

मंडल रेलवे कार्यालय
Office of the Divt. Railway Manager
01 OCT 2021
दक्षिण मध्य रेलवे, विजयवाड़ा
S.C. RAILWAY, VIJAYAWADA

Dr. DCM / BWA

दक्षिण मध्य रेलवे
South Central Railway
Vijayawada Division

Ch. OS / Dr. DCM / BWA

Divisional Office
Personnel Department
Vijayawada

Lr.No. SCR/P-BZA/210(a)/EP/OS/LDCE/Vol.2

Date: 29.09.2021

Office Superintendent (LDCE) Notification
Last date to submit applications by volunteers is 02.11.2021

Sub: Formation of Panel for promotion to the post of Office Superintendent in Level-6 (7th CPCC) against 20% LDCE quota - Ministerial cadre of all Departments (except Accounts & RPF) of BZA Division.

In terms of RBE No.78/2019, it is proposed to conduct a selection for formation of panel for promotion to the post of Office Superintendent in Level-6 (7th CPC) against 20% Limited Departmental Competitive Examination (LDCE) Quota. The details of vacancies are as under:

UR	SC	ST	Total
09	02	01	12

The other details are as under:

1	Educational Qualifications	Graduation from recognized University.
2	Eligible staff with service conditions	05 years regular service as Jr.Clerk/Jr.Typist (SC No.40/2019) (OR) 03 years regular service as Sr.Clerk/Sr.Typist (SC No.73/2019) (OR) 05 years regular service as Jr.Clerk/Jr.Typist and Sr.Clerk/Sr.Typist put together in (SC No.40/2019)
3	Mode of Selection	The selection shall be based entirely on merit reference to marks obtained by the candidate in the written examination and Service Records. Subject to usual relaxation for SC/ST staff those securing less than 60% in the aggregate will NOT be considered eligible for inclusion in the panel.
3	Application	Employees should submit application in the prescribed Proforma enclosed as Annexure-A
4	Syllabus	Syllabus for the written test is enclosed as Annexure 'B'. There shall be questions in official language policy & Rules upto 10% of marks. However, it is not mandatory to attend the same.

Sandhu
29.09.21

6	Question Bank	<p>Question Bank is available on railway website www.scr.indianrailways.gov.in → About us → Departments → Personnel → Q. Bank → Personnel → OS (Supdt.Gr-II).</p> <p>Question bank is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge keeping in accordance with the changed- technology and job requirement with latest Rules/circulars/policies.</p> <p>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.</p>
7	Written Examination	<p>1) <u>Written Examination</u> will be 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.</p> <p>2) If the candidate attempts more than 100 questions, the first 100 attempted questions will ONLY be evaluated. The questions attempted beyond first 100 attempted questions will NOT be evaluated and ignored.</p> <p>3) To ensure authenticity of the answers, <u>Cutting, over writing, erasing or alteration</u> of any type in the answer will NOT be accepted. Zero marks will be given for answers having correction or overwriting or alteration.</p> <p>4) Examination will be in a pen and OMR system. Candidates should use Black or Blue Ball point Pen for the written examination. Gel pen/Sketch pen NOT allowed.</p>
8	Duration of examination	90 to 120 minutes.
9	Negative Marking	There will be negative marking @ 1/3rd of mark for wrong answer. (SC No.159/2019).
10	Venue & Date of Examination	Will be intimated separately.
11	Place of posting	Selected candidates will be posted in any Department/place over BZA division as per the vacancies available at that time.

12.0 How to apply:

- (i) Employees should submit application in the prescribed Proforma enclosed as Annexure-A only.
- (ii) Application should be forwarded through proper channel. The application should be on good quality of A-4 size paper using one side only.

Sandha

29.09.21

- (iii) They should fill up the application form in their own hand writing in CAPITAL letters with BLUE/BLACK 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 or otherwise same will not be considered.
- (v) Employee should paste the recent photograph on the application, which shall be attested by the concerned supervisor/officer.
- (vi) Candidates are advised to indicate their personal mobile number and valid e-mail IDs and keep them active for communicating the information regarding the selection.
- (vii) Candidates are further advised to visit SCR website to get the latest information.

13.0 Invalid applications :

- (i) Employees NOT fulfilling the conditions mentioned in Para-2 of notification.
- (ii) Applications received after the last date.
- (iii) Applications submitted directly to Sr.DPO office without forwarded by officer/supervisor concerned.
- (iv) Application NOT in prescribed format.
- (v) Application without photograph.
- (vi) Application without signature
- (vii) Incorrect applications.
- (viii) Applications which are filled in a language other than Hindi/English.
- (ix) Leaving any column blank in the application form.
- (x) Suppression of facts or furnishing false information in application.
- (xi) Any other irregularity.

