



दक्षिण पूर्व रेलवे / South Eastern Railway

कार्यालय / Office of the
व० मंडल कार्मिक अधिकारी
Sr. Divl. Personnel Officer
राँची / Ranchi
दिनांक / Dated: 01/07/2020

सं. / No. SER/P-RNC/EP/209/210/OS/20%LDCE/20

अधिसूचना / NOTIFICATION

विषय / Sub: Selection for the post of Office Superintendent in Level – 06
(^35400 – 112400/-) for all Department (except Accounts, Store and
Security Department) of Ranchi Division against 20% Limited
Departmental Competitive Examination (LDCE) quota.

The competent authority has decide to fill up the vacancies of Office Superintendent (20% LDCE quota) for all department except Accounts, Store and Security Department of Ranchi Division. Accordingly applications are invited from all the eligible and willing candidates (having lien at Ranchi Division) of all departments (except Accounts, Store and Security Department) in Ranchi Division. Details are given below:

01	Vacancies	Total: 25 (UR – 18, SC – 06 & ST – 01)
02	Eligibility criteria	i) 03 years regular service as Senior Clerk/Senior Typist (RBE No. 81/2019 Estt. Srl. No. 96/2019) ii) 05 years regular service as Junior Clerk/Junior Typist & Senior Clerk/Senior Typist put together ii) 5 years regular services as Junior Clerk/Junior Typist Financial up-gradation under MACP cannot be treated as promotion (RBE No. 38/2019 & SER Estt. Srl. No. 71/2019)
03	Essential Qualification	Candidates must be Graduate (Certificate to be enclosed)
04	Procedure for holding selection	Combined examination would be held for staff of all department (except Accounts, Store and Security Department) of Ranchi Division 1. The general selection will consist of Written Test followed by Record of Service as per Para 219(j) of IREM Vol. I 2009 edition. In terms of RBE No. 196/2018 (SER Srl. No. 73/2019) & RBE 97/2019 (SER Srl. No. 122/2019), 100% objective type question would be set. All the questions will be on multiple choice only. Duration of examination will be 90 minutes. 1/3 rd 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 question will be count. - There will be no supplementary examination for the absentees under any circumstances as this is general selection post. - 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 than 60% marks in the aggregate will not be considered eligible for inclusion in the selection panel. (Estt. Srl. No. 126/05) - Further the service records of only those candidates who will secure minimum of 60% marks in the written examination subject to usual relaxation for SC & ST shall be called for assessment.
05	Posting of empanelled staff	The decision of administration for place of posting and allotment of department in Ranchi Division 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 Superintendent 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 condition & Syllabus and submit the filled in application which are incomplete/sent directly without verification and certification will be rejected.
09	IMPORTANT DATES & The points Staff Officer to be noted	Last date of receipt of application in the concerned staff officer is fixed on 27.07.2020. On receipt of forwarded applications, the concerned Department must verify all the service particulars as per the eligibility criteria and make out a consolidated statement giving details as per proforma enclosed and forward the same by the office of undersigned on or before 31.07.2020 in a bunch. After the 31.07.2020 (last date) no application will be entertained. During the forwarding of filled in applications, Concerned Department Officer 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. The concerned Department office 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 unit will not be entertained and are liable to be rejected. Staff working on construction/Project/ex-cadre organization/units maintain lien in Ranchi Division should submit their application through their respective Personnel Branch Officers. Eligibility of staff working in construction organization/Project Officer/Other Ex-cadre organization/Units will be determined with reference to their position in the parent department of Ranchi Division subject to the fulfilment of other conditions laid down. 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 Ranchi Division and submit the consolidated statement along with application and testimonials as indicated above. The applicants may visit Website www.ser.indianrailways.gov.in for notification, syllabus and application form.
10	Ground of rejection	a) Incomplete application b) Forwarding of application without verification from service record. c) If any candidates in subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reason.



ANNEXURE - A

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

Syllabus for selection to the post of Office Superintendent in Level - 06 against 20% LDCE quota

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 traveling staff.
8. Discipline & Appeal rules and Conduct Rules.
9. Recognition of Trade Unions. Facilities of office bearers of recognized unions/Associations.
Dealing with unrecognized unions/Association.
10. Medical examination and facilities available to Railway employees.
11. Audit and Accounts narrative report. Draft Paras and their disposal.
12. Canons of financial propriety.
13. Classification of demands of grants.
14. Man-Power Planning.
 - a. Vacancy Bank register.
 - b. Creation of Posts.
 - c. Bench Marking.
 - d. Supernumerary posts.
 - e. 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.



ANNEXURE - B**PROFORMA**

Post applied for Office Superintendent in Level – 06 as per notification vide No. No. SER/P-
RNC/EP/209/210/OS/20%LDCE/20 dtd. 01/07/2020

1	Name in full (Block letter)					
2	Father's/Husband's Name					
3	Emp./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) Department in which working					
	b) If working outside the cadre, the name of the office where lien is maintained					
9	Working under (Controlling Officer)					
Applicants are to be filled up the following eligibility criteria against which he/she considered himself/herself eligible to apply for the post of Office Superintendent (20%)LDCE						
a)	Date of regular service as Senior Clerk		Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
b)	Date of regular service as Senior Typist		Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
c)	Date of regular service as Junior Clerk		Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
d)	Date of regular service as Junior Typist		Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
e)	Length of service of Jr. Clerk/Jr. Typist & Sr. Typist put together		Length of Service			
			YYYY		MM	DD
f)	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 employee & date

Forwarded for necessary action

Signature of the Controlling Officer with Office Seal