

No SER/P-HQ/EP/210/LDCE(OS)

Dated 19.02.2020

To  
The CAO(Con)/PCOM/PCE/PCME/PCEE/PCSTE-GRC  
The PCOS/CPO(A)/SDGM-GRC, PCCM-KOL  
The CSTE(C)/CEE(C)/CMD-GRC  
Secy to GM,Dy CLO,Dy Secy to AGM-GRC  
The CSO/GRC ,Dy CVO(T)-GRC  
The CPRO/Sr LO-GRC, Dy CPOs/GRC  
The Chairman-RRB/KOL, The Registrar-RCT/KOL  
The SPOs/APOs-GRC & KOL

**NOTIFICATION**

<b>Sub</b>	:	Filling up of the post of Office Superintendent – 20% LDCE quota in Pay level -6 of 7 <sup>th</sup> PC for all department except accounts and security of HQ office/GRC& KOL.
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The competent authority has decided to fill up the vacancies of Office Superintendent (20% LDCE quota) for all departments except Accounts and Security Department of HQ Office/GRC& KOL. Accordingly applications are invited from all the eligible and willing candidates (**having lien at HQ Office/GRC & KOL**) of all departments (except Accounts & Security Department) in HQ office/GRC& KOL. Details are given below:

01	<b>Vacancies</b>	<b>Total : 158 ( UR=125 SC=22 ST=11)</b>
02	<b>Eligibility criteria</b>	i) 5 years regular service as Jr Clerk/Jr Typist & Sr Clerk /Sr Typist put together ii) 5 years regular service as Jr Clerk /Jr Typist. <b>Financial up-gradation under MACP cannot be treated as promotion (RBE 38/2019 &amp; SER Estt Srl No 71/2019)</b>
03	<b>Essential Qualification</b>	<b>Candidates must be Graduate.</b> (Certificate to be enclosed )
04	<b>Procedure for holding selection</b>	Combined examination would be held for staff of all departments (except Accounts & Security) of HQ Office/GRC & KOL  1. The general selection will consist of <b>Written Test followed by Record of Service as per Para 219 (j) of IREM Volume-I edition 2009.</b> In terms of RBE No.196/18 (SER Estt.Srl. No 73/19) & RBE 97/19 (SER Estt.Srl. No 122/19), 100% objective type question would be set. Duration of examination will be 90 minutes. 1/3 <sup>rd</sup> of marks will be deducted for wrong answer. To ensure the authenticity of the answer, cutting overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction/over writing. Blue colour ball pen is to be used in examination. There will be 110 questions. Out of which 10 questions (optional) will be on Rajbhasha. If the candidates answer more than 100, the first 100 attempted questions will count. 2. There will be no supplementary examination for the absentees under any circumstances as this is general selection post. 3. Panel will be formed in the order of merit with reference to marks obtained by the candidates in the written examination and the assessment of service records. Subject to usual relaxation for SC & ST. candidates those who will secure less 60 in the aggregate will not be considered eligible for inclusion in the selection panel. (Estt Srl No 126/05) 4. Further the service records of only those candidates who will secure minimum of 60% marks in the written examination shall be called for assessment.

05	Posting of empanelled staff	The decision of administration for place of posting and allotment of department in HQ office /GRC & KOL of the empanelled candidates will be final. No request in this regard will be entertained.
06	Training of the successful candidate	All such candidates who are selected as Office Supdt against 20% LDCE quota will be required to undergo 21 working days training in Personnel Training Centre/Jodhpur.
07	Syllabus	Enclosed at Annexure A
08	How to apply	Applicants should fill in application form as per annexure B after thoroughly reading the eligibility conditions & Syllabus and submit the filled in application form with enclosures to the respective <b>Controlling Officer</b> . The application which are incomplete/sent directly without verification and certification of the concerned Personnel Officers will be rejected.
09	IMPORTANT DATES & The points Staff Officers to be noted	<p><b>Last date of receipt of application in the concerned staff officer is fixed on 20.03.2020</b>. On receipt of forwarded applications, the concerned Personnel Department must verify all the service particulars as per the eligibility criteria and <b>make out a consolidated statement giving details as per proforma enclosed</b> and forward the same by the concerned Personnel Deptt in a consolidated bunch to the under signed on or before 17.03.2020 After the 20.03.2020 last date no application will be entertained.</p> <p>During forwarding of filled in applications, Personnel Deptt.Officers should scrupulously verify/certify the applications w.r.t. eligibility criteria. The applications of the employees whose service cannot be spared in the event of their being selected need not to be forwarded.</p> <p><b>The concerned Personnel Deptt. officer should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office. It may also be noted that incomplete statements furnished by the units will not be entertained and are liable to be rejected.</b></p> <p>Staff working on construction/ Project/ex-cadre organization /units maintaining lien in HQ Office/GRC &amp; KOL/Divisions/Units should submit their applications through their respective Personnel Branch Officers.Eligibility of staff working in construction organization/Project Offices/Other Ex cadre organization/Units will be determined with reference to their position in the parent department of HQ Office/GRC &amp; KOL/Divisions/Units subject to the fulfilment of other conditions laid down.</p> <p><b>The controlling staff Officers, who deal with the staff establishment matters, should give wide circulation of this notification to all concerned and invite application from all the willing and eligible Staff including those on leave/training/deputation having lien in S.E.Railway and submit the consolidated statement along with application and testimonials as indicated above.</b></p> <p>The applicants may visit Website <a href="http://www.ser.indianrailways.gov.in">www.ser.indianrailways.gov.in</a> for notification, syllabus and application form.</p>
10	Grounds of rejection	<p>a) Incomplete application</p> <p>b) Forwarding of application without verification from service record.</p> <p>c) If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reason.</p>

