



मंडल रेल प्रबंधक, कार्मिक शाखा, के कार्यालय, 4 मंजिल, संचालन भवन, सिकंदराबाद - 71
Office of the Divisional Railway Manager, Personnel Branch, 4th Floor, Sanchalan Bhavan, Secunderabad - 71

Date: - 08.11.2021

No. SCR/P-SC/210(a)/ET/SM/15% LDCE

NOTIFICATION

Sub: Selection to the post of Station Master in Level-6 of Pay Matrix (GP 4200) against 15% LDCE quota 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 15% LDCE quota in Operating Department, Secunderabad Division.

I) Number of Vacancies assessed are 15 (UR-15, SC-Nil, ST-Nil)

II) Eligibility and Service conditions

i) Employees working in Operating and Commercial Departments in Level-1 to Level-5 on SC Division subject to the condition that the staff in Level-1 (Erstwhile Gr D with GP 1800) should have rendered a minimum of five years of regular service as on the date of notification.

ii) Age:
Maximum age should not exceed 45 years (including SC/ST employees) as on the date of notification.

iii) Educational Qualifications:
The employees should possess Graduation as on the date of notification.

iv) Medical Fitness:
The employees should be fit in the prescribed medical classification of Aye-two.

III) Mode of Selection

- Professional Ability:** The professional ability of the employees will be adjudged through written test. 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.
- 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.
- They have to obtain minimum of 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), Aptitude test and Record of service.

The distribution of marks amongst various headings in lieu of headings in the table below

	Factors/Headings	Maximum Marks	Qualifying Marks
1	Professional Ability	50	30
2	Record of service	30	-
3	Aptitude Test	20	Minimum cut Off as may be decided by RDSO
		100	60

- iv) In case they are empanelled, they have to undergo prescribed initial training of Station Masters at ZRTI/MLY. On successful completion of training, they will be promoted as Station Master in Level-6 of Pay Matrix (GP 4200) and will be posted anywhere on Secunderabad Division.

The employees in Level-2 to Level-5 having two years regular service will be promoted at the time of actual promotion.

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.

IV) Syllabus and Sample Questions

- i) Syllabus for the written test is enclosed as Annexure 'A'
- 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 Sample Questions from the given syllabus (Annexure 'A') can be down loaded from the official website of www.scrindianrailways.gov.in.

(About Us → Divisions → Secunderabad → Personnel → Sample Questions.

- 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 questions is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with the latest Rules/Circulars/Policies.

V) 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 selection will consist of written examination and the question paper is 100% objective type multiple choice question paper consisting of 110 questions (including 10 questions on Official Language Rules) of which candidates are required to answer any 100 questions.
- ii) If the candidate attempts more than 100 questions, the first 100 attempted questions will only be evaluated. The questions beyond first 100 attempted questions will not be evaluated.
- iii) Cutting, over writing, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answers having correction or over writing or alteration. The candidates are strictly advised to note that such type of questions are treated as attempted questions i.e. they will be included in the first 100 attempted questions.
- iv) There shall be negative marking for incorrect answers. 1/3 rd of marks allotted for each question will be deducted for wrong answers (in terms of PCPO/SC's SC .No.159/2019).
- v) The written examination will be conducted on OMR sheets.

VI) Notifying to the Staff:

The controlling Officer/Supervisor should give wide publicity of the notification to all the eligible staff of Operating and Commercial departments 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.

VII) How to Apply:

- The employees should submit the application in the prescribed format through proper channel enclosed as Annexure 'B'.
- The application should be of good quality of A-4 size paper using one side only.
- They should fill up the application form in their own writing with blue or black ball point pen only.
- 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 otherwise the same will not be considered.
- Employee should paste the recent photograph on the application which shall be attested by the concerned supervisor.
- Applications received without date and incomplete applications will be rejected and no correspondence will be made in the matter.

VIII) Tentative Schedule of Selection:

Last date of submission of Application by the candidate	07.12.2021
Last date for Receipt of applications forwarded by controlling supervisor to Sr DOM/O/SC	09.12.2021
Last date of applications forwarded by Sr DOM/O/SC in one bunch to Sr DPO/O/SC	13.12.2021
Date of Publication of Eligibility List	17.01.2022

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 office in Railways official website www.scrindianrailways.gov.in

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

Encl: As above

(ANAND KATTA)

सहायक कार्मिक अधिकारी/ सिंक/ APO/T
for Sr. Divisional Personnel Officer/ SC

C/- Sr. DOM/SC and Sr DCM/SC for information.

C/- OS (P)/Centralised 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 against 15% LDCE Quota in Operating Department on SC Division.

A) OPERATING SYLLABUS

1. Regionalization of Indian Railways in to Zones and organization of S.C.Railway.
2. Station working Rules, WTT and its contents.
3. Chapter-I of G & SR-Definitions and Classification of stations
4. Fixed Signals , Hand Signals & Detonating Signals
5. Types of Interlocking –Mode of Isolations available in SCR-Procedure about the working of Trains during Non-Interlocked working
6. (a) Methods of ascertaining the line over which the train is to run to be clear
(b) Conditions for taking off Reception/Dispatch Signals
(c) Stopping a train out of course at the station
(d) Procedure about the crossing and precedence of the trains at the station
7. What is meant by defective signal(s)-Procedure to be adopted about the working of trains when signal becomes defective ?
8. Shunting
(a) Control and Methods of shunting-precautions and speeds during shunting.
(b) Securing of vehicles at Stations
9. Systems of working-Absolute block system-Automatic Block system
10. Caution order and its contents-Circumstances for issue of caution orders.
11. Weather warning messages-Action to be taken by the on duty Station Master after getting such message?
12. Control-Duties of on duty Station Master towards control
13. Accidents-Action to be taken by the on duty Station Master in the following cases
(a) Duties of Station Master in case of accident to a train carrying passengers
(b) Driver sends
(c) Driver experience lurch in the block section
(d) Train parted and portion left over in the section
(e) Fire on train or in Railway premises
14. Exchange of all right signals-Purpose –Action to be taken by on duty Station Master if Driver or Guard failed to exchange all right signals
15. Duties of Station Master in the following cases:
(a) Hot axle (b) Brake Binding (c) Flat Tyre (d) Weld Failure/Rail Fracture
16. Duties of Station Master during:
(a) PQRS Block (b) Engg Machines working (c) Tower Wagon/OHE Blocks (d) Motor Trolly working
17. Procedure for obtaining Line Block and cancellation of Line Block
18. Working of Trains during Total Interruption of communication on a single line?
19. Different operating registers maintained at a Station and its purposes ?
20. Different operation forms and their numbers
21. Marshalling Mail/Exp. Trains/Passenger Trains and goods trains
22. Freight operations Information system (FOIS)
23. Coaching operations Information system (COIS)
24. Essential equipment and its usage

Contd-

(B) COMMERCIAL SYLLABUS:

1. Organization of Commercial department in the Divisional and Zonal level-
Functions of the Commercial department.
2. Various kinds of tickets available –Reservation system-Refund rules and its
procedure
3. Break Journey Rules
4. Luggage-free allowances-Marginal allowance-General Rules
5. Amenities for Rail Users
6. Bulk transportation of commodities
7. Ticketless travelling-Eradication of ticketless travel
8. Railway Act-19689,Chapter VIII, Sections 49 to 59 and sections 123 to 129
9. Station outstanding and its clearance procedure –Balance Sheet
10. Suggestion to improve the image of Railways
11. Vigilance organization and its functions
12. New Zones and its Head Quarters
- 13.Object of PLM of Parcel's –Booking of parcels and issue of PWPs- Booking of
Bicycles and Motor Cycles-Disposal of unclaimed parcels
14. Forwarding of Notes and its kinds
15. Preferential Traffic Schedule
16. WDRF and its forfeiture
17. Rebooking and diversion of goods traffic-Warfage and Demurrage
18. Claims prevention
19. Container traffic

(C) PERSONNEL SYLLABUS :

1. (a) Leave Rules (b) Pass Rules (c) Retirement benefits (d) DCRG (e)
Qualifying service (f) 10 hours rule-duty at a stretch
2. Minor and Major Penalties and procedure of its imposition
3. Official language policy of the Indian Union

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(D) GENERAL KNOWLEDGE

Proforma of Application

Application for the post of Station Master in Level-6 (GP 4200) against 15 % LDCE quota on SC Division vide Notification issued under Lr. No. SCR/P-SC/210(a)/ET/SM /15% LDCE dated 08.11.2021.

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 08.11.2021 :
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 concern
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.