

नियम अनुभाग

जोपनीय अनुभाग

पूर्व मध्य रेल

कार्यालय

महाप्रबंधक / कार्मिक

हाजीपुर

सं०. ई/254/0/ई.सी.आर/हाजीपुर

दिनांक.-27.04.2018

मंडल रेल प्रबंधक (का०.)

पूमरे / समस्तीपुर।

विषय :- System Improvement-Selection procedure.

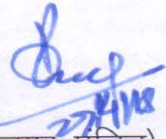
संदर्भ :- मंरेप्र (का०.) / समस्तीपुर के पत्र सं०.का / विविध / नियम / सम.
दिनांक 05.12.2017

संदर्भित पत्र के आलोक में सूचित किया जाता है कि मुख्यालय स्तर पर अराजपत्रित कर्मचारियों के चयन संपन्न किये जाने हेतु चयन समिति के सदस्यों द्वारा अपनायी जाने वाली नियम / दिशा-निर्देश की निम्न प्रति संलग्न हैं। कृपया तदनुसार कार्रवाई सुनिश्चित करें।

- संलग्नक : 1. इस कार्यालय के पत्र सं०. ECR/Conf./Selection dated 03.07.2017
2. इस कार्यालय के पत्र सं०. ECR/Conf./Selection dated 30.11.2011
3. इस कार्यालय के पत्र सं०. ECR/Dy.CPO(HRD)/Misc/2009/1 dated 09.12.2009

सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

उपरोक्त पर सक्षम अधिकारी का अनुमोदन प्राप्त है।



(रवि कुमार पंडित)

सकाधि / ईएसएम

कृते महाप्रबंधक (कार्मिक) / हाजीपुर

(P-71)

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur.
Dated: 03/07/2017.

No. ECR/Conf./Selection

CCM, PCE, CEE, CME, COM, CSO, CSTE,
COS, CMD, SDGM, CPRO, DGM(G), ECR/HJP.
CAO/Con/North/South/MHX/Patna.
DRM/ECR- DNR, MGS, DHN, SEE & SPJ
CWM/ECR- PD-MGS, Mech, Workshop-SPJ & CRW/HRT.

Sub: System Improvement – Selection procedure.

Ref: (i) This office letter No. ECR/Dy CPO (HRD)/Misc/2009/01
Dated 09.12.2009.

(ii) This office letter No. ECR/Conf./Selection dated 30.11.2011.

Guidelines for members of Selection committee for Non-Gazetted Cadre has already been issued earlier to all concerned vide GM(P)/ECR/HJP's letter No. ECR/ Dy.CPO(HRD)/ Misc/ 2009/ 01 dated 09.12.2009 and letter No. ECR/Conf./Selection dated 30.11.2011.

However the following instructions are again issued as a measure of system improvement:-

- (i) Once selection committee is approved by the competent authority, all the members shall be given updated rules & regulations related to the selection process.
- (ii) They shall be advised while handing over through a letter to read these instructions carefully and submit a positive assurance mentioning that they have gone through the rules, regulations and instructions carefully and understood them.
- (iii) Copy of these instruction and positive assurance given by the committee members should be kept on selection file without fail. It shall be responsibility of Personnel Department to ensure this.
- (iv) Questions judging aptitude should be multiple choices only and it is desirable that True/False, fill in the blanks, abbreviation type of questions should be avoided to curtail the scope of manipulation.
- (v) Options of multiple choice questions invariably be capital letters i.e. A, B, C & D and never in small letters i.e. a, b, c & d or (i), (ii), (iii) & (iv) as these are less prone for manipulation at later date.
- (vi) For subjective part, the invigilator supervising the exam must sign the last page of answer sheet when candidate completes the answers without fail.
- (vii) It is desirable that marks awarded in subjective type questions should be written both in 'words' and 'numbers'.
- (viii) At the later stage, if any need arises for giving the photo copies of answer sheet to the candidates under a RTI Act etc, the following process should be adopted:-

A committee consisting of one Personnel officer and one departmental officer for which Selection was held (two Personnel officers in case of Selection of Personnel Department) should open the sealed envelope, take out the original copy and make two photo copies; one of which should be supplied to the applicant and other copy should be signed by both the officers and re-sealed with the original answer sheet for further reference. Officers nominated may be of the level of original Selection Committee. Nomination of officers for this purpose should be done by concerned departmental PHOD/CHOD at HQ and by DRM/CWM in Divisions/Workshop.

This issues with the approval of the competent authority.

o/c
(M.K.Choudhary)
APO/R
For General Manager (P)

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

(41)
P-69

No. ECR/Conf./Selection

Date : 30.11.2011

CCM, PCE, CEE, CME, COM,
CSO, CSTE, COS, CME, SDGM,
CPRO, DGM/G.

CAO/Con, CAO/WP,
CWM/PD-MGS, CWM/WIS-SPJ

Divisional Railway Manager (P)
East Central Railway,
DHN, DNR, MGS, SEE & SPJ

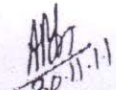
Sub : Instructions regarding setting objective questions in written examination and rounding off marks during evaluation.

Ref : This office letter No. ECR/Dy. CPO (HRD)/Misc/2009/01
Dtd. 09.12.2009 & RBE No. 29/2009.

Vide this office letter under reference to by which the guidelines on selection have already been circulated to all concerned for information and compliance. Vigilance Department during invigilation of the case observed that the instruction on selections for setting the question paper and evaluating the Answer Script are not being followed by the selection committee members.

In view of above, it is felt necessary to reiterate the guidelines to all concerned. Accordingly the guidelines on selection are again circulated all concerned to advise the selection committee that the instructions of Board regarding setting objective question of written examination and rounding off marks during evaluation should strictly be adhere to. A copy of this office letter including RBE No. 29/2009 under reference is enclosed herewith. This may be circulate all the officers nominating in selection committee.

DA: As above.


(A.P. Srivastav)
Assistant Personnel Officer (Rectt.)
For General Manager (P)/HJP

