File No.ECR-HQ0PERS(Gaz)/319/2020-O/o Dy.CPO/Gaz/HQ/ECR

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

Secy. to GM- for kind information of GM
AGM/ECR/HJP
All PHODs/CHODs, ECR/HJP
PCMD/ECR
SDGM/ECR/HJP
All DRMs/ECR
MD/CSSH/Patna
CWM – CRW/HRT
All CMSs &Sr. DPOs/ECR
Dy.CPO(HQ)/ECR/HJP,
Addl. Registrar/RCT/Patna
DGM(Law)/ECR/Patna,
APO(Rectt.)/ECR/HJP
APO/MPP/HJP (For uploading on website)
All Extra Divisional Units.

Sub:- Selection for the post of Assistant Nursing Officer (Group'B') in Level-10 of 7th CPC.

*****

With the approval of Competent Authority, it has been decided to hold a selection for formation of the panel against **05** vacancies for the post of **Assistant Nursing Officer** (Group 'B') over E.C.Railway, as per details given below: -

Selection	UR	SC	ST	Total	PwBD (*)
ANO (Gr. 'B')	05 (Five)	Nil	Nil	05 (Five)	01 (One)

(*) Horizontal reservation for Locomotor Disability (LD)- One Leg (OL), ACID Attack Victim (AAV) as per Rly. Bd's L/No. E(GP)/2022/2/20 dated: 18.08.2022& 14.11.2022.

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

(2) Eligibility Criteria:- Chief Matrons (Group 'C') in level 10 of 7th CPC Pay Matrix who have rendered not less than 2 years non fortuitous service in the grade as on **01.04.2020** in the order of seniority are eligible for above selection.

(3) The above selection will be based on candidate's performance in written examination, Viva-Voce and record of service as per extant rules. The candidates who qualify in the written examination followed by medical test and found fit in the requisite medical category will only be eligible for viva-voce test.

(4) The list of candidates of Medical Department who are eligible to appear in the said selection is enclosed herewith and marked as **Annexure-'A'**(Main list) and **Annexure-'B'**(Stand-by) in order to seniority.Those mentioned in **Annexure-'B'** will be called for written test to the extent of no. of candidates listed in **Annexure-'A'** express unwillingness to appear for the written test.

Contd…….

Representation, if any against the seniority position, omission/commission of any name may be sent to Dy. CPO/IR&W/ECR/HJP through proper channel with a copy to Dy. CPO(Gaz)/ECR/HJP within 07 days from the date of issue of notification. No representation will be entertained after stipulated period in any circumstances.

The candidate must submit their willingness/unwillingness by **21.02.2024** and Controlling Officers should ensure to send the same to this office by **26.02.2024**. If any candidate fails to furnish his willingness/unwillingness, 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.

(6) The Personnel Officers of the Divisions/Units are requested to depute Personnel Inspectors to obtain willingness/unwillingness on the prescribed proforma enclosed as Annexure-C from the candidates (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 Controlling Officers should give wide publicity of this notification amongst the eligible staff under their control and ensure submission of applications given by the candidates in prescribed proforma (specimen format is enclosed as **Annexure-'c'**) within the stipulated time.

Above exercise should be completed within the target date and all the willingness/unwillingness forms should reach to Dy.CPO/Gaz/ECR/HJP by **26.02.2024**positively, so that a final list of willing eligible 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.

(7) Written Examination: The examination will be conducted as per guidelines/instructions contained in Railway Board's letter No. E(GP)/2018/2/31 dated: 19.03.2019 (RBE No. 53/2019). The written Examination shall comprise of one paper which shall have 100% objective type multiple choice question only. The paper will be of 100 marks and the distribution will be as under:-:-

a) One Paper on Professional Subject including optional question of 10 marks on official language policy & Rules.	70 Marks
b) Establishment and Financial Rules	30 Marks
c) Total:	100 Marks
d) Qualifying Marks	60 Marks
e) Duration of examination	02 Hours

All Objective type questions will carry equal marks. There shall be negative marking for incorrect answers. One-third of the marks for each question will be deducted for every wrong answer.

Contd.....

(7-a) Record of service and Viva-Voce:-

	Max Marks	Qualifying Marks
Viva-Voce	25	30 (including at least 15 marks in the record of service)
Record of Service	25	

(8) Syllabus:-In terms of Board's letter no. E(GP)2005/3/69 dated: 04.12.2023, copy of syllabus for the above selection is attached as **Annexure-'D'**.

(9) TRAINING OF SC/ST CANDIDATES:-

As there is no reserved vacancy available, Pre-selection Training is not required as per Para 2 (ii) of RBE No. 142/2019 dated: 28.08.2019.

