दक्षिण पूर्व रेलवे/South Eastern Railway

मण्डल रेल प्रबंधक ,कार्यालय (का)
Office of the DRM (P)/KGP
Dated: 25.02.2025

संख्या/No. SER/P-KGP/EE/210/Selec/JE(Works)/25% (DPQ)/25

To
The Sr. Divisional Engineer (Co),
S. E. Railway/Kharagpur.

NOTIFICATION

Sub:		Selection through Centralized CBT for formation of panel of JE/Works in Pay Matrix Level-6, against 25% DPQ of Civil Engineering Department of Kharagpur division.
Ref:	i)	SER Estt. Srl No. 07/2024 & 54/2024.
	ii)	PCPO/GRC's Draft Notification No. SER/P-HQ/EE/JE(Works)/Draft notification/2025 dated 21.02.2025

In terms of RBE 05/2024 circulated vide SER Estt. Srl No. 07/2024, it has been decided to conduct Selection through Centralized CBT for formation of panel of JE/Works, L-6, against 25% Departmental Promotional Quota (DPQ) of Civil Engineering Department to be conducted by HQ/GRC at Zonal level as per revised classification of post under schemes for filling up of vacancies consequent upon merger of grade stipulated under Estt. Srl No. 189/2009 (RBE No. 161/2009), 132/2009 (RBE No. 113/2009), RBE No. 21/2014 & RBE No. 20/2017. Accordingly, willingness/un-willingness are invited from the eligible employees as per eligibility criteria furnished at Para-2 below, in prescribed proforma.

The details of the notification are furnished below:

1. **Details of vacancies for JE/Works, L-6 against 25% DPQ of Civil Engineering Department.**

Community	UR	SC	ST	Total
No. of vacancies	09	02	01	12

Horizontal reservation of PwBD

No. of Vacancies reserved for PwBD	Identified category of benchmark disabilities	Functional requirement
01	*Category "c" i.e. Locomotor Disability (OL-One Leg, Dw- Dwarfism, AAV-Acid Attack Victims)*	Sitting, Standing, Walking, Bending, Manipulation with fingers, Reading and Writing, Seeing, Hearing, Communication

Note-

i. Reservation benefit/placement of category of benchmark disability (i.e. category " c") against reserved point No. 1 / 26 / 51 / 76, as the case may be, of horizontal reservation roster of PwBD shall be decided from the selected/qualified candidates of PwBD as per instructions communicated by HQ vide APO(Ruling)/GRC's letter No. SER/P-HQ/Ruling/0/963 dated 31.05.2024.

ii. In terms of Para 9 of APO(Ruling)/GRC's letter No. SER/P-HQ/Ruling/0/963 dated 31.05.2024, if the PwBD candidate(s) are not available for promotion in this recruitment year/selection, same number of vacancies reserved for PwBD shall not be dispensed with and shall be added to the succeeding recruitment year, by way of carrying forward of reservation. PwBD vacancy shall not be kept unfilled and filled by the eligible & qualified candidates of respective category/community as per vertical reservation rules. In subsequent year, if vacancy arises, provision of PwBD reservation which is unfilled in this recruitment year/selection shall be added and filled up, if eligible PwBD candidate becomes available for promotion.

2. ***Eligibility and service conditions of staff:***

i. In terms of Estt. Srl. No. 26/2014 (RBE No. 21/2014) all Sr. Technicians in Level-6 working in Civil Engg. Deptt. (Works) including PwBD candidates of category-'c' (Locomotor disability) who fulfil functional requirement of Post of JE/Works and whose minimum educational qualification is Matriculation or its equivalent are eligible to submit their willingness/un-willingness to appear at the above examination, are advised to submit willingness/un-willingness in prescribed Performa enclosed at Annexure-A.

