

दक्षिण पश्चिम रेलवे SOUTH WESTERN RAILWAY

प्रधान कार्यालय/Head Quarters Office
कार्मिक विभाग/Personnel Department

हबली/Hubli-580 020

सं.दपरे/प्रका/पी./No.SWR/HQ/P.607/PS/Vol.III

दिनांक/Date: 17.12.2021

Secretary to GM/SWR, AGM/SWR,
SDGM & CVO, CAO/CN/BNC, PCE, PCEE, PCOM,
PCCM, PCMD, PCME, PCMM, PCSO, PCSTE, PCSC,
PFA/SWR, FA&CAO/CN/BNC,
DRM's-UBL/SBC/MYS, CWMs/UBLS, MYSS,
Sr.DPO/UBL, SBC, MYS, Dy.CPO/CN/BNC,
AWPO/UBLS, WPO/MYSS,
PS (Gaz) to GM/SPARROW Cell/GM Secretariat/HQ/UBL

Sub: Formation of Group "B" panel for the post of Private Secretary, Grade-I in Level - 8 (Pay Band Rs.9300-34800+GP 4800/- (6th PC)) on SWR.

It is proposed to hold a selection for formation of Group "B" panel for promotion to the post of Private Secretary, Grade-I in Level - 8 (Pay Band Rs.9300-34800+GP 4800/-) in General Administration Department.

1. Assessment Period : 01.11.2021 to 31.10.2023

2. No. of Vacancies :

UR	SC	ST	Total
04	00	00	04

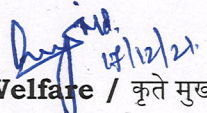
Scheme of Selection: The written examination, Medical examination, Viva- voce under Seniority-cum-suitability pattern.

- a) i) The written examination will comprise of One Paper which will have 100% Objective type Multiple Choice Questions only.
ii) The duration of the examination will be 02 hrs.
iii) All Objective type MCQ will carry equal marks.
iv) There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

Prescribed paper	Max. marks	Qualifying marks
Professional Subject, Establishment Rules & and Financial Rules including Official Language Policy	100	60

Note: i. There will be questions on Official Language Policy and Rules to the extent of 10% of the marks assigned above will be optional type.

- ii. The employees secured qualifying marks in the written examination will be eligible to be sent for medical examination. Only those employees who are certified fit for the prescribed medical examination will be allowed to appear for Viva-voce.


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(Contd on Page -2-)

ii) Viva – Voce Test:

Viva – Voce	Maximum Marks	Qualifying marks
(i) Viva Voce	25	30 (including at least 15 marks in record of service)
(ii) Record of service	25	

iii) Formation of panel for promotion to Gr.B post(s) will be on the basis of 'Seniority-cum-suitability'.

2. The written test shall consist of one paper only covering the subjects based on the syllabus circulated as enclosure to this notification as **Annexure "C"**. The employees are required to secure the above qualifying marks to become eligible to be sent for medical examination and those who are found fit in the prescribed medical examination only will be allowed to appear for viva-voce as per extant instructions of Railway Board.
3. **Conditions of Eligibility:** Private Secretary Grade-II in Level-7 (Pay Band-2 Rs.9300-34800 with Grade Pay of Rs.4600/-) with two years regular service in the grade as per the recruitment rules circulated By Railway Board vide letter No.2010.E(GR)I/15/2/RR dt.01.09.2011.
3. **Field of Eligibility:**
 - (i) A list showing the names of 17 employees as per the seniority who are eligible to appear for the above selection is enclosed as **Annexure "A"**. Based on integrated seniority list issued vide letter **No.SWR/P.612/Steno/HQ/Vol.I dt.17.12.2021**. Further, a list of employees is also enclosed as **Annexure-"B"** as standby, who may also be advised to be in readiness to appear for the examination/selection in the event of they being enlisted in the field of eligibility against those employees in **Annexure-"A"** tendering unwillingness or fail to give their willingness before the stipulated date.

The employees who give their willingness should treat this as alert notice. Candidates may also be advised to note that if it is found that they are not fulfilling the eligibility and other criteria for the selection, their candidature is liable to be cancelled at any stage of the selection.
4. As per extant instructions of the Board, employees have to exercise their willingness or unwillingness to appear for the selection. Hence, the candidates listed in **Annexure - "A" and "B"** (zone of consideration and stand-by list) may be advised individually to express their willingness/unwillingness to appear for the selection in writing in proforma enclosed as per **Annexure - "D"** and submit through their supervisory officials, to the concerned Sr.DPOs/WPOs/Cadre Controlling Personnel Officers so as to reach them on or before **02.01.2021**.
5. a) It should be brought to the notice of the concerned employees that it is employee's responsibility to advise his/her willingness to take the selection and failure to respond or provide the intimation with-in the period allowed will be treated as unwillingness on his/her part to take the selection.
b) The concerned supervisory officials should ensure that the notification reaches to all the employees listed in **Annexure - "A" and "B"** working under their control and their acknowledgement should be obtained for receipt of the notification.

