



**INDIAN RAILWAYS INSTITUTE OF FINANCIAL MANAGEMENT**  
**(MINISTRY OF RAILWAYS)**  
**Moula Ali, Secunderabad-500040**  
**pairifm@gmail.com phone. 070-83406**



No.AAD/IRIFM/ Notif/Managers/2022-23

Date: 01.12.2022

**NOTIFICATION**

**All Concerned  
Indian Railways**

**Sub: Filling up of ONE ex-cadre post of Manager (Conf.) / IRIFM in Level-8 of Pay Matrix (Pre-revised scale with Pay Band of Rs.9300-34800 + GP: 4800/-).**

It is proposed to fill up ONE ex-cadre post of Manager (Confidential) in IRIFM in Level-8 of Pay Matrix (Pre-revised Scale Pay Band of Rs.9300-34800 + GP: 4800/-), from amongst the staff of Indian Railways (including the Railway Board) fulfilling the conditions specified herein:

**A. ELIGIBILITY CRITERIA:**

(i) Holding any analogous post on regular basis in Level-8 of Pay Matrix (not by MACP).

**OR**

(ii) Having at least five years of regular service in the Level-7 of Pay Matrix (not by MACP).

Note:

- (1) Employee fulfilling the Eligibility Criteria No.(i) will be placed in Level-8 of Pay Matrix at Basic Pay drawn by him in his parent cadre.
- (2) Employee fulfilling the Eligibility Criteria No.(ii) will be placed in Level-7 of Pay Matrix at Basic Pay drawn by him in his parent cadre, by temporarily operating the post in Level-7 of Pay Matrix.
- (3) Employee fulfilling the Eligibility Criteria No.(ii) but has already been granted ad-hoc promotion to Level-8 of Pay Matrix in his parent cadre will be placed in Level-8 of Pay Matrix at Basic Pay drawn by him in his parent cadre.

The service in this post will not qualify the incumbent for any benefit of increment etc. in any scale other than that applicable to the grade of his parent cadre. Further, he will continue to be eligible for all selections and promotions in his regular grade and any subsequent grant of promotion/NFSG in his parent cadre during the tenure of this post will be granted.

**B. DESIRABLE:**

1. At least ten years of total service in Indian Railways as on the date of this circular.
2. Good service record with proven integrity (free from DAR/SPE/Vigilance angle).
3. Ability to independently handle correspondence related work with good knowledge of typing, computers and internet.
4. Previous experience of dealing in work of confidential nature and coordinating with higher rank officers.

*V. N. C. Sharma*

**C. NATURE OF DUTIES:**

Nature of work involves taking care of the HR related confidential activities at IRIFM, such as handling of APARs, DAR / Vigilance related correspondence with various offices, authorities and higher officials, independently.

**D. DURATION:**

The post of Manager (Confidential) (Level-8) is an ex-cadre post. The tenure of the post will initially be 04 (four) years, which is extendable by one year, as may be considered necessary. However, if the performance of the selected employee is not found to be satisfactory, he will be repatriated to his parent cadre at any time before completion of tenure, without assigning any reasons.

**E. SELECTION PROCESS:**

The selection will be based on APARs of last three years, previous work experience and by interview, if necessary.

**F. SUBMISSION OF APPLICATIONS:**

Applications as per the enclosed proforma should be complete in all respects, duly enclosing DAR/Vigilance Clearance and the APARs of last three years.

**Applications along with all relevant enclosures, processed through proper channel, should reach this office NOT later than 31.12.2022 and can be mailed at [pairifm@gmail.com](mailto:pairifm@gmail.com).**

2. Therefore, it is requested to give wide publicity to this Vacancy Circular amongst the eligible candidates across the Indian Railways (including the Railway Board) and applications received may be forwarded in the proforma along with all the enclosures.
3. This Vacancy Circular and the proforma of application can be downloaded from IRIFM website i.e. <http://irifm.indianrailways.gov.in> under the "About Us" tab.

*K K Subramani*  
**(K K Subramani)**  
**AFA/Trg/IRIFM**  
**For IRIFM/SC**

**Email: [pairifm@gmail.com](mailto:pairifm@gmail.com)**

...व.स. (प्रशिक्षण)/A.E.A. (Training)  
आ.रे.प्र.सं/IRIFM  
सिकंदराबाद/Secunderabad  
रेल मंत्रालय/Ministry of Railways

(Enclosure to letter No. AAD/IRIFM/Notif/Mangers/2022-23,Dated 01.12.2022)

**Application for the Post of Manager(Confidential) in Pay Matrix Level-8 of 7<sup>th</sup>  
PC**

Name	
PF No.	
Designation / Station	
D.O.B / D.O.A	
Substantive Grade/Level	
Date of entry into present Pay Level	
Educational Qualifications	
Whether punished as a result of Vig/SPE Cases	Yes/No
Working knowledge in Computers	Yes/No
Official contact phone No. & CUG if any	

**Date:**

**Signature of Applicant**

It is certified that the above service particulars are verified and found correct. There are no DAR/SPE/VIG cases pending against him. The grading as per APARs and Educational Qualifications as per Service Register is as under:

Year	2019-20	2020-21	2021-22	Academic Qualification as per SR
APAR Grading				
Integrity as mentioned in the APARs				
Details of undergoing Punishments / Contemplates				

**Signature of Cadre Officer**

**Signature of Controlling Officer**

**Date:**

**Date:**