



एशिया का रेलवे
East Coast Railway

कार्यालय- Office of the
मुख्य कारखाना प्रबंधक(का)- Chief Workshop Manager(P)
सवारी डिब्रुवा मरम्मत कारखाना, मधेश्वर-CRW/Mancheswar

No.CRW/MCS/Estt./Mech./OS/20% LDCE/1578

Date: 21.09.2022.

NOTICE

Sub:- Notification for filling up of the post of Office Superintendent in Pay Matrix Level-6 against 20% LDCE quota vacancy in Mechanical Department, CRW, Mancheswar.

It is proposed to conduct a selection for filling up of 04 vacancies (UR-03,SC-01) of Office Superintendent in Pay Matrix Level-6 against 20% LDCE in Mechanical Department, CRW, Mancheswar, for which options are invited from eligible serving regular ministerial staff of mechanical department with minimum graduation qualification.

A. Eligibility and Service Conditions of staff:

All serving regular ministerial staff of mechanical department with minimum educational qualification of graduation and fulfilling the following conditions will be eligible to volunteer to appear in the aforesaid LDCE Exam.

- Five years of regular services as Jr. Clerk.
- Three years of regular services as Sr. clerk.
- Five years of regular services in all together as Jr. clerk and Sr. clerk.

In terms of RBE No.34/2006, in respect of employees who has reported/joined at CRW/MCS on Inter Railway Request Transfer/Inter Divisional Request Transfer on bottom seniority, the service rendered in the old unit will count for the purpose of qualifying service for the aforesaid selection provided

- He/She is otherwise eligible to be considered for aforesaid selection.
- The category in which he/she was working in the old unit is an eligible category for the above stated selection.
- Service so allowed to be counted does not exceed the length of service of his immediate senior.

B. Mode of selection:

In terms of Railway Board's Lr. No.E(NG)I/2000/PM1/41 Dtd.20.08.2003, the positive act of selection to assess the professional ability of the candidates shall consist of written test only. The candidates has to obtain a minimum of 60% marks in professional ability i.e. Written Examination for being considered for further selection process of perusal of service records.

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% marks in aggregate will not be considered eligible for inclusion in the panel. Further, the service record of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed vide RBE No. 102/2005.

Candidates must know that since this is a general selection, there would not be any supplementary selection for non attending candidates.


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C. Procedure for Written examination:

All the eligible volunteering employees may be subjected to a written test followed by the scrutiny of the Service Records. In terms of RBE No.196/2018 and PCPO/ECOR/BBS' Lr. No.ECOR/Pers/R/Guidelines Dtd.18.04.2019.

1. The questions of the written examination will be 100% objective multiple choice type.
2. The answers are to be marked on OMR answer sheets and the OMR answer sheet will be evaluated manually.
3. There will be 110 questions of objective multiple choice type with four answer options and the candidate has to answer a maximum of 100 questions.
4. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation.
5. Cutting, Overwriting, erasing or alternation of any type in answer will not be accepted and zero marks will be given for answering having correction/overwriting.
6. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.
7. The duration of OMR based written examination will be 120 minutes.
8. In terms of Rly. Bd.'s Lr. No.Hindi/2010/OL-I/10/4 Dtd.14.12.2016, at least 10% of the total marks prescribed for the written test should be on Official Language Policy and Rules.

D. Syllabus for Written Examination:

The Syllabus prescribed for selection to the post of OS against 20% LDCE in Mechanical Department is enclosed herewith as "Annexure-A"

E. Date of Written Examination:

The Date, Venue and time of the written examination will be intimated separately. However, it is to be advised to the volunteering staff that there will be no Supplementary written examination to the absentees.

F. Pre-selection Coaching:

In terms of RBE No.142/2019, Pre-Selection/Pre-promotion coaching should be imparted to reserved community candidates.

Drawal of Panel:

In terms of RBE No.17/2014, the final panel shall be drawn in the order of merit based on aggregate marks of Professional ability and Record of service.

However, a candidate must secure a minimum 60% mark in the professional ability and 60% mark in aggregate for being placed in the panel and final empanelment is subject to the availability of vacancies.it may be noted that there is no classification of "outstanding" in the final panel .

G. Training of empanelled candidates:

The empanelled candidates should have to undergo 21 days training. Such candidate will have to successfully complete the training before they are put to working post. A prescribed examination at the end of the training course will be conducted.


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H. Last date for submission of Application:

The willing and eligible volunteers have to submit their applications in prescribed proforma (enclosed) to their controlling supervisors on or before **13.10.2022**, the controlling supervisors will forward the applications in one bunch to the controlling Officer on or before **17.10.2022** and the controlling Officer has to forward all the applications in one bunch to this Office on or before **19.10.2022**.

Application submitted by the candidate after **13.10.2022** will not be entertained.

I. Additional information for guidance to the staff:

- a. The candidates should necessarily fill all the relevant columns and strike out the inapplicable columns indicating as "NA".
- b. All other terms and conditions applicable to such selection as per extant rules as on the date of notification will be applicable and items overlooked/omitted if any, will be treated as valid and operative.
- c. The candidates should ensure about necessary entry of Railway Week Awards (any level) if any conferred to them during last three years in their service records.
- d. Railway Administration reserves all rights to cancel or amend the Notification partly or wholly at any time without any prior notice or assigning any reasons thereof.

