

East Central RailwayOffice of the
General Manager (P)
HajipurPCSTE, PCOM, PCCM, PCSE, PCMM, SDGM, PFA, PCME, PCME
East Central Railway, HJP

CAO/Cons/Mahendru Ghat, Patna

DRM

East Central Railway- DHN/DNR/DDU/SPJ/SEE

Chairman RRB/Patna & MFP, Chairman RRC/Patna

NOTIFICATION

Sub:- Combined selection for Ex-Cadre Posts of Administration Department, E.C. Railway, Hajipur

It has been decided to conduct a Selection for filling up the following Ex-Cadre Posts under General Administration department of E.C Railway (HQ) Hajipur:-

Sr.N.	Categories	No. of Posts	
		Level-7	Level-6
1	Protocol Inspector	01	--
2	Prem Inspector	01	--
3	PGI Inspector	01	03
4	Plg. Inspector	--	01
TOTAL		03	04

Since the panel will be formed on the basis of combined selection, selected staff may be posted against any post and his lien/seniority will continue to maintain in his parent cadre/unit and will be considered for further promotion as per rule in the cadre.

1.	Eligibility Condition (Except RPF/RPSF Staff)	<ol style="list-style-type: none"> For pay level-7 - All Permanent group 'C' employees of East central Railway, Working in Level-7 or one grade below i.e Level-6. who have rendered not less than 02 years non fortuitous service in the Level-6 and above having Graduate Degree in any subject For pay level-6 - All Permanent group 'C' employees of East Central Railway, working in Level-6 or one grade below i.e Level-5, who have rendered not less than 02 years non fortuitous service in the Level-5- and above having Graduate Degree in any subject as on dt. of notification. Restriction - The employees who have already worked in above Ex-Cadre posts are not eligible to apply for the above posts in reference of RBE No 191/2004.
2.	Desirable Qualities.	<ol style="list-style-type: none"> Pleasant and amicable personality. Good inter personal and public relation skill. Ability to communicate effectively in English and Hindi Ability to handle emergency and crisis situation. Ability to establish and maintain social contact and cordial relation in the various fields. requiring liaison with Various departments of the Railway. other than Railway, State and Central Government offices. Presence of mind and capacity to tackle situation effectively and independently. clear and coherent expression of ideas and ability to move with the VIP's and Senior Officers.

File No.ECR-HQ0PERS(ADM)/2/2020-O/o Dy.CPO/HQ/ECR

		<p>(h) Ability to liaison with the Indian Airlines, Air India, international Airport. Authority Reserve Bank of India etc. and knowledge of Procedure for booking/ cancellation of Air passage and clearance of luggage and foreign formalities.</p> <p>(j) Abilities to liaison with Tourism Departments and ITDC familiarity with the various place of interest on the East Central Railway in general and in around Patna in particular.</p> <p>(j) Knowledge of computer, MS office, MS word, MS excels of Ee-mail, internet & computer typing (Hindi & English).</p>
3.	Mode of selection	<p>The selection will consist of Written Test + Viva-Voce + Record of service</p> <p>In terms of RBE No. 196/2018 & 97/2019 written examination will be 100 % objective type.</p> <p>There will be no supplementary examination for the absentee under any circumstances as this is a general selection post.</p>
4.	Tenure	<p>The normal tenure of above Ex cadre Posts are 03 years and may be extended by one year at a time (Maximum by 02 years in two spells) in exigencies of work. However if the selected candidate does not come up to the standards</p>
5.	Process of Application	<ol style="list-style-type: none"> 1. Application given by the candidates duly countersigned by their controlling officer should reach to concerned Personal Branch office by 26. 12.2020. 2. The application(s) should be scrutinized properly by associated Personal Branch with the service record to avoid any factual errors and future complication and should have the counter signature of the concerned 'P' Branch officer. All the applications received by the controlling/Personal Branch should be sent in PDF form through e-office to reach Kishor Kumar OS/PERS/HQ/ECR/KRK, E.C. Railway Hajipur on or before 31. 12.2020 Positively. 3. The application received from the employee directly at PCPO's Office without certification by the concerned Personnel Officer will be rejected. 4. Applications forwarded after the last date will not be entertained under any circumstances. Once the option exercise & finalized, No excuse will be entrained of any employee rewarding refusal on any ground & mandatory to join in this Cadre, if selected.
6.	Syllabus	Enclosed as Annexure-1
7.	Application form	Enclosed as Annexure-2