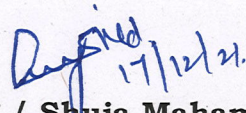
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- c) If any employees listed in Annexure-"A" and "B" are on leave/training/deputation/sick or working in any other unit, intimation regarding this notification should be sent to their place of working/personal address and their acknowledgement obtained and forwarded to this office for record, with the details of their place of working, if they are on deputation or working in any other unit. This responsibility lies with Supervisory/controlling officials.
6. The concerned Supervisory officials, on receipt of the willingness/unwillingness in the prescribed Proforma (**Annexure-"D"**) should compile the same in one bunch and should submit it to their concerned Sr.DPOs/WPOs/Cadre Controlling Personnel Officer so as to reach them on or before **07.01.2021**. The concerned Sr.DPOs/WPOs/Cadre Controlling Personnel Officer should consolidate all the willingness/unwillingness received from the Supervisory officials and should send to this office in one bunch so as **to reach Dy.CPO/Gaz. & Welfare** on or before **13.01.2021** certain. It is once again reiterated that the willingness/unwillingness received from the employees after the stipulated date should not be entertained and forwarded.
7. **Syllabus:** The syllabus for written examination as circulated by the Railway Board vide their letter No.E(GP)2000/2/84 dt.25.07.2001 is enclosed as Annexure "C" as per extant instructions of the Railway Board issued vide their letter No.81/OL-14/12 dt.14.01.1982, the question paper shall also contain questions on official Language policy and rules to extent of 10% of the total marks of the question paper, which shall be optional question.
8. All PHODs/HODs are requested to arrange to notify the contents of this notification to all concerned employees working under their control.
9. The actual date, time and venue for the written examination will be intimated in due course.

(This is uploaded on www.swr.indianrailways.gov.in → For IR Personnel → Personnel Department – Headquarters → Gazetted Notification)

Please acknowledge the receipt.

Encl: Annexure A, B, C & D


(शुजा महमूद / **Shuja Mahamood**)
उप मुकाधि राज व कल्याण /
Dy.CPO/Gaz. & Welfare
कृते प्रधान मुख्य कार्मिक अधिकारी
for Principal Chief Personnel Officer

Copy to:

Genl.Secy, SWRM Union/UBL;
Genl.Secy, AISCTRE Association;
Genl.Secy, SWRPOA/UBL;
Genl Secy, SWROA/UBL;
PS (Gaz.) to PCPO/UBL : for kind information;
Notice Board of PCPO's office.

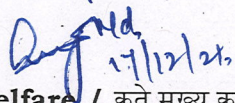
Annexure "A"

**List of the employees eligible to appear for the Selection to the Group "B"
to the post of PS Grade-I in Level 8 (PB Rs.9300-34800+GP Rs.4800)**

Sl. No.	Name of the candidates (S/Shri/Smt)	Designation/ Station	Division	Cat
1.	K. Jayalakshmi	PS/Gr.II, CWM/O/MYSS	MYSS	UR
2.	T.C. Rajan	PS/Gr.II, CAO/CN/BNC	CN/BNC	UR
3.	B.S. Padmashri	PS/Gr.II, CAO/CN/BNC	CN/BNC	UR
4.	Srinivas Guruprasad	PS/Gr.II, CAO/CN/BNC	CN/BNC	UR
5.	B.P. Yashoda	PS/Gr.II, DRM/O/MYS	MYS	SC
6.	U.G. Venkatesh	PS/Gr.II, GM/O/UBL	HQ	UR
7.	Pavanasam. G	PS/Gr.II, CAO/CN/BNC	CN/BNC	UR
8.	T. Jayaraj	PS/Gr.II, PCME/O/UBL	HQ	UR
9.	Pushpalatha K.T.	PS/Gr.II, SDGM/O/UBL	HQ	SC
10.	Raghunathan P.V.	PS/Gr.II, PCE/O/UBL	HQ	UR
11.	G. Kiran Bose	PS/Gr.II, PCME/O/UBL	HQ	SC
12.	T. Papa Rao	PS/Gr.II, CE/CN/UBL	CN/UBL	SC
13.	V S John	PS/Gr.II, PCMM/O/UBL	UBL	UR
14.	Aravind A Badamikar	PS/Gr.II, PCMD/O/UBL	UBL	UR
15.	S V Durga Rao	PS/Gr.II, PCE/O/UBL	UBL	UR
16.	Merugu N S Pushpalatha	PS/Gr.II, PCSC/O/UBL	UBL	SC
17.	K V Durga Prasad	PS/Gr.II, PCEE/O/UBL	UBL	UR

(SEVENTEEN ONLY)

Note: In terms of Railway Board's letter no. E(GP)85/1/78 dt.10.09.1986, if the field constituted includes employees who had failed twice in the earlier selections, a corresponding number of additional employees should be called for the selection. Accordingly, the names of the employees from Sl.No.13 to 17 have been considered by extending the field of eligibility against 05 employees who have appeared and failed twice in the earlier selections.

