

SOUTH EASTERN RAILWAY

**Headquarters Office,
Personnel Branch,
Garden Reach, Kol-43.**

No. SER/P-HQ/GAZ-CON/260/8/APO(70%)/16

Dated: 27.01.2016.

The CAO(C)/COM/PCE/CME/CEE/CSTE-GRC
The CCM/COS/CPO(A)/FA&CAO/SDGM -GRC
The CSTE(C)/CEE(C)/CE(S)/CMD/CSC -GRC
The SECY. TO G.M, DY.SECY TO AGM.-GRC
The CSO/PS TO CPO-GRC, DY.CVO(T)/GRC
The SR.EDPM/SR.STATISTICAL OFFICER-GRC
The Dy.CMM/APO(S)-KGP, APO(W/S)-TATA, SNY
The PRINCIPAL/STC-KGP, ZRTI-SNY, APO-BNDM
The CHAIRMAN-RRB/CAL, CWM/WPO-KGP
The Dy.CPOs/SPOs/APOs- GRC & NKG-KOL
The DRM(P)-S.E.Rly./ KGP, ADA, CKP, RNC
The GM(P)-E.Co.Rly./BBS, GM(P)- S.E.C.Rly./BSP
The GENL. SECY. /SERMC, SERMU - GRC, APO-SRC

Sub: Selection for promotion to **Assistant Personnel Officer (Group 'B')** in Personnel Department against **70%** quota.

It is proposed to hold a selection to form a panel for promotion to Group 'B' posts of Assistant Personnel Officer in Personnel Department through 70% quota by calling volunteers from amongst those fulfilling the eligibility conditions. The details are as under:

1) ASSESSMENT PERIOD - **01.01.2016 to 30.06.2018**

2) NUMBER OF VACANCIES - **08 (UR- 07, SC- 01)**

3) CONDITION OF ELIGIBILITY -

Group 'C' employees of the categories listed in 3.1 below working in Pay Band PB-2 (Rs. 9300-34,800/-) with Grade Pay of Rs. 4200/- and above **as on 01.01.2016** with 3 years of non-fortuitous service in the Grade (including non-fortuitous service rendered in the corresponding pre-revised grades) **(SER's Estt. Srl. No. 54/2010) :-**

3.1 Categories Eligible.

- i) Group 'C' staff of Personnel Department.
- ii) Group 'C' ministerial staff working in cadre posts in any department excluding Hindi Organization and Accounts Department but including Cash and Pay and Time Offices who have no avenue for promotion to Group- 'B' in their own departments.
- iii) Group 'C' ministerial staff of Compilation/Statistical Branch, Stores, Transportation (Traffic & Commercial) Department and Law Assistant /Chief Law Assistants who have avenue for promotion to Group 'B' in their own department too.

Note : Eligibility of staff working in Construction Organization / Project Offices / Other ex-cadre Organization / Units will be determined with reference to their substantive post in the parent department subject to the fulfillment of the other conditions laid down.

Contd....2/...

3.2 Special Provision

The staff coming in the categories mentioned in Para 3.1 (iii) above i.e. those who have avenue of promotion to Group 'B' posts in their own departments and have been provided additional avenue of promotion to the post of APO/AWO shall have to exercise clear option for promotion within one month of the publication of the result of the selection. This option thus exercised shall be treated as final.

4. SCHEME OF EXAMINATION:

4.1 The selection consists of a Written Test followed by Viva-voce for those qualifying in the Written Test.

| Subject | Maximum Marks | Qualifying Marks | Duration of Examination |
|---------------------------------------|---------------|------------------|-------------------------|
| One paper (as per syllabus enclosed). | 150 | 90 | 3 hours |

NOTE: Out of 150 marks, the question relating to the professional subject will carry at-least 100 marks. Besides, there would be optional question(s) on Official Language policy and rules to the extent of 10% of the total marks.

4.2 Record of Service and Viva-voce:

| | Maximum marks | Qualifying marks |
|----------------------|---------------|---|
| 1. Record of service | 25 | 30 |
| 2. Viva-voce | 25 | (Including minimum 15 marks in record of service) |

NOTE: Only those candidates who secure minimum 90 marks out of 150 marks and pass in the prescribed medical examination will be called for viva-voce subject to restricting the number to be called for viva-voce to six times the number of vacancies for which selection is being held.

5) SYLLABUS

The syllabus for the written examination of **APO (Gr.B) 70% Selection** was Circulated under **SER's Estt. Sri. No. 161/2014 (RBE No. 133/2014)**.

6) **DATE OF EXAMINATION & VENUE:** Will be notified later.

7) SUBMISSION OF APPLICATIONS:

(a) It should be ensured that wide publicity is given to this notification amongst all the staff concerned. It is the personal responsibility of the Personnel Officers/Controlling Officers of the units that the notification reaches to all the eligible employees in time.

