



EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan, Chandrasekharapur,
Bhubaneswar-751017
Date: 18.08.2023.

No. ECoR/Pers/NG(Admn)/02//Selection/OS/LDCE/V/23

The SDGM, PCE, PCEE, PCOM, PCCM, PCME, PCSTE, PCMM, PCSO, PCMD, CWM/CRW/MCS, Dy.CCM(Claims)/BBS, WPO/CRW/MCS & DAO/ECoR/BBS.

Sub: Selection for promotion to the post of Office Superintendent in Pay Matrix Level-6 against 20% LDCE quota in all departments of ECoR HQ/BBS and CRW/MCS (except Accounts and RPF Deptt.).

Applications are invited from amongst the eligible ministerial staff (Jr. Clerks & Sr. Clerks) of all departments of ECoR/HQ/BBS and CRW/MCS (except Accounts, Stores Depot and Security/RPF Deptt.) for filling up the following vacancies of Office Superintendent in Pay Matrix Level 6 against 20% LDCE quota in all departments of ECoR/HQ/BBS and CRW/MCS. The vacancy position, eligibility conditions, and mode of selection etc. are detailed below:

Vacancies:

Srl.No.	Post	Percentage	Break up vacancies			Total
			UR	SC	ST	
1	OS(LDCE)	20%	19	04	01	24

- 1. Eligibility conditions:** All serving regular Ministerial Staff (Jr.Clerk-cum-Typists & Sr. Clerk-cum-Typists) of all departments of ECoR/HQ/BBS & CRW/MCS including lien holders of ECoR/HQ/BBS & CRW/MCS (except Accounts, Stores Depot and RPF Deptt.) possessing the educational qualification of graduation as on the date of notification and fulfilling the following conditions will be eligible to volunteer in the aforesaid selection for promotion to the post of OS against 20% LDCE.
 - (a) 05 (Five) years regular service as Jr. Clerk-cum-Typist in Pay Matrix Level-2 and Sr. Clerk-cum-Typist in Pay Matrix Level-5 put together as on the date of notification.
-OR-
05 (Five) years regular service as Jr. Clerk-cum-Typist in Pay Matrix Level-2 as on the date of notification.
-OR-
03 (Three) years regular service as Sr. Clerk-cum-Typist in Pay Matrix Level-5 as on the date of notification.
 - (b) Financial upgradation under MACP cannot be treated as promotion.
 - (c) Must have passed requisite typing proficiency test or granted exemption from typing test as per RBE No. 02/2017.
- 2. Mode of Selection:**
 - (a) The selection shall consist of a written examination and assessment of service record. While 85% weightage will be given to the performance in the written examinations, 15% weightage will be given to service records/APARs.

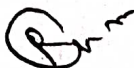
- (b) The question paper for written test will consist of 100% objective multiple choice type questions and in bi-lingual form i.e. to be printed in English and Hindi languages. The answers are to be marked on OMR answer sheets.
- (c) There will be 110 objective multiple choice type questions with four answer options i.e. A,B,C&D and the candidates have to answer a maximum of 100 questions. In case the candidates answer more than 100 questions, first 100 attempted questions are to be taken for evaluation and rest will be ignored.
- (d) In order to ensure authenticity, Cutting, Overwriting, Erasing or Alteration of any type in the answers will not be accepted. Zero mark will be awarded for answers having correction/overwriting or more than one answer indicated by the candidate.
- (e) There shall be negative marking for wrong answers. Each correct answer will fetch 1(One) mark and $\frac{1}{3}$ mark will be deducted for each wrong answer. No credit will be given to un-attempted questions.
- (f) 10% of total marks will be on official language policy(optional).
- (g) The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination and service records. Subject to usual relaxation for SC/ST staff, those securing less than 60% in the aggregate will not be considered eligible for inclusion in the select panel. Further the service records of only those candidates who will secure a minimum of 60% marks in the written examination shall be assessed
- (h) Only those candidates, who secure the prescribed percentage of qualifying marks in written test will be subjected to scrutiny of record of service/APAR.
- (i) The panel shall be drawn strictly in order of merit from amongst qualified candidates taking in to account the community wise vacancies as per notification.
3. Supplementary written examination will not be conducted for the absentees under any circumstances as it is a general selection.

4. Training of successful candidates:

All such candidates who are selected as Office Superintendents against 20% LDCE Quota will have to complete 21 working days training successfully at Personnel Training Centre/Jodhpur in terms of RBE No. 133/2012.

5. Submission of applications:

The eligible & willing employees and lien holders of ECoR/HQ/BBS (except Accounts, Stores Depot & Security/RPF Deptt) should submit their applications in prescribed format(Annexure-I) through their controlling officers to NG cadre section of PCPO's office/BBS on or before 18.15 Hrs 11.09.2023 with due acknowledgment.



Assistant Commissioner, Personnel Unit

The eligible & willing employees and lien holders of WPO/CRW/MCS should submit their applications in Prescribed format (Annexure-I) to WPO/CRW/MCS on or before 11.09.2023. After due scrutiny all the eligible applications received by WPO/CRW/MCS on or before 11.09.2023 should be sent in a single bunch to PCPO's office by 18.09.2023(Monday).