J. Notifying to the staff:

Senior Subordinate/Supervisor concerned has to furnish a certificate that, "the eligible candidates were duly notified of the holding of the test and asked to submit their applications duly giving their willingness" and forward the same to this Office. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that, any other communication received in respect of the above stated selection should invariably be intimated to all the eligible employees. In case of non receipt of any communication the same may be obtained from the Personnel Department or from the controlling Officer. Any laxity in this regard will be viewed seriously.

The above notification may be circulated to all concerned.

This is also available in ECoR Website www.eastcoastrail.indianrailways.gov.in of the following path: About us>CRW/MCS>Personnel Dept.>Notification.

Encl: Application Proforma.

(प्रमोद बेहेरा - Pramod Behera)

कारखाना कार्मिक अधिकारी-Workshop Personnel Officer
सडिमका/मंचेश्वर-CRW/Mancheswar

Copy forwarded to: -

1. Dy.CME(POH)/CRW/MCS for kind information.
2. SSE(Computer Cell)/MCS - it is requested to upload the notification on above website.
3. All SSE(W/s) of CRW, Mancheswar.
4. Br.Secy, ECoRSC, ECoRSU of CRW/MCS.
5. Notice Board.

कारखाना कार्मिक अधिकारी-Workshop Personnel Officer
सडिमका/मंचेश्वर-CRW/Mancheswar

Application for Selection to the post of Office Superintendent in in Pay Matrix Level-6,
PB-2 against 20% LDCEQuota in Mechanical Department of CRW, Mancheswar

01.	Name of the Employee	:	
02.	Father's Name	:	
03	Date of Birth	:	
04	Date of appointment	:	
04	Comm. (UR/SC/ST/OBC)	:	
05	Educational Qualification (as per entry in SR)	:	
06	Present Substantive post	:	
07.	Present (scale of pay) , pay band (Not adhoc, substantive only).	:	
08	Date of regular entry to Jr.Clerk	:	
09	Date of regular entry to Sr. Clerk	:	
10	Working Under	:	
11	Awards conferred during the last three years (Railway Week) as recorded in Service Record. (Certificate to be Enclosed)	:	
12	Penalties imposed during the last three years	:	
13	Medium of Written Examination (Hindi/English)	:	
14.	Penalties imposed during the last three years	:	
15.	Medium of Written Examination (Hindi/English)	:	
16	Any other relevant information	:	

Declaration : I hereby declare that the particulars furnished are true, complete and correct to the best of my knowledge and belief. I understand that, if at any stage it is found that the information furnished is false or incorrect or I do not satisfy/fulfill the eligibility criteria, my application applied for promotion is liable to be cancelled besides disciplinary action as per Rules. I have read the contents of the notification and agree to abide by the Rules, regulations and procedure prescribed for promotion to the post of OS against 20% LDCE Quota.

Station :

Date :

Signature of the applicant

Certified that the above employee submitted the application before the cut of date in this office

Date:-

Signature of the controlling officer



Syllabus for issue of notification for selection to the post of Office Superintendent in Pay Matrix Level-6 against 20% LDCE quota in Mechanical Department, CRW, Mancheswar

1. Office procedure.
 - (a) DAK Handling.
 - (b) Maintenance of files.
 - (c) Record keeping.
 - (d) Maintenance of statistics.
2. Railway Establishment and their functioning.
3. Works, M&P and RSP Programme.
4. Placing indent, procurement & maintenance of stores.
5. General Imprest & Store Imprest.
6. Stock & Non stock items, Stock verification.
7. Condemnation & repair of office equipment including its AMC.
8. Procurement, repair & condemnation of office furniture etc.
9. Budget & classification of demands of grants.
10. Man-power planning.
 - (a) Vacancy Bank Register (b) Bench Marking (c) Creation of posts
 - (d) Supernumerary posts (e) Redeployment of surplus staff.
11. Discipline & Appeal Rules and Conduct Rules
12. Pay and allowances.
13. Pass Rules, Leave Rules & pension rules
14. Recruitment, promotion and selection in cadre.
15. General condition of Service.
16. Schedule of power, HOER.
17. Rules regarding seniority.
18. Payment of wages Act, Factories Act, Workman compensation Act and various Acts applicable to factory.
19. Group Incentive system procedure and working.
20. Basic knowledge of ISO:9001, 14001, 18001, 45001, 50001, 3834 & 5S.
21. Basic Knowledge in e-Office, WISE, UDM & HRMS etc.
22. Familiarities with personal computer operating system, hardware and software etc.
23. Labour Laws and RTI ACT, 2005.
24. Staff Welfare and Staff Benefit Fund.
25. Co-operative societies.
26. Joining Time Rules.
27. Absorption of Medical De-categorized staff.
28. Official Language Policy and Rules.
29. Recognition of Trade Unions. Facilities to office bearers of recognized unions/Associations. Dealing with un-recognized unions/ Association.
30. Railway Housing (Rly. Qtrs. Allotment) Policy.
31. Audits and Accounts Narrative report. Draft Paras and their disposal.
32. Cannons of financial property.

Phulgo, 1/07/20

उप नु. सं. अधिसूचना
साधिका/पू. त. रेलवे/मन्चेस्वर
Dy. CME
CRW/E.Co.Rly/Mancheswar