



SOUTHERN RAILWAY

No.M/P(Admn)531/XII/ LDCE /OS/ 2025

Divisional Railway Manager's Office,
Personnel Branch, Chennai Division,
Chennai-600003.Dt. 31.01.2025

Notification No: 05 /2025

All Branch Officers/Chennai Division.

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

Ref: RBE No. 78/219, PCPO/MAS PBC No.116/2019 dated 06.06.19
Rly Bd's letter No.E(NG) 1-2005/PMI/20 dt.17.06.05

It is proposed to fill up the following vacancies of Office Superintendent in Level-6 of 7thCPC pay matrix of MAS division against 20% LDCE quota for the vacancies available of all Departments in Chennai Division.

Category	Level in VII PC	PwBD	Community wise breakup			TOTAL VAC.
			UR	SC	ST	
OS	Level- 6	2*	26	3	2	31

- 2*-posts reserved for PwBD categories i.e., (a)Blind, Lower Vision (b) Deaf and Hard of Hearing, as per RBE 74/2022 & PBC No.37/2019.

The eligibility conditions and selection process is as under:-

1	Application	Eligible volunteers can apply <u>only through online</u> in the following link: https://www.pbmas.in/notifications/
2	Eligible staff to apply	All serving regular Ministerial staff of all Departments (except Accounts & RPF) having the following Educational Qualification & Service conditions are only eligible to apply. Employees who are working in Construction units/Projects/RE and fulfilling eligibility criteria can also apply, provided their lien is maintained in MAS division/Southern Railway
3	Educational Qualifications	Possessing the qualification of Graduation from UGC recognized institution in any stream as on the date of notification. The qualification as entered in Service Register

		only will be accepted.
4	Service conditions	<p>Three years regular service as Sr.Clerk in pay Matrix Level-5 –VII PC</p> <p style="text-align: center;">OR</p> <p>Five Years regular service as Jr.Clerk in Pay Matrix Level-2 – VII PC and Sr.Clerk in Pay Matrix Level-5-VII PC put together.</p> <p style="text-align: center;">OR</p> <p>Five Years regular service as Jr.Clerk in Pay Matrix Level-2 –VII PC</p> <p>[Authority-RBE No.81/2019(PBC 110/2019) and RBE No.38/2019(PBC No.53/2019)]</p>
5	Staff joined on request transfer on bottom seniority in this Division.	<p>Service rendered by them in the old unit will be reckoned for determining their eligibility in the new unit subject to –</p> <p>The condition, that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new unit (RBE No: 34/2006).</p> <p>He/she is otherwise eligible to be considered for the selection to Group ‘C’ posts as per the extant rules; and the category in which he was working in the old unit is an eligible category for the selection/post in the new unit also. (RBE 99/2006)</p>
6	Cut-off date	The cut-off date for determining the eligibility of the employees will be the date of issue of notification i.e., 31.01.2025 (RBE 117/2006).
7	Syllabus	<p>As detailed in PBC- 15/2025 Dt. 21.01.2025 and the same is enclosed as Annexure.</p> <p>In terms of PBC.No.205/2016, 10% of the total marks will be set on Official Language Policy and Rules. But the questions on the same will not be of compulsory in nature and is purely optional.</p>
8	Mode of selection	<p>The selection shall consist of written examination and perusal of Record of Service (RBE 165/2003).</p> <p>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 Written Examination and perusal of Service records put together. Minimum qualifying marks for written examination is 60% and 60 % in aggregate for empanelment and placement in the panel would be according to merit only.</p> <p>In terms of PBC 204/2024 the written examination will be conducted under Centralized Computer Based Test (CCBT) mode.</p>
9	Written Examination	(i) The selection consists of written test as per Board’s letter No.E(NG)/1/2018/PM1/4 dated 14.12.2018 (RBE 196/2018). The Question Paper

		<p>will be 100% Objective type multiple choice questions.</p> <p>(ii) In terms of PBC.No.205/2016, 10% of the total marks will be set on Official Language Policy and Rules. But the questions on the same will not be of compulsory in nature and is purely optional.</p> <p>(iii) In terms of PCPO/MAS Letter No. P(R) 608/P/Vol. XV(OL) dated 28.06.2019, Question Papers will be in Trilingual (English, Hindi & Tamil language) for the selection.</p> <p>(iv) In terms of Railway board letter No.E(NG) 1/2018/PM 1/4 dated 14.11.2019 (RBE 194/2019) there will be negative marking @ 1/3 mark for a wrong answer for LDCE Selection where panel is arranged in the order of merit from those qualified.</p> <p>(v) In terms of PBC 268/2022 the written examination shall be conducted CCBT (Centralized Computer Based Test) mode.</p> <p>(vi) The instructions for CCBT will be issued in due course.</p> <p>(vii) Electronic devices will not be allowed inside the examination hall and the <u>violators of the above guidelines will be taken up under DAR.</u></p> <p>In terms of Para 3 of RBE No:122/2023 in case of the question(s)/ Answer(s) in the Questions paper are incorrect, the procedure as prescribed in the letter no:2010/E(RRB)/25/27 dated:9.6.11 is to be adopted only for those candidates who have attempted that/those incorrect question(s) or question(s) with wrong answer(s).</p>
10	Supplementary examination	There will be no Supplementary written examination, being an LDCE selection.
11	Procedure for Empanelment	<p>The final panel will be drawn in the order of merit based on aggregate marks of 'Professional Ability' and 'Record of Service', being an LDCE selection, in terms of RBE 113/2009. However, a candidate must secure a minimum of 60% marks in the 'Professional Ability' and 60% marks in the aggregate for consideration of placement in the panel and the final empanelment is subject to availability of vacancies.</p> <p>As the final panel will be drawn on the basis of merit, there will be no classification as "Outstanding".</p> <p>The decision of the administration for place of posting and allotment of Department in MAS Division of the empanelled candidates will be final. No request in this regard will be entertained.</p>
12	Training after empanelment	The empanelled employees should undergo training for prescribed period.