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ii. If sufficient Senior Technicians at Level-6 (GP-Rs.4200/-) are unwilling to participate in the selection to the post of Junior Engineer(Works), L-6, **by giving unwillingness** or adequate number of eligible Sr. Technician are not available, **only then** Technician-I in level-5 (GP-2800/-) working in Civil Engineering (Works) Department including PwBD candidates of category-C (Locomotor disability) who fulfil functional requirement of post of JE(Works) with minimum education qualification is Matriculation or its equivalent & who have completed 02 years regular service as on date of notification may be made eligible for appearing in the selection as per Estt. Srl No. 26/2014 (RBE No. 21/2014) and as such Technician-I in level-5 (GP-2800/-) are also advised to submit their willingness/unwillingness in the prescribed proforma.

iii. The zone of Consideration (ZOC) for selection will be determined in the ratio of 1:3 basis (three times of above vacancies as per break-up of UR, SC, ST & PwBD) according to seniority.

iv. In terms of CPO/GRC's Estt. Srl No. 153/2006, the cut-off date for determining of the eligibility of the willing staff shall be the **date of issuance of Notification.**

3. **Modified objective and scheme of examination:**

The Selection shall consist of a Centralized Computer Based Test (CCBT) for one stage only comprising of only one paper with following set up:

i. Single paper of 110 marks comprising of 100% Objective Type Multiple Choice Questions (CBT) with following distribution of marks.

Topics	Total Number of Questions	Marks
Technical (professional) subjects & Establishment Rules as per approved syllabus.	100 Questions	100
Official language policy & rules **(Authority: Srl No. 03 of RBE 97/2019)**	10 Questions	10

a) Qualifying marks : 60 Marks out of 100
b) Duration : 90 minutes

ii. Question paper will have 110 questions (100 questions for technical subjects & establishment rules + 10 questions mandatorily from official language policy & rules). Out of 110 questions, 100 questions are to be attempted.

iii. Questions paper will be set in bilingual format (i.e. Hindi/English). In case any dispute/discrepancies in Hindi version, question of English version shall be treated as final.

iv. In terms of RBE 194/2019, There shall be **No Negative marking** for incorrect answer as selection is a against promotional quota and panel will be formed in order of seniority from those qualified.

v. There will be a provision of Supplementary selection strictly following the guidelines laid down in para 11 **of Master circular 31 circulated vide Rly Bd's letter No. E (NG) I/2019/PM 1/20 dated 19.12.2019.**

vi. In terms of Srl. No. 03 of RBE 97/2019, if any candidate answers more than 100 questions, the first 100 attempted questions will be counted for evaluation.

vii. Since, Centralized CBT is to be conducted by HQ, the marks secured by the candidates who will appear in CCBT shall be advised by HQ to respective Divisions/Units for completion of further process of Selection.

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4. **Mode of Selection:**

i. In terms of Para (10) of SER. Estt. Srl. No. 54/2024, after completion of CCBT, the further procedure of Selection will be completed by the constituted Department Promotional Committee (DPC) at Divisional/Workshop level.

ii. The candidates have to obtain a minimum of 60% marks in Professional ability i.e. in written examination (CCBT), for being considered for further selection process of perusal of Service Records, APARs etc.

iii. In terms of RBE No. 17/2014 the final **panel will be made in order of their inter-se-seniority amongst those qualified** who have secured 60% or more marks in professional ability as well as in aggregate.

iv. The post of JE(woks) being a "Safety category post", there will be no relaxation in qualifying marks (60%) in written examination (CCBT) to reserved Community employees as per Para 8(iii) of Master Circular - 31.

v. The allotment of marks under various head for being placed on the panel as per Para 219 (g) of IREM Vol-I, (Reprint- 2009) as under:

SN	Factor/Heads	Maximum marks	Qualifying marks
1	Professional ability	50	30
2	Record of service	30	–
3	Seniority	20	–
	Total	100	**60**

vi. In terms of CPO/GRC's letter No. P/R/14/314/3, dated 27.09.06, SER/P-HQ/Ruling /0/983 dated 23.03.2023 dated 06.04.2023, the marks under the heading " Record of service" is distributed as under:-

SN	Factor/Heads	Maximum marks
1	Educational Qualification	10
2	Entries is Service record (15 marks as per different heads of APARs and 5 marks as per Service Record) viz. Award/Punishment etc.	20
	Total	**30**