Signed by Saurabh Sawarn
Date: 07-12-2020 14:01:36
Reason: Approved
For General Manager (P)
ECR/HJP

Copy to:- 1. Sec. to GM for kind information
 2. All Personnel Officer/ECR/HJP
 3. All Ch.OS/OSs in HQ/ECR/HJP

Note- For wider publication to all concern.

PROFORMA

APPLICATION FOR THE EX-CADRE POSTS OF GENERAL ADMINISTRATION
E.C.RAILWAY, HAJIPUR

ATTESTED
PHOTOGRAPH

1. Name of the employee:
2. Father's Name:
3. Designation and Office:
3. Date of Birth:
4. Date of appointment:
5. Whether belonging to SC/ST/OBC/UR:
6. Present Pay Level :
 Officiating:
 Substantive:
7. Date of entry to present grade:
8. Post Applied for level-7 or level-6 :
 (Separately Level-7 & 6)
9. Seniority unit:
10. Educational Qualification:
 (Attested copy of Certificate to be attached)
11. Other qualification:
12. Ph./Mo. No.-

Date:

Place:

Declaration:- I am ready to be posted in ECR at Headquarter/Hajipur OR any other office in ECR on selection as any ex-cadre posts.

Signature of the applicant

Verified and certified as correct, Also there is no SPE/Vig./DAR case pending against the applicant.

(Controlling officer)
Officer

Concerned Cadre

पूर्व मध्य रेलवे

P/08

EAST CENTRAL RAILWAY

East Central Railway

Syllabus for Ex. Cadre Inspector (Gr. Pay --Rs. 4600/- & Rs.4200/-)

1. **Essential** - Good knowledge of computer like MS office, gmail, internet and knowledge of Hindi & English typing with good speed on computer.
2. **General** -
 - 2.1 Passenger Amenities, complains, accidents and connected matters.
 - 2.2 Constitution and function of various Consultative Committees - National, Zonal and Divisional Level.
 - 2.3 D&A Rules, Leave Rules and labour laws.
 - 2.4 Pass Rules.
 - 2.5 Official Language Policy and Rules.
 - 2.6 Functioning of Grievances addressed machinery of GOI.
 - 2.7 RTI Act. 2005.
 - 2.8 Conduct Rule.1966
 - 2.9 Trade Union Act 1926
 - 2.10 Organisational Setup of Rly. System.
 - 2.11 Consumer Protection Act. 1986
 - 2.12 General Rules for passengers i.e. Break Journey and rules for commencement of journey.
 - 2.13 Minimum fares, reservation fee and superfast charges of all classes.
 - 2.14 Reservation rules.
 - 2.15 Rules for registration, allotment & supply of wages, priority register, wagon transfer register.
 - 2.16 General Knowledge, Current Affairs.
 - 2.17 Organisation of Admn. Deptt., The objective of Admn. Deptt. Role of officers & Staff of Admn. Deptt. at HQ.
 - 2.18 Hours of Employment Regulations and OverTimes. Job Analysis and its Machinery.
 - 2.19 Financial Planning and Budgeting -Budgetary and Financial Reviews - Appropriation Capital Budget-Control over Capital Expenditure- Productivity Test.
 - 2.20 Salient features of Rly. Budget 2013-14
- 3.0 **Health Sanitation.**
 - 3.1 General Public Health Engg.
 - 3.2 Sanitation.
- 4.0 **Contract Management**
 - 4.1 Regulation of Tender & Contract & General condition of contract.
 - 4.2 Arbitration.

