

East Central Railway

No. 01/EO/ LDCE/OS/2024 (C.No. 289672)

Dhanbad, dt. 01.12.2025

**All Concerned
East Central Railway
Dhanbad.**

Sub: Modification of syllabus for formation of panel for promotion to the post of Office Superintendent in Level-6 (7th CPC) against 20% LDCE-Ministerial cadre of all Department (except Accounts & Security) of DHN Division.

Ref : This office notification dated-21.10.2025.

Reference above, a partial change has been made in the syllabus issued on 21/10/2025 regarding promotion to the post of Office Superintendent under 20% LDCE quota in Level-06 for Junior Clerk/Senior Clerk in all departments (except Accounts and Security) of Dhanbad Division, E.C. Railway.

In view of the above, the modified syllabus is being issued and the changed syllabus given in Annexure-B will be applicable immediately for the upcoming examination/selection.

All other conditions mentioned in the above mentioned letter will remain the same.

DA: As above.

(Raj Kumar Singh)
Asstt Personnel Officer
for DRM(P), E.C. Rly, Dhanbad

Copy forward for kind information and necessary action, please:

1. GM (P), EC Railway, Hajipur
2. GM/Vig, EC Railway, Hajipur
3. Chief OS (G) to DRM/DHN.
4. All Branch officer, EC Railway, DHN Division
5. All DPOs/APOs, DHN
6. Divisional Secretary, ECREU, AISCSTREA, ECROBCREA of DHN Division.
7. Ch.OS/IT Cell- for uploading on website.
8. Ch OSs/All Estt Section

Asstt Personnel Officer
for DRM(P), E.C. Rly, Dhanbad

Syllabus for selection to the post of Office Superintendent in Level-6 against 20% LDCEQuota from Jr. Clerk/Sr. Clerk of all departments (except Accounts & Security) of Dhanbad Division

- 1) Office procedure (Dak handling, Maintenance of files, Record Keeping, Maintenance of statics)
- 2) Writing Skill (Letter/DO letter writing, Notifications, Note writing, speaking orders)
- 3) Ward of work in Works Programme
- 4) Procedure of Stores Procurement
- 5) Railway Organizational Structure
- 6) Railway Housing (Railway Quarters Allotment) policy
- 7) Uniform Policy
- 8) Booking of Running Staff and non-running travelling staff
- 9) Discipline & Appeal Rules and Conduct Rules
- 10) Recognition of Trade Unions – Facilities to office bearers of recognized unions/Associations. Dealing with unrecognized unions/Associations
- 11) Medical examination and facilities available to Railway employee
- 12) Audit and Accounts narrative report. Draft paras and their disposal
- 13) Canons of financial propriety
- 14) Classification of demands of grants
- 15) Man Power Planning – Vacancy Bank register – creation of posts – Bench Marking – Supernumerary posts – Redeployment of Surplus staff
- 16) Pay and allowances
- 17) Pass Rules
- 18) Leave Rules
- 19) Railway Pension Rules
- 20) General Condition of service
- 21) Hours of Employment Regulations
- 22) Official language policy and Rules
- 23) Labour laws and the Right to Information Act-2005.