13. Notifying the staff

13.1 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.

13.2 Staff who are on deputation/leave/sick should also be notified to enable them to submit their applications through proper channel in time. It is the responsibility of the Supervisor concerned to bring the notification to the notice of staff on deputation/leave/Sick under clear acknowledgement.

13.3 If any complaint is received from the employees for not being notified of the said notification, supervisory staff concerned will be held responsible.

13.4 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.

14 HOW TO APPLY

Employees who are eligible as per the terms and conditions notified above, should submit their applications “on-line” in the portal in the Chennai Division website through the link www.pbmas.in/notifications/

Opening date for on-line registration **31/01/2025**

Closing date for on-line registration **25/02/2025**

Please note that physical applications (in paper format) will not be accepted and will be rejected summarily.

The method of submitting application will be

- Employee should fill in the details in the on-line portal in the prescribed proforma/format.
- After completely filling the application, the application should be downloaded and forwarding signature of the supervisor should be obtained on the downloaded application
- After this, the application should be scanned and uploaded in the website.
- The employee should upload relevant document with the application at the time of submission.
- In case the application is not uploaded after obtaining the signature of the supervisor, it will be considered as ‘unwillingness of the employee’ and the name of the employee will not be considered any further. It shall be the responsibility of the Supervisors concerned to give wide publicity about this notification including those who are working outside the Division on temporary transfer/deputation etc., whose lien is with MAS Division, as well as those who are either on leave or on sick list.

15. GENERAL

After scrutiny, the list of eligible employees to appear in the selection will be notified in the website. Hence, employees may keep a constant watch to get the updates. It shall be noted that on submitting application, the employee becomes

equally responsible for ascertaining his eligibility and appearing in the written examination, if eligible, etc. Hence, they have to watch the updates at frequent intervals, which will be posted in the website (www.pbmas.in) regarding this selection. This notification is also available in Chennai Division Personnel Department website at Railnet.

Tentative Schedule for the Selection		
Sl. No	Details	Schedule
1	Final date for submission of application	Latest by 25.02.2025
2	Publication of eligibility list	Latest by 10.03.2025
3	Notification of Final number of vacancies taking into account unfilled vacancies in PQ, if any	Latest by 20.05.2025
4	Written Examination & Aptitude Test	21.05.2025 to 10.06.2025
5	Finalization of Panel	Latest by 30.06.2025

Encl: Syllabus.

(Krishna Muthu Rajan M)
Divl.Personnel Officer/MAS
/Sr.Divl.Personnel Officer/MAS

Copy to: All Branch Officers/MAS
Supervisory Officials – for necessary information & notice board display.
JE/IT – for uploading in website
Divl.Secy/SRMU.
Divl.Secy/DREU
Divl.Secy/AISC/ST REA.
Divl.Secy/AIOBC REA.



PBC No. 15 / 2025

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Azadi Ka
Amrit Mahotsav

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

No:P(GS)608/XII/OS LDCE/ 20%/2025

Dated: 21.01.2025

All PHODs/DRMs/CWMs/CWE/CRSE/CAO/CPM/PDA,
Principal MDZTI/TPJ, DTTC/GOC
Dy.CPOs/Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS,
Secretary/RRT/MAS,
DPOs/SPOs/WPOs/APOs of HQ/Divisions/Workshops/Units.

Sub: **Syllabus for the post of Office Superintendent in Level-6 against 20 % LDCE Quota**

Ref: PCPO/MAS' letter No.P(Co-ord) CCBT/2024 dated 20.11.2024
(PBC No.253/2024).

The syllabus for the post of Office Superintendent in Level-6 against 20% LDCE Quota is enclosed for information, guidance and necessary action.

This has the approval of the Competent Authority.

Encl.: 1 page.

(J. Jarna Singer)

Assistant Personnel Officer/GI/HQrs
for Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU
The General Secretary/DREU
The General Secretary/NFIR
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
Ch.OS/Systems/PB/HQ - to upload on the SR website.

SYLLABUS FOR SELECTION TO THE POST OF OFFICE SUPERINTENDENT IN LEVEL-6
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/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 (Railway Quarters Allotment) Policy
- 7 Uniform policy
- 8 Booking of Running staff and non-running travelling 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 Cannons of financial propriety.
- 14 Classification of demands of grants.
- 15 Man-Power Planning
 - * Vacancy Bank register
 - * Creation of posts
 - * Bench Marking
 - * Supernumerary posts
 - * Redeployment of surplus staff
- 16 Pay and 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 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.

Note:- 10% of the total marks will be from Official Language Policy and Rules, which will be optional.