



**पूर्व तट रेलवे/EAST COAST RAILWAY**  
**मुख्यालय कार्यालय, कार्मिक विभाग, रेल सदन, साउथ ब्लॉक, भुवनेश्वर**  
**Headquarters Office, Personnel Department, Rail Sadan,**  
**South Block, Bhubaneswar-751017**



No: ECoR/Pers/NG(Admn)02/Selection/OS/20% LDCE/2025/CBT/Notice

Date-02.12.2025

**NOTIFICATION**

**विषय/Sub:** Selection for promotion to the post of Office Superintendent in Level-6 against 20% LDCE quota in all departments (except Accounts, RPF & Store Depot) of ECoR HQ/BBS and CRW/MCS.

Applications are invited from amongst the eligible ministerial staff (Jr. Clerk & Sr. Clerk) of all departments (except Accounts, RPF & Store Depot) of ECoR/HQ/BBS and CRW/MCS for filling up the following vacancies of Office Superintendent in Level 6 against 20% LDCE quota. The vacancy position, Eligibility conditions and mode of selection etc. are detailed below:

1	No of Vacancy	UR 21, SC 04 & ST 02 = Total 27 for HQ UR 03 & SC 01 = Total 04 for MCS
2	Pay Scale	Level-06 in 07 <sup>th</sup> CPC
3	Eligibility Conditions	<p>All serving regular Ministerial Staff (Jr. Clerk-cum-Typist &amp; Sr. Clerk-cum-Typist) of all departments of ECoR/HQ/BBS &amp; CRW/MCS including lien holders of ECoR/HQ/BBS &amp; CRW/MCS (except Accounts, RPF &amp; Store Depot) possessing the graduation educational qualification as on the date of notification and fulfilling the following conditions will be eligible.</p> <p>A. 05 (Five) years regular service as Jr. Clerk-cum-Typist in Pay Matrix Level-2 and Sr. Clerk-cum-Typist in Pay Matrix Level-5 put together as on the date of notification.</p> <p style="text-align: center;">-OR-</p> <p>05 (Five) years regular service as Jr. Clerk-cum-Typist in Pay Matrix Level-2 as on the date of notification.</p> <p style="text-align: center;">-OR-</p> <p>03 (Three) years regular service as Sr. Clerk-cum-Typist in Pay Matrix Level-5 as on the date of notification.</p> <p>B. Financial upgradation under MACP cannot be treated as promotion.</p> <p>C. Must have passed requisite typing proficiency test or granted exemption from typing test as per RBE No. 02/2017.</p>
4	Zone of Consideration	All serving regular Ministerial Staff (Jr. Clerk-cum-Typist & Sr. Clerk-cum-Typist) of all departments of ECoR/HQ/BBS & CRW/MCS including lien holders of ECoR/HQ/BBS & CRW/MCS (except Accounts, RPF & Store Depot) possessing the graduation educational qualification as on the date of notification and fulfilling the following conditions will be eligible.
5	Application	Application is enclosed at <b>Annexure- A</b> (Application should be as per format as at Annexure A only.)
6	Syllabus	Syllabus are enclosed at <b>Annexure-B</b>
7	Pre-Selection Training	The pre-selection training will be provided to eligible reserved employee by their respective unit/division/department in terms of RBE No-142/2019.

*Signature*



8	Mode of Selection	<p>A. 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 examinations, 15% weightage will be given to service records/APARs.</p> <p>B. The written examination will be a computer based test (CBT)/Tablet Based Test (TBT) where there will be no physical question paper. All the questions will appear on the Computer/Tablet and the employee will have to mark their responses/answers to the question on Computer/Tablet.</p> <p>C. The question paper for written test will consist of 100% objective multiple choice type questions and in bi-lingual form i.e to be printed in English and Hindi languages.</p> <p>D. There will be 110 objective multiple choice type questions with four answer options i.e. A,B,C&amp;D and the candidates have to answer a maximum of 100 questions. In case the candidates answer more than 100 questions, first 100 attempted questions are to be taken for evaluation.</p> <p>E. There shall be negative marking for wrong answers. Each correct answer will fetch 1(One) mark and <math>\frac{1}{3}</math> mark will be deducted for each wrong answer. No credit will be given to un-attempted questions.</p> <p>F. 10% of total marks will be on official language policy (optional).</p> <p>G. 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 staff. Those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. Further the service records of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed</p> <p>H. Only those candidates, who secure the prescribed percentage of qualifying marks in written test will be subjected to scrutiny of record of service/APAR.</p> <p>I. The panel shall be drawn strictly in order of merit from amongst qualified candidates taking into account the community wise vacancies as per notification.</p>
9	Duration of Examination	<b>The duration of the written exam will be 02 Hrs (120 Minutes.)</b>
10	OBJECTION TRACKER	The provisional answer key will be uploaded in east coast railway website [ <a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a> ] on completion of written exam. The Examinees may submit their representation in the provided link if any, in respect to the provisional answer key within 05 days from the date of written exam. No further correspondence about any wrong answer/question will be entertained after above stipulated period.
11	Issue of Admit Card	<p>a. RRC/ECOR will issue e-admit card online (through the website [<a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a>]) to eligible and willing employee for appearing in the CBT/TBT. Examination Venue and time of reporting for the written examination will be there in the admit card. As no physical communication will be made after issue of this vacancy notice, it will be the responsibility of the concerned employees to regularly visit [<a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a>] website for an update and to download the admit card as and when made available by RRC.</p> <p>b. A link will also be made available on the above website [<a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a>] to the employees, explaining as to how the question will be appearing and how to mark the responses/ answers in the actual examination. Employees can practice through that link. (Tentatively four days before main written exam)</p>
12	Tentative Date	<p>1. Date of Pre-Selection Coaching- Will be intimated</p> <p>2. Date of Written Test: Will be intimated</p>
13	Supplementary Written Exam	There will be no Supplementary written examination for the absentees as it is a general selection.

