

No.SER/P-ADA/Genl/210/9/LDCE(20%)/OS/2015

To

The Sr.DEN(Co)/ADA, Sr.DOM/ADA, Sr.DME/ADA, Sr.DME(Diesel)/BKSC, Sr.DEE(G)/ADA, Sr.DEE(TRD)/ADA, Sr.DEE(OP)/ADA, Sr.DEE(ELS/TRS/BKSC, Sr.DSTE/ADA, CMS/ADA, Sr.DSO/ADA, Sr.DMM/ADA, Dy.CSTE/Con/ADA, Dy.CE/CON/ADA

Sub : Filling up of vacancies of OS(Erstwhile OS-II) in Pay Band Rs.9300-34800 with GP Rs.4200/- against 20% LDCE quota of Adra Division.

Ref : Estt. Srl. No. 152/03 & CPO/GRC's letter No.(1) SER / P-HQ /EP / 210 / LDCE (OS & Ch.S&WI) Dtd.07.05.2014 & (2) SER/P-HQ/R/942 dtd.13.08.2015.

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In terms of CPO/GRC's instructions/guidelines stipulated in their letters under reference cited, it is proposed to fill up vacancies in the category of OS in Pay Band Rs.9300-34800 with GP Rs.4200/- against 20% LDCE quota of Adra Division by calling applications from eligible employees.

I. **Vacancies** : The vacancies assessed are **UR: 27, SC 05, and ST: 04 (Total: 36).**

II. **Eligibility Criteria** :

Serving Ministerial staff of all departments (except Accounts and RPF) possessing the **qualification of Graduation** and fulfilling the following conditions of service as on 27.08.2015.

a) Seven years regular service as Clerk in the Pay Band Rs.5200-20200 with GP Rs.1900.

Or

b) Seven years regular service as Clerk in the Pay Band Rs.5200-20200 with GP Rs.1900 and Sr.Clerk in Pay Band Rs.5200-20200 with GP Rs.2800 put together.

Or

c) Three years regular service as Sr.Clerk in Pay Band Rs.5200-20200 with GP Rs.2800

III. **Mode of Selection**:

a) The selection will consist of a written examination and assessment of record of service. While 85% weight age will be given to the performance in the written examination, 15% weight age will be given to service record on the basis of scrutiny of record.

b) The syllabus for examination is enclosed as Annexure-I.

c) Selection shall be based entirely on merit.

d) While it will be preferable to post the successful candidates in respective Departments/Units there is no bar to their being posted elsewhere if the number of successful candidates does not match the number of already assessed vacancies in the respective departments.

e) The volunteering staff, who satisfy the prescribed conditions of eligibility including submission of applications by closing date will be given alert notice to appear the written examination which will be held at short notice.

f) **Training of the successful candidates**: All such candidates who are selected as OS against 20% LDCE quota will be required to undergo **21 working days training** at Personnel Department Centre/JODHPUR including study tour. (Authority: Railway Board's letter No. E(MPP)2005/3/40 dt.29.11.12). Modalities of the training etc. are as per Rly. Bd's letter No. E(MPP)2005/3/40 dt.29.11.12. Trainees should go online for study tour to see the practical aspects of Railway system in relation to various departments covered in the training. All such candidates will have to successfully complete the training/course before they are put on a working post for which a prescribed examination at the end of the training course will be conducted. At the end of the training the trainees are expected to come out with a suitable module, check list, formats, workflow, flowcharts and other tools and techniques to enable processing of the practical case, incorporating the best practices available on the Railways/Divisions/Units.

IV. The notification may be circulated to the Ministerial staff (as mentioned above) of all departments (except Accounts & RPF) and to ensure the wide publicity given to all concerned and application obtained.

V. Applications submitted should be in the prescribed proforma as Annexure-II (copy enclosed) only.

VI. Applications filled in all respects should be submitted to the concerned controlling officer/BO's within 27.9.2015. The controlling officer/BO's should forward all the applications in a consolidated manner to the concerned Bill Section within 05.10.2015 positively in a bunch along with option forms. Bill section will check the correctness of all the particulars in the applications with service records **(Specifically actual Academic Qualification entry in the Service Record must be clearly certified)** and certify the correctness and same should be forwarded in a bunch (Not in a piecemeal manner) with a statement to the Ch.OS/Admn/Genl. Section Sr.DPO's office/ADA within 09.10.2015 positively.

No option/applications will be entertained after the target date i.e. 27.09.2015

The contents of this letter should be given wide circulation amongst the staff working under your control/jurisdiction.

