



## EAST CENTRAL RAILWAY

DRM [P] OFFICE  
DHANBAD DIVISION  
DHANBAD - 826001

All concerned  
East Central Railway  
Dhanbad

### NOTIFICATION

**Sub :** Formation of panel for promotion to the post of Office Superintendent in Level-6 (7<sup>th</sup> CPC) against 20% LDCE – Ministerial cadre of all Department (except Accounts & Security) of DHN Division.

**Ref :** GM (P)/HJP's letter No.ECR-HQ0PERS(EC)/1/2024 (Comp. No.273261) dated 16.07.2024 & 08.08.2024

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In reference of above, it is proposed to conduct a selection for formation of panel for promotion to the post of Office Superintendent in Level-6 (7<sup>th</sup> CPC) against 20% Limited Departmental Competitive Examination (LDCE) Quota. Details of vacancy are given as under:

UR	SC	ST	TOTAL
47	08	04	59

01. Education Qualification : Graduation from recognized university
02. Eligibility condition :
  - i) 05 years regular service in Jr. Clerk/Jr. Typist (OR)
  - ii) 03 years regular service in Sr. Clerk/Sr. Typist (OR)
  - iii) 05 years regular service in Jr. Clerk/Jr. Typist and Sr. Clerk/Typist put together &
  - iv) All Clerks (Jr. Clerk/Sr. Clerk) must have passed requisite Typing Test as on date of this Notification.
  - v) Employee, who is working in Construction unit/Project or outside of Dhanbad division and fulfilling eligibility criteria may also apply, provided their lien is maintained in Dhanbad division.
03. Procedure of Written Examination :
  - i) Written Examination shall conduct of CBT (Computer Based Test) Mode.
  - ii) Written examination 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.
  - iii) If the candidate attempts more than 100 questions, the first 100 attempted questions will ONLY be evaluated. The questions attempted beyond first 100, attempted question will not be evaluated.
  - iv) There will be negative marking @ 1/3<sup>rd</sup> of mark for wrong answer.
04. Mode of Selection :

The selection shall be entirely based 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% marks in the aggregate will NOT be considered eligible for inclusion in the panel.
05. Notifying to the Staffs :
  - a) 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.
  - b) Sr. subordinate/Supervisor concerned has to furnish a certificate that "the eligible candidates

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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 is further advised that any other communication received in respect of the selection should in variably 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 among in this regard will be viewed seriously.

- c) It is the responsibility of controlling officer/supervisor to circulate the notification a month the staff concerned including staff on leave/deputation/training/sick for working in other units.
  - d) It is the responsibility of the employee to ensure that the educational qualifications will be entered in Service Register.
  - e) This is being a General Selection; no supplementary written exam will be conducted.
06. How to apply :
- i) Employees should submit their 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.
  - iii) They should fill up the application form in their own hand writing in CAPITAL letters with BLUE/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 and valid e-mail IDs and keep them active for communicating the information regarding the selection.
  - vii) Candidates are further advised to visit East Central Railway, Dhanbad Division website to get the latest information.
07. Last date for submission of application:  
The willing and eligible volunteers have to submit their applications in prescribed proforma to their controlling authority supervisor/Officers on or before 20.08.2024 who will forward all the applications in one bunch to EGRS section. Suvidha Kendra, DRM Office, East Central Railway, Dhanbad on or before 22.08.2024.
08. Syllabus : enclosed as Annexure - B
09. Date and venue of examination shall be intimate separately. However, it is to be advised to the volunteering staff that there will be no supplementary exam to the absentees.
10. The notification is uploaded in ECR, DHN Division website ([www.ecr.indianrailways.gov.in](http://www.ecr.indianrailways.gov.in) >dhanbad Division>Personnel>notification)
11. Invalid application :
- i) Employee NOT fulfilling the conditions mentioned in para-2 of notification.
  - ii) Application received after the last date.

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- iii) Application 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 application
- viii) Applications which are filled in 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

DA : i) Application Proforma – Annexure - A  
ii) Syllabus – Annexure -B

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Date: 2024.08.09  
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(Ravi Kumar Pandit)  
Assistant Personnel Officer-2  
for DRM (P), EC Railway, DHN

No. 01/EO/LDCE/OS/2024/289672

Date : 09-08-2024

*Copy forward for kind information and necessary action, please:*

- i) GM (P), EC Railway, Hajipur
- ii) GM/Vig, EC Railway, Hajipur
- iii) Chief OS (G) to DRM/DHN.
- iv) All Branch officer, EC Railway, DHN Division
- v) All DPOs/APOs, DHN
- vi) Divisional Secretary, ECRKU, AISCSTREA, ECROBCREA of DHN Division.
- vii) OS/IT Cell – for uploading on website
- viii) Ch. OS/All cadre, 'P' Branch, EC Railway, DHN

Annexure – A

Application for selection to the post of Office Superintendent in Level-6 against 20% LDCE Quota from Jr. Clerk/Sr. Clerk of all departments (except Accounts & Security) of Dhanbad Division

1. Name (in Block letters) :
2. Designation :
3. HRMS ID :
4. Employee No. :
5. Date of Birth :
6. Date of Appointment :
7. Office/Unit :
8. Community (UR/SC/ST) :  
Attested copy of caste certificate to be enclosed by SC/ST employees
9. e-mail ID :
10. Mobile No. :
11. Service particulars as on date of notification :

Affix the latest photograph duly attested by supervisor

Name of post	From	To	Remarks, if any

Total length of service as Jr. Clerk/Sr. Clerk

Years	Months	Days

12. Education Qualification :  
(Graduation /Degree, attested copy to be enclosed)

Qualification of the Employee	Discipline	Date of passing

13. Awards (Group Award shall not be included) :

Particulars	2020-21	2021-22	2022-23
DRM Awards			
PHOD Awards			
GM/Railway Board Awards			

14. Penalties/Punishments (copies to be enclosed)

Particulars	2020-21	2021-22	2022-23
SF-11			
SF-5			
Undergoing penalty, if any			

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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 the contents of the notifications carefully and agree to abide by the rules, regulations and procedure prescribed for promotion to the selection.
- iii) I understand that if any stage, it 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 rule.

Date : \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Station : \_\_\_\_\_

Name \_\_\_\_\_

Forwarded to Sr. DPO with reference to Sr. DPO/DHN's letter No. dated

Date : \_\_\_\_\_

\_\_\_\_\_

Station : \_\_\_\_\_

Signature of Supervisor/Officer with stamp

For OFFICE USE (Not for candidates)

Certified that particulars furnished by employee from Sl. No.1 to 14 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		
Years	Months	Days

Date : \_\_\_\_\_

Signature of Ch. OS

Signature of Dealing clerk

Station : \_\_\_\_\_

\_\_\_\_\_

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Syllabus for selection to the post of Office Superintendent in Level-6 against 20% LDCE  
Quota from Jr. Clerk/Sr. Clerk of all departments (except Accounts & Security) of  
Dhanbad Division

- 1) Office procedure (Dak handling, Maintenance of files, Record Keeping, Maintenance of statics)
- 2) Writing Skill (Letter/DO writing, Notifications, Note writing, speaking orders)
- 3) Ward of work in Works Programme
- 4) Procedure of 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 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 – 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 Condition of service
- 21) Hours of Employment Regulations
- 22) Official language policy and Rules

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