

पूर्व तट रेलवे/EAST COAST RAILWAY



प्रधान कार्यालय/Headquarters Office,
कार्मिक विभाग/Personnel Department,
रेल सदन/Rail Sadan

भुवनेश्वर/Bhubaneswar-751017

दिनांक/Dated: 15.11.2023

संख्या/No. ECoR/Pers/Gaz/Selection/PS-I/2023-24

All PHODs/CHODs-ECoR/BBS.

DRM-KUR, WAT & SBP.

CAO(Con)/BBS, CWM/CRW/MCS,

Sr. DPO- KUR, WAT & SBP.

WPO-CRW/MCS, APO (Con)- BBS.

All Concerned.

विषय/Sub: Formation of Group-B Panel of Private Secretary-I in Level-8 for the assessment period 2023-24 in East Coast Railway.

As intimated vide this office letter of even No. dated 20.10.2023, it has been decided by the competent authority to conduct fresh selection for formation of Group-B Panel of 06-UR posts of Private Secretary-I in Pay Level-8 in East Coast Railway for the assessment period 2023-24. The exact date, time and venue of the written test will be intimated in due course.

1. Conditions of Eligibility:

- I. As per Recruitment Rules for the Group-‘B’ post of Private Secretary-I published by Railway Board vide Notification No. 2010/E (GR)/I/15/2/RR dated 01.09.2011, Private Secretary Grade-II in Level-7 in the pay matrix with two years of regular service in the grade, are eligible to appear for the selection.
 - II. Where juniors who have completed their qualifying or eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.
 - III. The service will be reckoned as on **01.01.2023.**
2. A provisional list of 18 eligible candidates (as per the Provisional Integrated Seniority list issued vide No. ECoR/Pers/01/NGC-Misc/Prov.Int.Seniority/PS-II/419 dated 10.07.2023, as per extant rules working as Private Secretary-II in ECoR who have completed minimum two years of non-fortuitous service in Pay Level-7 as on 01.01.2023 (cut off date) and are coming in the zone of consideration for the assessment period of 2023-24 is enclosed at Annexure-A. Also an additional list of remaining 07 eligible candidates, next in order of seniority of PS-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.
 3. 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.

4. The eligible candidates whose names are borne in the provisional list at Annexure-A & B should submit their options (willingness/unwillingness) **latest by 07.12.2023** in the attached format (Annexure-C) to the concerned Personnel Officer of the Division/HQ duly forwarded by their Controlling Officers and the same should be sent to the Dy.CPO/Gaz/BBS **latest by 14.12.2023** in a consolidated statement along with the individual options.
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 07.12.2023 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.
7. As there is no reserved vacancy in this notification, Pre-selection Training is not mandatory as per RBE No. 142/2019.
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 (i) Written Examination, (ii) viva-voce (with prior Medical Fitness test) and assessment of record of service by the Selection Committee.
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
 - d) There will be 110 questions of objective multiple choice types with four answer options numbered as A, B, C & D. The candidate has to answer a maximum of 100 questions. All objective type questions carry equal marks. The answers are to be marked on OMR answer sheet.
 - e) In Section (a), there will be 80 questions including 10 optional questions on Official Language Policy. In this section, only 70 questions are to be attempted by the candidates. In case, any candidate answers more than 70 questions, only the first 70 questions will be evaluated and the rest will be ignored, even if attempted.
 - f) 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.



- g) 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.
- h) 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.
- i) The duration of the written examination will be of **02 hrs (120 Minutes)**.
- j) **Syllabus:** The syllabus for the written examination for promotion to Group-B post of Private Secretary-I is attached as Annexure-D.

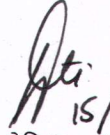
10. Viva-voce & Record of Service:

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

11. The Controlling Officers/Sr.DPO/WPO 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 Dy.CPO/Gaz, when called for.
12. 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.
13. **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 → Recruitment Info → Recruitment Information → Click here for HQ Notifications. Candidates appeared in the written examination may submit their representations in respect of answer key/question paper, if any, through email id: dycpogazecor@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 the above exercise will be treated as final and no further correspondence in this regard will be entertained.
14. The above Notification is uploaded in ECoR website: www.eastcoastrailways.gov.in → Recruitment Info → Recruitment Information → Click here for HQ Notifications.

संलग्नक/Encl:

- List of candidates (Annexure-A & Annexure-B).
- Application Format (Annexure-C).
- Syllabus (Annexure-D).


