

EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Bhubaneswar.

No. ECoR/Pers/Gaz/Selection/PS-I/2021-22

Date: 08.07.2021.

All PHODs/CHODs-ECoR/BBS.

The DRM-KUR, WAT & SBP.

The CAO(Con)/BBS, SPO(Con)- BBS & VSKP.

The CWM/CRW/MCS, WPO-CRW/MCS.

The Sr. DPO- KUR, WAT & SBP.

The SSM(IT)/ECoR/BBS.

The SPO-I/BBS.

All Concerned.

Sub: Formation of Group-B Panel of Private Secretary-I in Level-8 for the assessment period 2021-22 in East Coast Railway.

It has been decided by the competent authority to hold written test for formation of Group-B Panel of 07 (06-UR & 01-SC) posts of Private Secretary-I in Pay Level-8 in East Coast Railway for the assessment period 2021-22. The exact date, time and venue of the written test will be intimated in due course.

1. A provisional list of 21 eligible candidates (i.e, 21 candidates from the Provisional Integrated Seniority list of dated 08.02.2021, as per Para-8.1 of M.C No. 68 and Nil against twice failed candidates) working as Private Secretary-II in ECoR who have completed minimum two years of non-fortuitous service in Pay Level-7 as on 01.01.2021 (Cut off date) and are coming in the zone of consideration for the assessment period of 2021-22 is enclosed at Annexure-A. Also an additional list of 10 candidates, next in order of seniority (provisional Integrated Seniority list of dated 08.02.2021) of Private Secretary-II of ECoR who have fulfilled the above eligibility criteria are placed in the Stand-by List at Annexure-B. Against any unwilling candidate of Annexure-A, the willing candidate of Annexure-B may be called for the written test to the extent of making good the zone of consideration.
2. The candidature of the candidates is accepted provisionally. In case, any candidate is subsequently found ineligible for the above selection at any stage, his/her candidature will be rejected without any further notice.
3. The eligible candidates whose names are borne in the provisional list at Annexure-A & B should submit their options (willingness/unwillingness) **latest by 09.08.2021** in the attached format (Annexure-C) to the concerned Controlling Officers/Personnel Officers and the same should be sent to the Chairman/RRC/BBS **latest by 16.08.2021** in consolidated statements along with the individual options forwarded by the concerned Controlling Officers/ Personnel Officers.
4. The list of candidates at Annexure-A & Annexure-B are prepared on the basis of the Integrated Seniority List published by APO-HQ, vide letter No. ECoR/ Pers/01/Integrated /PS-II dated 08.02.2021.
5. It is the employee's responsibility to advise his/her willingness/unwillingness to take the selection, and failure to respond or to provide the intimation within the period allowed will be treated as unwillingness on his/her part to take the selection. If willingness/unwillingness is not received within the above mentioned stipulated date, it will be deemed that the candidate has availed of the opportunity of appearing in the selection & it will be treated as his/her unwillingness to take the selection.

6. In case any candidate is on leave or on deputation to other Railways/Units/office or on sick list, the Controlling officer concerned and the offices where he/she last worked should send necessary advice to the authority under whom he/she is working or the Medical Authority as the case may be and an acknowledgement obtained. Options of the staff concerned need not be sent to this office directly. Controlling officers/Personnel officers should ensure that options received by their offices after 09.08.2021 are not forwarded to HQs office under any circumstances. Names of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded. It may also be noted that incomplete statements furnished by the Divisions/Units will not be entertained.
7. Pre-Selection Training for a period of 3-4 weeks (15 to 20 working days) to the enlisted and willing SC candidates should be arranged by the Division/HQ in terms of Railway Board's letter No. E(GP)/2010/2/39 dated 28.08.2019 (RBE No. 142/2019) and dated 05.06.2020. As it is mandatory, refusal, if any, should be obtained in writing.
8. **Objective and Scheme of Examination:** The examination aims at a comprehensive assessment of knowledge of the candidates related to their professional ability, Official language policy, Establishment and Financial Rules. *The formation of the panel will be on the basis of 'Seniority-cum-Suitability'*. Selection of candidates for empanelment is based on a (i) Written Examination, (ii) viva-voce (with prior Medical Fitness Test) and assessment of records by the Selection Committee vide Para- 10.1 to Para 10.2 of Master Circular No. 68.
9. **Written Examination:** In order to bring objectivity to the Selection process, it has been decided by Railway Board vide RBE No. 53/2019 that the written examination shall comprise of one Paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks with distribution as given below:-
 - a) Technical Subject including Official language policy : 70 marks
 - b) Establishment and Financial Rules : 30 marks
 - c) Qualifying marks : 60
- 9.1. There will be 100% Objective type Multiple Choice questions and numbering of indicative answers to these questions and replies to such answers by the candidates are to be marked on OMR answer sheets and the OMR answer sheet will be evaluated manually.
- 9.2. There will be 110 questions of objective multiple choice type with four answer options numbered as A, B, C, D (only Capital letters) and answers to such questions by the candidates should invariably be given in Capital Letters. The candidate has to answer a maximum of 100 questions. In case, any candidate answers more than 100 questions, first 100 attempted questions only are to be taken for evaluation. All objective type questions should carry equal marks.
- 9.3. The syllabus for the written examination for selection to the post of PS-I/Gr-B has been prescribed by Rly. Board vide RBE No. 138/2001. The questions on official language policy will be of 10 marks i.e, 10% of maximum 100 marks, but these questions will not be compulsory.
- 9.4. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer as per RBE No. 53/2019.
- 9.5. Candidates should get it noted that to ensure the authenticity of the answers to Multiple Choice Questions, no corrections of any type (viz. cutting, overwriting, scoring off a ticked answer & ticking another answer, erasing, modifying the answer in any way) will be permitted. Zero marks will be awarded in such cases of corrections in terms of RBE No. 53/2019.
- 9.6. The duration of the written examination will be of **02 hrs (120 Minutes)**.



