



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: 29-01-2025

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)**.

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	Two (02)

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

1. The candidates must be a Graduate with UGC recognized university minimum age of 22 yrs & maximum age of 35 and having basic knowledge of English language and Computer / IT applications. 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, a pro-rata deduction will be made from the amount payable to him/ her. The amount of deduction will be worked out on the basis of 1/30th of the lump sum amount per day of absence. The Prof. Tax will be deducted as per the extant rules.
2. 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.
3. 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.
4. 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.
5. The engagement with RCT is purely on contract basis. By giving one months notice by either party can terminate this contractual engagement.
6. Engagement as DEO with RCT under this scheme will not constitute any offer of appointment in Railway Claims Tribunal or Railways.

7. The hired DEOs will not be entitled to get any other facilities like leave pay, medical, passes, PTOs, transportation etc. further, they will have no claim or right for appointment on regular basis and will not be a part of the clerical cadre of Railway.
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.

Selection process will be divided in two stages:-

- Stage I- Scrutiny of application and short listing of candidates to called for walk-in interview
- Stage II-Conducting walk-in interview and publishing merit list

A Selection Committee of Three Officers should be constituted by the Administrative Member of the Bench where the outsourcing of DEO is required. In case, the third Member is not available in the Bench, the Selection Committee may consist of Two Officers also.

STAGE-I

- I The Selection Committee should scrutinize all the applications received by the Bench based on documentary evidence submitted by the applicants.
- II All applicants must be a graduate with basic knowledge of English language and computer/IT applications.
- III Short listing of applications may be done based on qualifications and experience.
- IV Total marks awarded to qualifications and experience should be 10 for each category.
- V The criteria of marks for qualifications may be as under:

SR NO.	Criteria of marks for qualifications	Marks
1	Graduate with basic knowledge of English	05 Marks
2	Graduate in Computer Science/B.Tech in Computer Science/(BCA)	04 Additional Marks
3	Post Graduate in Computer Science (MCA) or equivalent	05 Additional Marks
4	P.hD	05 Additional Marks
5	Post Graduate in Finance/MBA & other related subjects	04 Additional Marks
6	Certificate Course	01 Additional Marks

- The highest marks in this category cannot exceed 10

VI The criteria of marks for experience may be as under:

SR NO.	Criteria of marks for experience	Marks
1	More than 2 years experience of working in e-platforms in Tribunals/NIC or IT related work as DEO in Govt Depts/Courts/PSUs	10 Marks
2	More than 1 year experience of working in e-platforms in Tribunals /NIC or IT related work as DEO in Govt Depts/Courts/PSUs	07 Marks
3	Less than 1 year experience of working in e-platforms /NIC or IT related work as DEO in Govt Depts/Courts/PSUs	05 Marks

➤ The highest marks in this category cannot exceed 10

VII Based on qualifications and experience, the Selection Committee should short-list candidates and invite the candidates five times the number of vacancies for a walk-in interview before the selection committee. In case the number of short-listed candidates on the basis of above evaluation exceeds five times, the number of vacancies with a number of candidates getting same marks, the marks obtained by the candidate in his graduation should be used to draw a merit list and the candidates may be called for walk-in interview before the selection committee accordingly.

STAGE-II

- i) In walk in interview of the shortlist candidates, emphasis should be given by the Selection Committee on selecting candidates with proven experience of data entry, proficiency in typing speed, aptitude for strong diligence and time management skills.
- ii) A test of the data entry skills of the shortlist candidates must also be conducted by the Selection Committee wherein they may be asked to complete the filing of a data entry set in Microsoft Excel in a given time frame, for example, a cause list of the Bench consisting of 30 items to be filled in 10 minutes in Microsoft Excel and they may be assessed on their proficiency in terms of their speed and accuracy. Total marks awarded to this test must be 20 marks.
- iii) All the short-listed candidates may be interviewed by the Selection Committee to test their computer/IT application knowledge and the criteria may be as under:

SR NO.	Criteria of marks for Interview	Marks
1	Test their computer/IT application knowledge	05 Marks
2	Test of basic knowledge of English language	03 Marks
3	Overall personality and the candidates may be given marks by the Selection Committee as per their ability	02 Marks

Total marks awarded by this interview will be 10.

Marks awarded to all the short-listed candidates for qualifications, experience, data entry skills and personal interview should be added up and a merit list drawn. Thereafter, based on merit list, names of the candidates may be recommended for contractual appointment as Data Entry Operator.

- Police verification not more than 6 months from the last date of notification.
- Medical fitness to be certified by Government Medical Hospital.
- Character Certificate to be issued by Gazetted Officer/ Special Executive Magistrate.

The applications should be in the prescribed Proforma and can be taken from the 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). **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 05-03-2025 by 15.00 Hrs.**

No TA/DA will be given to candidates called for a 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 shortlisted candidates will be intimated on their Mobile numbers or email to attend the Test/ Interview.

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



(Prakash Parmar)
Additional Registrar
RCT/Mumbai.

Encl : Proforma

अवर रजिस्ट्रार
Addl. Registrar
रेल दावा अधिकरण, मुंबई
Rly. Claims Tribunal, Mumbai

RAILWAY CLAIMS TRIBUNAL, MUMBAI BENCH

**FORMAT FOR 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	Name of Father/ Husband					
4	Permanent Address					
5	Correspondence Address					
6	Telephone/ Mobile Number(Whatsapp)					
7	Email ID (Mandatory)					
8	Present Occupation, if any					
9	Educational Qualifications (With Certificates) :					
9a	Name of University/ Board	Degree	Year of Passing	Percentage of Marks obtained	Academic Distinction, if any	Subjects/ Specialization
9b	English Typing Speed (With Certificates)					
	Name of Institution	Govt. Body/ Board	Year of Passing	Grade, if any	Speed wpm	Remarks

Details of earlier Experience, if any :						
10	Name & Address of Employer	Designation of the post held	Period of Service		Nature of Duties/ Experience	Certificate from Employer
			From	To		

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

Place :

(Signature)

Date :

Name : _____