

दक्षिणरेलवे/SOUTHERN RAILWAY

सं.जे/पी. No U/P.531/XII/PG/OS/LDCE 20%

मण्डलकार्यालय/Divisional Office,  
कार्मिकविभाग/Personnel Department,  
मदुरै / Madurai,  
Date: 28.06.2024.

Concerned Branch Officers / MDU Division  
Concerned Supervisory Officials / MDU Division

**NOTIFICATION**

Sub: Selection to the post of Office Superintendents in Pay Matrix level 06 of VII<sup>th</sup> CPC (GP ₹ 4200/-) against 20 % LDCE Quota-reg

Ref: 1. Rly. Bd's letter No.E(NG) I/2018PM1/19 dated 10.05.2019(RBE 78/2019)  
2. PCPO/MAS letter No.P/OS/20% LDCE/2024 dated: 03.06.2024.

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It is proposed to conduct a selection to fill up the vacancies of Office Superintendents in level 06 VII<sup>th</sup> CPC Pay Matrix against LDCE 20% Quota.

Applications are accordingly invited from eligible employees for selection to the post of Office Superintendents in level 06 of VII<sup>th</sup> CPC Pay Matrix against Limited Departmental Competitive Examination Quota from all Departments of MDU Division except Accounts and RPF.

**1. Vacancies**

The number of vacancies assessed for the above selection is as under:

Department	Vacancy	Community		
		UR	SC	ST
Personnel	10	8	1	1
Mechanical	1	1	0	0
Engineering	6	4	1	1
Operating	2	1	1	0
Commercial	1	1	0	0
Electrical	2	2	0	0
S&T	1	1	0	0
Total	23 (*)	18	3	2

(\*) Out of the above, 1 vacancy is earmarked for the PwBD categories of (a) Blindness & Low vision (RBE 74/2022 &PBC 37/2019)

1.1 The above selection is subject to the outcome of judgment ending before Hon'ble Supreme Court of India in the matter of reservation.

**2.0 ELIGIBILITY CRITERIA**

Serving ministerial Staff of all departments (except Accounts and RPF), having the service as detailed below and possessing the **qualification of Graduation.**

**Three years regular service as Senior Clerk cum Typist**

**Or**

**Five years regular service as Junior Clerk cum Typist and Senior Clerk cum Typist put together**

**Or**

**Five years regular service as Junior Clerk cum Typist**

- 2.1 Employees, who are working in Construction Units/Projects/RE and fulfilling eligibility criteria can also apply, provided their lien is maintained in Madurai Division.
- 2.2 The service rendered in the old unit of employee who joined this division on own request transfer shall be reckoned subject to the condition that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new unit etc., as per RBE 34/2006.
- 2.3 **Application must include attested copies of all the certificates, i.e. Educational qualification, PwBD certificate (If required), Community Certificate (SC/ST) and other relevant certificates. Without which the application will be summarily rejected.**
- 2.4 **The educational qualification entered in the application form should be as per the Service Register.**

### **3.0 SELECTION PROCEDURE**

- 3.1 Selection shall consist of CCBT examination and assessment of Service Records with 85% weightage for the performance in the CCBT examination and 15% weightage for Service Records.
- 3.2 The selection consists of CCBT (Centralised Computer Based Test), as per Board's Lr.No.E(NG)I/2018/PM1/4 dated 14.12.2018 (RBE No:196/2018), the question paper will be 100% objective type multiple choice questions for the CCBT examination and 10% of the total marks will be from Official Language Policy & Rules (which will be optional). Question numbers from 101 to 110 will be on official language policy and rules and will be purely optional. The candidate has to choose any **100 questions (100 only)** out of 110 questions.
- 3.3 Standard of the examination would be that as for direct recruitment to Graduate level or equivalent posts.
- 3.4 In terms of PBC 46/2019, the duration of examination will be 120 minutes. There shall be negative marking for incorrect answers. One third (1/3) of the marks allotted for each question will be deducted for wrong answers.
- 3.5 As per Railway Board's letter No.E(NG)I-2005/PMI/20 dated 17.06.2005, selection will be based entirely on merit with reference to aggregate marks obtained by the employees in CCBT examination and perusal of Service Records put together. Minimum qualifying marks for CCBT examination is 60% and 60% aggregate for empanelment and placement in the panel would be according to merit only.
- 3.6 The panel of successful employees will be in the order of merit as per above to the extent of vacancies notified, with relaxation if required for SC/ST employees for reserved posts as per Railway Board's letter No.E(NG)I-98/PMI/7 dated 20.10.1999 (RBE/272/99).
- 3.7 **Cut-off date for eligibility will be the date of issue of Notification, in terms of Railway Board's letter No.E(NG)I-2005/PMI/52 dated 22.08.06(PBC155/06).**