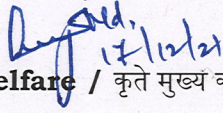

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Annexure "B"

List of employees as Stand by's and alerted for Group "B" selection to the post of PS Grade-I in Level 8 (PB Rs.9300-34800+GP Rs.4800) in the event of eligible employees in Annexure "A" express their unwillingness.

Sl. No.	Name of the candidates (S/Shri/Smt)	Designation/ Station	Division	Cat
1.	Soly Vinod	PS/Gr.II, CCO/O/SBC	SBC	UR
2.	Santosh D S	PS/Gr.II, PCOM/O/UBL	HQ	UR
3.	J R N V Sudhakar Dheram	PS/Gr.II, PCSTE/O/UBL	HQ	UR
4.	S L K M V Prasada Rao P	PS/Gr.II, PCE/O/UBL	HQ	UR
5.	K Nagamani	PS/Gr.II, Sr.DPO/O/SBC	SBC	ST
6.	Suresh S	PS/Gr.II, CAO/CN/BNC	UBL	UR
7.	V L Srinivasu	PS/Gr.II, PCCM/O/UBL	UBL	UR
8.	Rama Varma Dasaraju	PS/Gr.II, PCSO/O/UBL	UBL	UR
9.	P Sreenivasulu	PS/Gr.II, PCMM/O/UBL	UBL	UR

(NINE ONLY)


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Annexure-C

**SYLLABUS FOR THE WRITTEN EXAMINATION FOR SELECTION TO THE
GROUP "B" POST OF PRIVATE SECRETARY GRADE-I IN LEVEL 8 (PB
Rs.9300-34800+GP Rs.4800)**

1. Maintenance of Records, Service Book, Personal Files etc.
2. Office Procedure - Receipt and Dispatch, Docketing, Noting and Drafting
3. Writing and Maintenance of Confidential Reports.
4. Monitoring and Disposal of VIP reference from Ministers, MPs, MLAs etc.
5. Grievance Handling Machinery and redressal of Grievances.
6. Official Language Policy and Rules
7. Leave Rules
8. Classification of Services.
9. Pay scales and principles of pay fixation
10. Recruitment policy
11. Rules of reservation for SC/ST/OBC
12. Compassionate Appointment
13. Policy of promotion
14. Types of pay, types of allowances, TA Rules
15. Pass Rules
16. Various types of advances and their eligibility conditions
17. Training of officers and staff, Training Institutes, Zonal Training Schools
18. Railway Servant (Discipline & Appeal Rules), Railway (Service) Conduct Rules, Schedule of Disciplinary Powers.
19. Schedule of Powers in Establishment matters.
20. Staff Welfare-Staff Benefit Fund, Consumer Co-operative Societies, Medical Assistance, Educational Assistance, Housing etc.
21. Retirement benefits under SRPF and Pension Rules.
22. Digitalization of Records and Computer based systems.

Note:

1. There will be only one paper. Time allowed for answering shall be 02 hours
2. The question to be set, out of the subjects mentioned in the syllabus, should have a practical bias, i.e. it should be designed to test that knowledge of the candidate, which is required in the day-to-day work as Private Secretaries and their ability to tackle the practical problems they are likely to face.
3. 10% of the total marks should be set apart for the question(s) on official language Policy and Rules. While the employees should be encouraged to attempt the question on official language policy and rules, the questions should not be compulsory. Questions on official language policy and rules may be set by or in consultation with Mukhya Rajbhasha Adhikari.

Annexure-D

S.No. _____ in Annexure 'A/B'

DECLARATION

I am in receipt of notification No.SWR/HQ/P.607/PS/Vol.III dt.17.12.2021 alerting me for selection to the post of Private Secretary Grade-I in Level-8 (PB Rs.9300-34800 + GP 4800/-).

I declare that I am fulfilling all the eligibility conditions and I shall abide by all the terms and conditions attached to the selection.

I am WILLING / UNWILLING to appear for the selection.

I am willing to write the examination in HINDI / ENGLISH.

I am also aware that if I fail to give this declaration, it will be deemed that I am not willing to appear for the selection.

Signature : _____

Name : _____

Designation : _____

Station : _____

Date : _____

Place : _____

Forwarded:

Signature of Supervisory/Controlling Official : _____

Designation : _____

Office : _____

Date : _____