

All concerned, Operating Department/Howrah
 { All Station Manager/Station Master, All TI (M)
 CYM/HG, CHC/HWH, E-Relief/HWH }

NOTIFICATION

Sub: Formation of panel to the post of Section Controller in Level-6 of Pay Matrix in RS (RP) Rules-2016 (GP Rs 4200) against 25% LDCE Quota in Operating Department of Howrah Division.

Ref : 1. Railway Board's letter no E(NG)1/2018/PM2/1 dt 29.5.2020 communicated under RBE No 40/2020.
 2. PCPO/KKK's clarification communicated under Letter No. E.678/0/3/Vol VII dated 08.7.2020.

Applications are invited for the filling up the vacancies of Section Controller in Level-6 of pay matrix in Operating Department against 25% LDCE quota by selection by calling volunteers.

1. **Total vacancies assessed** : 02 (UR – 02, SC – 0, ST – 0)

2. **Eligibility Conditions** :

(i) All the Group 'C' staff working in Operating Department except Ministerial Staff, who are of the age up to 40 years as on date of notification.

(ii) Educational Qualification : Graduation from any recognized university or its equivalent diploma Rail transport and management from the Institute of Railway Transport will be an additional qualification.

(iii) The staff should have rendered a minimum of 02 years regular service.

The employees of operating department who fulfill the above conditions of eligibility will volunteer for the post of Section Controller in Level-6 of pay matrix in Operating Department against 25% LDCE quota. There will be no viva-voce for selection in terms of the instruction contained in Railway Board's letter no R (NG)1/2000/PM1/41 dated 07.8.2003 (RBE No 137/2003).

3. **Mode of Selection** :

(i) **Professional ability** : In terms of Railway Board's letter no E(NG)1/2000/PM 1/41 dt 07.8.2003, RBE No 144/2003 the [positive act of selection will be conducted to assess the professional ability of the candidate which consists of written test only. The employees must secure 60% of marks in the professional ability. The post of Section Controller being a safety one, there will be no relaxation in qualifying marks, for candidates belonging to SC/ST community.

(ii) They have to obtain minimum 60% in professional ability and 60% in aggregate. The final panel will be drawn up in the order of merit based on aggregate marks secured in the written examination (Professional ability) and record service.

(iii) Employees empaneled to the post of Section Controllers in Level-6 against 25% LDCE Quota selection, is subject to fit in prescribed medical classification. Authority (Board's letter no 99/H/7/1/NR dt 30.5.2003). The final panel shall be drawn in the order of merit based on aggregate marks of 'professional ability' and 'Record Service' since the zone of consideration is not confined to three times the number of staff to be empanelled and candidates being called from different categories of same/other departments in terms of Railway Board's letter no E(NG)1-2008/PM7/4 SLP, dated 19.6.2009, RB/Estt. No 113/2009.

Factors/Headings	Maximum Marks	Qualifying Marks
Professional ability	50	30
Record of Service	30	- -
Total	80	48

(iv) Employees who are empanelled after all due process of selection will be directed for initial training course and on successful completion of initial training course at ZRTI/Bhuli for a period of 54 working days followed by practical training, they will be promoted as SCNL in Level-6 of Pay Matrix RS (RP) Rules-2016 (GP 4200).

(v) They will have to seek further promotions as per Avenue prescribed to Section Controllers cadre and no request for repatriation to their parent category will be entertained under any circumstances.

4. Syllabus :

(i) The syllabus for the examination is enclosed as Annexure-II.

(ii) In terms of Railway Board's letter no E(NG)1-2006/PM1-34 dated 06.11.2006, RB/Estt No 168/2006 updated Sample Questions from the given syllabus (Annexure-II) can be downloaded from the official website www.er.indianrailways.gov.in.

(iii) It is further advised that there will not be any mandatory limit of questions from the sample questions.

(iv) The Controlling Officer/Supervisor has to ensure that the Sample Questions is circulated to all the eligible staff and holding of selections will not be postponed / delayed due to non circulation of sample questions.

(v) Sample question is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with the latest Rules/Circulars/Policies.

5. Procedure and Written Examination :

(i) In terms of Railway Board's letter no E(NG)1/2018/PM1/4 dated 14.12.2018 RBE 196/2018, PCPO/KKK's SI No 240/2018, the selection will be consists of written examination with 100% objective type, multiple choice with 110 questions of 02 hours. Out of 110, 10 Questions (Optional) will be on Rajbhasha.

(ii) If the candidate attempts more than 100 questions, the first 100 attempted questions will only be evaluated. The questions beyond 100 attempted questions will not be evaluated.

(iii) Cutting, erasing overwriting or alteration of any type in the answer sheet will not be accepted. Zero marks will be given for answer having correction / overwriting.

(iv) There shall be negative marking for incorrect answers, 1/3rd of the marks allotted for each question will be deducted for wrong answers. (PCPO/KKK's SI No 242/2019)

(v) The written examination will be conducted on OMR sheets.

6. How to apply :

(i) Eligible employees can apply in the prescribed pro-forma enclosed at **Annexure-I** with recent Passport size photograph duly affixed and attested by concerned Supervisors. The applications should reach the concerned Supervisory Officials latest by **26.7.2024** and the Supervisory Officials should consolidate all the applications and send to this office by **31.7.2024** without fail. Eligible staff on deputation to other offices, but holding lien in Operating Department of Howrah Division may also submit application through their respective Supervisory Officials and their applications should reach this office on or before **31.7.2024**. Concerned Branch Officers and Supervisory Officials should inform all the staff.

