

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

No. ECR/HRD/GAZ/254/Selection/P.S-I(Gr.B) /Pt.I

Date. 10.10.2018

Secy. to GM/ECR: for kind information of GM
PS-I to AGM/ECR: for kind information of AGM
All PHODs/CHODs- ECR/Hajipur
CAO/Con/ S & N/MHX.
SDGM/ECR/HJP
CPO/A & CPO/IR/ECR
Chairman/RRB/Patna & MFP
Chairman/RRC/Digha Ghat/Patna
DRM/ECR/DNR, MGS, DHN, SEE & SPJ.
CWM(PD)/MGS, CRW/HRT & WS/SPJ.
Sr.DPO/ECRs- DNR, MGS, DHN, SEE & SPJ.
Principal/ZRTI/E.C.Rly/Bhuli & MFP
Dy. CPO/HRD/ECR/HJP
SPO/IC(Con)/MHX/PNBE
SPO/MPP/ECR: for uploading on net
All Extra Divisional Units.

Sub:-Selection to the post of Private Secretary -I (Group ' B') in Level-8 of Pay Matrix
(Pay Band Rs. 9300-34800/- (PB-2) Grade Pay -4800/- as per 6th CPC).

With the approval of the General Manager, it has been decided to hold a selection for formation of the panel of 06 (UR-03, SC-01 & ST-02) persons to the post of Private Secretary -I (Group 'B') over E.C.Railway, as per details given below: -

(1) Schedule of Examination: To be notified separately.

(2) Eligibility- In terms of Railway Board's letter No. E(GP)2000/2/84 dated 30.01.2001, Stenographers in PB-2 Rs. 9300-34800/- & Grade pay Rs. 4200 & above (as per 6th CPC) who have rendered not less than 3 years non-fortuitous service in the grade, as on 01.02.2018, are eligible to appear in the above selection.

(3) The above selection will be based on candidate's performance both in written examination, record of service as well as viva-voce test. The candidates who qualify in the written examination followed by medical fitness of specified category will only be eligible for viva-voce test. The placement of the candidate in the panel will be based on their overall performance in the written examination, record of service as well as viva-voce as per extant procedure.

(4) The zone of field for selection to the post of PS-I (Gr.B) is 18 candidates according to seniority as per 3x formula i.e. $6 \times 3 = 18$.

A corresponding number of additional employees twice failed in the earlier selections will also be called for according to seniority in terms of Railway Board's letter No. E(GP)85/1/78 dated: 10.09.1986.



Contd.....

No ST candidate available within the field of 18 whereas 06 ST candidates are required. Hence, to meet the requirement of ST candidates, as per extant instructions, the zone has been extended for ST candidate up to 5 times wherein only 01 ST is available whose name figures at S.No.25 of Annexure-'A'.

Thus, the zone of field for consideration will be 25 i.e. 18 + 06 corresponding to twice failed + 01 ST candidate against the shortage of ST candidate as per rules.

A list of 25 candidates marked as Annexure-'A' (Final list) as well as list of additional standby 25 candidates marked as Annexure-'B' (stand-by list) are enclosed herewith for obtaining willingness/unwillingness.

Representation, if any, received against the seniority position, omission/commission of any name may be sent to Dy.CPO/HRD through proper channel with a copy directly docketing to Dy.CPO/Gaz/ECR/HJP within 15 days from the date of issue of this notification. No representation will be entertained after the stipulated time period in any circumstances.

The candidate must submit their willingness/unwillingness by 30.10.2018 and Controlling Officers should ensure to submit the same to this office by 08.11.2018.

(5) Normally, there is no provision for holding absentee written examination. However, in exceptional circumstances, where sufficient and satisfactory reasons/proof beyond the control of candidate is available (viz either the candidate under RMC or he was not spared by his controlling officer due to administrative reasons), only such candidates may be allowed to appear in absentee written examination with the approval of the competent authority. It will be responsibility of the candidate to advise reasons of absence through controlling officer to Dy.CPO/Gaz/E.C.Railway/Hajipur within 03 days from the date of written examination. In case of failure to comply the above instructions by the candidate, he/she will not be allowed to appear in the absentee written examination, if held.

