

EASTERN RAILWAY

No.E 839/2/ Misc./ HQ/LDCE for OS & Sr.Clerk

Kolkata, Dated 22.09.2021

PCME, PCE, PCEE, PCMM, PCOM, PCMD, PCCM, PCSTE, CAO(Con), Sr.DGM, CSTE(Con), Chairman/RRB/Kolkata, DGM/G,EDRM, CPRO, Secy.to GM.,Sr.LO/HQ, Dy.Stat&AnalOfficer Sr. System Manager/E.Rly/Kolkata, Chairperson/E.Rly./RRC/Kol, Dy.CPO(Gaz), Dy.CPO(HQ.), Dy.CPO(NG),SPO (RP),SPO(Recruitment), APO(M&E.), APO(P&S),APO/Con, Secy. to PCPO, PS to AGM,Steno to CPO/A, Steno to CPO/IR Steno to CPO/G,OS (G)/PCPO's Office, Ch.S&WI/Confdl.Cell

Sub : Selection for formation of a panel of Office Supdt. in Level -06 of Pay matrix against 20% quota(LDCE) for 86 posts(UR-69,SC-12,ST-05)/HQ unit

It has been decided to hold a departmental selection(LDCE) comprising of written test of objective type and Scrutiny of S/R & APAR for filling up the post of Office Supdt. in Level-06 for HQ unit against 20% quota.

DEPARTMENTAL WISE BREAK-UP

Deptt.	Vacancy	Communal Break-up		
		UR	SC	ST
PCE	06	05	01	00
PCSTE	04	03	01	00
PCMM	15	12	02	01
PCMD	03	03	00	00
GM/LAW	02	02	00	00
GMCR	04	03	01	00
GM/A	03	02	01	00
GM/Stat	00	00	00	00
PCPO	08	05	02	01
PCME	05	04	01	00
PCEE	02	02	00	00
PCOM	10	08	01	01
EDRM	01	01	00	00
CPRO	01	01	00	00
PCCM	22	18	02	02
Total	86	69	12	05

Application is invited from the Serving ministerial staff of all departments (except Accounts & RPF) who are borne on the Headquarter offices cadre only possessing the qualification of **graduation** and fulfilling the following conditions are eligible to volunteer to appear in the subject selection.

5 years regular service as Jr.Clerk/Jr.Typist as on date of notification

or

5 years regular service as Jr.Clerk/Jr.Typist&Sr.Clerk/Sr.Typistput together as on date of notification

or

3 years regular service as Sr.Clerk as on date of notification

Cont...P/2

Mode of Selection

Selection will be made on the basis of competitive examination consisting of objective type and of multiple choice (ABCD options) through regular answer sheets / OMR / CBT may be done with 100 questions + 10 questions on Rajbhasha relating to Official Language Act, overall 100 questions to be attempted. Questions on Rajbhasha are optional. There shall be negative marking for incorrect answers, one third of the marks allotted for each question will be deducted for wrong answers. Cutting, over writing, erasing or alteration of any type of answer will not be accepted. Zero marks will be given for answer having correction /over writing. The competitive examination will continue for 2 hours duration. Qualifying marks for written test, 60% for UR, 50% for SC/ST. Panel will be prepared entirely based on merit position. The policy of 'Best amongst the failure scheme' will not be applicable in this instant selection.

It will be preferable to post the successful candidates in their respective departments/units. There is no bar to their being posted elsewhere if the number of successful candidates does not match the number of already assessed vacancies in the respective department/unit.

Training of the successful candidates: All such person who are selected as OS against 20% LDCE quota will be required to undergo 21(twenty one) days training in a Training Centre as per Training Module for OS of Personnel & other Departments.

Syllabus for the above exam.is attached for ready reference (Annexure –I). Model Question Bank has already been uploaded in the Eastern Railway website.

All staff sections of Departments/Units should carefully check up the eligibility of the optees for the post of OS in Level-06 against 20% LDCE quota keeping in view of the above instructions and certify in the remarks column stating clearly that the candidate concerned has strictly fulfill all conditions and eligibility.