(ii) Applicants should enclose copies of certificates as proof of their educational qualifications along with their applications, otherwise their applications are liable for rejection.

(iii) Applications should fill up all the columns in the prescribed format with date and signature and furnish relevant information completely, otherwise their applications are liable for rejection. Applications received after due date mentioned above and not filled in all aspects will not be entertained.

(iv) The supervisory officials should ensure the last date of receipt and that there should not be any delay in dispatch of applications. Applications received after due date for whatsoever reason will not be entertained. No explanation for delay submission by the staff and supervisory officials shall be accepted and their application will be rejected.

7 The tentative schedule of Selection :

- a. Date of issue of Notification : 27.6.2024
- b. Last date for receipt of applications in the office of Sr. DOM/HWH : 26.7.2024
- c. Last date for receipt of applications in the office of Sr. DPO/HWH : 31.7.2024

(i) Pre-Selection Coaching will not be conducted as there are no vacancies against SC/ST. The date of written examination and venue will be advised separately. Eligible employees are hereby advised to treat this notification itself as intimation/alert notice to the written examination and they should be in readiness for the same within a short notice.

(ii) There will not be any supplementary test for absentees under any circumstances since the selection is by calling volunteers.

(iii) Contents of the above notification may be given wide publicity.

Encl : Pro-forma of application and syllabus.

(M. K. Panda , APO -I)
for Sr. Divl. Personnel Officer,
E. Rly., Howrah.

Copy to :

Sr. DOM/HWH for information. It is requested to arrange to upload the Question Bank consisting of Objective Type Questions and Answers as per the Syllabus enclosed with the notification on the official website immediately.

Station Director/HWH, AO/PKR for information please.

OS/C/HWH for and necessary action.

Ch.OS/Computer Cell for information and necessary action to upload the same on official website.

(M. K. Panda , APO -I)
for Sr. Divl. Personnel Officer,
E. Rly., Howrah.

PROFORMA OF APPLICATION

Application for the post of SCNL in Level-6 of Pay Matrix RS(RP)-2016 (GP Rs 4200 in 6th CPC) against 25% LDCE Quota.

Photo to be
affixed and
attested by
concerned
Supervisor

1. Name (In Block letter) :
2. Father's Name :
3. PF Account No & HRMS Id :
4. Date of Birth & age
(As on 10.6.2024)
5. Date of Appointment :
6. Present Designation / Station :
7. Present Pay & Level :
8. Date of entry into present grade :
9. No of years regular service as on 10.6.2024 :
10. Education Qualification :
(Copy of Certificates to be enclosed)
11. Whether belong to SC/ST :
12. Undergoing punishments if any :

Declaration : I do hereby declare that the above information is true to the best of my knowledge and belief. In case any information is found to be false I am aware that my candidature will be terminated and I am liable to be taken under D & A Rules 1968.

Date :
Station :

(Full signature of the applicant)

Forwarded to Sr. DOM/HWH for further action and the above particulars are verified and found to be correct.

Date :
Station :

(Signature of the immediate Supervisor)

Forwarded to Personnel Branch for further action.

Date :
Station :

(Signature of the Controlling Officer)

Syllabus for the selection of Section Controller

I. Brief History of E.R.

II General

- (i) Organization set up of Indian Railway/Eastern Railway, Annual Budget, Functioning of various Departments, Working expenses, Targets (Loading/Earnings)

III Operating

- (i) General and Subsidiary rules, Station Working Rules
- (ii) Control Office Organization and functioning.
- (iii) Various Train Passing Documents/Authorities.
- (iv) N.I working.
- (v) Asset failures, Signal failure, Track Circuit failure, Weld failure, OHE failure dealing of Trains.
- (vi) Functions of Coaching and Goods Yard & Marshalling order.
- (vii) Important Operating Statistics, Wagon and Engine utilization/Targets, Marshalling yard statistics, Time tabling, Section capacity.
- (viii) Dealing with Public complaints.
- (ix) Axle counter, Crank handle, SSI, Panel Interlocking etc.
- (x) FOIS, COIS, NTES, COA, ICMS
- (xi) Steps for optimum utilization of assets, viz speeds of various rolling stock, wagon Turn Round, Loading and Unloading.
- (xii) Train ordering, Crew booking-Loco pilot and Guard, 10 Hrs rule.
- (xiii) PDD-way and action to reduce.
- (xiv) Working Time table and Public time table.
- (xv) Punctuality of Express, Passenger trains adherence to PTT.
- (xvi) Crossing and Precedence.
- (xvii) Various allowances-Traffic, Engg etc.
- (xviii) Caution Order-Types, Imposition & cancellation-Emergency Caution Order
- (xix) Unusual & Abnormal working, Total communication failure, TSL working, Disaster management, role of various departments.
- (xx) Maintenance Blocks, Traffic block, planning and organizing, various types of engineering machines used in blocks, various types of S & T maintenance blocks.

IV Commercial

- (i) Daily stock report Goods and Coaching
- (ii) General reservation-Demurrage and wharfage rules.
- (iii) Free time for loading/Unloading for various types of Wagons.
- (iv) Catering arrangements
- (v) Wagonload and train load
- (vi) FTR, trains, special trains, IRCTC coach booking.

V Establishment matters

- (i) Discipline and Appeal Rules, WCA/HOER/Passes and leave rules.
- (ii) Implementation of Official language policy, incentives, Constitutional provision etc.