

East Central Railway

Office of the  
General Manager(P)  
Hajipur  
Dated:- 22/08/2019

No:- ECR/HRD/GAZ/254/ASTE-30% (Gr.'B)/2019

Secy. to GM/ECR: For kind information of GM  
PS-I to AGM: For kind information of AGM  
PCPO/ECR/HJP, SDGM/ECR/HJP & PCSTE/ECR/HJP  
GM/IRCON International Ltd./Son Annex Bhawan/Patna  
CAO(Con)(S&N)/MHX/ECR/PNBE  
CAO/DLF/MEW, CAO/GELF/DMH, CAO/RWP/Bela, CAO/WPO/PNBE  
General Manager (P)/NCR & CORE/Allahabad  
GM (P) NER/GKP & GM(P)/ER/KKK  
General Manager/RITES/NDLS  
CSTE/Con/S&N/ECR/MHX/PNBE  
CPO(A), CPO(IR)/ECR, CPD/RE/DNR  
DRM/ECR/DNR, MGS, DHN, SEE & SPJ  
CSO/ECR/HJP, CWM/PD/MGS, WS/SPJ & CRW/HRT  
Chairman/RRB/Patna & MFP  
Sr.DPO/ECR/DNR, MGS, DHN, SEE & SPJ  
Dy.CPO(Con.)/MHX/PNBE, Dy.CPO/WP/Patna  
Sr. DSTE/S/DSTE/ECR/DNR, MGS, DHN, SEE & SPJ  
Dy.CPO/HQ/ECR/HJP & Dy.CSTE/Con/MHX  
SPO/PD/MGS, SPO/Rectt./HJP, Principal/ZRTI/E.C.Rly/Bhuli & MFP  
APO/MPP/ECR/HJP : for uploading on website.  
All Extra Divisional Units

Sub:- Limited Departmental Competitive Examination (LDCE) for the post of ASTE (Gr. 'B') in pay band ₹ 9300-34800 (Level-8) Grade pay ₹ 4800 against 30% quota.

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It has been decided with the approval of the Competent Authority to hold a LDCE for forming a panel against 05 vacancies (UR-04, SC-01, ST- Nil) of ASTE (Gr. -'B') against 30% quota on E.C. Railway.

The details are given below:-

(1) TENTATIVE PROGRAMME OF PRE-QYALIFYING, MAIN EXAMINATION & VIVA-VOCE

- |   |  |
|---|--|
| (A) Date of <u>Pre-qualifying examination</u> (100 Marks/Objective type MCQ) :- | } Will be<br>intimated in<br>due course. |
| (B) Date of <u>Main examination</u> (100 Marks/Descriptive type) :-             |  |
| (C) Venue :-  |  |
| (D) Duration :-   |  |
| (E) Viva-voce :-  |  |

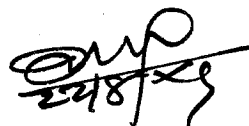
(2) Eligibility:- (As on 01.01.2019)

- a) All permanent Group 'C' technical staff of S&T Department working/holding lien in S&T Department of East Central Railway in Pay Band Rs.9300-34800 (PB-2) with Grade Pay Rs.4200/- (Level- 6 in 7<sup>th</sup> CPC) and above including those who are working in other Railways/units and on deputation having lien and seniority on East Central Railway and completed minimum 5 years of non-fortuitous regular service in the grade(s) as on 01.01.2019 are eligible to volunteer for the LDCE.

However, those Gr.'C' employees who have been provided Grade Pay 4200/- or above in PB-2 (9300-34800) under ACP /MACP are not eligible to volunteer for the above written examination.

The cut-off date of eligibility for 30% LDCE is 01.01.2019 which is same as in selection against ASTE (70%).

- b) As per Railway Board's letter No. E(GP)2005/2/74 dt 13.03.08 (RBE 40/08), in case of persons transferred at own request to this Railway in the same category of posts, and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion in the new unit, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.
- c) Those Railway employees who have come on own request transfer/mutual transfer and joined E.C. Railway after the cut-off date i.e. 01.01.2019 will not be eligible to appear in this selection.



