पूर्व मध्य रेलवे
(निर्माण संगठन)

कार्यालय,
मुख्य प्रशासनिक अधिकारी (निर्माण)
पूमरे/महेन्द्रूघाट/पटना

- **Chief Engineers/Con/South, North, Central, NC, SE, SD, NW, NE, Plg./MHX, Patna.**
- **CSTE/Con/ South & North/ECR/MHX, Patna.**
- **Dy. CEs/PM, TS, General, South, Design, North, Survery/Con/ MHX, Patna**
- **Dy. CE/Con/DNR**
- **Dy. CSTE/DNR**

विषयः– Selection for the post of PS-I (Gr. 'B') in Level-08 of Pay Matrix (Pay Band RS. 9300-34800/- (PB-2) Grade Pay-4800/- as per 6th CPC)

संदर्भः– महाप्रबंधक/का./पूमरे/हाजीपुर का पत्र सं.: ECR-HQ0PERS(SEL)/36/2023-O/o Dy.CPO/GAZ /HQ/ECR, Date:- 06.06.2024

विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना एवं अग्रेत्तर आवश्यक कार्रवाई हेतु इस पत्र के साथ संलग्न कर प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information and needful onward action please.

Digitally Signed by Subhash Chandra Kumar
Date: 12-06-2024 13:02:09
Reason: Approved

संलग्नक–यथोपरि।

DA: As above.

(सुभाष चन्द्र कुमार)
सहायक कार्मिक अधिकारी/निर्माण
कृते मुख्य प्रशासनिक अधिकारी/निर्माण

Copy to:-

1) Secy. to CAO/Con/South for kind information of CAO/C/South.
2) Secy. to CAO/Con/North for kind information of CAO/C/North.
3) All PS-II/Con/MHX & field units.
4) All CSWI/Con/MHX
5) CA/Personnel - for uploading on WEBSITE of Construction Organisation.

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/Hajipur
CAO/Con/S & N/MHX
SDGM/ECR/HJP
CPO/A/ECR/HJP
Chairman/RRB/Patna & MFP
DRMs/ECR- DNR, DDU, DHN, SEE & SPJ
CWM(PD)/MGS, CRW/HRT & WS/SPJ
Sr. DPOs/ECR- DNR, DDU, DHN, SEE & SPJ
Chairman/RRC/Patna
Principal/ZRTI/ECR/Bhuli & MFP
Dy.CPO(IR&W) & Dy. CPO(MPP)/ECR/HJP,
Addl. Registrar/RCT/Patna
DGM(Law)/ECR/Patna,
APO/MPP/HJP (For uploading on website)
All Extra Divisional Units.

Sub: Selection for the post of Private Secretary-I (Group'B') in Level-08 of Pay Matrix (Pay Band Rs. 9300-34800/- (PB-2) Grade Pay –4800/- as per 6th CPC).

*****

With the approval of Competent Authority, it has been decided to hold a selection for formation of the panel against **08** vacancies **(UR-05, SC-01 & ST- 02)** for the post of **Private Secretary-I** (Group 'B') over E.C.Railway, as per details given below: -

Selection	UR	SC	ST	Total	PwBD (*)
PS-I (Gr. 'B')	05 (Five)	01 (One)	02 (Two)	08 (Eight)	01 (One)

(*) Horizontal Reservation in promotion to the persons with Benchmark Disability (PwBD):- One vacancy for VI (B, LV) as per Rly. Bd's L/No. E(GP)/2022/2/20 dated: 18.09.2022 & 14.11.2022.

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

(2) Eligibility Criteria:- As per extant Recruitment Rule, Private Secretary Grade-II in PB-2 Rs. 9300-34800/- & Grade pay Rs. 4600 (as per 6th CPC) who have rendered not less than 2 years non-fortuitous service in the grade, as on 01.02.2023 are eligible to appear in the above selection.

(3) The above selection will be based on candidate's performance both in written examination, Viva-Voce and record of service. 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. The placement of the candidate in the panel will be based on their overall performance in the written examination, Viva-Voce and record of service as per extant procedure.

(4) The list of candidates 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. Annexure- 'A' containing 27 names in the main list. Annexure- 'B' contains 27 names in the standby list.

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 15 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 **21.06.2024** and Controlling Officers should ensure to send the same to this office by **26.06.2024**. 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.

"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 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.

Above exercise should be completed within the target date and all the willingness/unwillingness forms should reach to Dy.CPO/Gaz/ECR/HJP by **26.06.2024** 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 written 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 questions only. The question 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) Qualifying marks	60 Marks
d) Duration of examination	02 Hours

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

Best amongst failure scheme for candidates belonging to reserved categories in non-safety category posts will continue as per existing instructions.

