

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur
Date. 04.12.2018

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

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).

Ref:- This office's notification of even no. dated 10.10.2018

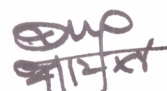
The earlier notification under reference for selection to the post of Private Secretary-I (Gr.B) was cancelled vide this office's letter of even no dated 27.11.2018 due to administrative reasons. With the approval of the General Manager, it has been decided to hold a selection for formation of a panel against 04 (UR-02, SC-01 & ST-01) vacancies of 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 : 28.12.2018
- (b) Time:- : From -11.30 to 14.30 hours.
- (c) Duration:- : 03 hours
- (d) Venue:- : GM Office, E.C.Rly/Hajipur (Old Conference hall)
- (e) Reporting time:- : 10.30 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. 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. The candidates who qualify in the written examination followed by medical fitness of specified category only will be eligible for being called for viva-voce. 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.



Contd.....

(4) The zone of field for selection to the post of PS-I (Gr.B) is 12 candidates according to seniority as per 3x formula i.e. $4 \times 3 = 12$.

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

Only 01 SC and Nil ST candidate available within the field of 12 whereas 03 SC and 03 ST candidates are required. Hence, to meet the requirement of SC & ST candidates, as per extant instructions, the zone has been extended for SC & ST candidate up to 5 times wherein no SC & ST candidate is available.

Thus, the zone of field for consideration will be 18 i.e. $12 + 06$ corresponding to twice failed.

A list of 18 candidates marked as Annexure-'A' (final list) as well as list of additional standby 18 candidates marked as Annexure-'B' (stand-by list) are enclosed herewith for obtaining willingness/unwillingness.

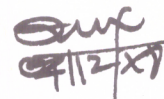
Representation, if any, received against the seniority position, omission/commission of any name may be sent to Dy.CPO/HRD through proper channel with a copy directly docketing to Dy.CPO/Gaz/ECR/HJP within 15 days from the date of issue of this notification. No representation will be entertained after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

The final list of eligible/willing candidates was issued vide this office letter of even no dated 10.10.2018 for appearing in the selection for the post of PS-I (Gr.-B). As such, out of 18 candidates figuring S.No. 01 to 18 in the list of eligible candidates issued on 10.10.2018, if any candidate is not willing to appear in the this selection, he/she may withdraw his earlier willingness upto 14.12.2018. If no option is received within stipulated time, it will be presumed that they are willing to appear in this selection.

(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 willingness/unwillingness to participate in the selection from the candidates has already been received to this office in response to earlier notification dated 10.10.2018 and mentioned in the Annexure-A and Annexure-B. If any change in willingness/unwillingness has already been submitted by the candidate, the same may be sent in prescribed proforma enclosed as Annexure-'C' and should reach to Dy.CPO/Gaz/ECR/HJP by 14.12.2018 positively, so that a final list of eligible willing candidates may be published.



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:

Since, the eligible SC/ST candidates as per earlier notification dated 10.10.2018 have already been imparted pre-promotional coaching for selection to the post of PS-I/Gr.B from 25.10.2018 to 05.12.2018, further pre-promotional coaching for them will not be required.

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 to 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 their further advancement in any other general post like APO. Option once exercised will 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.	Whether willing or unwilling
1.	Moloy Sen	UR	P.S-II	DRM/DHN	09.10.64	Unwilling
2.	M.P.Choudhary	SC	P.S-II	DRM/MGS	01.01.60	Unwilling
3	S.N.Sinha	UR	P.S-II	DRM/DNR	10.10.61	Unwilling
4	Ranjan Kr. Sinha	UR	P.S-II	Pers/ECR/HJP	01.01.59	Willing
5	K. P. Sharma	UR	P.S-II	DRM/DNR	28.04.61	Unwilling
6	S. K. Sharma	UR	P.S-II	DRM/DNR	05.01.65	Willing
7	Md. Khalid Sundar	UR	P.S-II	DRM/DNR	05.03.67	Unwilling
8	Anup Pd. Gupta	UR	P.S-II	Security/HQ/HJP	10.09.64	Willing
9	Aman Kumar	UR	P.S-II	Cons/HQ	15.07.73	Willing
10	Firoz Ansari	UR	P.S-II	Pers/HQ/HJP	10.01.69	Willing
11	Abdhesh Thakur	UR	P.S-II	S&T/ECR/HJP	12.05.76	Not Received
12	Dilip Kumar	UR	P.S-II	Comml/ECR/HJP	05.12.71	Willing
13*	Ajay Kumar Pandey	UR	P.S-II	Vig./HQ/HJP	04.01.74	Willing
14*	Jitendra Kumar Ram	UR	P.S-II	Pers/ECR/HJP	25.08.75	Willing
15*	Yadu Nath Prasad	UR	P.S-II	Cons/HQ	15.05.70	Willing
16*	Uttam Kumar	UR	P.S-II	Admn/HQ/HJP	01.03.79	Willing
17*	Akhilesh Prasad	UR	P.S-II	Safety/HQ/HJP	30.12.69	Willing
18*	Bikash Kumar Singh	UR	P.S-II	Cons/HQ	01.04.72	Willing

*Against twice failed candidate.
(Eighteen names only)

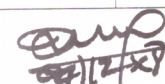

SPO/Gaz.

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	Whether willing or unwilling
1	R. P. Karn	UR	P.S-II	CH/Med/HQ	05.06.73	Willing
2	Bijoy Kumar	UR	P.S-II	Admn./HJP	10.04.74	Willing
3	P. K. Singh	UR	P.S-II	Admn/HQ/HJP	05.05.65	Willing
4	Ajay Kr. Singh	UR	P.S-II	Store/HQ/HJP	05.12.72	Willing
5	Vijay Kr. Choudhary	SC	P.S-II	Con./HQ/HJP	10.02.76	Willing
6	Ramanuj Das	SC	PS-II	Engg/HQ/HJP	27.02.73	Willing
7	Chandan Kumar	SC	PS-II	Admn./HQ/HJP	04.05.78	Willing
8	Pramod Lakra	ST	PS-II	Cons/S&T/HQ/HJP	04.10.78	Willing
9	Manoj Kumar	UR	PS-II	Cons/HQ/HJP	25.01.71	Willing
10	R.R.Triyar	UR	PS-II	Store/HQ/HJP	17.09.71	Unwilling
11	Sanjeet Kumar Singh	UR	PS-II	Admn./HQ/HJP	15.08.66	Not Received
12	Varun Kumar	UR	PS-II	Engg/HQ/HJP	02.03.74	Not Received
13	Harendra Deshratan	SC	PS-II	Comml/HQ/HJP	20.03.66	Willing
14	Manoj Ram	SC	PS-II	S&T/HQ/HJP	18.10.73	Not Received
15	Mauje Lal Ram	SC	PS-II	Security/HQ/HJP	22.03.74	Willing
16	Bhagwan Paswan	SC	PS-II	SPJ	08.08.76	Willing
17	Ravi Ranjan	UR	PS-II	Cons/HQ/HJP	03.11.73	Willing
18	Manish Raj	UR	PS-II	Cons/HQ/HJP	18.07.71	Willing

(Eighteen names only)


SPO/Gaz.

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 :

PF No. :

DOB :

DOA :

Working Under :

Division/Unit :

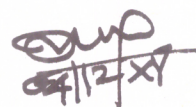
Forwarded by

Signature of the Controlling Officer

Designation

Signature of Personnel Officer

Designation


04/12/17

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.