"It is the responsibility of the controlling officer to spare the candidates well in time, so that they are able to appear in the written exam."

(6) The Personnel Officer of the divisions/Units are requested to depute Personnel Inspector to obtain willingness/unwillingness from the candidates on the prescribed proforma enclosed as Annexure-'C' (including on deputation/leave/sick). If any candidate refuses to submit his willingness/unwillingness, the deputed Personnel Inspector should submit a written report regarding non-submission of option by the candidate. Such candidates will be treated as unwilling for the above selection.

The filled-up applications should be scrutinized properly by associate Personnel Branch with the service records to avoid any factual errors and future complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned Personnel Officer. All the applications received by the Controlling Officer/Personnel Officers should be sent in a bunch, so as to reach to Dy.CPO/Gaz/E.C.Railway/Hajipur, on or before 08.11.2018 positively. Applications forwarded after the last date will not be entertained under any circumstances.

The above exercise should be completed within the target date and all the willingness/unwillingness forms should reach to Dy.CPO/Gaz/ECR/HJP by 08.11.2018 positively, so that a final list of eligible willing candidates may be published.

The controlling officers are also requested to co-ordinate with the Personnel Officers and staff to complete the above exercise within stipulated time frame.



Contd.....

(7) **Syllabus:** The written examination for the said selection will consist of only one paper with maximum marks of 150 and Qualifying marks of 90. In terms Railway Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016, question(s) worth 15 marks out of total of 150 marks will be on the subject of official language policy and rules, which will not be compulsory to attempt.

The syllabus is given as per Annexure-D.

The question paper will be bilingual i.e. Hindi & English both as per extant instructions. However, it will be candidate's choice to write in English or in Hindi.

(8) TRAINING OF SC/ST CANDIDATES:

It may be noted that before conducting written examination, mandatory Pre-selection coaching classes of 3-4 weeks (21 working days) for SC/ST eligible candidates in terms of Railway Board's letter no. E(MPP)96/3/23 dated 21.07.2000, will be arranged by the department concerned. PCPO will nominate the in-charge of pre-selection coaching. The in-charge will also intimate the date and venue of the pre-selection coaching in due course.

SC/ST candidates must give their willingness/unwillingness for undergo pre-selection coaching in the specified column of Annexure-C. The controlling officers should ensure that the SC/ST candidates under their control are spared without fail well in time to participate in the coaching. The SC/ST candidates are also advised to insist their controlling officers, in their own interest, to spare them for the said coaching.

If any problem occurs in sparing, the candidates should report in writing to concerned in-charge of pre-selection coaching on the same date. No representation will be entertained in case of failure to report to the concerned in-charge of pre-selection coaching and it will deemed to be refusal on their part. No appeal will be entertained by GM(P)/ECR office after completion of pre-selection coaching.

After completion of coaching, the in-charge of the pre-selection coaching will give a written report along with all supporting papers including attendance sheet of SC/ST participants must be sent to Dy.CPO/Gaz/HJP in due course.

(9) The Controlling/Authorized officer should ensure that individual sparing letter/identity slip duly attesting specimen signature of the candidate is issued in favour of each candidate. The candidates without proper sparing letter/identity slip will not be allowed to appear in the examination.

(10) On being selected, the candidates will require to exercise option within 30 days of the result of the selection in writing that they will continue in Private secretary cadre only and will not claim for their further advancement in any other general post like APO. Option once exercised should be treated as final as per Railway Board's letter no. E(GP)2000/2/84 dated 30.01.2001.

Please acknowledge receipt. Hindi version will follow.

Encl:- Annexure- A, B,C & D.


(Dilip Paswan)
SPO/Gaz

for General Manager(P)

ANNEXURE- A

List of eligible candidates for the selection of Private Secretary-I (Group 'B').

