign an Agreement of Confidentiality with the Government of India containing a clause on Ethics and Integrity.
13. Dy. CPO-II is authorized to execute contract agreement on behalf of RCF administrative after acceptance of offer of engagement as consultant by Retired officer. The contract agreement shall be executed on Non-judicial stamp paper of Rs. 100/- value & duly notarized & registered with notary.
14. The re-engaged officer shall be discharged immediately on joining of selected candidate(s) from UPSC or through departmental selection as per the recommendation of PHOD/CHOD concerned.

  
08/11/2025  
Dy. CPO-II  
RCF/KXH.

**Annexure-B**

To,  
General Manager(P)  
RCF/Kapurthala.

Paste recent  
Colour  
passport  
Size  
photograph

**Sub.: Application for Re-engagement of Retired Railway Officers (PS-I) as Consultant on contract basis.**

Ref.: Railway Board's letter no. 2024/E(GR)/I/38/1 dated 29.08.2024 & 08.11.2024.

With reference to the above, I hereby submit my application for the post of Consultant.  
My details are furnished below:

1.	Full Name (in BLOCK letters):	
2.	Last Designation:	
3.	Last Office /PU/Division/HQ:	
4.	Department:	
5.	Date of Birth:	
6.	Date of Retirement:	
7.	Community (UR/OBC/SC/ST/PwBD):	
8.	PPO No. (Copy of PPO to be enclosed)	
9.	Place of posting	RCF
10.	Aadhaar Card No.:	
11.	Mobile No.:	
12.	Email address:	
13.	Postal Address:	
14.	Permanent Address:	

**WORK EXPERIENCE DETAILS**

S.No.	Organization details with posts held during service i.e from joining in Gazetted cadre till retirement	Level, Scale of pay & pay	From	To	Nature of work performed

**DECLARATION:** I hereby declare that the above information is true to the best of my belief and information. I agree to be re-engaged as Consultant as per terms and conditions laid down vide GM(P)/RCF/ Kapurthala notification under reference above.

The following documents are submitted for your perusal and consideration.

- (i) Copy of last PPO.
- (ii) Copy of SC/ST/OBC/PwBD certificate (if applicable).
- (iii) Copy of complete Bio-data.
- (iv) Service Certificate.
- (v) Pan card and Aadhar card.
- (vi) Two passport size photos.
- (vii) Last 05 years APAR.
- (viii) Available documents pertaining to details mentioned in work experience column shall be attached.
- (ix) A cancelled cheque.

Place:

Date:

(Signature of Applicant)  
Name: