

Office of the
Principal Chief Personnel Officer
2nd Floor, South Block, Rail Sadan,
Bhubaneswar-751017
(Odisha)

Dt.18.05.2022

Notification No. ECoR/Pers/06/ UTS Console/144

To,
The DRM(P)/ECoR/KUR,SBP & WAT

Sub: Notification - Calling volunteers from serving Employees of ECoR for filling up vacancy of Console Operator on Ex-Cadre basis Commercial Department of HQs/ECoR/BBS.

1. The following ex-cadre vacancy in Commercial department of ECoR / HQs is proposed to be filled up from volunteering employees working in **Three Divisions** as per the eligibility detailed below. Desirous and willing/eligible staff may submit application for the post of Console Operator. The staff who are working in HQs office having lien in divisions should forward their application through competent authority of their lien unit.

Sl No.	Designation & Level	Vacancy	Eligibility Criteria
01	Console Operator (Ex-Cadre) Level-6	01	1.(a) The candidate must be in Level-6 from ECRC cadre. or (b) The candidate must be in Level-5 from ECRC cadre having at least 2 years of regular service in Level-5 in ECRC Cadre. 2 The candidate must be a Graduate in any Discipline. 3. Well acquainted with PC/UTS/PRS Operation.

2. **Mode of Selection:**

The vacancy of Console Operator will be filled up by a Single Stage written examination, followed by Screening of Service records and APARs for the last three years of written qualified staff. The questions of written examination will be 100% objective multiple choice type. The answers are to be marked on OMR answer sheets and the OMR answer sheets will be evaluated manually. The candidates have to darken the correct answer option in the OMR answer sheet. There will be 110 questions (including 10 questions on Rajbhasha) of objective multiple choice type with four answer options and the candidates has to answer a maximum of 100 questions. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation. Cutting, over-writing, erasing or alteration of any type in answer will not be accepted and zero marks will be awarded for answers having correction/over-writing or more than one answered. There shall be negative marking for incorrect answer. The written examination will be of 120 minutes duration. One Third marks shall be deducted for each wrong answer. In order to qualify in the written test a candidate has to secure minimum 60% marks. The SRs & APARSs for the last three years of the candidates who secure minimum 60% marks in written test will be screened for empanelment by the nominated committee members. The candidate securing 60% marks in written test and 60% marks in aggregate will be placed in the panel on the basis of purely merit.

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3. The employee should be free from SPE/Vig./D&AR cases.
4. Although the staff posted against this ex-cadre post will have the benefit of drawing pay attached to the said Ex-cadre post, it does not amount to promotion and hence there will be no benefit of pay fixation as done on promotion as the Lien of the staff is to be maintained in his regular parent cadre. Pay fixation on joining Console Operator will be made as per extant rule.
5. Any other provision of IREM or circular issued by Railway Board regarding terms and conditions of selection to the ex-cadre post and other conditions applicable, although inadvertently omitted in this notification, should be treated as valid and operative.
6. The employee's lien will continue to be maintained in his/her substantive seniority unit in the concerned division/unit even after his/her posting as Console Operator on Ex-cadre basis. The service spent in the Ex-Cadre post, if posted in next higher scale than what the employee is currently holding on substantive basis, will not count (a) for the purpose of qualifying service for various selections to higher grades or (b) as service for the purpose of fixation of pay in a parallel/similar scale of pay they might be promoted to on regular basis in their lien cadre on a later date.
7. The tenure of the posting as Console Operator on Ex-cadre will be for a maximum period of 05 years. However, in administrative exigencies, the tenure of a staff may be reduced by PCCM without prior notice or assigning any reason there of and the staff may be repatriated to his/her parent unit before completion of 5 years tenure.
8. The staff applying in response to the notification will not be allowed to withdraw the option in the event of his/her Selection.
9. Applications may be submitted in prescribed the format at Annexure-I. The applications should be submitted to the Controlling Officer, who in turn will forward the same to the office of Sr.DPO. The last date for submission of the application by the employees to the Controlling Officer is 08.06.2022 which should reach at the office of Sr.DPO by 16.06.22. On completion of scrutiny in Sr.DPO office the applications should be sent in one bunch with a covering letter and attached list (eligibility/in-eligibility separately) of names of the applicants, so as to reach at PCPO's Office /BBS by 24.06.22 positively.
10. **Any Advance copy submitted directly without forwarding of controlling officer will not be entertained.**
11. The updated SR and APARs of eligible employees for the last three years may be sent along with the Application Form.
12. This notification may be cancelled by Railway Administration without prior notice on administrative reasons if so required at any time.
13. The number of notified vacancy may be increased or decreased at any time during the Ex-Cadre selection without prior notice if it is considered necessary on administrative reasons.
14. **All the fields of application form of Annexure-I should be filled up correctly and applications incomplete in any form or fields of application form left blank or fields of application form incorrectly filled will not be considered and summarily be rejected. No future representations regarding incomplete application, incorrectly filled application or fields of application form left blank will be entertained.**

15. Present Incumbents will not be eligible to apply as per the extant rule.

This notification shall be given wide publicity among the staff and copy of notification may be pasted in the office notice board also. This notification is also available in ECoR website w.w.w.eastcoastrail.indianrailways.gov.in.