10 Viva-voce & Record of Service:

	Maximum marks	Qualifying marks
1. Viva-voce	25	30 (Including at least 15 marks in the record
2. Record of service	25	of Service)

11. The Controlling Officers/Sr.DPO/DPO/WPO/SPO of concerned Unit/ Division should ensure that the ACRs/APARs of the candidates for the last five years completed in all respects, SRs & Personal files are kept ready with them and they should send the same to the Chairman/RRC, when called for. In terms of Railway Board's letter No. E(GP)80/2/8 dtd. 31.10.91 only those candidates who qualify in the medical examination of prescribed standard are eligible to appear in the viva-voce test.
12. Any representation on this notification should be submitted directly to the office of the PCPO/BBS on or before 22.07.2021 which will be decided before the last date of receipt of application/option. Thereafter no representation will be considered.

Encl: (i) List of candidates (Annexure-A & B).
(ii) Application Format (Annexure-C)
(iii) Syllabus.



(R.N.A. Parida)
Chairman/RRC

0817121

For Principal Chief Personnel Officer

- Copy to:
- (1) Sr. System Manager (IT)/BBS for uploading in ECoR's website.
 - (2) The General Secretary-ECORSC/BBS, ECoRSU/BBS, AISCSTREA/BBS, AIOBCREA/BBS.
 - (3) Notice Board.



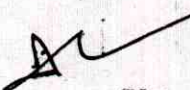
For Principal Chief Personnel Officer

East Coast Railway

Proforma of Application for Selection to the post of Private Secretary-I for 2021-22.

OPTION: Whether Willing/Unwilling

1. Name of the candidate :
2. Sl. No. in the list of Annexure-A/B :
3. Community :
4. Designation & Station :
5. Date of Birth :
6. P.F. No :
7. Posted under :
8. Unit/Division :
9. Signature of the candidate :
10. Mobile No. :
11. Email ID :
12. Date :
13. Countersignature of the controlling officer:

 (With Designation and seal)

(Note: Willingness/Unwillingness to be submitted on or before 09.08.2021)

Provisional list of candidates working as PS-II for selection to Group-B post of Private Secretary-I for 2021-22