Applications with the following deficiencies will be summarily rejected:-

- a) Incomplete applications
- b) Unsigned applications
- c) Application signed in Capital letters
- d) Applications not forwarded through controlling Supervisory Officials & without signature
- e) Candidate who does not fulfill the terms & conditions stipulated above need not apply.

Mobile phone in the examination hall is strictly prohibited. If any candidate is found in possession of Mobile phone in the examination hall, his candidature will be cancelled straight way.

It is also requested that while forwarding application of the optees, it may be ensured that the optees are holding lien at HQ unit.

Syllabus of written test for the post of OS in terms of PCPO Sl. No.93/2005 as under:-

- Office procedure
- Dak handling
- Maintenance of file
- Record keeping
- Maintenance of statistics
- Writing Skill
- Letter/DO writing
- Notifications
- Note writing
- Speaking order

Award of works in works programme.

Procedure of store procurement

Railway organizational structure

Railway Housing(Rly.Qtrs,Allotement) Policy

Uniform policy

Booking of running staff and non-running travelling staff

Discipline,Appeal rules and conduct rules.

Reconciliation of Trade Unions,Facilities to office bearer of recognized unions/Associations, Dealing with unrecognized unions/Association.

Medical examination and facilities available to Railway employees.

Audit and Accounts narrative report.Draftpara and their disposal

Cannons of financial property.

Classification of demands of grants.

Man-Power planning

Vacancy Bank register

Creation of post

Bench marking

Supernumerary Posts

Redeployment of surplus staff

Pay and allowances

Pass rules

Leave rules railway pension rules

General conditions of service.

Hours of Emplment Regulations.

Those who volunteer for the said selection are advised to be in readiness to attend the written test, the date for which will be intimated shortly. They may also be advised that there will be No SUPPLEMENTARY EXAMINATION.

Willing staff should submit their applications in the prescribed proforma (Annexure "A") duly filled in all respect and forwarded by respective Controlling Officer which should reach their respective Establishment Staff Sec. by **29.10.21**. On receipt of the application a statement in the enclosed proforma (Annexure-'B') should invariably be sent to this office by **05.11.21** alongwith original application (Annexure "A") .


(S.K.Chattopadhyay)
Sr.PersonnelOfficer(HQ)
for Principal Chief Personnel Officer

(Annexure-A)

APPLICATION FORMAT FOR the post of Office Supdt. in Level -06 of Pay matrix) against 20% promotional quota(LDCE) in HQ unit\

1. Name & Design with station :-
2. Post applied for :-
3. Parent Office with Design :-
4. Employee No./HRMS ID :-
5. Present Level of pay matrix :-
6. Dt.of birth :-
7. Dt. of apptt. :-
8. Dt. of promotion :-
9. Total regular period of service along with grade :-
10. Educational qualification :-
11. Experience, if any :-
12. Community(UR/SC/ST) :-
13. Mobile No.
14. Preference for place of posting :- Department
 - i)
 - ii)
 - iii)

Declaration

I,Sri.....Designation.....
Station..... solemnly declare that to the best of knowledge and belief, the information given in this proforma (Annexure-A) are correct and ture. I also declare that my candidature will be treated as cancelled if any discrepancy is found.

Date:

(Signature of the candidate)

Forwarded
With seal

(Signature of the controlling officer)

(Annexure "B")

PROFORMA

LIST OF STAFF WHO HAVE APPLIED AND FOUND ELIGIBLE FOR CONSIDERATION IN THIS
Selection for filling up the post of Office Supdt. in Level -06 of Pay matrix against 20% promotional
quota(LDCE) in HQ unit

Sl.No	Name, Desig. & station	Communi- ty	Level (Subs.)	Date of birth	Date of apptt.	Date of promotion	Educational qualification	Total regular period of service along- with grade	Remarks
1	2	3	4	5	6		7	9	10