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 CANDIDATES BELONGING TO RESERVE CATEGORIES:- In terms of Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022, before conducting written examination, mandatory Pre-selection coaching classes of 60 hours/15 working days to all eligible candidates belonging to reserved categories will be arranged. Date & Venue will be notified later with the final list of the candidates.

(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) 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 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 date 30.01.2001.

(12) 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 Ajeet Kumar
Date: 06-06-2024 19:24:55
Reason: Approved

APO/Gaz
for General Manager (P)

ANNEXURE- A

List of eligible candidates for the selection of Private Secretary-I (Group 'B')

Sl. No.	Name (Sri)	Community	Desig.	Place of Posting	Division/ Unit	DOB	DOA
1	Molay Sen	UR	PS-II	CMS/DHN	DHN	09.10.64	13.01.87
2	Shashi Kant Sharma	UR	PS-II	DNR	DNR	05.01.65	03.06.92
3	Md. Khalid Sunder	UR	PS-II	DNR	DNR	05.03.67	12.04.90
4	Aman Kumar	UR	PS-II	Cons./Hq	HQ/HJP	15.07.73	28.03.98
5	Abdhesh Thakur	UR	PS-II	Con./MHX	HQ/HJP	12.05.76	13.12.95
6	Dilip Kumar	OBC	PS-II	Comml./Hq	HQ/HJP	05.12.71	08.11.95
7	Ajay Kumar Pandey	UR	PS-II	Vig./Hq	HQ/HJP	04.01.74	14.12.95
8	Jitendra Kumar Ram	UR	PS-II	Pers./Hq	HQ/HJP	25.08.75	01.02.96
9	Yadu Nath Prasad	UR	PS-II	Cons./Hq	HQ/HJP	15.05.70	07.08.99
10	Uttam Kumar	UR	PS-II	Admn./Hq	HQ/HJP	01.03.79	15.10.99
11	Akhilesh Prasad	UR	PS-II	Safety/Hq	HQ/HJP	30.12.69	27.04.93
12	Vikash Kumar Singh	UR	PS-II	Cons.	HQ/HJP	01.04.72	09.10.95
13	R.P. Karn	UR	PS-II	Medi./CSSH	HQ/HJP	05.06.73	26.10.95
14	Bijoy Kumar	UR	PS-II	Admn./Hq	HQ/HJP	10.04.74	13.11.95
15	P.K.Singh	UR	PS-II	Admn./Hq	HQ/HJP	05.05.65	15.11.95
16	Ajay Kumar Singh	UR	PS-II	Store/Hq	HQ/HJP	05.12.72	28.03.96
17	Vijay Kr. Choudhary	SC	PS-II	Cons./Hq	HQ/HJP	10.02.76	15.10.99
18	Chandan Kumar	SC	PS-II	Admn./Hq	HQ/HJP	04.05.78	14.02.00
19	Manoj Kumar	UR	PS-II	Cons.	HQ/HJP	25.01.71	28.06.96
20	Rajiv Ranjan Triyar	UR	PS-II	Store/Hq	HQ/HJP	17.09.71	14.12.95
21	Sanjit Kumar Singh	UR	PS-II	Admn./Hq	HQ/HJP	15.08.66	09.06.98
22	Varun Kumar	UR	PS-II	Engg./Hq	HQ/HJP	02.03.74	01.07.98
23	Harendra Deshratna	SC	PS-II	Comml./Hq	HQ/HJP	20.03.66	29.12.94
24	Manoj Ram	SC	PS-II	S&T/Hq	HQ/HJP	18.10.73	25.09.97
25	Mauje Lal Ram	SC	PS-II	Security/Hq	HQ/HJP	22.03.74	19.06.98
26	Bhagwan Paswan	SC	PS-II	SPJ	SPJ	10.01.76	12.06.98
27	Ravi Ranjan	UR	PS-II	Cons.	HQ/HJP	03.11.73	29.01.96

(Twenty seven names only)

Digitally Signed by Ajeet Kumar
Date: 06-06-2024 19:27:32
Reason: Approved

APO/Gaz.

