

दक्षिण मध्य रेलवे / SOUTH CENTRAL RAILWAY



मंडल रेल प्रबंधक, कर्मिक शाखा, के. कार्यालय, 4 मंजिल, संचालन भवन, सिकंदराबाद -71

Office of the Divisional Railway Manager, Personnel Branch, 4th Floor, Sanchalan Bhavan, Secunderabad -71

No. SCR/P-SC/228/ET/SM/GS

Date:- 19.10.2020

All SSs /SC divn,
CHC/CTO/SC.

NOTIFICATION

Sub: Formation of panel for the post of Station Master in Level-6 of Pay Matrix (GP 4200) against 25% General Selection in Operating Department of Secunderabad Division - Reg.

It is proposed to conduct Selection to the post of Station Master in Level-6 of Pay Matrix (GP 4200) against 25% General Selection in Operating Department, Secunderabad Division.

I) The no. of Vacancies assessed are 38 (UR-33, SC-03, ST-02)

II) **Eligibility and Service conditions**

i) Employees working in operating department as Shunting Jamadars, Shunting Master-II, Cabinmen Grade-I, Cabin Master (Switchmen), Sr Signallers and Sr Trains clerks in Level-4(GP 2400), and Leverman Gr-I, Pointsman Gr-I, Shuntman Gr-I, Cabinman Gr-II, Trains clerks in Level-2 (GP 1900) and Staff in Level-1 (Erstwhile Gr D with GP 1800) with qualification of Matriculation and Five years of regular service.

ii) Age:

Maximum age should not exceed 45 years in case of General/Unreserved employees (50 years in case of SC/ST employees). Upper age limit for promotion of Cabin Master(Switchmen) and Leverman and Cabinmen, wherever they are considered in lieu of Switchmen) as SM against 25 % Quota for them will be 50 Years as on the date of notification i.e. 19.10.2020.

iii) Educational Qualifications:

The employees should possess minimum educational qualification of Matriculation.

iv) Medical Fitness:

The employees should be fit in the prescribed medical classification of A-II.

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III) Pre Selection Coaching:

- i) Sr. DOM/SC 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 Board's instructions under SC No.41/98 read with SC.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 employees 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 of the reserved employees may come up to the required standard.

IV) Mode of Selection (Para 219 (j) IREM Vol-I)

- i) **Professional Ability:** The professional ability of the employees will be adjudged through written test only. The employees must secure 60% of marks in the professional ability. The post of Station Master being a safety one, there will be no relaxation in qualifying marks, for candidates belonging to SC/ST community.
- ii) The employees qualified in the written examination should undergo medical examination for Aye-Two. After being found fit in Aye Two medical classification they will be subjected to Aptitude test. Those who qualify in the Aptitude test will become eligible for further stage of selection i.e. scrutiny of service records.
- iii) They have to obtain minimum of 60 % in professional ability as well as 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) , Aptitude test and Record of service.
- iv) In case they are empanelled, they have to undergo prescribed initial training as Pro SM at ZRTI/MLY. On successful completion of training, they will be absorbed/promoted as Station Master in Level-6 of Pay Matrix (GP 4200) and will be posted anywhere on Secunderabad Division.

The employees will be promoted on completion of two years residency period in their existing grade.

Staff selected and promoted as SM will have to seek further promotions as per Avenue prescribed to Station Masters and no requests for repatriation to their parent category will be entertained under any circumstances.

V) Syllabus and Question Bank

- i) Syllabus for the written test is enclosed as Annexure 'A'



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ii) In terms of Railway Board's Lr. No. E(NG)1-2006/PM1/34, dated 06.11.2006 CPO/SC's SC No.196/2006, updated Question Bank covering the complete syllabus (Annexure 'A') can be down loaded from the official website of www.scrindianrailways.gov.in.

(About Us → Divisions → Secunderabad → Personnel → Question Bank.

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

iv) The controlling Officer/Supervisor has to ensure that the Question Bank is circulated to all the eligible staff and holding of selections 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) Procedure for Written Examination:

- i) In terms of Railway Board's Lr. No E(NG)1/2018/PM1/4 dated 14.12.2018 (RBE No.196/2018), PCPO/SC's SC.No.212/2018, the written examination consists of 100% objective type questions and all the questions will be multiple choice only. There will be negative marking @ 1/3 mark for a wrong answer.
- ii) Cutting, over writing, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction or over writing.
- iii) The written examination will be conducted on OMR sheets.

VIII) Notifying to the Staff:

The controlling Officer/Supervisor should give wide publicity of the notification to all the eligible staff of Operating department of SC 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.

IX) How to Apply:

- i) The employees should submit the application in the prescribed format through proper channel enclosed as Annexure 'B'.
- ii) The application should be of good quality of A-4 size paper using one side only.
- iii) They should fill up the application form in their own writing with blue or black ball point pen only.
- iv) All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor /Officer wherever required of otherwise same will not be considered.

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- v) Employee should paste the recent photograph on the application which shall be attested by the concerned supervisor.
- vi) Applications received without date and incomplete applications will be rejected and no correspondence will be made in the matter.
- vii) Employees are also required to fill the application proforma online through Google Forms by accessing the same through following links.

https://docs.google.com/forms/d/1Cc2JnUPrpZupssylb_4NTYYpdn2GPmJfj-GxAkeqwXg/edit

or

<https://tinyurl.com/y6hn6r7z>

X) Tentative Schedule of Selection:

- i) Last date for receipt of applications forwarded by controlling supervisors to Sr.DOM/O/SC: **19.11.2020**
- ii) Last date for receipt of applications forwarded by Sr. DOM/O/SC in one bunch to Sr. DPO/O/SC: **23.11.2020**
- iii) Date of Publication of eligibility List: **03.12.2020**

The Date and venue of the examination will be advised separately to the eligible Employees.

