

NOTIFICATION

Ch.OS / 60A, 65A, 71A, 71B, 71C, 71E, 72D,
74A, 74B, 75B, 77A, 79D, 91A, 99A.

Sub: Selection for the post of Pvt. Secy. Gr.I (Gr.B)
in Level-8 of VII PC Pay Matrix.

It is proposed to conduct a selection to empanel 02 UR employees for the post of Pvt. Secy. Gr.I (Group-B) in Level-8 of VII PC Pay Matrix, in the miscellaneous service.

2. Employees mentioned in the Annexure-I (Main & Reserve list) are required to express their willingness in the Proforma appended in Annexure-III, on or before 06.03.2019. If any of the employees mentioned in main list express unwillingness for the selection, the employees in the reserve list will be called in lieu of them according to seniority. If the willingness letter of the employees is not received by the stipulated date as above, it will be treated as unwillingness on their part.

3. In terms of Para 204.1 of IREM and instructions contained in Board's letter No.E(GP)88/2/111 dated 20.08.1991, above selection will comprise of a Written Test followed by Viva-Voce. Allotment of marks for the written examination and Viva-voce is as under:

	Subject	Date	Time & Venue	Maximum Marks	Qualifying Marks
Written test	Establishment Matters & Official Language Policy	20/03/2019 (WED)	10.00 Hrs to 13.00 Hrs at TTC	Written - 150	90
				Viva-Voce -25 Record of Service -25	30 #
# including at least 15 marks under Record of service.					

A supplementary written test on the same basis will be conducted, if necessary, on 27.03.2019 (Wednesday) at TTC at 10.00 hrs. Absentees due to Railway Sick / reasons beyond the control of employees only will be considered for supplementary test.

Those who qualify in the written test would be eligible to be called for Viva-Voce, subject to their fitness in the Medical examination as per Para 530(b) of IRMM. Those qualified in the written examination and declared medically FIT for Group-B service will only be called for Viva-voce test as per Railway Board's letter No.E(GP)80/2/8 dated 31/10/1991.

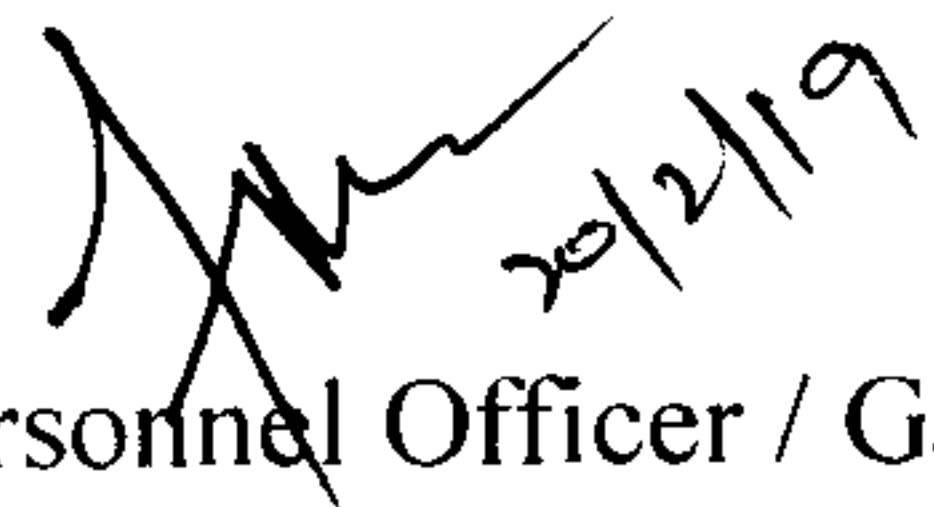
4. Syllabus for written test is enclosed as Annexure-II.

