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South Central Railway



Divisional Office,
Personnel Branch,
Vijayawada.
Date: 01.01.2024.

No.B/P.608/VI/1/SM/Vol.6

**All the Supervisory Officials,
(Operating Department/BZA division)**

NOTIFICATION

Sub: Filling up the vacancies of Station Masters in Level-6 of pay matrix in 7th CPC against 25% Promotional Quota by General Selection in Operating Department of BZA Division.

Applications are invited for filling up the vacancies of Station Masters in level-6 of pay matrix in Operating Department against 25% promotional quota by conducting general selection by calling volunteers from the eligible employees.

I) Total vacancies assessed: 51 (UR: 34, SC: 09, ST: 08)

II) Eligibility and Service Conditions: (RBE.No: 79/23 (PCPO/SC's SC.No: 93/23)

(i)

- a) Shunting Jamedars, Shunting masters, Cabinmen Grade-I, Switchmen, Sr.Signallers and Sr. Train Clerks, all in Level-4 and Leverman Gr-I, pointman Gr.I, Shunting man Gr.I, Cabinman Gr.II and Train Clerks, all in level-2,
- b) Shunting Master/Jamadars, & TNCs, in level-6 are also eligible for promotion to the post of Station Master in level-6 against 25% General Selection Quota. This will be treated as lateral transfer and not entitled for fixation of pay in same level of Station Masters.
- c) Staff in level-1 (earstwhile 6th CPC GP Rs.1800) of the Operating Department who are matriculates, and have 5 years of regular service in Operating Department may also be allowed to appear.

ii) **Age:** With an upper age limit of 45 years as on the date of issue of this notification (50 years in case of SC/ST employees).

iii) **Educational Qualification:** Should possess minimum educational qualification of matriculation.

iv) **Medical Fitness:** Should be fit in the prescribed medical classification of Aye-II.

III) Mode of Selection: (As per PCPO/SC's SC.Nos: 38/06 & 15/14 and In terms of Para 219 (j) of IREM Vol-I).

- (i) **Professional Ability:** The professional ability of the employees will be adjudged through written examination test. The employees must secure 60% of marks in the professional ability. The post of station master being a safety category, there will be no relaxation in qualifying marks for candidates belonging SC/ST community.
- (ii) After passing written Examination, empanelment of staff against 51 assessed vacancies of 25% promotional quota is subject to their passing in Aptitude Test and fit in AYE-Two medical examination. As per CPO/SC's No: 27/2008, no second chance for appearing in Aptitude Test will be given in the same selection.
- (iii) They have to obtain minimum 60% in professional ability as well as 60% aggregate. The final Panel will be drawn up in the order of merit based on aggregate marks secured in the written examination (professional ability), Aptitude test and Record of Service.
- (iv) The empaneled candidates are required to undergo initial training course at ZRTI/MLY for a period of 90 working days. On successful completion of training only, they will be posted as SMs against working posts subject to the availability of vacancies at anywhere on BZA divn.

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- (v) The pay fixation as Station Master in level-6 in regard to the empaneled employees will be done as per their pay and level at the date of issue of this notification only. (this clause is not applicable to those who are already in level-6).
- (vi) Evaluation of OMR answer sheets is as per the instructions of PCPO/SC's SC No: 160/2023 (RBE.No.122/2023), if there are any incorrect questions/answers in the question paper.

IV) Pre-Selection Coaching:

- (i) Sr.DOM/BZA shall arrange for pre-selection coaching to the volunteered reserved employees found eligible for a period of 3 – 4 weeks (21 working days) which shall cover entire syllabus prescribed for examination as per CPO/SC Serial Circular No: 245/2001.
- (ii) After completion of the pre-selection coaching, a certificate is to be issued by the controlling officer to the effect that all the eligible SC/ST have been imparted pre-selection training for a period of 21 working days.
- (iii) In case any of the reserved community employee is unwilling to undergo pre-selection coaching, a written refusal in this regard shall be obtained and sent to this office for record.
- (iv) These instructions should be adhered to strictly in an effective manner so that the performance the reserved employees may be come up to the required standard.

V) Procedure for Written Examination:

- (i) In terms of Rly. Bd's letter dated 14.12.2018 circulated under CPO/SC's SC. No. 212/2018, the question paper will be 100% objective type and of multiple choice only. The examination will be conducted on OMR sheet and 10% of the total marks will be from Official Language policy (Optional). The OMR sheet consists of 110 multiple choice questions including 10 questions from official language and employees are required to answer any 100 questions. If, the candidates answer more than 100 questions, the first attempted 100 questions will be evaluated.
- (ii) **There will be negative marking @ 1/3 mark for wrong answers. (RBE. No.194/19).**
- (iii) Cutting, overwriting, marking more than one answer, erasing, whitening or any type of alterations in the OMR will not be accepted and zero marks will be given for answers having such corrections/writing. (CPO/SC's SC.No:212/2018).
- (iv) There will be no supplementary written test under any circumstances.

