

RAIL WHEEL FACTORY

(Ministry of Railways)

General Manager's Office,

(Personnel department).

Yelahanka, Bangalore-560 064.



No. RWF/PM-6/253

Dated: 06.07.2018

NOTIFICATION

Sub: Formation of panel for the post of Office Superintendent in Level-6 of RSRP rules 2016, against 20% LDCE quota, in the Clerical cadre of Stores dept., Personnel dept. and General Seniority Group.

Ref: Railway Board's letter No.E(NG)I-2005/PM/120 dated 17.06.2005, 20.02.2006, 06.10.2006, 27.06.2007, 03.09.2009, 22.07.2010 & 29.11.2012.

It is proposed to hold selection for formation of panel to fill up the vacancies of Office Superintendent in Level-6 of RSRP Rules 2016 against 20% Limited Departmental Competitive Examination quota, in the following Clerical Seniority units:-

Sl.No.	Seniority Units	No. of vacancies	Break up of vacancies			Total
			SC	ST	UR	
01	Stores	5	1	-	4	5
02	General Seniority Group	4	-	1	3	4
03	Personnel	1	1	-	-	1
	TOTAL	10	2	1	7	10

Eligibility criteria:-

Serving Ministerial staff of all departments (except Accounts and RPF) possessing the qualification of Graduation in any Branch and fulfilling the following conditions will be eligible to volunteer to appear in the LDCE:-

(1) Seven years' regular service as Junior Clerk in Level-2 of RS(RP) Rules 2016.

OR

(2) Seven years' regular service as Junior Clerk in Level-2 of RS(RP) Rules 2016 and Senior Clerk in Level-5 of RS(RP) Rules 2016 put together

OR

(3) Three years' regular service as Senior Clerk in Level-5 of RS(RP) Rules 2016.

Staff working in Level-6 or above on regular basis are not eligible to volunteer. However, staff who have been granted financial up gradation in Level-6 under the Modified Assured Career Progression Scheme are eligible to volunteer, if they satisfy the other eligibility conditions.

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Janaka
6/7/18
A.P.

Mode of Selection:-

The procedure for holding LDCE will be as under:-

The examination will be held combined for all depts.

The syllabus framed by Railway Board for the above selection is enclosed as **Annexure-I**.

There will be a common question paper for all the depts based on the syllabus furnished in Annexure-I. It will be of a standard as for direct recruitment to equivalent level of posts. Question paper will be normally to assess the writing and analytical power of the candidates with reference to various topics as above which circumscribe various ministerial staff, covering all disciplines.

The selection shall consist of a written examination and assessment of service record and confidential reports. While 85% weightage will be given to the performance in the written examination, 15% weightage will be given to service records and confidential reports.

The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination and service records subject to usual relaxation for SC/ST staff. Staff those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. Further, the service records/confidential reports of only those candidates, who secure a minimum of 60% marks in the written examination, shall be assessed.

Based on the above, a panel of successful candidates in the order of merit equal to the total vacancies shown above will be formed.

The selected employees will be assigned seniority below all the employees available on rolls in the category of Office Superintendents category in the respective seniority units, to which they are allotted.

Training of the successful candidates:-

As per the instructions contained in Railway Board's letter No. E(MPP)/2005/3/40 Dated 29.11.2012 (RBE No. 133/2012), all such persons who are selected as Office Superintendents in Level-6 of RS(RP) Rules 2016 against 20% LDCE quota will be required to undergo training for 21 working days at Personnel Training Center, Jodhpur, North Western Railway. Trainees should go on line for study tour to see the practical aspects of the Railway system in relation to various departments covered in the training. All such candidates will have to successfully complete the training/course before they are put on a working post, for which a prescribed written test at the end of the training course will be conducted at Personnel Training Center, Jodhpur.

Posting:-

While preference will be given to post the successful candidates in their respective Departments/seniority units, there is no bar in posting them in other seniority units if the number of empanelled candidates do not match the number of already assessed vacancies in respective Departments/seniority units. The decision taken by the administration in posting the empanelled candidates to respective departments would be final and no request for change of department would be entertained under any circumstances.

Gandhi
6/13/18
A.P.O.

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Syllabus for selection for the post of Office Superintendent in Level 6 of RSRP Rules 2016 on pre-revised Pay Band Rs. 9300-34800 + Grade Pay Rs. 4200 against 20% LDCE quota.