Sl. No.	Name (Shri)	Com.	Design.	Station	Seniority in Level-7	Remarks
1.	Pradeep Kumar Nayak	ST	PS-II	HQ/Mech.	09.03.2006	Eligible
2.	Sridhar Das	SC	PS-II	HQ/Stores	09.03.2006	Eligible
3.	Laba Munda	ST	PS-II	HQ/Optg.	16.06.2010	Eligible
4.	P.K. Behura	UR	PS-II	HQ/S&T	16.06.2010	Eligible
5.	Mohan Rao Raju	UR	PS-II	HQ/Engg.	16.06.2010	Eligible
6.	Bhimasena Mishra	UR	PS-II	HQ/Elect.	16.06.2010	Eligible
7.	K.A.V. Seshagirirao	UR	PS-II	HQ/Optg.	16.06.2010	Eligible
8.	E.M. Krishna	UR	PS-II	Con/VSKP	16.06.2010	Eligible
9.	N. Kamaraju	SC	PS-II	HQ/Optg.	16.06.2010	Eligible
10.	R.C. Mahalik	SC	PS-II	HQ/Pers.	16.06.2010	Eligible
11.	Sushil Kumar Bilung	ST	PS-II	HQ/Mech.	01.09.2011	Eligible
12.	Narayana Kar	UR	PS-II	HQ/Mech.	01.09.2011	Eligible
13.	Balaram Sahoo	UR	PS-II	HQ/Elect.	01.09.2011	Eligible
14.	Somanath Panigrahi	UR	PS-II	Con.	01.09.2011	Eligible
15.	Surendra N. Sahoo	UR	PS-II	Con./CEE	01.09.2011	Eligible
16.	Bhardwaj Naik	ST	PS-II	Con.	01.09.2011	Eligible
17.	Dilip Kumar Das	SC	PS-II	HQ/Stores	01.09.2011	Eligible
18.	Rashmi R. Behera	SC	PS-II	Con.	01.09.2011	Eligible
19.	N.L.S.V.B. Rao	UR	PS-II	HQ/Optg.	01.09.2011	Eligible
20.	Dinesh Kumar Shaw	ST	PS-II	Con.	01.09.2011	Eligible
21.	S.S. Sahoo	UR	PS-II	Con.	01.09.2011	Eligible

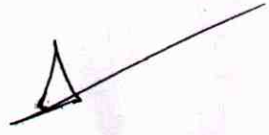
XXXXX

Annexure-B

Provisional List of standby candidates working as PS-II for selection to Group-B post of Private Secretary-I for 2021-22

Sl. No.	Name (Shri/Smt.)	Com.	Design.	Station	Seniority in Level-7	Remarks
1	S.P. Patanaik	UR	PS-II	HQ/GA	01.09.2011	Eligible
2	Reena Prasad	ST	PS-II	HQ/Security	01.09.2011	Eligible
3	Bhaskar Das	SC	PS-II	HQ/Coml.	01.09.2011	Eligible
4	Ragunath Behera	SC	PS-II	HQ/GA	01.09.2011	Eligible
5	Srinibas Sahoo	UR	PS-II	SBP/GA	03.09.2012	Eligible
6	B.F. Kujur	ST	PS-II	CWM/MCS	13.05.2013	Eligible
7	Sh. Bh. Mohapatra	UR	PS-II	Con.	19.11.2014	Eligible
8	Narayan Muonkhio	SC	PS-II	KUR	23.07.2015	Eligible
9	Amar Kr. Rout	UR	PS-II	HQ/IT	12.09.2016	Eligible
10	Satrughan Das	UR	PS-II	HQ/Med.	03.04.2017	Eligible

XXXXX



**Syllabus for the Written Test for Selection for Promotion to the Post of
Private Secretary (Grade Rs. 7,500-12,000)**

*Total Marks -
Qualifying Marks-*

1. Maintenance of records, Service Book, Personal Files etc.
2. Office Procedure – Receipt and Despatch, Docketing, Noting and Drafting.
3. Writing and Maintenance of Confidential Reports.
4. Monitoring and Disposal of VIP reference from Ministers, MPs, MLAs etc.
5. Grievance Handling Machinery and Redressal of Grievances.
6. Official Language Policy and Rules.
7. Leave Rules.
8. Classification of Services.
9. Pay scales and principles of pay fixation.
10. Recruitment Policy.
11. Rules of Reservation for SC/ST/OBC.
12. Compassionate Appointment.
13. Policy of Promotion.
14. Types of pay, types of allowance, TA Rules.
15. Pass Rules.
16. Various types of Advances and their eligibility conditions.
17. Training of Officers and Staff, Training Institutes, Zonal Training Schools.
18. Railway Servants (Discipline & Appeal) Rules, Railway Service Conduct Rules, Schedules of Disciplinary Powers.
19. Schedule of Powers in Establishment matters.
20. Staff Welfare – Staff Benefit Fund, Consumer Co-operative Societies, Medical Assistance, Educational Assistance, Housing etc.
21. Retirement benefits under SRPF and Pension Rules.

Note:

1. There will be only one paper. Time allowed for answering shall be 3 hours.
2. The questions to be set, out of the subjects mentioned in the syllabus, should have a practical bias, i.e., it should be designed to test the knowledge of candidates, which is required in the day-to-day work as Private Secretaries and their ability to tackle the practical problems they are likely to face.
3. 10% of the total marks should be set apart for the question(s) on Official Language Policy and Rules. While the employees should be encouraged to attempt the questions on official language policy and rules, the questions should not be compulsory. Questions on official language policy and rules may be set by or in consultation with Mukhya Raj Bhasha Adhikari.