

NORTHERN RAILWAY

**HEAD QUARTER OFFICE
BARODA HOUSE
NEW DELHI**

No: 522-E/41/1025/Circulation/EIHA/2024**Dated: .10.2025**

The DRMs, N. RL- DLI, UMB, MB, FZR & LKO
CWM/CB-LKO, AMV-LKO, JUDW & ASR
Dy. CCM/Claims/BSB, CAO/CONST/K.GATE/DELHI
CAO/COFMOW/TILAK BRIDGE, NEW DELHI
CCM/IT/IRCA/NDLS, CCO/State Entry Road, New Delhi
CPRO/SE Road/NDLS, Dy. CE/Bridge/HQ, JUC & LKO
Secy to GM, SDGM, AGM, PCPO, PCSC, PCCM, PCSTE, PCE,
PCEE, PCME, PCMM, PCMD, PCOM, CE/TMC, CBE, CE/G,
Dy. GM/Law, Dy. GM/G, ASO/NDBH.

Sub: Filling up of Non- Gazetted Ex-Cadre posts at IRIFM.**Ref:** IRIFM's notification No. AAD/IRIFM/Cadre/25-26 dated 17.10.2025

Please find enclosed letter no. AAD/IRIFM/Cadre/25-26 dated 17.10.2025 of IRIFM, Ministry of Railways, for filling up of Ex-Cadre posts at IRIFM with the terms & conditions enclosed therein.

Options are invited from willing and eligible staff for filling up the following vacant posts in IRIFM, Ministry of Railways (vacancy notice, application form enclosed)

S. No.	Category of Staff	Pay Level	Vacancies
1	SSE/JE/IT	L-6	2
2	Manager Guest Service	L-7	1
3	Manager Guest Service	L-6	1
4	Manager Guest Service	L-7	1
5	Physical Training Instructor	L-7	1
6	Training Assistants	L-6	2
7	Janitor	L-4	1
8	Office Superintendent	L-6	4
9	Assistant Manager (Logistics, Mess, Hostel)	L-5	3
10	PA/STENO	L4/L-6	4
11	Office Asst	L-1	5
12	SSE/JE/Works/Elect/Tele	L-6/L-7	4
	Total		29

Application of the willing staff with relevant enclosures for the posts mentioned above may be called for & forwarded **by their controlling officer to email id pairifm@gmail.com (Closing date: 17.11.2025) from the date of issue of IRIFM circular** through proper channel along with D&AR/Vigilance/SPE clearance and last 3 years of APARs enclosed with the applications. Form must be VERIFIED by the Controlling Officer/Establishment Officer.

Digitally Signed **For General Manager/P**
Kumar
Date: 28-10-2025 18:15:58
Reason: Approved



भारतीय रेल वित्तीय प्रबंधन संस्थान
INDIAN RAILWAYS INSTITUTE OF FINANCIAL MANAGEMENT
(भारत सरकार / GOVERNMENT OF INDIA)
(रेल मंत्रालय / MINISTRY OF RAILWAYS)
Moulali Ali, Secunderabad-500040



No.AAD/IRIFM/Cadre/2025-26

Date: 17.10.2025

PCPOs – All zonal railways

Sub : Wide publicity of IRIFM's Notification for filling up of non-gazetted ex-cadre posts– Reg.
Ref : IRIFM's Notification No.AAD/IRIFM/Cadre/25-26 dated 17.10.2025

Greetings from IRIFM !

As per the directives issued by Railway Board vide their letter No. No.2022/E(Trg.)/37/3 (Pt.I) dt.16.01.2025, IRIFM is now Nodal CTI for Indian Railway Personnel Service also. Further, IRIFM Campus-II is also being developed and augmented for imparting training for non-gazetted staff of the Personnel Department. In collaboration with CRIS, training on various existing and forthcoming modules of HRMS is being planned for the staff and officers working in the field. 100 + personnels has already been given hands on training on various modules of HRMS in the past two months.