VII. Applications received after the due date should not be entertained by the controlling officers/supervisors. The applications sent directly or in piece-meal or received after the due date will not be entertained by this office under any circumstances.

Please acknowledge receipt.

Encl : 1. Annexure-I (Syllabus)  
2. Annexure-II(Application proforma)

*Assistant Personnel Officer  
For Sr.Divisional Personnel Officer  
S.E.Railway, Adra*

No. Even

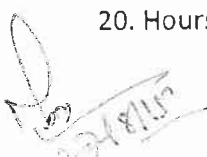
Adra, Dated 27.8.2015

Copy to : OS/DRM Secretariat for kind information to DRM.  
OS/ADRM Secretariat for kind information to ADRM.  
Sri Soumen Chattopadhyay, OS working under DRM Secretariat is advised to publish the above notification in Rly.Website of this Division

*Assistant Personnel Officer  
For Sr.Divisional Personnel Officer  
S.E.Railway, Adra*

**Syllabus for the Post of OS(erstwhile OS-II) in Pay Band Rs.9300-34800 with  
GP Rs.4200 against 20% LDCE quota**

1. Office Procedure :
  - a) Dak handling.
  - b) Maintenance of files.
  - c) Record keeping.
  - d) Maintenance of statistics.
2. Writing Skill
  - a) Letter/D.O. writing
  - b) Notifications
  - c) Note writing
  - d) Speaking orders
3. Award of works in works programme
4. Procedure of stores procurement
5. Railway organizational structure
6. Railway Housing (Rly.Qtrs. Allotment) Policy.
7. Uniform Policy.
8. Booking of Running staff and non-running travelling staff.
9. Discipline and Appeal Rules and conduct rules.
10. Recognition of Trade Unions. Facilities to office bearers of recognised Unions/Associations. Dealing with Unrecognised Union/Associations.
11. Medical examination and facilities available to Rly. employees.
12. Audit and Accounts narrative report. Draft paras and their disposal.
13. Canons of financial propriety.
14. Classification of demands of grants.
15. Manpower planning-
  - a) Vacancy bank registers
  - b) Creation of posts.
  - c) Bench marking.
  - d) Supernumerary posts.
  - e) Redeployment of surplus staff.
16. Pay and allowances.
17. Pass Rules.
18. Railway Pension Rules.
19. General conditions of service.
20. Hours of employment regulations.



**PROFORMA OF APPLICATION FOR THE POST OF OFFICE SUPERINTENDENT IN PB-2  
(Rs.9300-34800/-) WITH GP Rs.4200/- AGAINST 20% LDCE QUOTA**

I do hereby volunteer for selection to the post of Office-Superintendent in PB-2 (9300-34800/-) with Grade Pay Rs.4200/- as notified vide Sr.DPO/ADA's letter No.SER/P-ADA/Genl/210/9//LDCE(20%)/OS /2015 dated 27.08.2015 duly accepting all the terms and conditions and other details mentioned in the notification. I confirm that my personal/Service details are as follows:

1.	Name :	
2.	Father's Name :	
3.	Date of Birth :	
4.	Date of Appointment :	
5.	Community (UR/SC/ST) :	
6.	Academic Qualification (as per entry in S/R)	
7.	Present Substantive Post:	
8.	Present (Scale of pay) Pay Band & GP (Not adhoc, substantive only)	
9.	Date of regular entry to present PB Rs.5200-20200 & GP Rs.1900 (Not adhoc, substantive only) as Jr.Clerk	
10.	Date of regular entry to present PB Rs.5200-20200 & GP Rs.2800 (Not adhoc, substantive only) as Sr.Clerk	
11.	Service rendered in PB Rs.5200-20200 with GP Rs.1900 & 2800 as on 27.8.2015	_____ Yrs. _____ months _____ days
12.	Option of preference for posting other than parent department :	I. II.
13.	Option for Medium in written exam (Tick Your Choice)	<b>HINDI / ENGLISH</b>

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may cancelled or/and I may be taken up under D&A Rules. In the event of my empanelment to the post. I will not seek voluntary reversion to my former post for any reason.

Date :

Signature of the Applicant

Certified that the above employee submitted the application before the cut off date in this office.

Date :

Signature of the Controlling Officer

Certified that the above service particulars are found correct as per the service record maintained in this office. The total length of service of the above employee as a regular railway servant is \_\_\_\_\_ (in words) (years and months).

Date :

**Signature of the Bill Compiling Officer  
(with office stamp)**

*100*  
*27/8/15*