14.0 Notifying to the staff:

- 14.1 The controlling officer/supervisor shall give wide publicity of the notification to all the eligible staff working under their control and notification should be displayed at conspicuous place.
- 14.2 In terms of CPO/SC No.212/72, the Senior Subordinate/Supervisor concerned has to furnish a certificate that "the eligible candidates were duly notified of the holding of the test and asked to submit their applications duly giving their willingness" and forward the same to this office.. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible employees. In case of non receipt of any communication the same may be obtained from the Personnel department or from the Controlling Officer. Any laxity in this regard will be viewed seriously.
- 14.3 It is the responsibility of controlling officer/supervisor to circulate the notification among the staff concerned including staff on leave/deputation/training/sick or working in other units.
- 14.4 It is the responsibility of the employee to ensure that the educational qualifications will be entered in Service Register.
- 14.5 This being a general selection, no supplementary written examination will be conducted.

Sudha
29.09.21

15.0 Last date for submission of Applications:

The willing and eligible volunteers have to submit their applications in prescribed Proforma to their controlling supervisors/Officers on or before 02.11.2021 who will forward all the applications in one bunch to APO/G, Sr.DPO/O/BZA on or before 08.11.2021.

- 16.0 The notification is uploaded in SCR website ([www.scr.indianrailways.gov.in-About us/divisions/Vijayawada/Personnel.](http://www.scr.indianrailways.gov.in>About%20us/divisions/Vijayawada/Personnel))

www.scr.indianrailways.gov.in - About us - Divisions - Vijayawada - Personnel

This has the approval of Competent Authority.

Encl:

- 1) Application Proforma (Annexure-A)
- 2) Syllabus (Annexure-B)

Sudha
29.09.21

(B.Saila Sudhakar)
Asst. Personnel Officer/G.
For Sr.DPO/BZA

Copy to:

- 1) All Branch Officers/BZA Division.
- 2) Sr.VO//P/SC
- 3) All APOs/BZA
- 4) Ch.OS/Con. Section
- 5) OS/IT Cell: for uploading in website.
- 6) DSs/SCRES/SCRMU/AISCSTREA/SCROBCREA/BZA division.

Application for selection to the post of Office Superintendent in Level-6 against 20% LDCE quota from Jr.Clerks/Sr.Clerks/Typists of all departments (except Accounts & RPF) of BZA Division.

1.	Name (in CAPITAL letters)	
2.	Designation	
3.	Office /Unit	
4.	PF No.	
5.	Date of Birth	
6.	Date of appointment	
7.	Community (UR/SC/ST) Attested copy of caste certificate to be enclosed by SC/ST employees)	
8.	Contact Number (Whatsapp)	

9. Service Particulars as on date of notification:

Post worked as	From	To
Jr.Clerk/Jr.Typist		
Sr.Clerk/Sr.Typist		
Total length of service as Jr.Clerk/Sr.Clerk		
Yeas	Months	Days

10. Educational Qualifications:

Qualifications of employee	Discipline	Date of passing
Graduation/Degree (attested copy to be enclosed)		

11. Awards (Group awards shall NOT be included)

Particulars	2018-19	2019-20	2020-21
DRM Awards			
PHOD Awards			
GM/Railway Board Award			

Sandha
29.09.21

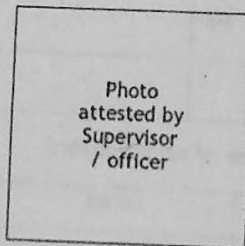
Particulars	2018-19	2019-20	2020-21
SF-11			
SF-5			
Undergoing penalty, if any			

Declaration

- i) I hereby declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief.
- ii) I have read contents of the notification carefully and agree to abide by the rules, regulations and procedure prescribed for promotion to the selection.
- iii) I understand that, if at any stage, it is found that I do not satisfy/fulfill the eligibility criteria, my candidature/ appointment on promotion is liable to be cancelled.
- iv) I understand that, if at any stage, it is found that the information furnished by me is false, incorrect, my candidature/appointment on promotion is not only liable to be cancelled but also liable for disciplinary action as per rules.

Date:

Station:



Signature of applicant

Forwarded to APO/G/BZA with reference to Sr.DPO/BZA Lr.No.SCR/P-BZA /210(a) /EP/OS/LDCE/Vol-2, dt: 29.09.2021

Date

Station

Signature of Supervisor/Officer with stamp

For PERSONNEL OFFICE USE ONLY (Not for the candidates)

Certified that particulars furnished by employee from S.No.1 to 12 above have been verified and found correct as per Service Register and the length of service of employee as on date of notification certified as under:

Total length of service as Jr.Clerk or Sr.Clerk or put together		
Yeas	Months	Days

Signature of Cadre Officer

SYLLABUS FOR THE POST OF OS -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. ward 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. Pay Rules
18. Leave Rules
19. Railway Pension Rules
20. General Conditions of service
21. Hours of Employment Regulations.
22. Official language policy and Rules.

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.

Jandha
29.09.21