S.N.	Name (S/Shri)	Comm.	Designation	Place of posting	D.O.B.
1.	Moloy Sen	UR	P.S-II	DRM/DHN	09.10.64
2.	M.P.Choudhary	SC	P.S-II	DRM/MGS	01.01.60
3	S.N.Sinha	UR	P.S-II	DRM/DNR	10.10.61
4	Ranjan Kr. Sinha	UR	P.S-II	Pers/ECR/HJP	01.01.59
5	K. P. Sharma	UR	P.S-II	DRM/DNR	28.04.61
6	S. K. Sharma	UR	P.S-II	DRM/DNR	05.01.65
7	Md. Khalid Sundar	UR	P.S-II	DRM/DNR	05.03.67
8	Anup Pd. Gupta	UR	P.S-II	Security/HQ/HJP	10.09.64
9	Aman Kumar	UR	P.S-II	Cons/HQ	15.07.73
10	Firoz Ansari	UR	P.S-II	Pers/HQ/HJP	10.01.69
11	Abdhesh Thakur	UR	P.S-II	S&T/ECR/HJP	12.05.76
12	Dilip Kumar	UR	P.S-II	Comm/ECR/HJP	05.12.71
13	Ajay Kumar Pandey	UR	P.S-II	Vig./HQ/HJP	04.01.74
14	Jitendra Kumar Ram	UR	P.S-II	Pers/ECR/HJP	25.08.75
15	Yadu Nath Prasad	UR	P.S-II	Cons/HQ	15.05.70
16	Uttam Kumar	UR	P.S-II	Admn/HQ/HJP	01.03.79
17	Akhilesh Prasad	UR	P.S-II	Safety/HQ/HJP	30.12.69
18	Vikash Kumar Singh	UR	P.S-II	Cons/HQ	01.04.72
19*	R. P. Karn	UR	P.S-II	CH/Med/HQ	05.06.73
20*	Bijoy Kumar	UR	P.S-II	Admn./HJP	10.04.74
21*	P. K. Singh	UR	P.S-II	Admn/HQ/HJP	05.05.65
22*	Ajay Kr. Singh	UR	P.S-II	Store/HQ/HJP	05.12.72
23*	Vijay Kr. Choudhary	SC	P.S-II	Con./HQ/HJP	10.02.76
24*	Ramanuj Das	SC	PS-II	Engg/HQ/HJP	27.02.73
25**	Pramod Lakra	ST	PS-II	Cons/S&T/HQ/HJP	04.10.78

*Against twice failed candidate. ** 05 times of vacancy against ST candidate.
(Twenty five names only)


SPO/Gaz.

ANNEXURE- B**Reserved list of candidates for the selection of Private Secretary -I (Group 'B')**

S.N.	Name (S/Shri)	Comm.	Designation	Place of posting	D.O.B
-1	Chandan Kumar	SC	PS-II	Admn./HQ/HJP	04.05.78
2	Manoj Kumar	UR	PS-II	Cons/HQ/HJP	25.01.71
3	R.R.Triyar	UR	PS-II	Store/HQ/HJP	17.09.71
4	Sanjeet Kumar Singh	UR	PS-II	Admn./HQ/HJP	15.08.66
5	Varun Kumar	UR	PS-II	Engg/HQ/HJP	02.03.74
6	Harendra Deshratan	SC	PS-II	Comml/HQ/HJP	20.03.66
7	Manoj Ram	SC	PS-II	S&T/HQ/HJP	18.10.73
8	Mauje Lal Ram	SC	PS-II	Security/HQ/HJP	22.03.74
9	Bhagwan Paswan	SC	PS-II	SPJ	08.08.76
10	Ravi Ranjan	UR	PS-II	Cons/HQ/HJP	03.11.73
11	Manish Raj	UR	PS-II	Cons/HQ/HJP	18.07.71
12	Sanjay Kumar	UR	PS-II	Elect/HQ/HJP	08.07.70
13	Manoj Kumar Mishra	UR	PS-II	Cons/HQ/HJP	05.01.65
14	Sanjay Kumar Sharma	UR	PS-II	Cons/HQ/HJP	27.04.72
15	Radhey Shyam Pd.	UR	PS-II	Optg/HQ/HJP	02.02.76
16	Md. M.Rahman	UR	PS-II	Cons/HQ/HJP	20.01.72
17	Rajiv Kumar	UR	PS-II	Cons/HQ/HJP	03.10.74
18	R.N.Pandey	UR	PS-II	Cons/HQ/HJP	08.08.75
19	Subash Kumar	UR	PS-II	S&T/HQ/HJP	06.01.67
20	Rajesh Kumar	UR	PS-II	RE/DNR/HQ	31.12.71
21	Yogeshwar Mahli	ST	PS-II	Vig/HQ/HJP	15.01.77
22	Shiv Shankar Lal	UR	PS-II	DRM/SPJ	15.08.63
23	A.K.Nirala	SC	PS-II	DRM/DNR	16.11.72
24	Subash Prasad	SC	PS-II	DHN	29.12.68
25	Raj Kumar J. Das	SC	PS-II	Mech/HQ/HJP	21.03.65