The marks under the heading "Record of service" is distributed as under:-

a. **APAR-15 marks:-** Maximum 15 marks will be allotted for APARs, whereby 5 marks Outstanding, 4 marks for Very Good, 03 marks for Good, 02 marks for Average and **Unfit** for Below Average for each of last 03 years APARs (Authority: PCPO/SER's Estt. Srl. No. 177/02 & 266/99 and CPO/GRC's letter no. P/6th PC/32/Pt-I dated 16.06.2011).

b. **Service Record- 05 marks:-** As per SER Estt. Srl. No. 177/02 & 266/99 award and merit certificate for DRM (RSP)/PHOD (RSP)/GM (VRSP)/Rly Board level (AVRSP) in last 3 years, maximum 01 mark for each award/merit certificate will be taken. For major penalty during the 3 years under consideration, 01 mark to be deducted for each major penalty and ½ marks to be deducted for each minor penalty. The maximum marks under this heading should not exceed 05 marks.

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Note: It is also instructed in SER Estt. Srl. No. 177/02 & 266/99 that the above are only guidelines and if necessary, depending upon the circumstances, the Members of the Committee are fully competent to lay down their own guidelines. However, if different guidelines are followed, the same should be spelt out and it shall be uniformly applied to all the candidates.

c. **Educational qualification 10 marks:-** The marks will be allotted as follows:-

Sl. No.	Education Qualification	Marks
1	Post Graduation/Master Degree & Higher	10
2	Degree in Engineering/ Graduation/ Hons. Degree	09
3	HS/10+2/Diploma	08
4	Matriculation/ 10th Pass/ ITI	07
5	Below Matric	06

(Authority: As per PCPO/GRC's letter No. SER/P-HQ/Ruling/0/963 dtd.23.03.2023 & 24.05.2023)

The "Service Record" will be assessed as per the entries available in the Service Register/Personal records with respect to the educational qualification, awards and punishment and based on the grading reported in the APARs.

d. **The Marks under "Seniority" is distributed as under:**
In terms of CPO/SER/GRC's letter No. P/R/14/314/3 dated 27.09.2006, the following distribution of marks are awarded in the column of seniority.

i. Where there are 10 candidates or less called for selection, the senior most will have to be awarded 20 marks while the junior most should be awarded 10 marks and the candidates in between should be awarded marks on pro-rata basis.

ii. Where there are more than 10 candidates called in a selection, the senior most will have to be awarded 20 marks while the junior most should be awarded 7.5 marks and the candidates in between should beawarded marks on pro-rata basis.

e. The assessment under "Professional Ability" will be based on the marks secured by the individual employee in the written examination (CCBT) held as part of selection.

5. **Syllabus:**

The syllabus prescribed for the examination has been approved by competent authority is enclosed as **"Annexure-B"**

6. **Pre-selection coaching:**

a. *Since 02 (Two) vacancies are reserved for SC candidate and 01(One) vacancy reserved for ST* candidate, hence pre-selection coaching to eligible SC and ST candidates only shall be imparted as per syllabus for a period of 3 to 4 weeks. After completion of the pre- selection coaching, a certificate has to be issued by the Controlling officer to the effect that all the eligible SC and ST candidates have been imparted pre-selection coaching for a period of 3 to 4 weeks covering the syllabus prescribed for the examination. In case, any eligible candidates expressed his/her unwillingness for pre-selection, a written declaration to the effect may be forwarded to this office. (Auth: RBE No. 71/1991 & letter No. 88E(SCT)/1/42/2 dated 11.01.1991)

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b. PwBD candidates eligible for appearing in selection shall also be imparted Pre-Selection Training alongwith SC/ST category.

7. **Date of submission of application and consolidated statement:**
Applicants fulfilling the above conditions as on 25.02.2025 as detailed above, should submit applications within the target date, vide Para-(8) below.

