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Azadi Ka
Amrit Mahotsav

PBC No. 15 / 2025

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

No:P(GS)608/XII/OS LDCE/ 20%/2025

Dated: 21.01.2025

All PHODs/DRMs/CWMs/CWE/CRSE/CAO/CPM/PDA,
Principal MDZTI/TPJ, DTTC/GOC
Dy.CPOs/Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS,
Secretary/RRT/MAS,
DPOs/SPOs/WPOs/APOs of HQ/Divisions/Workshops/Units.

Sub: **Syllabus for the post of Office Superintendent in Level-6 against 20 % LDCE Quota**

Ref: PCPO/MAS' letter No.P(Co-ord) CCBT/2024 dated 20.11.2024
(PBC No.253/2024).

The syllabus for the post of Office Superintendent in Level-6 against 20% LDCE Quota is enclosed for information, guidance and necessary action.

This has the approval of the Competent Authority.

Encl.: 1 page.

(J. Jarna Singer)

Assistant Personnel Officer/GI/HQrs
for Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU
The General Secretary/DREU
The General Secretary/NFIR
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
Ch.OS/Systems/PB/HQ - to upload on the SR website.

SYLLABUS FOR SELECTION TO THE POST OF OFFICE SUPERINTENDENT IN LEVEL-6
AGAINST 20% LDCE QUOTA

- 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 works in Works Programme
- 4 Procedure for stores procurement
- 5 Railway Organizational structure
- 6 Railway Housing (Railway Quarters 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 Unions. Facilities to office bearers of recognized Unions/Associations. Dealing with Unrecognized unions/Associations
- 11 Medical examination and facilities available to Railway employees
- 12 Audit and Accounts narrative report. Draft Paras and their disposal
- 13 Cannons of financial propriety.
- 14 Classification of demands of grants.
- 15 Man-Power Planning
 - * Vacancy Bank register
 - * Creation of posts
 - * Bench Marking
 - * Supernumerary posts
 - * 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 Regulations
- 22 Labour Laws
- 23 Right to Information Act 2005

Note:- Questions set in the paper will be normally to assess the writing and analytical power of the candidates w.r.t. various topics as above which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of one particular discipline.

Note:- 10% of the total marks will be from Official Language Policy and Rules, which will be optional.