VI) Syllabus and Question Bank:

- (i) Syllabus for the examination is enclosed as "**Annexure- A**".
- (ii) In terms of CPO/SC's SC No: 196/2006, updated Question Bank covering the complete syllabus (Annexure-A) will be supplied.
- (iii) It is further advised that there will not be any mandatory limit of questions from the questions banks.
- (iv) The controlling officer/Supervisor has to ensure that the question bank is circulated to all the eligible staff and holding of selection will not be postponed/delayed due to non-circulation of question banks.
- (v) Question bank is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with the latest Rules/Circulars/Policies.

VII) Notifying to the Staff:

The controlling officer/Supervisor should give wide publicity of the notification to all the eligible staff of Operating Department of BZA division and notification should be displayed at conspicuous place. It is the responsibility of the controlling officer/supervisor to circulate the notification among the staff concerned.

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VIII) How to Apply:

- (i) The employees should submit their applications in the prescribed format through proper channel enclosed as **"Annexure-B"**.
- (ii) The applications should be of good quality of A-4 size paper using one side only.
- (iii) The employees should fill up the application form in their own writing with blue or black ball point pen only.
- (iv) All the relevant columns in the application should be filled completely and strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/Officer with date wherever required of otherwise same will not be considered.
- (v) Employees should paste the recent photograph on the application which shall be attested by the concerned supervisor along with stamp.
- (vi) Application received without forwarding by concerned supervisory official with date and incomplete applications will be rejected and no correspondence will be made in the matter.
- (vii) Eligible employees can apply in the prescribed pro-forma enclosed as **Annexure-B** through their supervisory Officials. **The applications should reach to the concerned Supervisory Officials latest by 31.01.2024 and the supervisory officials should consolidate all the applications and send to this Office i.e. Sr.DPO/O/BZA through Personnel branch dispatch section by 07.02.2024 without fail.** Eligible staff on deputation to other offices, but holding lien of Vijayawada Division may also submit applications through their respective supervisory officials and should reach their applications to this office on or before **07.02.2024**. Concerned Branch Officer and Supervisory Officials should inform such staff. Applicants should enclose **attested Photostat copies of certificates as proof of their educational qualifications, Date of Birth and community** (in respect of SC/ST employees) along with their applications; otherwise their applications are liable for rejection.
- (viii) Applications received after due date mentioned above and not filled in all respects will not be entertained. If, applications not received within the stipulated time in this office as mentioned above even after submitted by employee to the concerned supervisor within the time, then the concerned supervisory official held responsible for the delay and necessary action will be initiated.
- (ix) Eligible employees are hereby advised to treat this notification itself as intimation to the written examination and they should be in readiness for the same within a short notice.
- (x) All employees who volunteer for the selection should ensure entry in the SR in regard to educational qualifications, community, Railway week awards and etc... before scrutiny of applications so as to publish the eligible/ineligible list for the selection. No representations will be entertained after publishing the eligible/ineligible list.
- (xi) Contents of the above Notification may be given wide publicity.

- Encl: 1. Syllabus for the written examination (Annexure-A).
2. Pro-forma of application (Annexure-B)


(P. Sreenath) APO/Genl. 01.01.2024

For Senior Divisional Personnel Officer,
S.C.Railway/VIJAWADA

- C/- PCPO/SC, PCOM/SC – for kind information.
C/- Sr.DPO/BZA, Sr.DOM/BZA - for kind information.
C/- Dy.CVO/T/SC – for kind information.
C/- Ch. OS/Con.Section, TI/Staff Matters/Optg/BZA for information and necessary action.
C/- Ch.OS/Despatch Section/Sr.DPO/O/BZA – Advised that every individual application should be stamped and submit to the cadre section on the same day of receipt of application.
C/- PREM Members of SCRE Sangh /SCRM Union & SC/ST, OBC Associations.
C/- Notice Board, OO File, G. File.

SYLLABUS FOR SELECTION TO THE POST OF SM IN LEVEL-6 OF PAY MATRIX IN
7TH CPC AGAINST 25% PROMOTIONAL QUOTA SELECTION
OPERATING DEPARTMENT.