(b) **Applications** should be in the prescribed proforma (**Annexure-A**) are invited from the volunteers who fulfill the eligibility conditions as on 01.01.2016 as detailed above.

(c) **The applicants** should fill all the columns in the application form.

(d) **The applicants** should put their signature with date on the application form.


Repeat: signature and date both are compulsory otherwise applications are liable to be rejected.

- (e) The filled in applications should be submitted by the candidates to their supervisory officials on or before **26.02.2016**.
- (f) **Supervisory Officials** should forward such applications duly affixing their **signature and date in each of the application** invariably and forward them in one bunch under covering letter to the Personnel Department/Cadre Controlling Officer where the service register and personal files of the employees are maintained on or before **07.03.2016**.
- (g) **Personnel Officer/Cadre Controlling Officer** will check the correctness of all the particulars in the application with service registers and other relevant records and certify the correctness of each item of the application and affixing signature with an endorsement as '**checked and verified**'.
- (h) **Controlling Officers/Heads of the Units** have no discretion to entertain any application received beyond the target date. The applications received beyond the target date should not be entertained and the same should be disposed off at divisional/extra divisional level rejecting them on account of late receipt under advice to this office.
- (i) **Personnel Officer/Cadre Controlling Officer** should scrutinize and check the candidature of the applicants and send name of eligible candidates in the consolidated statement only (as per proforma) as per their integrated seniority to the Dy.CPO(Gaz) on or before **22.03.2016**. **Concerned Staff Officer** should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office. Individual application of the staff concerned need not be sent to this office. It may also be noted that incomplete statements furnished by the divisions/units will not be entertained and are liable to be rejected.
- (j) **Staff working on Construction /Project/Ex-cadre Organization/Units** should submit their application through their respective Personnel Branch Officers where they hold lien.
- (k) **Staff who are on deputation/leave/sick** should also be informed so as to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation/leave/ sick under clear acknowledgement and a copy of which may be sent to this office for record.
- (l) **Pre-selection Coaching** will be imparted only to the eligible SC candidates as one vacancy is earmarked for SC community.
- (m) **Availability of APARs** The Controlling Officers, Dy.CPOs/ Sr.DPOs/ DPOs/ SPOs/WPOs/APOs should ensure that the APARs of the candidates who have volunteered for the above examination, for the last 5 years complete in all respects is available with them and are sent to Dy.CPO(Gaz) at a short notice when called for.
- (n) **Conveying of Adverse Remarks:** It is the responsibility of the **Controlling/Staff Officer** that if any adverse remarks or the point below the bench mark in the ACR of any candidate is detected, the same should be informed to the candidate and the representation, if received, should be disposed immediately.

Note: This being uploaded on www.ser.indianrailways.gov.in

Please acknowledge the receipt of this notification.

Encl: Proforma - Annexure - 'A'


(A. K. Nandy)
Dy.Chief Personnel Officer(Gaz)
for **CHIEF PERSONNEL OFFICER**

Enclosure to notification No. SER/P-HQ/GAZ-CON/260/8/APO(70%)/16 Dated: 27.01.2016.

Application for the Gr.B post of Asst. Personnel Officer in Personnel Department against 70% Quota

| | | | | |
|----|--|--|-----------|--|
| 1. | Name (in Block Capitals) | | | |
| 2. | Designation, Section & Station at which working and Division | | | |
| 3. | Date of Birth | | | |
| 4. | Date of Appointment to Railway service | | | |
| | i) P. F. No. | | | |
| | ii) Qualification | | | |
| 5. | Present Grade (as on 01.01.2016) Date from officiating that grade: | | | |
| 6. | Details of service | Date of Regular promotion the grade | | |
| | i) Rs. 5000-8000/- Vth CPC | | | |
| | ii) Rs. 5500-9000/- Vth CPC | | | |
| | iii) Rs. 6500-10500/- Vth CPC | | | |
| | iv) Rs. 9300 - 34800 + 4200(GP) | | | |
| | v) Rs. 9300 - 34800 + 4600(GP) | | | |
| 7. | Service rendered in Pay Band Rs. 9300-34800 +4200(GP) and above as on 01.01.2016 |years.....months |Days | |
| 8. | Community | SC / ST / UR | | |
| 9. | Contact Number, (Mobile) | | | |

I wish to appear for the above 70% quota Selection in reference to CPO/SER's letter No. SER/P-HQ/GAZ-CON/260/8/APO(70%)/16 Dated: 27.01.2016. I am also aware that if the application is submitted after **26.02.2016**, the same will not be considered.

Station:

Date:

Signature of the employee.

Designation/Unit/Station/Division:

Date:

Signature of the Controlling Officer.

Date

Note:- The application with any column unfilled will be summarily rejected.