ANNEXURE- B

Reserved list of candidates for the selection of Private Secretary -I (Group 'B')

Sl. No.	Name (Sri)	Community	Desig.	Place of Posting	Division/ Unit	DOB	DOA
1	Manish Raj	UR	PS-II	Cons.	HQ/HJP	18.07.71	13.12.95
2	Sanjay Kumar	UR	PS-II	Elect./Hq	HQ/HJP	08.07.70	28.03.96
3	Sanjay Kumar Sharma	UR	PS-II	Cons./Hq	HQ/HJP	27.04.72	10.11.95
4	Radhey Shyam Prasad	UR	PS-II	Optg./Hq	HQ/HJP	02.02.76	03.04.96
5	Md. Mojibur Rahman	UR	PS-II	Cons.	HQ/HJP	20.01.72	10.05.96
6	Rajiv Kumar	UR	PS-II	Cons.	HQ/HJP	03.10.74	16.05.96
7	Ravi Narayan Pandey	UR	PS-II	Cons.	HQ/HJP	08.08.75	17.06.96
8	Subhash Kumar	UR	PS-II	S&T/Hq	HQ/HJP	06.01.67	24.07.96
9	Rajesh Kumar	UR	PS-II	RE/DNR	HQ/HJP	31.12.71	23.12.96
10	Ashok Kumar Nirala	SC	PS-II	DNR	DNR	16.11.72	26.10.95
11	Subhash Prasad	SC	PS-II	ADRM/DHN	DHN	29.12.68	05.03.98
12	Raj Kumar	SC	PS-II	Mech./HQ	HQ/HJP	21.03.65	30.03.93
13	Md. Farooque Rasheed	UR	PS-II	Cons.	HQ/HJP	13.06.75	24.02.97
14	Arun Jha	UR	PS-II	DNR	HQ/HJP	01.10.72	13.06.97
15	Neeraj Kumar	UR	PS-II	RRB/MFP	HQ/HJP	01.01.75	03.06.97
16	Pramod Kumar	UR	PS-II	Medi./CSSH	HQ/HJP	09.08.73	17.07.97
17	Sanjay Kumar	SC	PS-II	Safety/Hq	HQ/HJP	02.04.74	24.02.00
18	Lalit Ranjan	UR	PS-II	RE/ALD	HQ/HJP	15.01.73	01.08.97
19	Navin Kumar	UR	PS-II	Engg./Hq	HQ/HJP	20.01.76	12.08.97
20	Shambhoo Kumar	UR	PS-II	Store/Hq	HQ/HJP	01.05.76	19.09.97
21	Shishu Pal Kumar	UR	PS-II	Engg./Hq	HQ/HJP	08.01.71	17.09.97
22	Lalita Kumari	SC	PS-II	Engg./HQ	HQ/HJP	25.05.71	28.06.02
23	Raghuvansh Kumar	UR	PS-II	Statical/HQ	HQ/HJP	07.01.74	10.09.97
24	Rajendra Kumar	UR	PS-II	Engg./HQ	HQ/HJP	30.11.73	10.09.97
25	Nemat Ali	UR	PS-II	Comml./HQ	HQ/HJP	10.12.72	12.09.97
26	Ranjeet Kumar Singh	UR	PS-II	Elect./HQ	HQ/HJP	03.03.70	23.09.97
27	Rakesh Kumar	UR	PS-II	Comml./HQ	HQ/HJP	18.11.75	07.10.97

(Twenty seven names only)

Digitally Signed by Ajeet Kumar
Date: 06-06-2024 19:36:56
Reason: Approved

APO/Gaz.

ANNEXURE- C

To,

The General Manager (P)
E.C.Railway,
Hajipur.

Sub : Selection to the post of Private Secretary-l (Gr. B)
Ref: Your notification no. ECR-HQ0PERS(SEL)/36/2023 dated 06.06.2024

Sir,

1. I …….. Designation ……. Station ……. . Hereby acknowledge the receipt of the above notification.
2. I …….. (willing/unwilling) to participate in the above selection.
3. I am also …….. (willing/unwilling) to participate in the pre-selection coaching (only for SC/ST candidates).
4. 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 faithfully

Date : Signature of the candidate

Sl. No. ……in Annexure ……..

Forwarded by

Signature of the Controlling Officer
Designation:
Stamp:

Digitally Signed by Ajeet Kumar
Date: 06-06-2024 19:30:14
Reason: Approved

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

ANNEXURE-D

SYLLABUS FOR SELECTION FOR GROUP 'B' POST OF PRIVATE SECRETARY-I

a) Professional Subject including Official language policy

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.
22. Official Language Policy and Official Language Rules.

b) Establishment and Financial Rules

- **Establishment Rules:-**

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.

5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

- **Financial Rules:-**

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

Digitally Signed by Ajeet Kumar
Date: 06-06-2024 19:34:19
Reason: Approved

APO/Gaz.

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 Departmenttal Examination for …….

Ref.: Letter No. …… dated …….

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

Digitally Signed by Ajeet Kumar
Date: 06-06-2024 19:39:43
Reason: Approved

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