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5. **Employees who wish to take the written test in Hindi may indicate the same in their willingness proforma.**

6. The supervisory officials are hereby directed to notify the selection to the employees under their control in the Main & Reserve list (Annexure-II). The willingness/Unwillingness in the prescribed proforma may be forwarded in one lot **on or before 06.03.2019 with a written acknowledgement that all such employees under their control have been notified of the selection.** If any of the employees is on leave/sick, he may be advised at his last known residential address by registered post with acknowledgement due, under advice to this office. The intimation may also be sent to the employees who are deputed on duty.

7. In case any of the employees report that he has not been intimated about the written test, the concerned supervisory official in charge of his respective unit will be fixed the responsibility.


Senior Personnel Officer / Gaz.

Encl:

- Annexure I - Main & Reserve List of employees
- Annexure II - Syllabus
- Annexure III - Proforma for Willingness/Unwillingness

Copy to:

- 1) Principal/TTC; He is requested to co-ordinate and arrange necessary facilities for written examination at TTC.
- 2) Sr.VO, Ch.OS/S1A, Ch.OS/CON.

ANNEXURE-I

Notification No.PB/GAZ/05/60/Vol.II dated: 20/02/2019

MAIN LIST

Sl.No	Emp.No	Name (Shri./Smt.)	Comm	Desgn.	Unit
1	620761	Sridharan		PS.Gr.II	71A
2	648940	Adikesavan.H		PS.Gr.II	74B
3	683729	Gowri Bai.B	SC	PS.Gr.II	65A
4	663390	Chithra Kannan		PS.Gr.II	77A
5	675340	Venkatesan.K		PS.Gr.II	91A
6	675358	Padmavathi.J	SC	PS.Gr.II	71C
7	675577	Bremavathy Nageswaran	SC	PS.Gr.II	71B
8	637124	Shanker Babu.K		PS.Gr.II	72D
9	675315	Vijaya.J		PS.Gr.II	60A
10	648915	Ramesh.R		PS.Gr.II	71C

As two employees in the above list had failed twice in earlier selections, 2 additional candidates are called for selection in terms of Board's letter No. E(GP) 85/1/78 dated 10/09/86.

RESERVE LIST

Sl.No	Emp.No	Name (Shri./Smt.)	Comm	Desgn.	Unit
1	692406	Revathy Muralidharan	SC	PS.Gr.II	72D
2	677661	Seethalakshmi.R		PS.Gr.II	79D
3	682718	Elizabeth Abraham		PS.Gr.II	74A
4	668406	Rajashree Anandan		PS.Gr.II	99A
5	692115	Karunakaran S		PS.Gr.II	71E
6	692123	Sashikumar P K		PS.Gr.II	75B

[Handwritten Signature]
20/2/19
SP/Secy

Notification No.PB/GAZ/05/60/Vol.II dated: 20/02/2019

**SYLLABUS FOR WRITTEN EXAMINATION TO THE GR-B POST OF
PRIVATE SECRETARY GR.I IN LEVEL-8 OF VII PC SCALE**

1. Maintenance of records, Service Book, Personal Files etc.
2. Office Procedure - Receipt and Despatch, Docketing, Noting and Drafting.
3. Writing and Maintenance of Annual Performance Appraisal Reports (APAR).
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 of 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 Servants (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 and New Pension Scheme.
22. Right to Information Act.

Notification No.PB/GAZ/05/60/Vol.II dated:20/02/2019

ICF, Chennai-38
Date:

To

Senior Assistant Personnel Officer / Gaz,
Integral Coach Factory,
Chennai-38.

Sir,

Sub: Selection to the post of Private Secretary Gr-I (Gr-B) in
Level-8 of VII PC scale through Departmental selection.

Ref: Notification No. PB/GG/05/60/Vol.II dated 20/02/2019.

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The receipt of your above quoted letter is hereby acknowledged.

- Whether willing to appear for the above Selection :
(Indicate 'Yes' or 'No')
- Whether willing to write the examination in Hindi :
(Indicate 'Yes' or 'No')

SIGNATURE :

NAME :

EMP. NO :

DESIGNATION :

OFFICE / UNIT :

MOBILE NO :

Controlling officer.