



दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY

प्रधान कार्यालय/Headquarters Office,

कार्मिक विभाग/ Personnel Department

Rail Soudha, Gadag Road, Hubballi

सं./No.SWR/P.563/II/LDCE-OS/2017

दिनांक/Dated 20.07.2017.

Limited Departmental Competitive Examination (LDCE) Notification No: 01/2017

(For Serving Ministerial Staff of SWR except Accounts & RPF Departments)

Date of Issue: 20-07-2017

Date & Time of Closing: 23.45 hrs. of 11.08.2017

Selection for promotion to the post of Office Superintendent in Level 6 of Pay Matrix against 20% LDCE quota.

It is proposed to conduct a Selection for promotion to the post of Office Superintendent in Level 6 of Pay Matrix (7th CPC) in South Western Railway (including all the Divisions/Workshop/Units) against 20% LDCE quota. Accordingly, applications are invited from eligible employees as per the criteria mentioned below.

The combined total number of vacancies assessed over South Western Railway (including all the Divisions/Workshop/Units, except Accounts and RPF) are as under:

UR	SC	ST	Total
94	23	12	129

The vacancies HQrs/Division/Unit wise are furnished in Annexure-I.

2. ELIGIBILITY CRITERIA:

- 2.1 The serving regular ministerial staff of Divisions/Units/ Workshops/ Headquarters of South Western Railway (except Accounts and RPF) possessing the qualification of Graduation and fulfilling the following conditions may register their application for LDCE by ONLINE method within the stipulated date and time as per the instructions given below.
- 2.2 Seven years regular service as Junior Clerk in Level 2 of Pay Matrix and Senior Clerk in Level 5 of Pay Matrix put together as on 20.07.2017
OR
- 2.3 Three years regular service as Senior Clerk in Level 5 of Pay Matrix as on 20.07.2017.
OR
- 2.4 Seven years regular service in Junior Clerk in Level 2 of Pay Matrix and having qualification of graduation as on 20.07.2017.

Note:

- a) The possession of qualification of Graduation should be obtained either under 11+1+3 years stream or under 10+2+3 years stream from a recognized University and also as per Railway Board's letters No.E(NG)1-2014/PM1/1-CC dated 22.05.2014 and E(NG)-II/2013/RR-I/8 dated 18.03.2015. Railway Board vide letters dated 22.05.2014 and 18.03.2015 have issued clarification on the aspect of recognition of degrees obtained from Open University without prosecuting 10+2 or 11+1 stream of studies as under:

Contd...2)

“No student is eligible for admission to the 1st Degree course through non-formal/distance unless he has successfully completed 12 years schooling through an examination conducted by a Board/University. In case there is no previous academic record he/she is eligible for admission if he/she has passed an entrance test conducted by the University provided that he/she is eligible for admission if he/she has passed an entrance test conducted by the University provided that he/she is not below the age of 18 years of admission”.

- b) Post Graduation obtained directly from Open University or other such institutions or under 10+3+3 will not be eligible and such applications will summarily be rejected. Post Graduation obtained after 11+1+3 or 10+2+3 stream will only be eligible.

3. MODE OF APPLICATION

- 3.1 Applications should be registered **ONLINE** by filling up the required details in the prescribed format, as will be made available in the website of RRC/SWR i.e., www.rrchubli.in. The application has to be filled up duly following the steps and instructions as instructed on the website carefully.
- 3.2 In case any employee has any difficulty in registering his application ONLINE, they can contact the following help line numbers from where assistance in filling up/ registering their applications will be provided:-

Division/Unit	Help line numbers	
Headquarters	Railway	26266
	DOT	0836-2326266
Hubballi Division	Railway	46290
	DOT	0836-2346290
Mysuru Division	Railway	66255
	DOT	0821-2428630
Bangalore Division	Railway	56224
	DOT	080-22156224

- 3.3 To avoid last minute rush, candidates are advised in their own interest to register their applications ONLINE well before the closing date since there may be possibility of inability/failure to log on to the website of RRC/SWR on account of heavy load on the internet or website jam during last days. Candidates desiring to make any corrections in the application already filled can do so before the FINAL SUBMISSION being clicked on ONLINE registration. After final submission and confirmation, no provision for editing the data is allowed. However, employees can take print and may approach for corrections if any to concerned Personnel Department before closing date.
- 3.4 The last date/ time for ONLINE registration is **11-08-2017 at 23.45 hrs.** Railway Administration will not bear any responsibility if the candidates are not able to register their applications ONLINE within the last date/time, for any reason whatsoever.