Ecol: Proforma &amp; Syllabus

  
 (P S Chattopadhyay)  
 Asstt Personnel Officer(HQ)  
 for Pr.CHIEF PERSONNEL OFFICER

Attested  
Photograph

**PROFORMA**

Post applied for :Office Superintendent in scale Rs 9300-34800/- and GP Rs 4200/- Level 6 as per notification vide No SER/P-HQ/EP/210/LDCE(OS) Dated 19.02.2020

1	Name in full (Block letter)	:				
2	Father's/Husband's Name	:				
3	PF No	:				
4	Phone No Office & Mobile	:	Phone No(Office)	Mobile No		
5	Date of Birth	:				
6	Whether UR/SC/ST	:				
7	a)Present Designation, & Level on regular measure b)Date of entry to present grade c) whether Regular or ad-hoc or MACP d) If not regular, details of substantive grade	:				
8	a) HQ &Department in which working b) If working outside the cadre, the name of the office where lien is maintained	:				
9	Working under(Controlling Officer)	:				
<b>Applicants are to be filled up the following eligibility criteria against which he/she considers himself/herself eligible to apply for the post of Office Superintendent(20%) LDCE</b>						
<b>10. Eligibility criteria of Para 2 (i&amp;ii)&amp; 3 of the notification</b>						
a)	Date of regular service as Sr Clerk	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
b)	Date of regular service as SrTypist	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
c)	Date of regular service as Jr Clerk	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
d)	Date of regular service as Jr Typist	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
e)	<b>Length of service of Jr Clerk/Jr Typist &amp; Sr Typist put together</b>	:	Length of Service			
			YYYY	MM	DD	
c)	Date of passing the Graduation (Essential)	:	DD	MM	YYYY	

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

Signature of the employee & date

Forwarded for necessary action

Signature of the Controlling Officer  
with Office Seal

Particulars given by the employee have been verified with the Service Records and found correct:  
Application Accepted/Rejected

If rejected grounds of rejections:  
(To be signed by competent authority)



Signature of the Staff Officer

Enclosure to Ministry of Railway's letter No. E(NG)I-2005/PM1/20 dated 17.06.2005.

Syllabus for the post of OS (LDCE20%)

1. Office procedure
  - (a) Dak handling
  - (b) Maintenance of files
  - (c) Record keeping
  - (d) Maintenance of statistics
2. Award of works in works programme
3. Procedure for stores procurement
4. Railway Organizational structure
5. Railway Housing(Rly. Qtrs.Allotment) policy.
6. Uniform policy.
7. Booking of Running staff and non-running travelling staff
8. Discipline & Appeal rules and Conduct Rule
9. Recognition of Trade Unions. Facilities to office bearers of recognized Unions/Associations. Dealing with Unrecognized Unions/Associations
10. Medical examination and facilities available to Railway employees
11. Audit and Accounts narrative report. Draft Paras and their disposal
12. Cannons of financial propriety
13. Classification of demands of grants
14. Man-Power Planning
  - Vacancy Bank register
  - Creation of Posts
  - Bench Marking
  - Supernumerary posts
  - Redeployment of surplus staff
15. Pay and allowances
16. Pass Rules
17. Leave Rules
18. Railway Pension Rules
19. General Conditions of service
20. Hours of Employment Regulations