14	How to Apply	<u>Last date for submission of application to their concerned department is 19.12.2025</u> Applications should be routed by the employees through their respective Controlling Officers. Applications sent directly to this office without forwarding of controlling officers will be rejected. Applications received after 22.12.2025 by the Controlling Officers will not be entertained under any circumstances and will be rejected. The Controlling Officers will send the applications in one bunch to PCPO's office together with a consolidated statement after preliminary scrutiny by 22.12.2025 for further processing.
15	Training of successful candidates	All such candidates who are selected as Office Superintendents against 20% LDCE Quota will have to complete 21 working days training successfully at Personnel Training Centre/Jodhpur in terms of RBE No. 133/2012. On successful completion of training, the empanelled candidates may be posted as Office Superintendents (OS) in Level-6 in any department of ECoR/HQ/BBS and C RW/MCS, as per availability of vacancies.
16		<b>Note:</b> Wide publicity should be given amongst eligible staff. The copy of notification should be displayed on notice board at a conspicuous place. All the Supervisors concerned should ensure the same. It is the responsibility of the supervisor concerned to bring the notification to the notice of all staff who are coming under zone of consideration including the staff who are on deputation/leave/sick under clear acknowledgement. If any complaint is received from the employees for not being notified of the said notification, supervisory staff concerned will be held responsible. This notification shall be given wide publicity among the staff and copy of the notification may be pasted in the office notice board also. This notification is also available in East Coast Railway website at [ <a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a> ]
17	Other Conditions	Any other provisions of IREM or circular issued by Railway Board regarding terms and conditions of above selection and other conditions applicable if any inadvertently omitted in this notification should be treated as valid and operative.

**Encl:** 1. Application format (Annexure – A)  
2. Syllabus (Annexure-B)

  
(Subash Chandra Hota)  
Assistant Personnel Officer-(HQ-I)  
For Principal Chief Personnel Officer

Copy to All Concerned

1. SDGM, PCPO, PCE, PCEE, PCOM, PCME, PCMD, PCCM, PCMM, PCSTE, PCOS, PCSO, CAO/Con/BBS, CWM/CRW/MCS, Chairman/RRB/BBS, Dy. CCM (Claims), DAO/BBS.
2. Dy.CPO/RRR/ECOR/BBS,
3. APO/Con/BBS,
4. AWPO/CRW/MCS-Necessary scrutiny of applications for the vacancies of CRW/MCS unit and Pre-selection training will be carried out at the respective unit. Only the CBT will be conducted at HQs Office along with the eligible employees of HQs.
5. Genl Secy – ECoRSU, ECoRSC, Branch Secretary AISCSTREA
6. Ch. OS/Confidential/ECOR/BBS
7. NOTICE BOARD of PCPO Office/ECOR/BBS

  
For Principal Chief Personnel Officer

*for file*  
**ANNEXURE-A**

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

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/20% LDCE/2025/CBT/Notice, dated 02.12.2025, 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		
2	Father's/Husband's Name		
3	Date of Birth		
4	Date of Initial Appointment		
	Capacity on Initial Appointment		
	Scale of pay on Initial Appointment		
5	Community (UR/SC/ST)		
6	Present Department/HQ/Unit in which working		
7	Working under (Controlling officer)		
8	Present designation	Substantive	
		Officiating	
9	Date of regular entry as Jr. Clerk-cum-Typist/ Sr. Clerk-cum-Typist/	Jr. Clerk-cum-Typist	
		Sr. Clerk-cum-Typist	
10	Academic Qualification (as per entry in SR)		
11	Other Qualification		
12	Lien Department/Unit		
13	Pf Account No.		
14	Mobile No./Whatsapp No.		
	Email ID		
	HRMS ID		

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled or/and I may be taken up under D&A Rules. In the event of my empanelment to the post, I shall not seek voluntary reversion to my former post for any reason.

Date:

Signature of the Applicant

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

Date:

Signature of the Controlling Officer

Certified that the above service particulars are found correct, as per the service record, maintained in this office. The total length of non-fortuitous service of the above employee as a regular Railway servant is \_\_\_\_\_ (in words) (years and months)

Date:

Signature of the Cadre Personnel Office with office stamp

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

1. Office procedure.
  - (a) DAK handing
  - (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 work in works programme.
4. Procedure of 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 Union. Facilities to office bearers of recognized union/Association. Dealing with Unrecognized Unions/Association.
11. Medical examinations 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
  - (a) Vacancy Bank Register
  - (b) Bench Marking
  - (c) Creation of Posts
  - (d) Supernumerary posts
  - (e) Redeployment of surplus staff
16. Pay and allowances
17. Pass Rules
18. Leave Rules
19. Railway Pensions Rules.
20. General Conditions of Service
21. Hours of Employment Regulation.
22. Labour Laws and RTI Acts, 2005
23. Selections & Promotions of non-gazetted staff.
24. Rules regarding seniority.
25. Staff Benefit Fund.
26. Absorption of Medical De-categorized staff.
27. Staff Welfare.
28. Co-operative Societies.
29. Joining Time Rules.
30. Official Language Policy (Optional).

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*Sm*  
*21/2/24*