4. Steps to be followed while registering the ONLINE Application:

- a) Go to RRC/SWR website www.rrchubli.in.
- b) Click on Office Superintendent (OS)-20% Limited Departmental Competitive Examination (LDCE) - Online application
- c) Click on the "New Registration" Link available in the home page.
- d) Fill up the basic details viz. Name, Date of Birth, e-mail Address, Aadhaar No. and Mobile number etc.
- e) Follow the instructions and complete the registration process step-by-step for generating a Registration Number & Password for login.
- f) Candidates are advised to preserve/note their Registration ID and password generated and sent to their Email ID & SMS to registered mobile numbers for further stages of selection process/correspondence with Personnel Department/Hqrs./Hubballi.
- g) After filling up the details and reading the declaration, Click on the FINAL SUBMIT button. On final submission the employees may check all the details and may edit if required and confirm. Employees may take the print of application for their record. After confirmation, there is no provision of Editing.
- h) On submission of application by the applicants, the same will be sent to respective Hqrs/Division/Units (i.e. Personnel Department of Hqrs.UBL, SBC, MYS, CAO/CN, UBLS (including the details of GSD/UBL) and MYSS) for ON LINE verification.
- i) Designated Officers of Hqrs/Division/Units will be provided ID and Password. The Hqrs/Division/Units will verify the details and certify the correctness of the data as per the SR and other details, make ELIGIBLE/INELIGIBLE and submit to CPO ONLINE for further process. Once the details are verified and submitted by the designated officers, no further verification will be done at any level during the selection process. Hence the verifying Officers should ensure the correctness of the data before submission to Hqrs. after ON LINE verification.

- 5. ONLY ONE APPLICATION:** Each serving employee in the Ministerial category should submit only one application against this Notification and employees submitting more than one application will be liable for disqualification. Even if, such a candidate gets selected inadvertently, he/she will be disqualified and they will not be considered for promotion under this Notification for LDCE.

Note:- In case the application is rejected for any reason, candidates will be able to view their status ONLINE on the website along with the reasons for rejection(s). SMS and e-mail alerts will also be sent to the candidates on their registered mobile number and email ID, furnished by them during their ONLINE application. Candidates whose application/candidature is rejected will NOT be intimated by post.

THE ELIGIBLE CANDIDATES SHOULD TREAT THAT THIS NOTIFICATION ITSELF IS AN ALERT NOTICE FOR CONDUCTING WRITTEN EXAMINATION WHICH WILL BE ADVISED AT SHORT NOTICE BY THIS OFFICE.

6. ORDER OF PREFERENCE:

- 6.1 Employees are advised to indicate their order of preference for allotment of Hqrs./Division/unit while filling up the details ONLINE.
- 6.2 Priority No. in the order of choice has to be indicated in the application for the Hqrs/Division/Unit of posting as indicated below:

Name of Units	Order of preference
Headquarters	
Hubballi Division	
Bengaluru Division	
Mysuru Division	
Hubballi Shops	
Mysuru Shops	

- 6.3 The choice/preference of Hqrs/Division/Unit indicated by the employees ONLINE will be considered based on their merit order and option subject to availability of community wise vacancies. Option exercised in the ONLINE application for Hqrs/Division/Unit is final, and no further representation for change will be entertained at a later date.
- 6.5 However, by exercising option for Hqrs/Division/Unit by the selected employees does not confer any exclusive right for their posting. Selected employees will be posted in any department and Division/Unit of S.W.Rly., keeping in view primarily the administrative requirement.

7. MODE OF SELECTION:

- 7.1 The selection shall consist of a written examination and assessment of service record. While 85% weightage will be given to the performance in the written examination, 15% weightage will be given to service records.
- 7.2 There will be one question paper and it should be of a standard as for direct recruitment to equivalent level of posts. The syllabus for examination is enclosed as Annexure-II. In terms of Railway Board's letter No.E(NG)/2005/PM-1/20 dated 25.08.2005 the question paper will comprise of descriptive and objective type of questions in the ratio of approximately 75:25 [on the basis of the marks]. Questions on Rajabhasha will also be included. There will be negative marking evaluation on the objective type of questions which will be done as per the rules of RRB.
- 7.3 The staff those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. 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. Further, the service records of only those candidates who secured minimum of 60% marks in the written examination shall be assessed.

7.4 This being a General Selection, no supplementary written examination will be conducted.

7.5 The volunteering staff, who satisfy the prescribed conditions of eligibility including registration of applications ONLINE by closing date, will be given alert notice to appear for the written exam at short notice along with date, time and venue of the examination.

8. TRAINING OF THE SUCCESSFUL CANDIDATES:

8.1 The successful candidates who are empanelled as Office Superintendent against 20% LDCE quota will be required to undergo 21 working days training in the Personnel Training Centre/Jodhpur including study tour. Modalities of the training etc. are as per Railway Board's letter No. E(MPP)2005/3/40 dated 29.11.2012. Candidates will have to successfully complete the training/course and pass the prescribed course end examination before they are put to working posts.

8.2 Selected candidates will be posted anywhere over South Western Railway as per the availability of vacancies/choice/Administrative requirements.

8.3 This notification may be given wide publicity among all the staff of the Divisions/Workshops/Units to avoid any complaints at a later date.

8.4 The employees are advised to check the website i.e. www.rrchubli.in for further updates in the matter.

संलग्न/Encl: As above.