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- (3) Eligible staff who desire to volunteer for the above LDCE may submit their application through proper channel to their respective Personnel Branch where they hold lien & seniority.
- (4) Eligible staff working in the Construction/Project organization on deputation or in training or in any ex-cadre post, who desire to volunteer for the above LDCE may also submit their application through their respective Personnel Branch where they hold lien & seniority. The Personnel/Controlling Officers of the concerned Divisions/Units are advise to transmit the notification to the staff, who are on deputation through their Divisions/Units.
- (5) When an employee is holding an ex-cadre post, details of his/her post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned. It may be ensured that wide publicity is given to this Notification amongst all the eligible staff. It is the personal responsibility of the Personnel Officers/Controlling Officers of the Units to ensure that the notification reaches to all the eligible employees well in time.
- (6) All the volunteers who fulfill the above mentioned conditions of eligibility will get the chance to compete in the said LDCE, without any restrictions to the number of candidates to be allowed for appearing in the examination.
- (7) The above LDCE will be based on the candidate's performance in Written Examination, viva-voce & record of service. Only the candidates, who qualify in the Written Examination, and found medically fit for Safety category post of ASTE(Gr.B) as prescribed in Indian Railway Medical Manual will be called for Viva-voce test. The placement of the candidates in the panel will be based on their performance in Written Examination, Viva-voce test and Record of service as per extant instructions of Railway Board and will be strictly as per merit.
- (8) In terms of RBE No. 53/2019, dt. 19.03.19, the Written Examination will be held in two stages viz. Pre-qualifying Examination and Main Examination as elaborated below:-

**8.1- Pre-qualifying Examination:**

- (a) There shall be a Pre-qualifying single paper examination of 100 marks which shall have 100% Objective type Multiple Choice Questions only.
- (b) The distribution of marks will be as under:

Technical subject	40 marks
General Knowledge including optional Questions on Official language Policy	30 marks
Establishment & Financial Rules	30 marks

Note : There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer. No corrections of any type(viz. cutting, overwriting, scoring off a ticked answer & ticking another answer, erasing, modifying the answer in any way) will be permitted-Zero marks will be awarded in such cases of corrections.

**8.2- Qualifying Marks:**

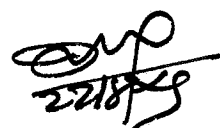
The candidates scoring 75% marks and above in the Pre-qualifying Examination shall be eligible for appearing in the Main Examination and for this, number of candidates will be restricted to 5 times the number of respective vacancies in order of merit.

**8.3- Main Examination:**

The Pre-qualifying Examination will be followed by one descriptive type paper on Professional Subject comprising of 100 marks and the qualifying marks in the written examination will be 60% and above.

- (9) Total marks and qualifying marks under the heading "Viva-Voce and Record of service" are as under:-

Head	Maximum Marks	Qualifying Marks
Record of Service -	25	30, in which 15 marks for Record of service will be essential.
Viva-voce test -	25	
	Total 50 marks	



- (10) The question paper will be bi-lingual, i.e both in Hindi and English. It will be candidate's choice to write in any one of these languages. The candidate should clearly indicate his/her choice of language in the space of the application format. If candidate writes in other than language indicated by him/her, such portion(s) of answer(s) shall not be evaluated.
- (11) Syllabus of ASTE/Gr.'B' in S&T Deptt. will be circulated separately.
- (12) a) The Controlling Officers should give the wide publicity of this notification amongst the eligible staff under their control and ensure submission of applications by the candidates in the prescribed proforma (Specimen Copy enclosed as Annexure-"A").
- b) The last date for submission of the application by candidates is **20.09.2019**.
- c) The Controlling Officers are also advised that applications submitted by the candidates ( in prescribed proforma ) must be forwarded to concerned Personnel Branch/ Unit office by **26.09.2019**
- d) The applications should be scrutinized properly in Personnel Branch with the Service Record to avoid further complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'Personnel' Branch Officer to avoid any factual errors.
- e) All the scrutinized applications should be sent in a bunch through special messenger to Dy.CPO/Gaz./ECR/ HJP on or **before 04.10.2019** positively. Applications forwarded after the target date will not be entertained under any circumstances.

It may also be noted that application other than in prescribed proforma, having incomplete information or without signature of the Controlling Officer and countersigned by Personnel Branch Officer will not be entertained and will be rejected summarily.

- (13) In case the service particulars furnished by the volunteers and certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteer will be liable to be cancelled at any stage and suitable departmental action will be initiated against him/her.

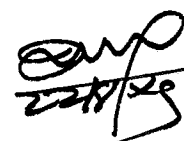
(14) **ACTION TO BE TAKEN ON RECEIPT OF APPLICATION BY CONCERNED PERSONNEL OFFICERS/CADRE CONTROLLING OFFICERS:-**

- a) The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars of the applications with the Service Records and other relevant records and certify the correctness of each item of the application. Without such certification, application received will summarily be rejected and the responsibility will be fixed for incorrect or incomplete certification against the Officer who will certify/verify. The Personnel Officer/Cadre Controlling Officer should invariably write "Checked and verified" in each and every application after checking and verifying the details duly attesting their signature and date of certification (the date of certification should invariably put in the application).

In case, the Personnel/Cadre Controlling officers do not put the date after certification or merely forward the application without checking and verifying the details, the matter would be brought to the notice of PCPO and concerned PHOD for taking action against him.

