



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003.
Dated: 19/02/2025

No. P(RT)563/LDCE/OS/2025

PCE, PCOM, PCCM, PCME, PCEE, PCSTE, PCMM, PCMD
CAO/CN/MS, GM/ST/MAS & TPJ, SDGM, DGM/G
CWM/CW/PER, LW/PER, CEWE/PER CPM/RE/MS,
Chairman/RRB, Chairman/RRC, Dy.CE/EWS/AJJ,
Dy.CMM/GSD/PER MSD/PER.

Sub: Notification for filling up of vacancies of Office Superintendent in Pay Matrix Level-6 of 7th CPC (GP Rs.4200/-) against (20%) Limited Departmental Competitive Examination (LDCE) Quota.

Ref: 1. Railway Board's letter No. E(NG)/I/2018/PM1/19 dt: 10.05.2019.
(RBE No. 78/2019, PBC No.116/2019)
2. SPO/Co-ord letter No. P(Co-ord)CCBT/2024 dt: 03.01.2025

It is proposed to conduct selection for the post of Office Superintendent (OS) in pay Matrix level-6 VII-PC against 20% LDCE Quota by inviting applications online in the Personnel Branch online portal for filling up the vacancies assessed as on 01.01.2025 up to 31.03.2026 as per the schedule indicated below:

To apply online	Date of opening of online application	24.02.2025
	Date of closing of online application	21.03.2025
Last date for forwarding the online applications received by Personnel Officers concerned to RT section		25.03.2025

1. Vacancies

The number of vacancies assessed for the above selection is detailed in **Annexure-II** and overall vacancy is as under:

UR	SC	ST	Total	PwBD
92	24	11	127	14*

* Out of 127 vacancies, 14 vacancies are earmarked for PwBD quota as per RBE No. 74/2022.

Applications are accordingly invited from eligible employees for the post of Office Superintendent, in Pay Matrix Level-6- VII PC (GP Rs.4200/- VI PC) from **all Departments (except Accounts & RPF)** against the vacancies earmarked for Limited Departmental Competitive Examination (LDCE).

In compliance with the directions of the Hon'ble Supreme Court in M.Nagaraj Case, the above selection has been initiated only after ascertaining quantifiable date of representation of SC and ST employees in the grade as per the post based rosters and the same has been certified by the respective Cadre Controlling Personnel officers (PBC No.17/2016)

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2. Eligibility Criteria

Serving regular ministerial staff of all departments - cadre controlled at Headquarters and Workshops (CW/PER, LW/PER, CEWE/PER, EWS/PER) and Stores unit (MSD/PER, GSD/PER) having the service as detailed below:

- ❖ Possessing the qualification of graduation as on the date of notification.

and

- ❖ Three years regular service as Sr.Clerk-cum-Typist in pay Matrix Level-5 – VII PC.

OR

- ❖ Five Years regular service as Jr.Clerk-cum-Typist in pay matrix Level-2 - VII PC and Sr.Clerk in Pay Matrix Level-5 – VII PC put together.

OR

- ❖ Five Years regular service as Jr.Clerk-cum-Typist in Pay Matrix Level-2 – VII PC.
- The qualification as entered in Service Register only will be accepted.

Employees who are working in Construction units/Projects/RE and other units, fulfilling eligibility criteria can also apply, provided their lien is maintained in Southern Railway/HQ.

Note: Attested copies of all the certificates, i.e. Educational Qualification, PwBD Certificate(duly mentioning functional disability/category), Community Certificate (SC/ST) and other relevant certificates, their qualification should be available in the Service Register and the same has to be **uploaded in online application**.

Cut Off date for eligibility will be the date of issue of notification in terms of Rly.Bd.'s letter No.E(NG) 1-2005/PMI/52 dated 22.08.06 (PBC.155/06) i.e **19.02.2025**.

3. Method of Selection:

- a) Selection shall consist of CBT examination and assessment of Service Records with 85% weightage for performance in CBT examination and 15% weightage for service Records.
- b) In terms of Railway Board's letter circulated vide RBE No.196/2018 & PBC No.263/2018, the online **Computer Based Test (CBT)** will be **100% objective type multiple choice questions** for the CBT examination and 10% of the total marks will be from Official language policy and rules (which will be optional)
- c) Standards of the examination would be that for Direct recruitment to Graduate level of equivalent posts.
- d) As per PBC No.264/2019, there shall be negative marking for incorrect answers. **One third (1/3) of the marks allotted for each question will be deducted for wrong answers.** In terms of PBC.46/2019, the duration of examination will be 120 minutes.

