EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

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

Date. 24.02.2016

Secy. to GM- for kind information of GM
AGM/ECR/HJP
All PHODs/CHODs- ECR/Hajipur
CAO/Con/MHX/ECR/PNBE.
SDGM/ECR/HJP
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
Dy. CPO(Con)/MHX/PNBE
All Extra Divisional Units.

Sub:-Selection to the post of Private Secretary -I (Group ' B') in Pay Band Rs. 9300-34800/- (PB-2) Grade Pay –4800.

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

(1) Schedule of Examination

(a) Date of Written Examination:-	27.04.2016
(b) Time:-	From -11.30 to 14.30 hours.
(c) Duration:-	03 hours
(d) Venue:-	GM(P)/Office,E.C.Rly/Hajipur(Old conference Hall)
(e) Reporting time:-	09.30 hours

(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. 4600 or Rs. 4200/- who have rendered not less than 3 years non-fortuitous service in the grade, as on 01.04.2014, 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 test 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 as per extant procedure. It is pointed out that the panel published will be subject to the outcome of the final decision of O.A. No. 962/2012.

24.2.16 Contd....

(4) A corresponding number of additional employees failed twice in the earlier selection will be called for according to seniority for the selection are eligible vide Railway Board's letter No. E(GP)85/1/78 dated: 10.09.1986 to appear in the selection. The list of candidates of Private Secretary who are eligible to appear in the said selection is enclosed herewith and marked as Annexure-'A' and Annexure-'B' (Stand-by) in order to seniority.

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 11.03.2016 and Controlling Officers should ensure to submit the same to this office by 18.03.2016 if any candidate fails to furnish, his claim will not be entertained.

(5) Normally, there is no provision for holding absentee written examination. However, in exceptional circumstances where sufficient and satisfactory reasons/proof beyond 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 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 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 on the prescribed proforma enclosed as Annexure-C from the candidate (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 Branch Officers should be sent in a bunch, so as to reach to Dy.CPO/Gaz/E.C.Railway/Hajipur, on or before 18.03.2016 positively. Applications forwarded after the last date will not be entertained under any circumstances.

The above exercised should be completed within the target date and all the willingness/unwillingness forms should reach to Dy.CPO/Gaz/ECR/HJP by 18.03.2016 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 time frame.

24.2.16

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 of Para No. 204.3. of IREM Vol. I, 10% marks of total allotted marks on Professional subject will be on the subject of official language policy and rules, which will not be compulsory. Since Private Secretary is non-safety post, relaxation is admissible to SC/ST candidates as per extant rules.

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. AGM 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.

If any SC/ST candidates refuse to undergo pre-selection coaching, a written undertaking should be obtained from him. 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 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.

(10) On being selected the candidates have to exercise option within 30 days of the result of the selection in writing that they should 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.

24.2.12

(Prem Kumar)
Dy.CPO/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	R.K.Sinha	UR	P.S-II	Pers/ECR/HJP	01.01.59
5	S. K. Thakur	UR	P.S-II	DRM/DNR	25.07.64
6	S. Choudhary	SC	P.S-II	Optg/ECR/HJP	15.03.70
7	K. P. Sharma	UR	P.S-II	Dy. CEE/Cons	28.04.61.
8	S. K. Sharma	UR	P.S-II	DRM/DNR	05.01.65
9	Md. Khalid Sundar	UR	P.S-II	DRM/DNR	05.03.67
10	Anup Kumar Gupta	UR	P.S-II	Security/HJP	10.09.64
11	Aman Kumar	UR	P.S-II	Cons/HQ	15.07.73
12	Firoz Ansari	UR	P.S-II	Pers/HQ/HJP	10.01.69

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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.	Niranjan Kumar	UR	P.S-II	Comml/ECR/HJP	05.05.74
2.	Awadhesh Thakur	UR	P.S-II	S&T/ECR/HJP	12.05.76
3.	Dilip Kumar	UR	P.S-II	Comml/ECR/HJP	05.12.71
4.	Ajay Kumar Pandey	UR	P.S-II	Vig/ECR/HJP	04.01.74
5.	Jitendra Kumar Ram	UR	P.S-II	Pers/ECR/HJP	25.08.75
6.	Yadu Nath Prasad	UR	P.S-II	Cons	15.05.70
7.	Uttam Kumar	UR	P.S-II	Admn/HJP	01.03.79
8	Akhilesh Prasad	UR	P.S-II	Pers/HJP	30.12.69
9.	Vikash Kumar Singh	UR	P.S-II	Cons	01.04.72
10.	R. P. Karn	UR	P.S-II	CH/Med/PNBE	05.06.73
11	Vijay Kumar	UR	P.S-II	Admn./HJP	10.04.74
12	P. K. Singh	UR	P.S-II	Admn/ECR/HJP	05.05.65

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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.

Date :

Yours faithfully,

Signature of the candidate
Sl.No. in the list of
Annexure-A:
Annexure-B:

Forwarded by
Signature of the controlling officer
Designation

ANNEXURE-D

SYLLABUS FOR THE WRITTEN TEST FOR SELECTION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY-I (Gr 'B') Rs.9300-34800 G.P-4800/-

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 Handing 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. 10% of the total marks should be set apart for the question(s) on Official Language Policy 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.

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