1. Office Procedure
 - (a) DAK handling.
 - (b) Maintenance of files.
 - (c) Record keeping.
 - (d) Maintenance of Statistics.
2. Writing skills.
 - (a) Letter/DO writing.
 - (b) Notifications.
 - (c) Note writing.
 - (d) Speaking orders.
3. Award of works in Works Programme.
4. Procedure for Stores procurement.
5. Railway Organisational structure.
6. Railway Housing (Railway quarters Allotment) Policy.
7. Uniform Policy.
8. Booking of Running staff and non-running traveling staff.
9. Discipline and Appeal and Conduct Rules.
10. Recognition of Trade Unions, facilities to Office Bearers of recognized Unions/Associations. Dealing with Un-recognised Unions/Associations.
11. Medical examination and facilities available to Railway employees.
12. Audit and Accounts narrative report. Draft Paras and their disposal.
13. Cannons of financial propriety.
14. Classification and demands of grants.
15. Man Power Planning:
 - Vacancy Bank Register.
 - Creation of posts.
 - Benchmarking.
 - Supernumerary posts.
 - Re-deployment of surplus staff.
16. Pay and allowances.
17. Pass Rules.
18. Leave Rules.
19. Railway Pension Rules.
20. General conditions of service.
21. Railway Services Hours of Work and Periods of Rest Rules 2005.
22. Labour Laws and RTI Act.
23. Official Language Policy and Rules.
24. ISO 9001, ISO 14001, OHSAS 18001.IMS

How to apply:-

Employees who fulfill the eligibility conditions specified in pre-page, shall apply in prescribed proforma as indicated at **Annexure-II** before **30.07.2018**. Applications received after **30.07.2018** will not be entertained under any circumstances. The applications submitted in any other format will be rejected. Self attested copy of the degree certificate should be enclosed.

The controlling Officers who are forwarding the applications of the eligible candidates should ensure that the applications are received in Personnel dept. before **30.07.2018**. Applications received after **30.07.2018** in the Personnel dept. will not be entertained under any circumstances. It is reiterated that **30.07.2018** is the closing date for receipt of willingness including forwarding of applications by the respective controlling Officer/s. In case of any failure either by the candidate or by the Controlling Officer to submit/ forward the application form of the candidate to Personnel dept. before **30.07.2018**, applications of such candidates will not be considered in the Personnel dept. The written test in connection with the above selection is fixed on 30.08.2018.

Candidates have the option to answer in English/Hindi in the written test. In case, the volunteering eligible employees are willing to answer in Hindi, an advance intimation should be sent to Personnel dept. before **30.07.2018**. If no intimation is received within the said date, it will be presumed that all the eligible candidates are willing to answer in English only.

This may please be given wide publicity amongst eligible staff of your dept. This may please be notified to the eligible employees who are on long leave, training, deputation, placed on sick list etc., and intimation regarding this notification should be sent to their personal addresses and their acknowledgement obtained and forwarded to this Office. The responsibility of sending intimation to their personal address rests with the Controlling Officers.

No supplementary examination will be conducted for LDCE.

gankh
b/13/118 A.P.O.

encls: as above

for PRINCIPAL CHIEF PERSONNEL OFFICER

Copy for information to:-

PCME, CME (Plg), PCEE, PCE, PCMM, PCMO, CMM, PFA/RWF/YNK.

Secy to GM, Dy. CME/ Tech. & Co. ord. Dy. FA & CAO, Dy. CMEs, Dy. CE, Dy. CVO, Dy. CMMs/RWF/YNK.

Sr. EDPM/RWF/YNK- May kindly arrange to upload the above notification in RWF website.

SEE/HQRS, Sr. AFAs, SMMs/RWF/YNK.

ADGM, AME/HQ, ASC, AVO, AMMs/RWF/YNK.

All Chief OSs, Chief DMSs, SSEs, OSs of all depts, Chief SWIs/SWIs/PB/RWF/YNK.

All Notice Boards.

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b/13/118
A.P.O.

Sub: Application for the post of Office Superintendent in Level-6 against 20% LDCE quota.

Ref: 'P' Dept. Notification No. RWF/PM-6/253 Dated 06.07.2018

1. Name (in capital letters)
2. Staff No.
3. Dept. in which working
4. Present designation
 - (a) Level
 - (b) Date of entry into present grade
5. Substantive post
6. Officiating post/pay
7. Educational Qualification
(Must be supported with certified true self attested copies of certificate and marks cards)
8. Whether belongs to SC/ST
9. Whether willing to answer the question paper in English/Hindi
- 10 Any other information

I declare that the above particulars furnished by me are true and to the best of my knowledge. I am aware that I am liable for disciplinary action for furnishing wrong information and concealment of facts, including forfeiture of my candidature for the above selection.

Place :

Date:

(Signature of the candidate)

Copy forwarded to PCPO/RWF/YNK.

Place :

Date :

Signature of the Controlling
Officer with Designation

[Handwritten Signature]
11/7/18