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- e) As per Railway Board's letter No.E(NG) 1-2005/PMI/20 dated 17.06.2005, selection will be based entirely on merit with reference to aggregate marks obtained by the employees in the CBT Examination and perusal of Service records put together. Minimum qualifying marks for CBT examination is 60% and 60 % in aggregate for empanelment and placement in the panel would be according to merit only. Subject to usual relaxation for SC/ST employee, those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel.
- f) The panel of successful employees will be in the order of merit to the extent of vacancies notified, with relaxation if required for SC/ST employees for reserved posts as per Railway Board's letter No.E(NG)I-98/PM1/7 dated 20.10.1999. (RBE No.272/99)

4. Syllabus:

The syllabus for this examination is enclosed in Annexure-I

5. Training:

- a) Employees selected against LDCE Quota have to undergo 21 days mandatory training followed by 1 day tour. All of them will have to successfully complete the mandatory training course before they are put on a working post, for which a prescribed examination at the end of the training course will be conducted.
- b) Attending the prescribed training is mandatory. After the selection, request, if any, for postponing or for attending next training course etc., will not be entertained, under any circumstances.
- c) It is further stated that on completion of training, selected employees are liable to report directly to the allotted department and after the posting order they should join the post in the allotted department/station. Therefore, it may be noted that the selected employees would not be allowed to report back in the old Office (unless they happen to be retained the same department, based on their option exercised in the application).

6. Order of Preference:

- a) Employees are advised to indicate their order of preference for allotment of Department/units as given in **Annexure-II** in the application form itself.
- b) The Choice/Preference of Department indicated by the employees in the application will be considered first based on their merit order and option subject to availability of vacancies and requirement (Communal) of the department based on their merit.
- c) Option once exercised shall be final.
- d) **Administration reserves the right to post the candidates as per administrative exigencies, irrespective of the preference given.**



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7. General Instruction:

- a) Cadre controlling Officers should ensure that the notification is brought to the notice of all concerned, if any of the employees belonging to these seniority units is on deputation elsewhere with their lien still on these units, they should also be intimated by concerned cadre controlling officers, about the notification.
- b) The application of the employees who are under deputation, shall be routed through the respective cadre controlling officer where their lien is maintained after due verification of the status, grade and service. Application received directly from where they are presently working on deputation will be rejected.
- c) **List of eligible employees for participating in CBT examination would be published after scrutiny of the applications.**
- d) After the CBT Examination is over, pleading ignorance of the date of CBT examination will not be accepted under any circumstance. The employee who have responded to this notification are also equally responsible to attend CBT examination on the scheduled date and time or on the date to be notified, provided they are found eligible, for enquiry, if any, they may contact the following Railway number.

OS/Recruitment Section: 22614

- e) This being the LDCE, no supplementary CBT examination, repeat **no supplementary CBT examination** will be conducted.
- f) It shall be noted by all the applicants that purely based on the declaration given by them in the application and the attested photo copies of SSLC/Matriculation, SSC/PUC and the degree certificates along with mark sheets enclosed with the application, they will be admitted for CBT examination. In the event of employees making false declaration of Educational qualifications and applications made without enclosing the attested photo copies of above mentioned certificates, reserved community employees who do not enclose the requisite community certificate issued by competent authority, apart from disqualifying them for the post, they will also be taken up under D&AR.
- g) Document verification, however, will be conducted by concerned section before forwarding the application with originals and enclosures. It is responsibility of the employees to produce original and attested copies of Education Qualification and Community Certificate, in the case of SC/ST employees, certificate of disability, in case of PwBD employees, before the concerned authorities, as and when demanded, without which their application will not be forwarded. The units have to send a single consolidated list indicating the name and designation of the Verifying Officer with date. Final verification will be conducted by Headquarters after declaring the results of the CBT Examination.
- h) **For PwBD quota, the PwBD employee should submit the nature of disability certificate in which he/she is categorized with benchmark disabilities as per PBC no. 107/2022.**


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8. Last date & Forwarding of applications:

- Application should be submitted through **online mode only** at <https://notifications.srhqpb.in/> duly adhering to the procedure and instructions as envisaged in PBC No. 150/2022 & 232/2022.
- Attested copies all the certificates 10th, 12th, Entrance test, Graduation in proof of the qualification and community i.e. SC/ST should be enclosed **IN SINGLE PDF** only without which the application will be rejected.
- Applications received from any other mode will be summarily rejected.
- Cadre controlling Officer/Supervisor shall verify the particulars of the applicants with that of the information made in the application and forward **eligible applications only**.