In this regard, with the expanded mandate, IRIFM has got additional vacancies in non-gazetted cadre which needs to be filled on priority in order to achieve excellence in training delivery and training outcomes. Therefore, it is humbly requested to kindly re-notify the Notification cited above for wide publicity at your end please. This will enable the establishment of the CTI for the Personnel Department in a more effective and structured manner.

Encl: IRIFM's Notification dated 17.10.2025

Professor (Relations Management)/IRIFM

Copy to:

Dy. Director(Trg.), Railway Board: for kind information.

Secretary to DG/IRIFM: for information of DG/IRIFM
PS to ADG/IRIFM: for kind information of ADG/IRIFM



**INDIAN RAILWAYS INSTITUTE OF FINANCIAL MANAGEMENT
(MINISTRY OF RAILWAYS)
Moula Ali, Secunderabad-500040**



No.AAD/IRIFM/ Cadre/25-26

Date: 17 .10.2025

NOTIFICATION

Sub: Filling up the Non- Gazetted Ex-Cadre posts at IRIFM.

It is proposed to fill few Non-gazetted posts as mentioned below on Ex-Cadre Basis at IRIFM by calling the volunteers from the employees working in the categories.

S.NO	Category of staff	Pay Level	Vacancies
1	SSE/JE IT	L-6	2
2	Manager Guest Services (Welfare)	L-7	1
3	Manager Guest Services (Mess)	L-6	1
4	Manager Guest Services (Hostel)	L-7	1
5	Physical Training Instructor (PTI)	L-7	1
6	Training Assistants	L-6	2
7	Janitor	L-4	1
8	Office Superintendent	L-6	4
9	Assistant Manager (Logistics, Mess, Hostel)	L-5	3
10	PA/STENO	L4/L6	4
11	Office Asst	L-1	5
12	SSE/JE/Works/Elec/Tele	L-6/L-7	4
	TOTAL		29

The normal tenure is 03 (Three) years which can be extended to a maximum period of 5 years.

However, the administration reserves the right to repatriate any staff at any time even before completion of tenure without assigning any reason on administrative grounds.

Other Terms and Conditions:

- The posts are Ex-cadre tenure post.
- Lien of the selected employee will be with the parent department.
- Candidate selected in same grade will not be allowed any promotion.
- Those staff who are eligible in terms of the conditions stipulate above should submit their application in the prescribed proforma enclosed in "Annexure-A" duly forwarded by their controlling officer duly advising DAR/SPE/Vig case position.
- The application with all relevant enclosures, processed through proper channel may be mailed to pairifm@gmail.com.

Last date of Receipt of Applications	17.11.2025
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f. The Vacancy Circular may be given wide publicity amongst eligible candidates across Indian Railways. The Vacancy circular and Proforma may be downloaded from IRIFM Website i.e. <https://www.irifm.indianrailways.gov.in/website/> under About Us Tab – Announcements.

This issues with the approval of competent authority.



(NEERAJ ANAND)

PROFESSOR RELATIONS MANAGEMENT/IRIFM

Copy to:

All PFA's/PCPOs of Zonal Railways, All CTIs, Workshops, Production Units. May please give wide publicity.



For IRIFM/SC

ANNEXURE

Proforma

Application for the post of _____ at IRIFM
THROUGH PROPER CHANNEL

- 1. NAME OF THE EMPLOYEE :
(in block letters)
- 2. Designation/Office :
- 3. Date of Birth :
- 4. Date of Appointment :
- 5. Present Basic Pay & Level as per 7th CPC :
- 6. Whether belongs to SC/ST/ UR :
- 7. Academic Qualification :
- 8. Work Experience :
- 9. Mobile No & Email
- 10. Any other particulars considered relevant for the post applied for :

Affix recent
Passport size
Photo and s
Should be
attested

Station :
Date : Signature of the Staff

I _____ declare that the details furnished above are true and I shall abide the terms and conditions notified in the in the notification for the post _____

Signature: _____

Service particulars furnished by the above named employee are verified And found correct. Any DAR/SPE/Vig case pending, if any. Enclosed copy of last 3 years APARs.

Signature of the Forwarding Officer