8. **Important timelines:**

01	Tentative last date of receiving option	10.03.2025
02	Tentative last date of counter signed by Department	13.03.2025
03	Tentative last date of service particular verification	14.03.2025
04	Tentative date of issue provisional eligibility list	18.03.2025
05	Tentative date of issue final eligibility list after finalization of representation, if any	24.03.2025
06	Tentative date of pre-selection coaching start w.e.f.	28.03.2025
07	Tentative target date of completion of pre-selection coaching	22.04.2025

9. **Notifying to the staff:**
In terms of Railway Board's Letter No.E(NG)I-72/PMI/166 dated 06.06.1972 the Senior Subordinate/Supervisor concerned has to furnish a certificate that "the eligible candidates were duly notified the holding of the selection/examination and asked to submit their applications giving willingness in writing" and forward the same to concerned Personnel Department of the Divisions/Units. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible candidates. This is also being uploaded on www.ser.indianrailways.gov.in→ Division→Kharagpur→Notifications. Candidates have to check the website regularly for further any updates.

10. ***The examination centre:***
The examination centre may be outstation of working Division/Unit and the applicants will have to appear CBT examination as per their allotted city/town/centre. No change of CCBT centre shall be entertained from any applicant and CCBT shall be conducted by a contracted agency outside of Railways.

11. **Medical classification & Medical Examination:**
The post of JE(Works) is classified under Medical category B-1, hence eligible candidates of Civil Engg.(Works) department whose present medical standard is below than B-1 or who has attained 45 years of age and PME is due after attaining 45 years of age shall be sent for medical examination just after declaration of result of CCBT in terms of Para-514(b) of IRMM Vol-I for passing medical standard of B-1, if they are declared qualified in written examination (CCBT). PwBD candidates who will be declared qualified in CCBT shall be sent for medical examination for certification of required functional requirement of JE (Works) post.

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11. **Mandatory Promotional Courses Training:**
Candidates empanelled for promotion to the post of JE (Works) should pass promotional training course of JE(Works) which is mandatory before being promoted as JE(Works) as per extant rules in vogue.

12. **Last date for submission of application:**
The willing and eligible candidates have to submit their application in the prescribed proforma enclosed at Annexure-A to their controlling supervisor on or before 10/03/2025 who will forward the applications in one bunch to the Controlling Officer after scrutiny so as to reach on or before 11/03/2025. The controlling officer has to forward the same in one bunch to Sr. DPO/Kharagpur on or before 13/03/2025. If no applications are received within the stipulated time, the controlling officer needs to forward a "Nil figure certificate" to the Sr. DPO/Kharagpur.

The applications in piece meal manner and which are incomplete or received after the last date will be rejected without assigning any reason.

13. **Other information:**
At any stage of selection, if any staff candidature is found to be defective or not as per extant rules, his/her candidature will be cancelled thereof. Thus, mere calling or being eligible provisionally for the selection does not confer any right to them for such promotion. The administration also reserves the right to cancel the notification/notified vacancies at its discretion, if any discrepancies are found at any stage and such decision will be final and binding on all.

Wide publicity may please be given it amongst eligible categories of staff. A copy of this notification may also be displayed on the notice boards and Divisional/Unit websites.

Encl:

i. Application Proforma **(Annexure-A)**
ii. Syllabus **(Annexure-B)**

सहायक कार्मिक अधिकारी
Asstt. Personnel Officer
कृते वारिष्ठ मंडल कार्मिक अधिकारी
for Sr. Divisional Personnel Officer
दक्षिण पूर्व रेलवे, खड़गपुर
S.E.Railway/Kharagpur.

Annexure-A

Proforma for Willingness/Un-willingness for the post of JE(Works), L-6 against DPQ in Civil Engg. Department of Kharagpur Division

Recent passport size photograph

(Signature of the candidate)

1	Name (In Block Name)										
2	Designation & Station	Substantive:									
		Officiating:	From:				To:				
3	Pay Matrix Level										
4	Employee No.					HRMS ID:					
5	Date of Birth (DD/MM/YYYY FORMAT)		D	D	M	M	Y	Y	Y	Y	
6	Date of Initial Appointment and post:		D	D	M	M	Y	Y	Y	Y	
7	Date of Regular Promotion as Sr. Tech:		D	D	M	M	Y	Y	Y	Y	
8	Date of Regular Promotion as Tech Gr. I:		D	D	M	M	Y	Y	Y	Y	
9	Educational & Technical Qualification as per entry made in Service Record:										
10	Caste/Community:										
11	Whether belongs to PwBD (Yes/No), if yes, mention details and attach relevant documents.										
12	Mobile No (Personal): Mandatory					CUG:					
13	E-Mail Id: (IN CAPITAL LETTERS) Mandatory										

I, the undersigned hereby declare that the particulars furnished above are correct and true to the best of my knowledge. I would be liable for punishment under D&A Rule if the aforesaid information is proved to be false and my candidature will be summarily rejected.