The notification is also available in Southern Railway Personnel Branch website. <https://sr.railnet.gov.in/>

9. Time Schedule:

Sl.No.	Details	Scheduled date
1	Date of opening of online application	24.02.2025
2	Date of closing of online application	21.03.2025
3	Last date of receipt of eligible application by RT section	25.03.2025
4	Publication of eligible list of candidates	31.03.2025
5	Date of written examination	Between 21.05.2025 and 10.06.2025
6	Publication of provisional answer key	16.06.2025
7	Finalization of Answer key	20.06.2025
8	Finalization of Results	23.06.2025
9	Publication of Panel	30.06.2025

This may be given wide publicity among the staff concerned. The notification may be pasted in all the notice boards and prominent places in Units/Field Offices.

Encl: Syllabus in Annexure-I.
Vacancy details in Annexure - II


(M. Prakash)

Dy. Chief Personnel Officer/IR & W
for Principal Chief Personnel Officer.

Copy to: PCPO, CPO/IR, CPO/G, CPO/Admin CPO/CN/MS – for kind information
Dy.CPOs/Gaz, Trg, HQ, Co-ord, SPO/Co-ord. Dy.CE/TM/RPM.
APO/T,M&E, APO/Stores/PER, APO/Welfare, APO/IR & Trg, APO/GI.
All Ch.OS's/OS's of Headquarters office.
GS/SRMU, GS/DREU, NFIR, AISCSTREA, AIOBCREA
Computer section - for uploading the notification in the railnet.

**SYLLABUS FOR THE POST OF OFFICE SUPERINTENDENT IN LEVEL-6 OF VII CPC
(GP RS.4200/- In VI CPC) AGAINST 20% LDCE QUOTA)**

1. Office procedure
 - a) Dak handling
 - b) Maintenance of files
 - c) Record keeping
 - d) Maintenance of statistics
2. Writing skill
 - a) Letter/D.O. 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 (Railway quarters allotment) policy
7. Uniform Policy
8. Booking of Running staff and Non-Running travelling staff .
9. Discipline & Appeal Rules & 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 disposals.
13. Canons of financial propriety.
14. Classification of Demands of Grants.
15. Manpower planning
 - Vacancy Bank Register
 - Creation of posts
 - Bench marking
 - Supernumerary posts
 - Redeployment of surplus staff
16. Pay & Allowances
17. Pass Rules
18. Leave Rules
19. Railway Pension Rules
20. General conditions of service
21. Hours of Employment Regulations
22. Labour Laws
23. Right to Information Act, 2005.

Note: Questions set in the 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. Efforts will be not to tilt the balance in favour of one particular discipline.

Note: 10% of the total marks will be from official language policy and Rules, which will be optional

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Annexure – II

Annexure to Notification No. P(RT)563/LDCE/OS/2025 dt: 19.02.2025

Consolidated Vacancy Position of OS LDCE - 20% Quota							
Department				UR	SC	ST	PwBD
HQ	Electrical		1	0	1	0	1
	Medical		3	1	2	0	1
	S & T		5	4	1	0	-
	Admin	PB/HQrs	14	10	3	1	1
		PB/PER	10	7	2	1	1
		GM/ST/MAS	5	4	1	0	1
	Engineering		11	9	1	1	-
	Mechanical	PCME/O/MAS	3	2	0	1	1
		TP branch/HQrs	3	3	0	0	1
	Operating		2	1	0	1	-
	Commercial	Claims	8	5	2	1	1
		Rates	9	7	2	0	1
Units	CW PER		10	7	2	1	1
	LW PER		7	5	1	1	1
	EWS AJJ		0	0	0	0	-
	CEWE PER		2	2	0	0	1
	Stores/PER		15	12	2	1	1
	GSD/MSD PER		19	13	4	2	1
Total			127	92	24	11	14

Out of 127, 14 vacancies are earmarked for PwBD for the category of Blind and low vision as mentioned above.

19/2/25