### **4.0 SYLLABUS**

The syllabus for the selection is at Annexure-I enclosed.

### **5.0 TRAINING**

- 5.1 Employees selected against LDCE quota have to undergo 21 days mandatory training followed by 1 day tour. All of them will have to successfully complete the mandatory training course before they are put on a working post, for which a prescribed examination at the end of the training course will be conducted.

- 5.2 Attending the prescribed training is mandatory. After the selection, request if any for postponing or for attending next training course etc, will not be entertained under any circumstances.
- 5.3 It is further stated that on completion of training, selected employees are liable to report directly' to the allotted department and after the posting order; they should join the post in the allotted department/station. Therefore, it may be noted that the selected employees would not be allowed to report back in the old Office (unless they happen to be retained in the same department).

## 6.0 ORDER OF PREFERENCE

- 6.1 Employees are advised to indicate their order of preference for allotment of Department/Units/Place of posting in the application form itself. The option made for where no vacancies were notified shall be treated as invalid.
- 6.2 Code in the order of choice has to be indicated for the Department at Serial No.13 of the application form.

DEPARTMENT	CODE
Personnel	PB
Mechanical	ME
Engineering	CE
Operating	OD
Commercial	CD
Electrical/G	EE
Signal & Telecommunication	S&T

- 6.3 The choice/preference of Departments indicated by the employees in the application will be considered first based on their merit order and option subject to availability of vacancies.
- 6.4 Preference for place of posting will be considered as per the merit/option of the selected employees. Option exercised in the application for department and place of posting is final and no further representations for change will be entertained.
- 6.5 However, by exercising option for Department for place of posting, the selected employees are not having any exclusive right for any department for place of posting. Selected employees will be posted in any Department of Madurai Division keeping in view of administrative requirement.

## 7.0 GENERAL INSTRUCTIONS

- 7.1 Supervisors should ensure that the notification is brought to the notice of all concerned. If any of the employees belonging to these seniority units is on deputation elsewhere with their lien still on these units, they should also be intimated by concerned Cadre Controlling Officers about the notification.
- 7.2 The applications of the employees who are under deputation shall be routed through the respective cadre controlling Officer, where their lien is maintained after due verification of the status, grade, and service. Application received directly from where they are presently working on deputation will be rejected.
- 7.3 List of eligible employees for participating in CCBT would be published after scrutiny of the applications.
- 7.4 After the CCBT examination, pleading ignorance of the date of CCBT examination will not be accepted under any circumstances. The employees who have responded to this notification are also equally responsible to attend CCBT examination on the scheduled date and time or on the date to be notified, provided they are found eligible. For enquiry, if any, they may contact the following Railway number Ch.OS/G/PB : 72710

- 7.5 This being LDCE there will be **no supplementary** examination.
- 7.6 It shall be noted by all the applicants that purely based on the declaration given by them in the application and the attested photo copies of SSLC/Matriculation/SSC/PUC and the degree certificates along with Mark-sheets enclosed with the application, they will be admitted for written examination. In the event of employees making false declaration of educational qualifications and applications made without enclosing the attested photo copies of above mentioned certificates, reserved community employees who do not enclose the requisite Community Certificate issued by competent authority, apart from disqualifying them for the post, they will also be taken up under D&AR.
- 7.7 It is the responsibility of the employees to produce original and attested copies of Educational Qualification, PwBD Certificate, Community Certificate, in the case of SC/ST employees, before the concerned authorities, as and when demanded, without which their application will not be considered.
- 7.8 For PwBD quota, the PwBD employee should submit the nature of disability certificate in which he/she is categorized with benchmark disabilities as per PBC No 107/2022.

