



दक्षिण मध्य रेलवे / South Central Railway

नांदेड मंडल / Nanded Division



मंडल कार्यालय / कार्मिक शाखा, नांदेड, Divisional Office, Personnel Branch, Nanded-431605

No. SCR/P-NED/210/Admn-cad/OS/20%LDCE

दिनांक/ Date: 12.03.2024

All concerned

Sub: Selection for promotion to the post of Office Superintendent in Level-6 of Pay Matrix of 7th CPC against 20% LDCE quota on Nanded Division.

Ref: PCPO/SC's Serial Circular No.-69/2019 (RBE No.78/2019), dated 24.05.2019.

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It is proposed to conduct a Selection for promotion to the post of Office Superintendent in Level-6 of Pay Matrix of 7th CPC against 20% LDCE quota, inviting applications from the serving Ministerial Staff of all departments except Accounts & RPF department in Nanded Division, South Central Railway.

1. **Vacancies:** 07 (UR-04, SC-01 & ST-02).

2. **Eligibility conditions:** All serving regular Ministerial staff of all department except Accounts & RPF departments possessing the educational qualification of Graduation and fulfilling the following conditions will be eligible to volunteer to appear on the aforesaid LDCE as per RBE No. 38/2019:

- Five (05) years of regular service as Jr. Clerk in Level-2 and Sr.Clerk in Level-5 of Pay Matrix in 7th CPC put together as on date of notification.
- Three (03) years of regular service as Sr.Clerk/Sr.Typist in Level-5 of Pay Matrix in 7th CPC as on date of notification.
- Five (05) years of regular service as Jr.Clerk in Level-2 of Pay Matrix in 7th CPC as on date of notification.

3. **Mode of selection:**

- The willing staff who satisfy the above prescribed conditions of eligibility will be subjected to a written examination as per the syllabus enclosed as annexure 'B'. The question paper shall also contain question of Official Language Policy and Rules to the extent of 10% of the total marks allotted which will be optional. In the written test held as part of the selection for promotion tot posts classified as 'Selection', 100% objective type question should be set vide 196/2018.
- The volunteering staff those satisfying the prescribed conditions of eligibility including submission of application by closing date will be given alert notice. However, the date of written examination shall be notified separately.
- The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination and service records. Those securing less than 60% marks of the aggregate will not be considered eligible for inclusion in the panel. Further, the service records of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed vide RBE No.102/2005.

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(iv) It may be noted that there is no classification of "Outstanding" in the final panel, the selection being a General selection based on merit where eligible candidates are being confined to three times the number of staff to be empaneled in terms of ACS No.219 of Indian railway establishment Manual Vol-I (1989 Edition).

(v) Candidate must know that, since this is a general selection, there would not be any supplementary selection for not attending candidates.

4. **Training of the successful candidates:** All such persons who are empaneled as Office Superintendent against LDCE quota will be required to undergo 21 days training the Personnel Training Centre. Such candidates will have to successfully complete the training/ course before they are put to working posts. A prescribed examination at the end of the training course will be conducted.
5. Application in the prescribed proforma are therefore sought from employees fulfilling the prescribed eligibility conditions, which are to be submitted through proper channel.
6. Application should be submitted in Annexure- "A" format only (copy enclosed).
7. **The last date of submission of Applications is 05.04.2024.** Applications received after 05.04.2024 should not be entertained by the controlling officers/supervisor. All supervisors should verify and certify the details, and forward the application to the respective Branch Officers by 08.04.2024. Further, concern Branch Officer should forward the same to the Sr.DPO's Office by 11.04.2024 without fail in one bunch only. No application will be entertained after 11.04.2024.
8. Copies of the notice may be placed on the office Notice Boards so that the eligible staff may apply.
9. This notification may be given wide publicity the candidates to avoid any complaints to a later date.

(कामोद कुमार झा /Kamod Kumar Jha)

सहायक कार्मिक अधिकारी/इंजीनियर/Assistant Personnel Officer/Engg
कृते व० मंडल कार्मिक अधिकारी/नांदेड/ (for Sr. DPO/NED)

C/- All Branch Officers and Supervisors concerned for information and necessary action.

C/- Dy.CVO(P)/SC for kind information.

C/- OS/Confidential section for information and necessary action.

C/- DS/SCRES, SCRUMU, AISCTRE/Assn. Nanded.

कृते व० मंडल कार्मिक अधिकारी/नांदेड/ (for Sr. DPO/NED)

ANNEXURE-A

**PROFORMA OF APPLICATION FOR THE POST OF OFFICE SUPERINTENDENT IN
LEVEL-6 OF PAY MATRIX (7TH CPC) AGAINST 20% LDCE QUOTA.**

I do hereby volunteer for selection to the post of Office Superintendent in Level-6 of Matrix (7th CPC) as notified vide Sr.DPO/NED letter No. SCR/P-NED/210/Admn-cad/OS/20%LDCE, dated: 11.03.2024, duly accepting all the terms & conditions and other details mentioned in the notification. I confirm that my personal/Service details are as follows:

Recent
photo duly
attested by
supervisor

1	Name (in block letters)	
2	Father's name	
3	Date of Birth	
4	Date of Appointment	
5	Community	
6	P.F.No	
7	Present Designation, Level in Pay Matrix	
8	Present working Unit	
9	Date of regular entry into present grade pay as Jr.Clerk	
10	Date of regular entry into present grade pay as Sr.Clerk	
11	Educational qualifications (attested copies of certificates to be enclosed)	
12	Option of Medium in written exam. (Tick your choice)	
13	Mobile No.	

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled or/and I may be taken up under D&A Rules. In the event of my empanelment to the post, I shall not seek voluntary reversion to my former post for any reason.

Date:

Signature of the Applicant

Certified that the above employee has submitted application before the cut-off date to this office.

Date:

Signature of the Controlling Officer

Certified that the above service particulars are found correct, as per the service record maintained in this office. The total length of non-fortuitous service of the above employee a regular Railway servant is _____ (in words) (years and as months)

Date:

Signature of the Personnel Officer

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Syllabus for selection to the post of Office Superintendent in Level-6 of PayMatrix (7th CPC) against 20% LDCE quota in Nanded Division S.C.Railway.

1. Office Procedure.
 - (a) DAK handling
 - (b) Maintenance of files.
 - (c) Record Keeping.
 - (d) Maintenance of Statistics.
2. Writing Skill
 - (a) Letter/DO writing
 - (b) Notifications
 - (c) Note writing
 - (d) Speaking Orders
3. Award of work in works programme.
4. Procedure of stores procurement.
5. Railway Organizational structure.
6. Railway Housing (Rly. Qtrs. Allotment) Policy.
7. Uniform Policy.
8. Booking of running staff and non-running travelling staff.
9. Discipline & Appeal Rules and conduct rules.
10. Recognition of Trade Union, Facilities to office bearers of recognized Union/Association, Dealing with Unrecognized Union/Association.
11. Medical Examination and facilities available to railway employee.
12. Audit and Accounts Narrative Report. Draft Paras and their disposal.
13. Canons of financial propriety.
14. Classification of demands of grants.
15. Man-Power Planning
 - (a) Vacancy Bank Register
 - (b) Bench Marking
 - (c) Creation of Post
 - (d) Supernumerary post
 - (e) Redeployment of surplus staff
16. Pay and Allowances.
17. Pass Rules.
18. Leave Rules.
19. Railway Pension Rules.
20. General conditions of Service.
21. Hours of Employment Regulation.
22. Labour Laws and RTI Acts, 2005.
23. Selections & Promotions of non-gazetted staff.
24. Rule regarding seniority.
25. Staff Benefit Fund.
26. Absorption of Medical De-categorized staff.
27. Staff Welfare.
28. Co-operative Societies.
29. Joining Time Rules.
30. Official Language Policy.

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