- b) It may please be noted that Controlling Officers/Heads of the Units have no discretion to entertain any application beyond the last date. **The applications of the employees who are eligible, should only be forwarded after verifying the other relevant particulars and ineligible application should not be forwarded.**
- c) The Personnel Officer/Cadre Controlling Officer should forward the scrutinized and checked applications in one bunch together under one covering letter furnishing **the details in the following proforma addressed to Dy.CPO/Gaz./HQ by 04.10.2019** indicating therein the total number of applications forwarded. (The details should be sent in soft copy in MS Excel format also). The applications rejected may be intimated to the individuals giving reasons thereof by the concerned Unit/Divn where lien and seniority of concerned staff held.

1 Sl. No	2 Name of the employee	3 Desig.	4 DOB	5 DOA	6 Working Under	7 Community (UR/SC/ST)	8 Date of Regular promotion to Grade Pay		10 Total service in (GP) Rs.4200/- & above in S&T Deptt. as on <b>01.01.19</b>			
							GP 4200	GP 4600	Year	Month	Days	


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(15) **TRAINING OF SC/ST CANDIDATES:-**

It may be noted that before conducting the written examination, mandatory Pre-Selection coaching of 3-4 weeks (21 working days) for eligible SC/ST candidates will be arranged by the department concerned in terms of Railway Board's letter No. E(MPP)96/3/23 dated 21.07.2000. PCSTE/ECR/HJP is requested to nominate a JAG or above officer of S&T Department as an In-charge of Pre-Selection coaching for the SC/ST candidates. The In-charge of Pre-Selection coaching will intimate the date and venue of the Pre-Selection coaching to the eligible SC/ST candidates in due course.

If any SC/ST candidate refuse to undergo Pre-Selection coaching, a written undertaking should be obtained from him/her and the same may be sent to Dy.CPO(Gaz.)/ECR/HJP as well as PCSTE/ECR/HJP. The Controlling Officers will ensure that the SC/ST candidates under their control should be spared well in time without fail to participate in such coaching.

The SC/ST candidates may also be advised to insist their Controlling Officers, in their own interest to spare them for the said coaching.

(15.1) **Duty of the in-charge of Pre-Selection Coaching (Nominated by PCSTE):-**

- (i) To inform in writing through special messenger to the concerned SC/ST employee with details of date, time & venue of coaching.
- (ii) To obtain in writing unwillingness for coaching, if any, from the concerned SC/ST employees.
- (iii) To arrange sparing of the candidates and liaison with respective Controlling Officers/Supervisors.
- (iv) To chalk out coaching schedule and adhere to it.
- (v) To ensure maintenance of daily attendance of SC/ST candidates on the attendance sheet, who attend the coaching.
- (vi) After completion of such coaching, the in-charge of the Pre-Selection coaching will give a written report along with all supporting documents/papers including attendance sheet of SC/ST participants to Dy.CPO(Gaz.) /ECR/HJP immediately after completion of Pre-Selection coaching for records and further action. On receipt of compliance report of Pre-Selection coaching, written examination will be conducted.

(15.2) **Duty of Controlling Officer:-**

To spare the candidates under their control well in time without fail with direction to participate in the coaching.

(15.3) **Duty of concerned SC/ST applicant:-**

- (i) To manage their sparing from duty by insisting their Controlling Officers in their own interest.
  - (ii) If any problem occurs in sparing, the candidate 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 be deemed for refusal for such coaching.
  - (iii) Failure of concerned SC/ST employees to avail Pre-Selection coaching on any account including leave etc. will be considered on their part and will not entitle them to additional coaching classes.
  - (iv) No appeal will be entertained by GM(P)/ECR/HJP after completion of Pre-Selection coaching.
- (16) The eligible staff should also be advised that no supplementary written examination would be held for the absentees under any circumstances. As per rule, there is no provision of absentee exam in LDCE.
- (17) The controlling/authorized officer should ensure the issue of individual sparing letter/identity slip duly attesting specimen signature of the candidate on the sparing letter/identity slip. The candidates without proper sparing letter/identity slip will not be allowed to appear in the examination.
- (18) Concerned Personnel Branch officer & controlling officers should ensure submission of service records and ACRs/APARs of last 05 years and DAR/Vig. Clearance in respect of staff declared qualified for the viva-voce in due course/immediately after publication of the result of written examination through special messenger to SPO/Gaz/ECR/HJP.
- (19) Instructions and Master Circular No. 68 governing rules for promotion from Gr. 'C' to Gr. 'B' have been issued by Railway Board. The said master circular is available on website [www.indianrailways.gov.in](http://www.indianrailways.gov.in)....>ministry of railway...>railway board .....> Directorate...>Establishment...>E(GP) Master Circular. The department/division/unit should ensure the compliance of instructions of item 15 of Master Circular 68.
- (22) Application received after the target date should not be entertained and the same should be disposed off at the Division /Extra Divisional level by rejecting them on account of late receipt under advice to this office.