6. Application proforma is enclosed at Annexure-I.
7. The Syllabus of the written examination is enclosed at Annexure-II.
8. Applications should be submitted as per format as at Annexure -I only. It is requested to be given wide publicity of this notification amongst the staff working under their control.
9. On successful completion of training at PTC/Jodhpur, the empanelled candidates may be posted as OS(Level-6) in any department of ECoR/HQ/BBS and CRW/MCS, as per availability of vacancies.
10. The above notification is also available in East Coast Railway website: www.eastcoastrail.indianrailways.gov.in.
11. Objection Tracker:- After the written examination is over, provisional Answer Key of the question paper will be uploaded in the ECoR's website: www.eastcoastrailways.gov.in- IR Personnel – HQ Departments – Personnel Department – Click Here for Notifications. Candidates appeared in the written examination may submit their representations in respect of answer key/question paper, if any, through email id: ngcadrepersonnel@gmail.com with documentary proof within seven days period from the date of uploading the answer key in the website. The decision of the Question setter in publishing the Final Answer Key after above exercise will be treated as final and no further correspondence in this regard will be entertained.

NB: Representation if any against the aforesaid notification should be submitted to the Dy.CPO(Gaz) on or before 04.09.2023, so that the same will be put up to the Competent Authority for consideration. Representations received after 04.09.2023 will not be entertained.

Encl: Annexure I & II

(R.C.Mahalik)
Assistant Personnel Officer (I)
for Principal Chief Personnel Officer

Copy forwarded for information and necessary action to:

1. CAO (Con)/BBS,
2. Dy.CPO(Gaz) & Dy.CPO(HQ)/ECoR/BBS
3. CPD (RE)/BBS, Chairman/RRB/BBS
4. APO(Con)/BBS
5. General Secy. ECoRSC/BBS, ECoRSU/BBS, AIOBCREA, AISCSTREA/BBS
6. SSM/IT/BBS for uploading in the ECoR website.
7. Notice Board of PCPO's office/BBS.

for Principal Chief Personnel Officer

ANNEXURE-I**PROFORMA OF APPLICATION FOR THE POST OF OFFICE SUPERINTENDENT IN
LEVEL 6 OF PAY MATRIX (7TH CPC) AGAINST 20% LDCE QUOTA.**

I do hereby volunteer for selection to the post of Office Superintendent in Level-6 of Pay Matrix (7th CPC) as notified vide PCPO/BBS's letter No. ECoR/Pers/NG(Admn)/02/Selection/OS/LDCE/V/20, dated 18.08.2023, duly accepting all the terms & conditions and other details mentioned in the notification. I confirm that my personal/Service details are as follows:

1	Name of the employee in full (Block Letters)		
2	Father's / Husband's Name		
3	Date of Birth		
4	a) Date of Initial Appointment		
	b) Capacity on Initial Appointment		
	c) Scale of Pay on Initial Appointment		
5	Community (UR/SC/ST/OBC)		
6	Present Department/HQ/Unit in which working		
7	Working under (Controlling Officer)		
8	Present Designation	a) Substantive	
		b) Officiating	
9	Date of Regular Entry as Jr.Clerk-cum-Typist/ Sr.Clerk-cum-Typist	a) Jr.Clerk-cum-Typist	
		b) Sr.Clerk-cum-Typist	
10	Educational Qualification (As per entry in SR)		
11	Other Qualification, if any.		
12	Lien Department / Unit		
13	PF Account No		
14	Mobile Number / Whatsapp number		
	Email ID		
	HRMS ID		

Cont.....

I do hereby declare that I have gone through the above referred notification and I am volunteering for the post of Office Superintendent against 20% LDCE Quota after agreeing to abide all the conditions in the said notification. I am aware that my application will not be considered if it is deficient in any form or incorrect or not forwarded by the controlling officer/department/division/unit to PCPOs' office. In case, anything is found to be incorrect, I shall be responsible and my candidature may be cancelled.

Date

Place

(Signature of the employee)

Certified that the above employee submitted the application before the cutoff date in this office.

Date:

(Signature of Controlling Officer)
With seal

Certified that the above service particulars are found correct as per the service record maintained in this office.

(Signature of Cadre Personnel Officer)
With seal



1. Office procedure.
 - (a) DAK handling
 - (b) Maintenance of files.
 - (c) Record Keeping
 - (d) Maintenance of Statistics.
2. Writing Skill
 - (a) Letter/DO writing
 - (b) Notifications
 - (c) Note writing
 - (d) Speaking Orders
3. Award of work in works programme.
4. Procedure of stores procurement
5. Railway Organizational structure.
6. Railway Housing (Rly. Qtrs. Allotment) Policy.
7. Uniform policy
8. Booking of Running staff and non-running traveling staff.
9. Discipline & Appeal rules and conduct Rules.
10. Recognition of Trade Union. Facilities to office bearers of recognized union/Association. Dealing with Unrecognized Unions/Association.
11. Medical examinations and facilities available to Railway employees.
12. Audit and Accounts Narrative report. Draft Paras and their disposal.
13. Cannons of financial propriety.
14. Classification of demands of grants.
15. Man-Power Planning
 - (a) Vacancy Bank Register
 - (b) Bench Marking
 - (c) Creation of Posts
 - (d) Supernumerary posts
 - (e) Redeployment of surplus staff
16. Pay and allowances
17. Pass Rules
18. Leave Rules
19. Railway Pensions Rules.
20. General Conditions of Service
21. Hours of Employment Regulation.
22. Labour Laws and RTI Acts, 2005
23. Selections & Promotions of non-gazetted staff.
24. Rules regarding seniority.
25. Staff Benefit Fund.
26. Absorption of Medical De-categorized staff.
27. Staff Welfare.
28. Co-operative Societies.
29. Joining Time Rules.
30. Official Language Policy (Optional).