**8.0 Last date & forwarding of applications**

- 8.1 All the eligible employees should submit their applications as per the proforma attached as Annexure-II along with enclosures on or before the closing date i.e. **29.07.2024**.
- 8.2 Applications received after the last date i.e. 29.07.2024 should not be accepted and forwarded by the immediate supervisor. Supervisor shall verify the particulars of the applicants with that of the information made in the application and forward eligible applications only in one bunch with a covering letter duly mentioning the Name and designation of the applicants to Personnel Department/MDU..
- 8.3 The applications received directly at this office or through supervisory official after the last date will not be accepted.
- 8.4 Wide publicity of this notification may be given among the staff working under your control.**
- 8.5 Tentative Schedule of the selection.

Last date of receipt of application	29.07.2024
Publication of eligible list of candidates	23.08.2024
Date of Written Examination	Between 14.09.2024 and 23.09.2024
Publication of provisional Answer Key	25.09.2024
Finalization of Answer key	07.10.2024
Finalization of Result	10.10.2024
Publication of Panel	26.10.2024

Encl: Syllabus & Proforma Application.

Digitally signed by  
M ESAKKI  
Date: 2024.06.28  
18:19:08 +05'30'

(एम. इसक्की M. ESAKKI)  
सहायककार्मिकअधिकारी/ टी  
Assistant Personnel Officer/T  
/मंडल कार्मिक अधिकारी/मदुर  
/Divisional Personnel Officer/MDU.

Copy to: PCPO/MAS- for kind information.

Ch.OS/Genl. & Confdl./MDU.

DS/SRMU/MDU, DS/AIOBC REA/MDU, DS/AISCST REA/MDU.

**Syllabus for the Post of Office Superintendent in Level-06 of VIIIth CPC Pay Matrix**  
**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/D.O 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 & 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 disposals
13. Cannons of Financial propriety
14. Classification of Demands of Grants
15. Manpower 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 with reference to various topics as above which circumscribe various ministerial staff. Effort will be not to tilt the balance in favour of one particular discipline.

**APPLICATION FORM FOR THE POST OF OFFICE SUPERINTENDENT IN PML-06 OF VII<sup>TH</sup> CPC AGAINST 20 %  
LDCE QUOTA**

1	Name							Photograph (Not older than one month) attested by Controlling Officer/Supervisor	
2	P.F.No.								
3	Date of Birth								
4	a) Date of Initial Appointment								
	b) Date of Regular Appointment								
5	Present Pay and Scale								
6	Date of entry into the present grade (on regular basis)								
7	a) Present designation/ Stn	a)							
	b) Date of entry as Jr.Clerk/Sr.Cerk/Both	b)							
8	Educational Qualification	Graduate							
		Post Graduate							
9	Community (Tick applicable)	UR		SC		ST			
10	Lien maintained in	Department:							
11	Category	Years & Months							
	a) As Junior Clerk in Level-02 of VII CPC b) As Senior Clerk In Level-05 of VII CPC								
12	Indicate the option for writing exam	Hindi			English				
13	Indicate the choice of Department by writing Department code	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
14	Enclosures of attested copies of certificates (Tick box below each item)	SSLC/Matriculation		HSC/Pre-Degree		Degree with mark Sheets		Community	

Attested copies of all the certificates i.e. 10<sup>th</sup>,11<sup>th</sup>,12<sup>th</sup>/HSC/PUC/Pre-degree/Entrance test/Graduation in proof of qualification ,PwBD, and community i.e. SC/ST should be enclosed without which the application will be rejected.

**Declaration of the employee**

**I hereby declare that the particulars furnished by me are true and correct to the best of my knowledge.**

Signature:

Place:

Name:

Date:

Designation:

**Certification of Supervisor**

The service particulars furnished by the employee in the Application Form are verified and found correct. It is also certified that the employee is fulfilling the eligibility conditions prescribed for this selection.

Certified and forwarded to DPO/O/MDU.

Signature:

Place:

Name:

Date:

Designation: