



पूर्वतटरेलवे/EAST COAST RAILWAY
मुख्यालयकार्यालय, कार्मिकविभाग, रेलसदन, साउथब्लॉक, भुवनेश्वर
Headquarters Office, Personnel Department, Rail Sadan,
South Block Bhubaneswar-751017



संख्या/No. ECoR/Pers/NG/02/Admn./Selection/OS/LDCE/24

दिनांक/Date: 11/02/2025.

सेवा में/To,

SDGM, PCPO, PCE, PCEE, PCOM, PCME, PCMD, PCCM, PCMM, PCSTE, PCOS, PCSO,
 CAO/Con/BBS, CWM/CRW/MCS, Chairman/RRB/BBS, Dy. CCM (Claims), DAO/BBS.

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

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

Vacancies:-

Post	Percentage	Break up vacancies			Total
		UR	SC	ST	
OS(LDCE)	20%	19	04	02	25

1. Eligibility conditions :

All serving regular Ministerial Staff (Jr. Clerk-cum-Typist & Sr. Clerk-cum-Typist) of all departments of ECoR/HQ/BBS & CRW/MCS including lien holders of ECoR/HQ/BBS & CRW/MCS (except Accounts and RPF Deptt.) possessing the graduation educational qualification as on the date of notification and fulfilling the following conditions will be eligible.

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.

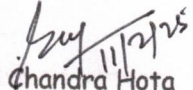
[Signature]

- 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.
- D. Cutting, Overwriting, Erasing or Alteration of any type in the answers will not be accepted. Zero mark will be awarded for answer having correction/overwriting.
- 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 panel. Further the service records of only those candidates who 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 into 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. Last date of submission of application to their concerned department is 03.03.2025 and applications so received by the departments should be submitted to this office with a consolidated list of applicants latest by 11.03.2025 (up to 18:15 hrs) and acknowledgement obtained for the same. No application will be entertained after the closing date and time.
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 give wide publicity of this notification amongst the staff working under their control.
9. On successful completion of training, 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 East Coast Railway website: (www.eastcoastrail.indianrailways.gov.in - About us - HQ Departments - Personnel Department - 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 along with a soft copy of the release memo issued at the end of the written examination 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 disposal of representations, if any, submitted by the written appeared candidates within the stipulated period will be final and no further correspondence in this regard will be entertained.

संलग्न 2 कॉपी/Enclosure in 2pages.

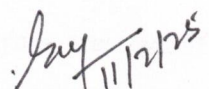

सुबास चंद्र होता/Subash Chandra Hota
सहायक कर्मिक अधिकारी-१/Asstt. Personnel Officer-1
दूरभाष/Contact No. - 8455885608

पृष्ठांकन संख्या/ Endorsement No.

दिनांक/Dated 11.02.2025

आवश्यक सूचना एवं कार्रवाई के लिए प्रतिलिपि अग्रेषित किया जाता है /Copy forwarded for information & necessary action to:

1. Genl Secy- ECoRSU, ECoRSC, Branch Secretary/AISCSTREA.
2. APO/Con/BBS,
3. PCPO's Notice Board


सुबास चंद्र होता/Subash Chandra Hota
सहायक कर्मिक अधिकारी-१/Asstt. Personnel Officer-1
दूरभाष/Contact No. - 8455885608

**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/24, dated 11.02.2025, 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		
2	Father's/Husband's Name		
3	Date of Birth		
4	Date of Initial Appointment		
	Capacity on Initial Appointment		
	Scale of pay on Initial Appointment		
5	Community (UR/SC/ST)		
6	Present Department/HQ/Unit in which working		
7	Working under (Controlling officer)		
8	Present designation	Substantive	
		Officiating	
9	Date of regular entry as Jr. Clerk-cum-Typist/ Sr. Clerk-cum-Typist/	Jr. Clerk-cum-Typist	
		Sr. Clerk-cum-Typist	
10	Academic Qualification (as per entry in SR)		
11	Other Qualification		
12	Lien Department/Unit		
13	Pf Account No.		
14	Mobile No./Whatsapp No.		
	Email ID		
	HRMS ID		

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled or/and I may be taken up under D&A Rules. In the event of my empanelment to the post, I shall not seek voluntary reversion to my former post for any reason.

Date:

Signature of the Applicant

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

Date:

Signature of the Controlling Officer

Certified that the above service particulars are found correct, as per the service record, maintained in this office. The total length of non-fortuitous service of the above employee as a regular Railway servant is _____ (in words) (years and months)

Date:

Signature of the Cadre Personnel Officer

[Handwritten Signature]



ANNEXURE -II

Syllabus for selection to the post Office Superintendent in Level-6 against 20% LDCE quota in E.Co.Rly.

1. Office procedure.
 - (a) DAK handing
 - (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. Canons 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).

Ray