1. Chapter-I GSR Definitions of Station master, Station, Classification of Stations, Station Section, Section Limits, Block Section, Block Back, Block Forward, Connections, facing and trailing points, fouling mark, Authority to proceed, Line Clear, interlocking, isolation, obstructions, running line, train.
2. Chapter—III --- Signals
 - a. Signals- Classification –Subsidiary signals,
 - b. Points, facing and trailing importance of locking facing points, methods of locking points.
 - c. Interlocking and step cards of interlocking.
 - d. Insulation Methods of Insulation – Advantage of sand hump.
 - e. Back Lights-Arm and light repeaters-Way/provided. Action in case of failure.
 - f. Conditions for taking off signals for reception and
 - g. Stopping of train out of Course
 - h. Procedure for working trains, when fixed signals are defective.
 - i. For Signals, -Supply, Storage, life, testing and uses
 - j. Use of hand signals.
3. CHAPTER IV- Working Of Trains generally: -----
 - a. Conditions for starting Trains
 - b. Exchange of all right signals.
 - c. Run away trains- Action to be taken
 - d. Symptoms of hot Axle/Roller bearing seizure and action
 - e. Importance of Tail Board/Tail lamp-action when train passes without Tail Board/
Tail lamp.
 - f. Head light-Action to be taken when train is without headlight at night.
 - g. Ruler for Running trains without Brake Vans as last Vehicle
 - h. Marking of damaged/defective vehicles
 - i. Clearance of fouling mark.
 - j. Protection of Material Train when stabled.
- 3 CHAPTER-V -- GENERAL AND WORKING OF STATIONS
 - a. Control of shunting, methods of shunting, precautions and speeds during shunting.
 - b. Securing of vehicles - protection of Blocked running lines.
 - c. Preparation, use and delivery of paper lines clear tickets authority to proceed without line clear T.17, Caution Order.
 - d. Train signal register and its maintenance.
 - e. Reception of trains on obstructed and unsignalled lines.
 - f. Access in and operation of equipments, double locking of Cabin basements and Block instruments.
- 4 CHAPTER –VI -- ACCIDENTS AND USUAL INCIDENTS

Action to be taken in the following cases: ----

 - a. Driver enters block section without proper authority
 - b. Train is delayed un-usually in the block section
 - c. Train parted and portion is left over in the section


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- d. Driver sends memo asking for relief engine
- e. Kerman reports rail fracture
- f. Driver reports rail fracture
- g. Petrol men not turned up in time
- h. Fire on train within railway premises
- i. Vehicle running away into the block section
- j. Duties of ASM in cases of accident to passenger carrying trains
- k. Action to be taken by ASM to prevent accident.

6. CHAPTER—VIII:

Absolute Block system-Essentials, conditions for granting line clear at various classes of stations, shunting rules at 'B' Class stations - procedure for working trains during failure of all communications on Single, Double lines -introduction of temporary Single line working on double line.

7. CHAPTER XV - P.Way and works

- a. Working of Lorries, Trolleys and motor trolleys.
- b. procedure for engineering line block.

8. CHAPTER XVI - Level crossing gates: ----

Rules for operation inside station limits and in the mid-section

9. CHAPTER XVIII - working of trains on Electrified sections of Railways.

- a. Procedure for power Block.
- b. Issue of caution orders during OHE failures or tripping of power on a section of the track.

10. Minor and Major penalties, what are they? How they are imposed?

11. Leave and pass Rules.

12. Various amenities provided at Railway stations.

13. Official Language.

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**APPLICATION TO THE POST OF SM IN level-6 in 7th CPC
AGAINST 25% PROMOTIONAL QUOTA**

PHOTO

Attested by
Supervisory
Official with
Stamp

(Application shall be filled in by the applicant on his own hand writing)

Sl.	Description	Details.				
1	Name of the Employee (in Capital letters)					
2	Father's/Husband's Name					
3	P.F. / N.P.S No.					
4	Date of Birth (proof to be enclosed)					
5	Age as on 01.01.2024					
6	Date of Appointment & Mode of Appointment RRC/RRB/CG/etc...					
7	Present Designation/Station					
8	Date of entry into present Grade/ Designation/ Scale/Pay Band with Grade Pay					
09	Total Railway Service details from the date of initial appointment to till date on regular basis only	Post held	GP/ Level	Depart ment	From	To
10	Educational qualifications Academic & Technical: (as per SR entries) (Attested Certificates to be enclosed)					
11	Whether belongs to SC/ST/UR (Indicate Caste/sub-caste) (Attested Certificate to be enclosed in case of SC/ST)					
12	Please specify whether any D&AR/Vig/SPE cases are pending					
13	Contact Mobile Number					

DECLARATION

I hereby declare that the above information furnished by me is correct and true to the best of my knowledge and belief. In the event of any information found false at a later date, I am aware that I will be held responsible and I shall be taken up under D&A Rules.

Station:

Date:

Signature of the employee.


For forwarded to _____
Office Seal & date.

Signature of the supervisor, Date & Stamp

(For Personnel department use only)

Certified that the particulars furnished by the employee are true and found correct.

Signature of Concerned Cadre Clerk.
Designation & Date


01/01/2024