There will not be any supplementary written examination for the absentees under any circumstances since the selection is conducted by calling volunteers.

The candidates are advised to follow updates regularly from this in Railways official website www.scrindianrailways.gov.in

(About Us → Divisions → Secunderabad → Personnel → Notification.

Encl: As above

(अनुराग वाघवा/ANURAG WADHWA)
सहायक कार्मिक अधिकारी/VII/ सिंक/APO/I
for Sr. Divisional Personnel Officer/ SC

C/- Sr. DOM/SC for information. It is requested to arrange to up load the Question Bank consisting of objective type questions with answers as Per the Syllabus enclosed with the notification on the official Website immediately.

C/- Incharge Instructor/ATC/KCG for information and necessary action for imparting Pre selection coaching to the Reserved community employees.

C/- OS (P)/ Centralized selection cell for information and necessary action.

C/- Ch OS/PNM section for information of Recognized Trade Unions.

C/- Ch OS/Computer Cell for info & n.a to up load the same on official web site.

C/- O.O file

for Sr. Divisional Personnel Officer/ SC

Syllabus for selection to the post of Station Master in Level-6 (GP 4200) against 25% General Selection Quota.

I. Chapter-I of G&SR Definition of:

Station Master, Station, Classification of Stations, Station Section, Station limits, Block section, Block back, Block forward, Authority to proceed, Line clear, Interlocking, Isolation, Obstruction, Running line, Train, Connections, Facing & Trailing points, Fouling mark.

II. Chapter - III - Signals:

- a) Signals - Classification - Subsidiary signals.
- b) Points, facing & trailing, importance of locking facing points - Methods of locking points
- c) Interlocking and standard of interlocking.
- d) Isolation, methods of isolation-advantage of sand hump.
- e) Signal Repeaters.
- f) Conditions for taking off signals for reception and dispatch of trains
- g) Stopping train out of course.
- h) Procedure for working trains, when fixed signals are defective.
- i) Fog signals, supply storage, life, Testing & Uses.
- j) Use of hand signals.

III. Chapter - IV -Working of trains generally

- a) Conditions for starting trains
- b) Exchange of all right signals
- c) Symptoms of Hot Axle/Roller bearing seizure and action to be taken
- d) Importance of tail Board/Tail lamp - action when trains passes without Tail board/Tail lamp.
- e) Rules for running trains without brake-vans as last vehicle.
- f) Working of damaged/defective vehicles.
- g) Clearance of fouling mark
- h) Protection of material train when stabled.

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IV. Chapter - V - Control 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) Preparations and delivery of paper line clear tickets, Caution order
- d) Train signal register and its maintenance.
- e) Receptions of trains on obstructed and unsignaled lines.
- f) Access in and operation of equipment - double locking of cabin basements and block instruments.

V. Chapter VI - accidents and unusual incidents.

Action to be taken in the following cases:-

- a) Driver enters block section without proper authority
- b) Train is delayed unusually in the block section.
- c) Train parted and portion is left over in the section
- d) Driver sends memo asking for relief engine
- e) Driver reports lunch in the mid section.
- f) Keymen reports rail fracture
- g) Patrolmen not turned up in time
- h) Fire on train within railway premises
- i) Vehicle running away into the block section
- j) Duties of ASM's in case of accidents to passenger carrying trains.
- k) Action to be taken by ASM to prevent accidents.

VI. Chapter - XIII

Absolute block system - essentials, conditions for granting line clear at various classes of stations, shunting rules at "B" class station - procedure for working trains during failure of all communications on single/double lines - introduction of temporary single line working on double line.

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VII . Chapter XV – P.way and works

- a) Working of Lorries, trolleys and motor trolleys
- b) Procedure for engineering line block.

VIII. Chapter XVI – Level crossing gates

Rules for operation inside station limits and in the mid section

IX. Chapter – XVII – working of trains on electrified section of Railways

- a) Procedure for power block
- b) Issues of caution orders during OHE failure tripping of power on a section of the track.

X. D & AR.

- i) Major Penalties
- ii) Minor Penalties
- iii) Leave Rules
- iv) Pass Rules

XI. Various Passenger amenities provided at Stations

XII. Official Language policy and rules.

Proforma of Application

Application for the post of Station Master in Level-6 (GP 4200) against 25 % General selection on SC Division vide Notification issued under Lr.no.SCR/P-SC/228/ET/SM/GS dated 19.10.2020.

1. Name of the applicant :
(in block letters)
2. Fathers Name :
3. PF Account number :
4. Present Designation /Stn :
5. Community :
(Attested copies of Caste certificate in Prescribed proforma)
6. Date of birth :
7. Age as on 19.10.2020 :
8. Date of Appointment :
9. Designation at the time of Appointment :
10. Present Level of Pay Matrix :
11. Date of entry into present grade :
12. Educational Qualification :
(True copies of certificates to be enclosed duly self attested)
13. DAR/SPE/Vig.cases if any :
14. Phone No :
15. Email id :

Recent photo to be
be affixed and
attested by concerned
supervisor

I hereby declare that the above information is true to 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:

Signature of the applicant.

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

Date :

Station :

Signature of the immediate Supervisor
With stamp

Name:

Desig:

Verified and forwarded to Personnel Branch for further action.

Date:

Station:

Signature of the Controlling Officer
Desig/Stn.