

South Eastern Railway

Office of the
Sr. Divl. Personnel Officer,
Ranchi.

Dated: 13.09.2021.

No. SER/P-RNC/EP/110/OS20%LDCE/21

To,
All Concerned.**Notification**

Sub:- Selection for promotion to the post of Office Superintendent(OS) for all Department **(except Accounts, Store and Security Department)** of Ranchi Division against 20% LDCE quota.

The competent authority has decided to form a panel to fill up the vacancies of Office Superintendent against 20% LDCE quota for all departments except Accounts, Store and Security Department of Ranchi Division through Combined General selection. 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 as under:-

01	Vacancies	Total: 27 (UR – 19, SC – 06 & ST – 02)
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. iii) 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	Educational Qualification	Candidates must be Graduate . Educational Qualification and community of SC/ST will be accepted only if the same is endorsed in service record as on date of notification.
04	Procedure for holding selection	Combined general selection would be held for staff of all departments (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. 2. The selection shall consist of Professional Ability Test (written examination) and Records of Service. Distribution of Marks Professional Ability(Written test) : 85 Marks Records of Service: 15 Marks 3. 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

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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.

Further, it is noted that no corrections of any type to objective type answers will be permitted. In case any correction is made that answer shall not be evaluated at all and zero marks will be given for answer having following tantamount to correction:-

- Cutting.
- Overwriting.
- Erasing.
- Scoring off a ticked answer in multiple-choice and ticking another answer, and
- Modifying the answer in any way.

The written examination will be either in the mode of computer based test of pen and paper. If the written examination is not the computer based test it may be conducted on OMR sheets.

The question paper will be in **Bi-lingual i.e. English and Hindi.**

4. Record of Service:- Record of service will be assessed based on entries in the Service Book/ Personal file regarding academic/technical qualifications, awards/punishment etc.

Distribution of marks of Service Record:-

5. Service Record – 05 marks:- The base marks under this heading will be taken as 3 for all candidates. Further **as per SER Estt. Srl. No. 177/02 & 266/99** Award and merit certificate for DRM/PHOD/GM/Board level 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 marks 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 5 marks.

(i) Educational qualification 10 marks:- The marks will be allotted as follows:-

SN	Education Qualification	Marks
1	Post Graduation in any stream/Master degree/Hons. Degree	10
2	Degree in Engineering/ Graduation / Diploma	09
3	HS (10+2 System)/ ITI, if required as per respective trade / Intermediate	08
4	Matriculation	07
5	Below Matric	06

(Authority:- As per CPO/GRC's lr. No. P/R/14/314/3 dated 27/09/2006)

6. There will be no supplementary examination for the absentees under any circumstances as this is general selection post.


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05	Formation of panel	The candidates must secure 60% of marks in professional ability (Written Examination). In case of SC/ST employees candidates, 10% relaxation in qualifying marks in written examination will be allowed against the reserved vacancies. The employees must secure a minimum of 60% marks in "Professional Ability (Written Exam)" and 60% Marks in aggregate, for being placed on the panel for unreserved vacancies. There will be no classification of candidates as 'Outstanding'. SC/ST candidates must secure a minimum of 50% marks in written examination and in aggregate for being placed on the panel against reserved vacancies. However, if SC/ST candidates who will qualify without relaxed standard in written examination and in aggregate shall be given preference over those candidates who will qualify with 10% relaxed standard to be placed on the panel. No "Best amongst Fail scheme" shall be applicable. The final panel shall be drawn up in order of merit based on aggregate marks of "Professional Ability (Written Test)" and "Record of service".
06	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.
07	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.
08	Syllabus	Enclosed at Annexure A.
09	Cutoff date	In terms Estt. Srl. No. 153/2006, date of notification is cutoff date for all purpose like length of service, qualification, service condition etc.
11	IMPORTANT DATES & The points Staff/Officer to be noted	Last date of receipt application in concerned staff's departmental office is 20.10.2021. Concerned deptt. must verify all the service particular as per eligibility criteria and forward the same to this office on or before 25.10.2021 in a bunch. Application will not receipt directly in this office. After the 25.10.2021 (last date) no application will be entertained. Staff working in Construction/Project/ Ex. Cadre organization/units etc. and maintain lien in RNC Division should submit their application through their respective Personnel Branch Officers. Their eligibility will be determined with reference to position in parent department of RNC Division subject to fulfillment of other condition laid down.

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12	Other information:	At any stage of selection, if any applicant candidature is found to be defective/ineligible or not as per extent rules, his candidature will be rejected without assigning any notice/reason. Thus mere calling or being eligible provisionally for the selection does not confer anyone for such promotion. The administration also reserved 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 to all. The controlling officers 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 RNC Division.
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Encl: Syllabus (Annexure-A) and
Performa of application(Annexure-B)

13/9/2011
(Chittaranjan Kumar)

Astt. Personnel Officer

For Sr. Divl. Personnel Officer, Ranchi.

Copy forwarded for information and necessary action to:-

1. All Branch Officer of RNC Division.
2. Dy. CE/Con./RNC.
3. DSTE(Project)/RNC.
4. Registrar /RCT/RNC.
5. Member Secy./RRB/RNC.
6. Ch. OS/Conf.: He is advice to take needful action to conduct the above selection.

13/9/2011
For Sr. Divl. Personnel Officer, Ranchi.

(Chittaranjan Kumar)
Astt. Personnel Officer
For Sr. Divl. Personnel Officer, Ranchi.

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. and Policy.
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.

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Application for selection to the post of Office Superintendent(O.S), level-6 in RNC Division.

Ref: Notification No. SER/P-RNC/EP/110/OS20%LDC E/21 dated .09.2021

1.	Name (Block latter)		
2.	Designation		
3.	Deptt.		
4.	Posted under		
5.	D.O. B.		
6.	D.O.A		
7.	PF/ Employee No.		
8.	Post and D.O.A in level-1 (GP Rs. 1800)		
9.	Post and D.O.A/Promotion in level-2 (GP Rs. 1900)		
10.	Post and D.O.A/Promotion in level-3 (GP Rs. 2000)		
11.	Post and D.O.A/Promotion in level-4 (GP Rs. 2400)		
12.	Post and D.O.A/Promotion in level-5 (GP Rs. 2800)		
13.	Educational Qualification		
14.	Eligibility criteria fulfill of (i) or (ii) or (iii)		
15.	Community (SC/ST/UR)		
16.	Contact No.	Rly.	Mob.
			Watsaap
17.	Remarks (if any)		

I do hereby declare that the particulars furnished by me are true to the best of my knowledge and belief. I further undertake that if my candidature found to be defective/ineligible or not as per extent rules, my candidature will be rejected at any stage the above selection.

Signature of the candidate with date

Particulars given by the employee have been verified and found correct.

Signature of Controlling officer with seal