(ज्योति/Jyoti)

उप. मुकाधि (राज.)/Dy. CPO(Gaz)
कृते प्रमुख मुख्य कार्मिक अधिकारी
for Principal Chief Personnel Officer

प्रतिलिपि/Copy to:

- Dy.CPO(HQ)/BBS, APO-I/BBS.
- Sr. System Manager (IT)/BBS for uploading in ECoR's website.
- The General Secretary-ECoRSC/BBS & ECoRSU/BBS.


कृते प्रमुख मुख्य कार्मिक अधिकारी
for Principal Chief Personnel Officer

Annexure-A**Provisional list of candidates working as PS-II for selection to Group-B post of Private Secretary-I for the assessment period 2023-24**

Sl. No.	Name (Shri)	Comm.	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	Mohan Rao Raju	UR	PS-II	HQ/Engg.	16.06.2010	Eligible
4	Bhimasena Mishra	UR	PS-II	HQ/Elect.	16.06.2010	Eligible
5	K.A.V. Seshagirirao	UR	PS-II	Con/VSKP	16.06.2010	Eligible
6	E.M. Krishna	UR	PS-II	Con/VSKP	16.06.2010	Eligible
7	Sushil Kumar Bilung	ST	PS-II	HQ/Mech.	01.09.2011	Eligible
8	Somanath Panigrahi	UR	PS-II	Con./BBS	01.09.2011	Eligible
9	Bhardwaj Nayak	ST	PS-II	Con/JJKR	01.09.2011	Eligible
10	Dilip Kumar Das	SC	PS-II	HQ/Stores	01.09.2011	Eligible
11	Rashmiranjan Behera	SC	PS-II	Con./BBS	01.09.2011	Eligible
12	Dinesh Kumar Shaw	ST	PS-II	Con./BBS	01.09.2011	Eligible
13	Surya Sundar Sahoo	UR	PS-II	Con/BBS	01.09.2011	Eligible
14	Siba Prasad Patnaik	UR	PS-II	HQ/GA	01.09.2011	Eligible
15	Reena Prasad	ST	PS-II	HQ/Security	01.09.2011	Eligible
16	Bhaskar Das	SC	PS-II	HQ/Comm.	01.09.2011	Eligible
17	Ragunath Behera	SC	PS-II	HQ/Vigilance	01.09.2011	Eligible
18	Narayan Muonkhio	SC	PS-II	ADRM(Inf.)/KUR	23.07.2015	Eligible

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Annexure-B**Provisional List of standby candidates working as PS-II for selection to Group-B post of Private Secretary-I for the assessment period 2023-24**

Sl. No.	Name (Shri/Smt.)	Comm.	Design.	Station	Seniority in Level-7	Remarks
1	Satrughan Das	UR	PS-II	HQ/Med.	03.04.2017	Eligible
2	Bhagaban Panigrahi	UR	PS-II	HQ/Engg.	13.11.2018	Eligible
3	Chittaranjan Mishra	UR	PS-II	HQ/Comm.	13.11.2018	Eligible
4	Uttam Kanta Parida	UR	PS-II	Con/BBS	13.11.2018	Eligible
5	Prabhasini Sahoo	UR	PS-II	Con/BBS	17.05.2019	Eligible
6	B.N. Swain	UR	PS-II	HQ/S&T	17.05.2019	Eligible
7	Sashi Kanta Pani	UR	PS-II	HQ/Stores	03.09.2019	Eligible

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Proforma of Application for Selection to the post of Private Secretary-I for 2023-24.

OPTION: Whether Willing/Unwilling

1. Name & Community of the candidate:

2. Designation & Station :

3. Present Grade :

4. Date of Birth :

5. Date of appointment :

6. P.F. No :

7. HRMS ID :

8. Posted under :

9. Unit/Division :

10. Mobile No. :

11. Email ID :

12. Signature of the candidate :

13. Date :

14. Countersignature of the controlling officer:

(With Designation and seal)

(Note: Willingness/Unwillingness to be submitted on or before 07.12.2023)

Handwritten signature

**SYLLABUS FOR THE WRITTEN EXAMINATION FOR SELECTION TO THE GROUP
"B" POST OF PRIVATE SECRETARY GRADE-I IN LEVEL-8**

Part A: Technical Subject

1. Maintenance of Records, Service Book, Personal Files etc.
2. Office Procedure - Receipt and Dispatch, 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 allowances, 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 Servant (Discipline & Appeal Rules), Railway (Service) Conduct Rules, Schedule 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.

Part: B

Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bonus Scheme, Staff Grievances Redressal Mechanisms.

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9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e- office. HRMS, IPAS, LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Canons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

