

**PROFORMA OF APPLICATION FOR THE POST OF OFFICE SUPERINTENDENT IN LEVEL 6 OF PAY MATRIX (7<sup>TH</sup> CPC) AGAINST 20% LDCE QUOTA IN ECoR/HQ/BBS.**

I do hereby volunteer for selection to the post of Office Superintendent in Level-6 of Pay Matrix (7<sup>th</sup> CPC) as notified vide PCPO/BBS's letter No. ECoR/Pers/NG(Admn)/02/Selection/OS/LDCE/V/20, dated 00.00.2020, duly accepting all the terms & conditions and other details mentioned in the notification. I confirm that my personal/Service details are as follows:

1	Name of the employee in full (Block Letters)		
2	Father's / Husband's Name		
3	Date of Birth		
4	a)	Date of Initial Appointment	
	b)	Capacity on Initial Appointment	
	c)	Scale of Pay on Initial Appointment	
5	Community (UR/SC/ST/OBC)		
6	Present Department/HQ/Unit in which working		
7	Working under (Controlling Officer)		
8	Present Designation	a) Substantive	
		b) Officiating	
9	Date of Regular Entry as Jr.Clerk-cum-Typist/ Sr.Clerk-cum-Typist	a) Jr.Clerk-cum-Typist	
		b) Sr.Clerk-cum-Typist	
10	Educational Qualification (As per entry in SR)		
11	Other Qualification, if any.		
12	Lien Department / Unit		
13	PF Account No		

(Contd.... to Page-02)

14	a) Contact Number/Mobile No.	
	b) Email ID	

I do hereby declare that I have gone through the above referred notification and I am volunteering for the post of Office Superintendent after agreeing to abide all the conditions in the said notification. I am aware that my application will not be considered if it is deficient in any form or incorrect or not forwarded by the controlling officer/department/division/unit to PCPOs' office. In case, anything is found to be incorrect, I shall be responsible and my candidature may be cancelled.

Date

Place

**(Signature of the employee)**

Certified that the above employee submitted the application before the cutoff date in this office.

Date:


**(Signature of Controlling Officer)**  
**With seal**

Certified that the above service particulars are found correct as per the service record maintained in this office.

**(Signature of Cadre Personnel Officer)**  
**With seal**

**Syllabus for selection to the post Office Superintendent in Level-6 against 20% LDCE quota in ECoRly.**

1. Office procedure.
  - a. DAK handing
  - b. Maintenance of files.
  - c. Record Keeping
  - d. Maintenance of Statistics
2. Award of work in works programme
3. Procedure of stores procurement
4. Railway Organizational structure.
5. Railway Housing (Rly. Qtrs. Allotment) Policy.
6. Uniform policy
7. Booking of Running staff and non-running traveling staff.
8. Discipline & Appeal rules and conduct Rules.
9. Recognition of Trade Unions. Facilities to office bearers of recognized unions/Associations. Dealing with Unrecognized Unions/Association.
10. Medical examination and facilities available to Railway employees.
11. Audit and Accounts Narrative report. Draft Paras and their disposal.
12. Cannons of financial propriety.
13. Classification of demands of grants.
14. Man-Power Planning
  - (a) Vacancy Bank Register
  - (b) Bench Marking
  - (c) Creation of Posts
  - (d) Supernumerary posts
  - (e) Redeployment of surplus staff
15. Pay and allowances
16. Pass Rules
17. Leave Rules
18. Railway Pensions Rules.
19. General Conditions of Service
20. Hours of Employment Regulations.
21. Labour Laws and RTI Act, 2005
22. Selections & Promotions of non-gazette staff.
23. Rules regarding seniority.
24. Staff Benefit Fund.
25. Absorption of Medical De-categorized staff.
26. Staff Welfare.
27. Co-operative Societies.
28. Joining Time Rules.
29. Official Language Policy.

  
18.3.2020  
वरिष्ठ कार्मिक अधिकारी-II  
Senior Personnel Officer-II  
पूर्वतट रेलवे/East Coast Railway  
भुवनेश्वर/Bhubaneswar