Date:
Station:

Signature of Applicant

(Instruction: Signature and date both are compulsory, otherwise application will be rejected.)

For use of the Controlling Supervisor of the employee)

It is certified that the particulars furnished by the employee are verified with the records available in this office and found to be correct. He/She fulfills the eligibility criteria as stipulated in the notification.

The application is forwarded to Controlling officer for further necessary action please.

Signature with stamp of Controlling Officer/Supervisor

Date:
Station:
Office Seal:

(For use of the Controlling Officer of the employee)

Forwarded the applicant of Sri/Smt./Ms._____to Sr. DPO/KGP for further necessary action:

1. Verified and countersigned.
2. Certified that there are no DAR cases pending against the concerned staff.
   (In case any DAR cases is pending against the above staff, the details may kindly be indicated)

_____

Signature with stamp of Controlling Officer with Designation & Seal

Date:

.....

(For use of the Concerned Personnel Department Officer of the employee)

Certified and verified the particulars as mentioned in the application with available official records viz. Service Record, P/File etc.

_____

Signature of the concerned Personnel Department officer with stamp

Date:

Annexure- B

Uniform Syllabus for the post of JE (Works) against 25% DPQ in Civil Engineering Department over S. E. Railway

Sl	Item
A.	Works
i.	Duties of section engineer (Works)
ii.	Planning and general instructions. Inspection and maintenance of buildings. Inspection of structural steel and timber works.
iii.	Maintenance of sanitary & hygienic conditions in station buildings, yards & Railway colonies, Types of staff/officer's quarters and maintenance aspects of quarters.
iv.	Passenger amenities, stations and yards.
v.	water supply, deep tube wells, pumps, aqueducts and pipelines, water treatment, high level storage, distribution of water & maintenance and operation of water supply installations.
vi.	Drainage & sewerage, water-borne sewerage, maintenance of sewerage and drainage.
vii.	Gardens & plantations, disposal of grass and other natural products.
viii.	Acquisition, management & disposal of land, land records, demarcation and verification of railway boundaries, management of land.
ix.	Preparation of plans.
B.	**Basic Civil Engineering**
i.	**Construction Materials** – Specifications, properties and quality control for materials commonly used in building and Bridge works - Bricks, Cement, Steel, Coarse & Fine aggregates, Wood work, Plumbing work, white washing/colour washing, painting etc.
ii.	**SURVEYING** - Principal of surveying and Classification of Surveys. Chain Surveying. Leveling and Contouring
iii.	**Soil Mechanics** – Classification of soils, phase diagram, definitions – void ratio, porosity, degree of saturation, water content, specific gravity of soil grains, density index and interrelationship of different parameters. Soil compaction, Laboratory compaction test, Maximum dry density and optimum moisture content.
iv.	**CONCRETE & R.C.C.** -Concrete Mixes and Testing of Concrete, Quality Control of Concrete. Workability-Tests for workability of Concrete-Slump Test and Compacting Factor Test. Segregation and Bleeding, Determination of Compressive and Flexural strengths. Curing of concrete. Simply supported and Cantilever RCC beams, one-way & two-way slabs.
v.	**Transportation Engineering** - Types of road materials and their tests. Pavement – Definition, Types, Construction of WBM road, Construction of Bituminous Road, Types of Bitumen and its properties.
vi.	Schedule of Rates - Scope & coverage, AOR and specifications.
vii.	Earth work in in Railway Projects.
viii.	Recording of measurements and processing contractors' bills for payment.
C.	**Tender & Contracts**
i.	Tendering process, Zonal contracts and work orders.
D.	**Schedule of dimension – specifically with reference to clearance for structures in Platform/Stations, and overall moving dimensions.**
E.	**RAJBHASHA RULES**
F.	**Pass, leave & D&A rules, HOER, Minimum wages act**
G.	**General conditions of contract & SOD.**