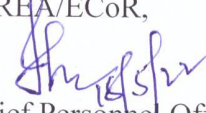
Encl: 1. Application form (Annexure-I)
2. Syllabus.


(H.K. Mahanand)
Dy.CPO(Gaz)

For Principal Chief Personnel Officer

Copy for information and necessary action to :

- 1) PCCM/ECoR/BBS,
- 2) CCM(PM)/ECoR/BBS,
- 3) Sr.DCM/ECoR/KUR,SBP & WAT,
- 4) CPO(Admn.)/ECoR/BBS
- 5) SSM(IT)/ECoR/BBS for uploading in the East Coast Railway website.
- 6) General Secretary, ECoRSC, ECoRSU, AISCSTREA & AIOBCREA/ECoR,
- 7) Notice Board (PCPO Office).


For Principal Chief Personnel Officer

ANNEXURE-I

Proforma of application for the post of Console Operator in Commercial department of ECoR/HQs/ BBS on Ex-Cadre basis.

Notification No. and date	Notification No.ECoR/Pers/06/ UTS Console/144 Dt. 18.05.2022
Post against which application has been submitted	Console Operator (Ex-Cadre)

PERSONAL DATA	
1.	Name
2.	Father's name
3.	Designation (Substantive) & Level
4.	Date of Birth
5.	Date of Appointment
6.	Department
7.	Division
8.	PF Number
9.	Date of Initial appointment & Capacity (Designation) and Level.
10.	Present designation & Level (Write both substantive designation and Ad-Hoc, Officiating, Ex-cadre, Other designation if applicable)
	Date of Initial Appointment
	Capacity (Designation) of Initial Appointment
	Level of Initial Appointment
	Present Substantive Designation & Level
	Present Ad-Hoc Designation & Level
	Present Officiating Designation & Level
	Present Ex-Cadre Designation & Level
	Any Other (If applicable) Designation & Level
11.	Date of regular entry in Level - 6 (Substantive only) with designation
12.	Date of regular entry in Level - 5 (Substantive only) with designation
13.	Educational qualification (EQ) (As entered in Service Record)
14.	Lien Unit (Whether KUR/WAT/SBP)
15.	Brief about PC/UTS/PRS operation knowledge
16.	Present Place of posting
17.	Presently working under (Department & Office & Station of posting)
18.	Mobile No. & Rly Ph No.

I do hereby declare that I have gone through the above referred notification, and I am volunteering for the post of Console Operator in Commercial department of ECoR/HQ/BBS on Ex-Cadre basis after agreeing to abide all the conditions in the said notification. I am aware that my application will not be considered if the application is deficient in any form or incorrectly filled or not forwarded by the controlling officer / Department / Division/ Unit to PCPO's Office.

Date:

The above named employee will be released without reliever if he/she is selected for the post applied for. As per record he/she is free from SPE/Vig/D&A cases and not undergoing any punishment.

Signature of the Applicant

Date:

The above particulars of the employee has been verified and found correct as per the Service Record and other particulars.

Signature & Desig. of the Controlling Officer with stamp

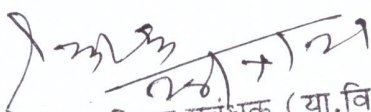
Date:

Signature & Desig. of the Personnel Officer with stamp

SYLLABUS FOR THE POST OF CONSOLE OPERATOR

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1. COMMERCIAL ORGANIZATION
2. FUNCTIONS OF COMMERCIAL DEPARTMENT
3. UTS, PRS , RELATED WORKS AND UTILITY OF CONSOLE
4. CRIS- FUNCTIONS OF CRIS - SERVICES PROVIDED BY CRIS TO RAILWAYS
5. DATA BASE- FUNCTIONS OF DATA BASE AND SERVICES PROVIDED BY
6. APPS RELATED TO TICKET BOOKING, SYNCRONISATION, DETAILS OF DATA BASE CENTRES. DBA Sub MODULES. UTILITY OF DBA.
7. BOOKING , CANCELLATION , REFUND, PARTIAL CANCELLATION OF e- TICKET, I- TICKETS,
8. REFUND RULES, BREAK JOURNEY RULES.
9. GST, COLLECTION AND DEPOSIT OF GST.
10. ST-5, BALNCE SHEET, COMPUTERISATION OF COACHING/ GOODS BALANCE SHEET.
11. THIN CLIENT- ROUTER , ATVM
12. PRIMES SERVICES PROVIDED BY PRIME, REMOTE LOCATIONS, DATA WARE HOUSE, PRS CHARTING, RBS, HHT, TTE LOBBY OFFICE/COMPUTERIZATION OF LOBBY OFFICE,
13. JTBS, STBA, YTSK, MOBILE TICKETING , COMPUTERIZATION OF RETIRING ROOMS & DORMITORIES
14. COMPUTER KNOWLEDGE (MS WORD, MS EXCEL)
15. RAJ BHASHA


मुख्य वाणिज्य प्रबंधक (या.वि.)
Chief Commercial Manager (PM)
पूर्व तट रेलवे, भुवनेश्वर-17
East Coast Railway, Bhubaneswar-17