Office of the General Manager (Vig)
Ist Floor, Rail Sadan,
Chandrasekharpur, Bhubaneswar- 17

No. GM/V/ECoR/Selection /DBO-II/47/1288

Dt: 03.09.2024

All PHODs/ECoR/BBS
CAO/Con/BBS
DRM - KUR/WAT/SBP
CWM/CRW/MCS
East Coast Railway.

Sub: Selection for the post of Data Base Operator-II in Level-7 of Pay Matrix of 7th PC in Vigilance Department of East Coast Railway/Bhubaneswar.

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(i) In order to fill up 01 (One) ex-cadre post of Data Base Operator-II (DBO-II) in pay Matrix Level –7 of 7th PC (Scale of Rs.9300-34800/- with Grade Pay of Rs.4600/- in 6th PC) in Vigilance Department of East Coast Railway, Bhubaneswar purely on deputation basis, it has been decided to hold a selection for forming a panel. The panel will be valid for one year from the date of publication of the panel or till it exhausts, whichever is earlier. The selection consists of a written test, followed by Vigilance Aptitude & Computer Knowledge Test. Eligible & interested staff of any department (except RPF Dept.) may apply for the same through proper channel and they are advised to be in readiness for the written examination in short notice. The candidates who obtain at least 60% marks in the written examination will be called for appearing in the Vigilance Aptitude & Computer knowledge test. The selected staff will be posted in Vigilance Department, East Coast Railway, Bhubaneswar.

Category	Eligibility
Data Base Operator-II	Staff of any department (except RPF Dept.) working in East Coast Railway in Pay Matrix Level-7 of 7th PC (Scale Rs.9300 – 34800/- in GP-4600/-) or One Grade below i.e. in Pay Matrix Level-6 of 7th PC (Scale 9300-34800 in GP- 4200/- in 6th PC) on regular basis, not under MACP

(ii) **Eligibility Conditions:**

    a. Graduation in any discipline;

    b. Certificate/Diploma/Degree in Computer Science/Information Technology from recognised institute. Educational qualification mentioned in the Service Record shall only be taken into consideration.

(iii) **Method of Selection:**

    a. A written examination and Vigilance Aptitude and Computer Knowledge Test will be conducted as a part of selection procedure. The distribution of marks for selection is given below:

SNo.	Criteria	Distribution of marks
1	Written Examination	50
2	Vigilance Aptitude & Computer Knowledge Test	30
3	APARs for the last three years (Outstanding-5, Very Good-4, Good – 3 & Average - 2)	15
4	Academic Qualification (Engg. Degree/PG-5, Diploma in Engg./Graduate-3)	05
	Total	**100**

b. In case of less number of applicants (five or less), no written test will be held and selection will be made based on the marks secured in Vigilance aptitude & Computer knowledge test, APARs and Academic qualifications.

c. In case of non-availability of suitable staff in Level-7, staff in Level-6, if found suitable will be considered. In such case, the staff in Level-6 will be posted as DBO-II in his/her substantive grade without any fixation benefit in Level-7.

(iv) **Other Conditions**:

1. Answers have to be written in English or Hindi only.
2. No supplementary written examination will be conducted since the selection is ex-cadre selection & calling by volunteers.
3. The volunteer staff should not have doubtful integrity, should not be figuring in any current vigilance/SPE/DAR case and should not have been imposed with any major/minor penalty in any past vigilance case.
4. Volunteer staff should have put in minimum 05(Five) years service in Pay Matrix level-6/Pay Matrix level-7 on regular basis (not under MACP) as on the date of notification.
5. The syllabus for written test will include questions on Basic Railway Knowledge & working & procedures; Railway Service Conduct Rules and D&AR Rules; Establishment Rules; Knowledge of MS Office, Windows, Computer hardware etc and Basic Knowledge on working of HRMS, IPAS, AIMS, IMMS, UDM, UMID etc.
6. Computer efficiency is an essential qualification in order to work in Data base and other IT platforms & Websites.
7. The DBO-II is an Ex Cadre post. Therefore, staff selected for posting as DBO-II will continue to maintain their lien and seniority in their parent department/cadre.
8. Candidate should preferably be less than 50 years of age. However those above 50 years with at least 05 years service left (as on date of the notification) can be considered if found suitable.
9. The normal tenure of DBO-II is three years. Continuation as DBO-II depends upon the individual performance and integrity. He/she may be repatriated to his/her parent department at any time short of completion of tenure without assigning any reason. The tenure can also be extended as per extant rules.
10. Applications should be submitted in the proforma enclosed, complete in all respects and duly signed by the applicant and the respective controlling officer & Personnel Officer.
11. Last date for submission of application is **03.10.2024**. Applications should be routed by the volunteering employee through their controlling officers to concerned Personnel department. Personnel department should scrutinize the applications so received from various departments of the respective Divisions/HQ & certify the service particulars filled by the applicants & to arrange to send all applications in a single bunch under a covering letter duly tabulating the details of applicants so as to reach the same to the undersigned latest by **09.10.2024** at 18.15 Hrs. positively. Applications sent directly or in piece-meal manner including the applications received after stipulated date will not be entertained.
12. If there are no applications from the eligible employees from any Divn./Unit, cadre controlling Personnel officer shall send a **Nil** report without fail, by the last date.
13. Candidates should treat this notification as an alert notice and should be in readiness to appear for the written examination at short notice.
14. The notification may be given wide publicity amongst the staff.

Encl: As above.

(P.P. Sinha)
Dy. Chief Vigilance Officer (T)
For SDGM/ECoR/BBS

Application Form Cum Bio - Data for the post of Data Base Operator-II
(Through Proper Channel)

Notification No.GM/V/ECoR/Selection/DBO-II/24/1288   **Dt: 03.09.2024**

1.	Full Name (In Block letters)		
2.	Designation		
3.	Father's name		
4.	Employee No./PF No.		
5.	Place of Posting / Office Where Working		
6.	Department		
7.	Division /HQ/ Zone		
8.	Date of Birth		
9.	Date of Appointment		
10.	Total Railway service completed as on 03.09.2024	Year	Month
11.	Total remaining Railway service as on 03.09.2024	Year	Month
12.	Present Pay & Level as per 7th PC & Grade pay as per 6th PC (substantive only)		
13.	Designation & Grade (officiating), if any		
14.	Date of promotion to grade/post in Level -6 & Level -7		
15.	Educational qualification in detail (as per Service Record)		
16.	Computer course training (as per Service Record)		
17.	Experience in other areas: Technical/Non-Technical/Computers		
18.	a) Whether any SPE/Vigilance/DAR case initiated/ pending: b) Whether undergone punishment as a result of any DAR case during the last 03 years:		
19.	Whether undergone any penalty in Vig /CBI case, if yes, please give details. (Complete Vig/DAR/CBI case history)		
20.	Option for medium in written Exam (Hindi or English)		
21.	Contact No.		
22.	E-mail address (Optional)		

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, my candidature is liable to be cancelled and/or I shall be taken up under D&A Rules.

Date: **Signature of the Applicant**

Certified that there is no SPE/Vig./D&A case pending against the above staff, hence forwarded for consideration.

Date: **Signature of Controlling Officer**

Certified that the particulars furnished above by the staff are correct as per the record.

Date: **Signature of Personnel Officer with office stamp**

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