Please acknowledge receipt.

Hindi Version will follow.

DA :- i) Proforma of application (Annexure 'A')

  
22/8/20

(Dilip Paswan)  
Sr. Personnel Officer /Gaz  
For General Manager (P)

**ANNEXURE- "A"**

**PROFORMA OF APPLICATION TO BE FILLED UP BY THE VOLUNTEER FOR SELECTION OF  
ASTE/Gr. ('B') AGAINST 30% QUOTA ATTACHED WITH THIS OFFICE NOTIFICATION NO.  
ECR/HRD/GAZ/254/ASTE/30%/2019 Dated.- 22.08.2019**

1. Full Name (in Block Letters) :-
2. Designation and station :-
3. Working under :-
4. Date of Birth :-
5. Date of appointment (Post with Grade pay and Department) :-
6. Divn./Unit where lien/seniority held :-
7. Dt. of Joining in Present lien/seniority unit :-  
(Please mention :- Direct Rectt./Own request transfer/Mutual transfer/Administrative ground)-
8. PF/NPS No. :-
9. Educational Qualification :-
10. Whether the candidate belongs to SC/ST :-
11. Community (if yes, a copy of caste Certificate duly attested by a Gazetted Officer should be enclosed.) :-
11. Date of appointment/promotion to the following grade on regular basis (7th CPC) in S&T Deptt. :-

Pay-Band & Grade-Pay	Date	Month	Year
(a) Level 6 in 7 <sup>th</sup> CPC (PB-II, GP- 4200 in 6 <sup>th</sup> CPC)			
(b) Level 7 in 7 <sup>th</sup> CPC (PB-II, GP- 4600 in 6 <sup>th</sup> CPC)			

12. Length of non-fortuitous service (Regular Promotion) in the following grade in present lien/seniority unit (S&T Deptt.) as on 01.01.19 .

Pay-Band & Grade-Pay	As on	Year	Month	Days
(a) Level 6 in 7 <sup>th</sup> CPC (PB-II, GP- 4200 in 6 <sup>th</sup> CPC)	01.01.19			
(b) Level 7 in 7 <sup>th</sup> CPC (PB-II, GP- 4600 in 6 <sup>th</sup> CPC)	01.01.19			

13. Present pay scale & date of promotion to present scale/Grade Pay:-
14. Choice of language to answer the questions (English/Hindi). :-

**DECLARATION OF THE CANDIDATE:-**

- (i) I..... do hereby declare that, I have completed 05 years non-fortuitous Service in Pay Band Rs. 9300-34800 (PB-2) with Grade Pay Rs.4200/- and above in S&T Department as on 01.01.2019 and also fulfilled other eligibility criteria of the said selection.
- (ii) I..... do hereby also declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that any above entry is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

**SIGNATURE OF THE EMPLOYEE**

Designation with Date  
Mobile no. of employee

- (A) Forwarding the application (filled-up) submitted by the candidates to the Cadre Controlling officer (Personnel Branch) by his /her controlling officer:-

The service particulars/Bio-data on the prescribed proforma filled-up by the Shri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_ received within the target date is hereby forwarded to his/her respective Cadre Controlling officer (Personnel Branch) for verification with the service record and also for onward transmission to the GM(P)/ECR/HJP.

**SIGNATURE OF CONTROLLING OFFICER**

(With office seal & date)

- (B) Certificate to be furnished by the Cadre Controlling officer (Personnel Branch):-

If the volunteer come under the circumstances mentioned in para 2(b) of the notification, the service rendered by immediate senior employee as on 24.10.18 should be indicated invariably in the under mentioned format.

No	Name (S/Shri) of immediate senior	Desig.	Pay Band (II) & GP	Year	Month	Day
			Level 6 in 7 <sup>th</sup> CPC (PB-II, GP- 4200 in 6 <sup>th</sup> CPC)			
			Level 7 in 7 <sup>th</sup> CPC (PB-II, GP- 4600 in 6 <sup>th</sup> CPC)			

It is certified that the service particulars/Bio-Data furnished by Shri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_ on the above proforma have been verified with his/her service record and found correct. The above mentioned candidate is eligible to appear in the said selection; accordingly the same is hereby forwarded to GM (P)/ECR /Hajipur for further necessary action.

**SIGNATURE OF THE PERSONNEL OFFICER**

(With office seal & Certification date)

**Note : The application with any column unfilled will be summarily rejected.**

*[Handwritten Signature]*