(Twenty five names only)


SPO/Gaz.

Annexure – C

To,
The General Manager (P)
E.C.Railway, Hajipur.

Sub : Formation of panel against selection to the post of Private Secretary-I
(Group 'B').

Ref : Your Notification No.

dated:

Sir,

1. I..... Designation..... Station
..... hereby acknowledge the receipt of the above notification.
2. I am (willing/unwilling) to participate in the above
selection.
3. I am also (willing/unwilling) to participate in the pre-selection
coaching (only for SC/ST candidates).

Date :

Yours faithfully,

Signature of the candidate

Sl.No. in the list of

Annexure-A :

Annexure-B :

PF No. :

DOB :

DOA :

Working Under :

Division/Unit :


Forwarded by

Signature of the Controlling Officer

Designation

Signature of Personnel Officer

Designation



ANNEXURE-D

SYLLABUS FOR THE WRITTEN TEST FOR SELECTION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY-I (Gr 'B') in Level-8 of Pay Matrix (Pay Band Rs. 9300-34800/- (PB-2) Grade Pay -4800/- as per 6th CPC).

Total Marks:- 150

Qualifying Marks:- 90

1. Maintenance of records, Service Book, Personnel file etc.
2. Office Procedure-Receipt and Dispatch, Docketing, Noting and Drafting.
3. Writing and Maintenance of Confidential Reports.
4. Monitoring and Disposal of VIP reference from Ministers, MPs, MLAs etc.
5. Grievance Handling Machinery and Redressal of Grievances.
6. Official Language Policy and Rules.
7. Leave Rules.
8. Classification of Services.
9. Pay Scales and principles of pay fixation.
10. Recruitment Policy.
11. Rules of Reservation of SC/ST/OBC.
12. Compassionate Appointment.
13. Policy of promotion.
14. Types of pay, types of allowances, TA Rules.
15. Pass Rules.
16. Various types of advances and their eligibility conditions.
17. Training of officers and staff, Training institutes, Zonal Training Schools.
18. Railway Servant (Discipline & Appeal) Rules, Railway Service Conduct Rules, Schedule of Disciplinary powers.
19. Schedule of Power in Establishment matters.
20. STAFF WELFARE: Staff Benefit Fund, Consumer Co-operative Societies, Medical Assistance, Education Assistance, Housing etc.
21. Retirement benefits under SRPF and Pension Rules.

Note:-

1. There will be only one paper. Time allowed for answering shall be 03 hours.
2. The questions to be set, out of the subject mentioned in the syllabus should have a practical bias, i.e. it should be designed to test the knowledge of candidates, which is required in the day-to-day work as Private Secretaries and their ability to tackle the practical problems they are likely to face.
3. In terms Railway Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016, question(s) worth 15 marks out of total of 150 marks will be on the subject of official language policy and rules. While the employees should be encouraged to attempt the questions on Official Language Policy and Rules, the questions should not be compulsory. Question on Official Language Policy and Rules may be set by or in consultation with Mukhya Rajya Bhasha Adhikari.


SPO/Gaz.