

Attested  
Photograph

**PROFORMA**

Post applied for :Office Superintendent in scale Rs 9300-34800/- and GP Rs 4200/- Level 6 as per notification vide No SER/P-HQ/EP/210/LDCE(OS) Dated 19.02.2020

1	Name in full (Block letter)	:				
2	Father's/Husband's Name	:				
3	PF No	:				
4	Phone No Office & Mobile	:	Phone No(Office)	Mobile No		
5	Date of Birth	:				
6	Whether UR/SC/ST	:				
7	a)Present Designation, & Level on regular measure b)Date of entry to present grade c) whether Regular or ad-hoc or MACP d) If not regular, details of substantive grade	:				
8	a) HQ & Department in which working b) If working outside the cadre, the name of the office where lien is maintained	:				
9	Working under(Controlling Officer)	:				
<b>Applicants are to be filled up the following eligibility criteria against which he/she considers himself/herself eligible to apply for the post of Office Superintendent(20%) LDCE</b>						
<b>10. Eligibility criteria of Para 2 (i&amp;ii)&amp; 3 of the notification</b>						
a)	Date of regular service as Sr Clerk	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
b)	Date of regular service as SrTypist	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
c)	Date of regular service as Jr Clerk	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
d)	Date of regular service as Jr Typist	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
e)	<b>Length of service of Jr Clerk/Jr Typist &amp; Sr Typist put together</b>	:	Length of Service			
			YYYY	MM	DD	
c)	Date of passing the Graduation (Essential)	:	DD	MM	YYYY	

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

Signature of the employee & date

Forwarded for necessary action

Signature of the Controlling Officer  
with Office Seal

Particulars given by the employee have been verified with the Service Records and found correct:  
Application Accepted/Rejected

If rejected grounds of rejections:  
(To be signed by competent authority)



Signature of the Staff Officer

Enclosure to Ministry of Railway's letter No. E(NG)I-2005/PM1/20 dated 17.06.2005.

Syllabus for the post of OS (LDCE20%)

1. Office procedure
  - (a) Dak handling
  - (b) Maintenance of files
  - (c) Record keeping
  - (d) Maintenance of statistics
2. Award of works in works programme
3. Procedure for stores procurement
4. Railway Organizational structure
5. Railway Housing(Rly. Qtrs.Allotment) policy.
6. Uniform policy.
7. Booking of Running staff and non-running travelling staff
8. Discipline & Appeal rules and Conduct Rule
9. Recognition of Trade Unions. Facilities to office bearers of recognized Unions/Associations. Dealing with Unrecognized Unions/Associations
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
  - Vacancy Bank register
  - Creation of Posts
  - Bench Marking
  - Supernumerary posts
  - Redeployment of surplus staff
15. Pay and allowances
16. Pass Rules
17. Leave Rules
18. Railway Pension Rules
19. General Conditions of service
20. Hours of Employment Regulations