(जी. आर. एस. राव / G.R.S. Rao)

उप मुख्य कार्मिक अधिकारी/रापा/Dy.CPO/Gaz.,
कृते मुकाधि/ For Chief Personnel Officer

प्रतिलिपि / Copy to: PS/Gr.II to CPO – for kind infn of CPO.
All PHODs/CHODs/SWR/UBL
DRMs-UBL, SBC, MYS.
Sr.DPOs-UBL, SBC, MYS.
CWMs-UBLS, MYSS.
WPOs-UBLS, MYSS.
Dy.CPO/CN/BNC.
Dy.CMM/GSD/UBL & Dy.CMM/MGSD/AP.
Dy.CE/TM/YPR & Director, STC/SBC.
All Personnel Branch Officers/HQ/UBL.
All Ch.OSs/PB/HQ.
GS/SWRMU/UBL.
GS/AISCTREA/UBL.
Notice Board.

Annexure-I

Head quarters

Sl.No.	Department	UR	SC	ST	Total	Remarks
1	Commercial	3	1	0	4	
2	Engineering	2	1	0	3	
3	Mechanical	3	1	2	6	
4	Medical	2	1	0	3	
5	Operating	1	0	0	1	
6	Personnel	2	0	0	2	
7	Signal & Tele	3	0	0	3	
8	Statistical	2	0	0	2	
9	Stores	3	1	0	4	
Total		21	5	2	28	

Hubli Division

Sl.No.	Department	UR	SC	ST	Total	Remarks
1	Commercial	3	1	0	4	
2	Electrical	3	1	0	4	
3	Engineering	2	0	1	3	
4	Mechanical	13	2	1	16	
5	Medical	0	0	0	0	
6	Operating	0	0	0	0	
7	Personnel	10	3	1	14	
8	Signal & Tele	0	0	0	0	
9	Statistical	0	0	0	0	
10	Stores	0	0	0	0	
Total		31	7	3	41	

Bengaluru Division

Sl.No.	Department	UR	SC	ST	Total	Remarks
1	Commercial	0	0	0	0	
2	Electrical	0	0	0	0	
3	Engineering	0	1	1	2	
4	Mechanical	5	1	1	7	
5	Medical	0	0	0	0	
6	Operating	0	0	0	0	
7	Personnel	4	1	1	6	
8	Signal & Tele	0	0	0	0	
9	Statistical	0	0	0	0	
10	Stores	0	0	0	0	
Total		9	3	3	15	

Mysuru Division

Sl.No.	Department	UR	SC	ST	Total	Remarks
1	Commercial	2	0	0	2	
2	Electrical	1	1	0	2	
3	Engineering	3	1	1	5	
4	Mechanical	5	1	0	6	
5	Medical	0	0	0	0	
6	Operating	1	1	0	2	
7	Personnel	4	1	1	6	
8	Signal & Tele	1	0	0	1	
9	Statistical	0	0	0	0	
10	Stores	0	0	0	0	
Total		17	5	2	24	

Hubballi Workshop

Sl.No.	Department	UR	SC	ST	Total	Remarks
1	Mechanical	10	2	1	13	

Mysuru Workshop

Sl.No.	Department	UR	SC	ST	Total	Remarks
1	Mechanical	6	1	1	8	

Compendium

Sl.No.	Division/Unit	UR	SC	ST	Total	Remarks
1	Head quarters	21	5	2	28	
2	Hubli Division	31	7	3	41	
3	Bengaluru Division	9	3	3	15	
4	Mysuru Division	17	5	2	24	
5	Hubballi Workshop	10	2	1	13	
6	Mysuru Workshop	6	1	1	8	
Grand Total		94	23	12	129	

Syllabus for selection to the post of Office Superintendent in Level 6 of Pay Matrix in VII
CPC (PB-2/Grade Pay Rs.4200 in VI PC) against 20% LDCE in SWR.

1. Officer procedure.
 - a. Dak handling.
 - b. Maintenance of files.
 - c. Record keeping.
 - d. Maintenance of statistics.
2. Writing skill.
 - 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 Organizational structure.
6. Railway Housing (Rly. Qtrs. Allotment) Policy.
7. Uniform policy.
8. Booking of Running staff and non running traveling 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 employees.
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, Training & development.
 - Vacancy Bank register/pool of surrendered posts.
 - Creation of Posts.
 - Bench Marking.
 - Supernumerary posts.
 - Redeployment of surplus staff.
16. Pay and allowances including 7th CPC.
17. Pass Rules.
18. Leave Rules.
19. Railway Pension Rules & NPS.
20. General Conditions of service.
21. Hours of Employment Regulations.
22. Right to Information Act, 2005.
23. Labour Laws.
24. Official Language Rules and Policy.
25. CPGRAM, NIVARAN etc.
26. Computerisation & Digitization.

Note: Questions set in the paper will be normally to assess the writing and analytical power of the Candidates w.r.t. various topics as above which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of one particular discipline.