(10) The controlling/authorized officer should ensure the issue of individual sparing letter/identity slip (in prescribed format) duly attesting specimen signature of the candidate on the sparing letter/identity slip. The candidates without proper sparing letter/identity slip (only in prescribed format only) will not be allowed to appear in the examination. Prescribed sparing letter/identity slip is attached as **Annexure-'E'**.

(11) All the controlling officers are requested to notify the contents of this notification to all concerned employees working under their control.

DA: - (i) Annexure-'A' & 'B'
(ii) Annexure-'C'
(iii)Annexure- 'D'
(iv) Annexure- 'E'

Digitally Signed by Alok Srivastava
Date: 07-02-2024 14:31:27
Reason: Approved

SPO/Gaz
For General Manager(P)

Annexure-A

Main list of eligible candidates for appearing in the selection to the post of ANO (Gr. B)

Sl. No.	Name(Smt./Sri/Ms.)	Community	Desig.	Place of Posting	Division /Unit	DOB	DOA
1	Anita Kumari	SC	CNS	SEE	SEE	06.06.1966	03.08.1991
2	Punam Kumari	OBC	CNS	SPJ	SPJ	31.07.1966	29.03.1991
3	Sashi Kumari	SC	CNS	SPJ	SPJ	31.03.1967	06.04.1995
4	M. M. Kumari	SC	CNS	DHN	DHN	22.08.1964	25.06.1990
5	Sunita Kumari	UR	CNS	DHN	DHN	25.01.1965	24.08.1992
6	Rekha Kumari	UR	CNS	DHN	DHN	01.09.1964	24.08.1992
7	Pushplata	UR	CNS	DNR	DNR	30.06.1965	11.07.1992
8	Kumari Sunaina Sinha	OBC	CNS	CH/Patna	CH/Patna	20.01.1967	20.08.1992
9	Kumari Neetu	SC	CNS	DHN	DHN	25.12.1967	17.11.1992
10	Parvina Pupan Tirkki	ST	CNS	SPJ	SPJ	18.12.1964	11.12.1991/19.10.1992
11	Grace Mundu	ST	CNS	PTRU	DHN	10.02.1967	25.04.1994
12	Mandira Dey Roy	UR	CNS	DHN	DHN	21.12.1969	27.05.1994
13	Vibha Kumari	UR	CNS	DHN	DHN	01.05.1966	23.11.1995
14	Aruna Roseline Bellingham	UR	CNS	DDU	DDU	17.10.1969	17.06.1994
15	Bhagmani Kumari	SC	CNS	DNR	DNR	10.10.1964	01.10.1997
16	Abha Kumari	UR	CNS	DHN	DHN	01.10.1967	20.11.1995
17	Saloni Hembrom	ST	CNS	DHN	DHN	04.04.1968	01.01.1996

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Date: 07-02-2024 14:32:42
Reason: Approved

SPO/Gaz
For General Manager(P)

Annexure-B

Standby list of candidates for appearing in the selection to the post of ANO (Gr. B)

Sl. No.	Name(Smt./Sri/Ms.)	Community	Desig.	Place of Posting	Division /Unit	DOB	DOA
1	Vina Kumari	UR	CNS	GHZ	SEE	05.01.1967	20.04.1992
2	Punam Thakur	UR	CNS	SPJ	SPJ	03.02.1968	31.08.1995
3	Binita Kujur	ST	CNS	CH/Patna	CH/Patna	06.05.1976	10.10.2003
4	Rekha Singh	UR	CNS	Gaya	DDU	12.09.1965	18.07.1990
5	Ichee Kachhap	ST	CNS	SEE	SEE	12.01.1964	06.09.1995
6	Arti Kumari	OBC	CNS	SPJ	SPJ	13.02.1966	19.10.1992
7	Urmila Kumari	OBC	CNS	SPJ	SPJ	15.12.1967	31.08.1995
8	Shakambri Devi	UR	CNS	Poly Clinic/HJP	HJP	05.09.1964	19.07.1991
9	Nilam Kumari	UR	CNS	GHZ	SEE	02.01.1966	31.09.1991
10	Savita Rani	SC	CNS	MFP	SEE	23.08.1964	27.11.1997
11	Kalpana Kumari	UR	CNS	SPJ	SPJ	04.01.1966	06.09.1995
12	Sarswati Kumari	UR	CNS	SEE	SEE	08.05.1966	03.11.1999
13	Pramila Kumari	UR	CNS	SEE	SEE	01.12.1967	03.11.1999
14	Geeta Kumari	UR	CNS	Gaya	DDU	27.01.1968	16.06.1994
15	Sanju Kumari	OBC	CNS	CH/Patna	CH/Patna	11.02.1966	26.11.1992
16	Indu Kumari	UR	CNS	DNR	DNR	02.01.1965	16.06.1994
17	Mosarrat Ara	UR	CNS	CH/Patna	CH/Patna	15.02.1967	08.07.1994

