

Modern Coach Factory Raebareli

Office of the
General Manager (P)

No.Esst./Group'B'/Selection/PS-I

Dated 14.08.2021

Secretary to GM/MCF,
PCME, PCMM/MCF,
SDGM, CPLE, CDE/MCF,
Assistant Secretary (Conf.)/MCF.

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 CPC) in MCF.

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 MCF.

1. Assessment Period 01.05.2020 to 30.04.2022

2. No. of Vacancies

UR	SC	ST	Total
02	00	01	03

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

- The written examination will comprise of One Paper which will have 100% Objective type Multiple Choice Questions only.
- The duration of the examination will be 02 hrs.
- All Objective type MCQ will carry equal marks.
- 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:

- There will be questions on Official Language Policy and Rules to the extent of 10% of the marks assigned above and will be optional type.
- 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 in Viva-Voce.

made
14/08/21

iii. 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	

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

3. The written test shall consist of one paper only covering the subjects based on the syllabus circulated as enclosure to this notification as **Annexure "B"**. 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.
4. **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 dated 30.09.20 11.
5. **Field of Eligibility:** A list showing the names of 05 employees as per the seniority who are eligible to appear for the above selection is enclosed as Annexure "A". Based on seniority list issued vide letter No. E/MCF/RBL/Seniority Ministerial dated 06.01.2020. The concerned controlling officers should ensure that the notification reaches to all the employees listed in **Annexure - "A"** working under their control and their acknowledgement should be obtained for receipt of the notification. 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.
6. 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"** (zone of consideration) may be advised individually to express their willingness/unwillingness to appear for the selection in writing in proforma enclosed as per **Annexure-"C"** and submit through their controlling officer to Personnel Department so as to reach on or before 15.09.2021.
7. 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 within the period allowed will be treated as unwillingness on his/her part to take the selection.
8. If any employees listed in **Annexure-"A"** are on leave/training/sick, 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.

Handwritten signature
14/09/21

9. The concerned controlling officers, on receipt of the willingness/unwillingness in the prescribed Proforma (**Annexure-“C”**) should submit it to Cadre Controlling Personnel Officer so as to reach them on or before 15.09.2021.

10. **Syllabus:** The syllabus for written examination as circulated by the Railway Board vide letter No. E(GP)2000/2/84 dated 25.07.2001 is enclosed as **Annexure-“B”** as per extant instructions of the Railway Board issued vide letter No.81/OL-14/12 dated 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.

11. All PHODs / HODs are requested to arrange to give wide publicity to the contents of this notification to all concerned employees working under their control.

12. The actual date, time and venue for the written examination will be intimated in due course.

Please acknowledge the receipt.

Encl: Annexure A, B, & C.

Madan
14/08/21
SPO/Gaz
for GM(P)

Copy to:

1. DG(Estt)/IRITIM, Hardoi By Pass Road, Manak Nagar, Lucknow-226011:
With reference to Shri Vinod Kumar working on deputation.
2. PS to PCPO for uploading this notification on MCF website.
3. Notice Board of PCPO's office.

Annexure "A"

List of the employees eligible to appear for the Selection to the Group 'B' post of PS Grade-I in Level 8 {PB Rs.9300-34800+GP Rs.4800}

SN	Name of Employee (S/Shri)	Father/Husband Name (S/Shri)	Community	Remarks
1	Tarun Prakash	Gajadhar Prasad	SC	
2	Vinod Kumar	Motilal Choudhary	SC	Transferred to IRITM/LKO on Deputation basis
3	Arjun Kumar	Garain Prasad	OBC	
4	Alok Kumar	Vinod Kumar Sinha	UR	
5	Vijay Kumar	Ramchandra Ram	OBC	

{Five Only}

Byadav
14/08/21

**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 questions 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.

Handwritten signature
11/08/11

Annexure-“C”

S. No. ___ in Annexure 'A'

DECLARATION

I am in receipt of notification No. Estt./Group'B'/Selection/PS-I dated 14.08.2021 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 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 _____

Mobie No. _____

Date _____

Place _____

Forwarded:

Controlling Officer _____

Designation _____

Office _____

Date _____

Pradeep
14/08/21