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Date: 07-02-2024 14:33:35
Reason: Approved

SPO/Gaz
For General Manager(P)

2385550/2024/O/o Dy.CPO/Gaz/HQ/ECR

ANNEXURE –'C'

To,

The General Manager (P),
East Central Railway,
Hajipur

Sub: Selection to the post of ANO (Gr.'B').

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. Other details/information for Gr. 'B' Selection are given below;-

Sl. No.	Particular	Filled by candidate
01	Name of applicant	
02	Date of Birth	
03	IPASS Number	
04	HRMS ID	
05	Designation	
06	Place of posting	

Your's faithfully

Dated:

Signature of the candidate

Sl. No…….in Annexure……..

Forwarded by

Signature of the controlling officer
Designation:
Stamp:

Signature of concerned (P) Branch officer
Designation:
Stamp:

Annexure-'D'

SYLLABUS FOR WRITTEN TEST TO BE HELD AS PART OF SELECTION FOR PROMOTION TO THE POST OF ASSISTANT NURSING OFFICER.

(A) TECHNICAL:

1. Knowledge of emergency measures to be taken in case of acute coronary syndrome (ACS), Respiratory distress, Hemorrhage, Shock, Precipitated Labour, Eclampsia, Burn, Trauma.
2. Action to be taken in case of serious train accident involving admission of a large number of injured persons in Hospital.
3. Working knowledge of equipment like cardiac monitors, Defibrillator, ECG and Treadmill, Multipara Monitor, Infusion pump.
4. Knowledge of Immunization, Medical Audit and Oxygen Plant.
5. Knowledge of sterilization of instruments used in operative procedures.
6. Knowledge of obtaining items required for kitchen and preparation of special diets and diet schedule for the hospital in-patients.
7. Knowledge of action to be taken in case of sudden death of an in-patient.
8. Action to be taken after an in-patient suddenly found missing from the ward.
9. Different methods of cleaning of Hospital utensils, walls, floors.
10. Knowledge of Modern Nursing Management techniques.
11. Bio Medical Waste Management.
12. Knowledge of preparation and maintenance of various case papers, registers in the wards, Record keeping, multipurpose health check up camps.
13. Knowledge of work-study as applied to Hospitals.

(B) OFFICIAL LANGAUGE POLICY & RULES:

(C) ESTABLISHMENT RULES:

1. Leave Rules with special reference to Maternity Leave, Paternity Leave and Child Care Leave.
2. Pass Rules, Medical Attendance Rules.

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3. Knowledge of rules regarding eligibility of admission for patients in Railway Hospitals and steps to be taken in admitting outsiders or paying patients.
4. Railway Service Conduct Rules, D&A Rules.
5. Staff Welfare, SBF, Handling of staff grievances.
6. Recognized Unions & Associations, PNM.
7. Scope of Information Technology in Railway like e-office, HRMS, IPAS, CPGRAMS, UDM etc.
8. Detailed knowledge of Hours of Employment Regulations and General Knowledge of establishment matters and Payment of Wages Act.

(D) FINANCIAL RULES

1. Cannons of financial propriety.
2. Railway Budget, Types of budgets, Budget cycle, Demand of Grants.
3. Purchase of Store items, Stores keeping procedure, Condemnation.
4. Knowledge of Government e-marketing.
5. Accountal of material, Stock Register, Audit inspection, Finalizing Audit objections.

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2385560/2024/O/o Dy.CPO/Gaz/HQ/ECR

Annexure-E

EAST CENTRAL RAILWAY

O/o.....
.....
(Name of the office)

No.....(Relevant file Number) Date.....(Issuing date)

To
.....
.....

Sub: Sparing of staff to appear in Departmental Examination for.....

Ref: Letter No..... dated.....

Following candidate is hereby spared from this end to appear in the above examination. Particulars of the candidate alongwith attested photos and signature is produced below:-

Name :-

Designation :-

Name of exam :-

Venue of exam :-

Date of exam :-

Reporting Time :-

Signature of the candidate:- Signature Attested

Photograph of the candidate:- Photograph Attested

(Signature of issuing Authority)
With Name, Designation & Office Seal