

पश्चिम मध्य रेलप्रधानकार्यालय,
कार्मिक विभाग,
जबलपुर-482 001



पश्चिम मध्य रेलवे

West Central Railway
Headquarters Office
Personnel Branch,
Jabalpur-482 001

No.WCR/P.HQ/GAZ/Selection/Med./ANO/Gr'B'/LGS/2022

Dated: 22.11.2022

PCMD, SDGM, WCR/JBP
CMS- JBP, BPL, KTT
DRM(P) -JBP, BPL, KTT

MD/Central Hospital, WCR/JBP
MS NKJ, BIN, ET

Sub:-Notification for Selection to the post of Assistant Nursing Officer, Group 'B'
G.P.-5400, Gr.15600-39100, Pay Band-3 (Level-10 in 7th CPC) Medical
Department. (100 %-LGS Quota)

With the approval of General Manager/WCR, it is decided to form a panel of **01 One** (01-UR) employee for promotion to the post of Assistant Nursing Officer Group 'B', G.P.5400, Gr.15600-39100, Pay Band-3 (Level-10 in 7thCPC) in the Medical Department through 100% LGS Quota. The detailed break up of vacancy is as under: -

UR-01

SC-Nil

ST-Nil

1. **Eligibility:** As per the Gazette of India: Extraordinary [Part II-Sec.3- Sub Section(i)] F. No 2005/E(GR)/I/1/1-RR Dated 8th march 2016, Chief Matron (Group 'C') in the pay Band-3, Gr. 15600-39100 with grade pay of 5400/Level 10 with two years' regular service in the grade shall be eligible to appear for selection to the post of Assistant Nursing officer (Group 'B' post).

Note: -The terms and conditions of promotion shall be as per the instruction issued by the Ministry of Railways from time to time.

The list of 05candidates arranged in the order of integrated seniority of Chief Matron based on length of non-fortuitous service in grade 15600-39100 G.P.5400/Level 10 and below is enclosed herewith as **Annexure 'A'** which may be circulated amongst the employees and got noted by each of them positively. Also an additional list of 15 employees next in order of seniority of Medical Department are placed as standby list as **Annexure 'B'**. Those mentioned in Annexure 'B' will be called for written test to the extent of no. of candidates listed in Annexure 'A' express unwillingness to appear for the aforesaid selection. They may also be asked to be in readiness to appear for the written test.

The list of candidates at Annexure 'A' and Annexure 'B' has been prepared based on the final Integrated Seniority list published/circulated by APO/welfare/HQ vide letter no. पमरे/का.मुख्या./ईडी/चयन/ग्रुप बी/स. नर्सिंग अधि. दिनांक 21.11.2022. The details of court case if any against seniority/substantive status of employee mentioned in Annexure 'A' & Annexure 'B' may also be advised separately to this office. The final eligibility list will be prepared from this list.

[Signature]

Willingness/Unwillingness

The employees indicated in Annexure 'A' & Annexure 'B' should be advised individually of the proposed selection with clear stipulation that they should mention their willingness/unwillingness before the cut off date in the Proforma prescribed in Annexure 'C' to take the selection on receipt of notice.

It is the employee's responsibility to advise the concerned unit about his willingness/unwillingness to take the examination and **failure to respond or provide intimation within the period will be treated as unwillingness, on his part to take the selection. Option once exercised will be final.**

In case any candidate is on leave/Sick or on deputation to other Railway/Units/Offices, the Controlling officers concerned and the offices where he/she last worked should send necessary advice to the authority under whom he/she is working or the Medical Authority as the case may be without fail and acknowledgements obtained should be sent to HQs when called for. The candidates should not send their options directly to this office. These have to be forwarded by the concerned controlling officer/Personnel officer well within last date. **Forwarding of piecemeal option to the HQs should be avoided** by the concerned controlling officer/Personnel officers.

Any willingness/unwillingness received after the cut-off-date should be summarily rejected by the concerned Personnel offices. The controlling officer has no discretion to accept the application after the cut-off date.

2. APPLICATION PROCESS & SCRUTINY:

Willing candidates should apply in 03 copies (Triplicate). The unit- in-charge will arrange to register the application so received, out of the 3 copies of applications received, one copy will be retained with the concerned unit and remaining 2 copies will be forwarded to concerned Personnel Department/HQ/Divn./Unit per bearer along with soft copy in Excel Sheet as per the proforma given below and with covering letter mentioning names of candidates applied for.

Excel Sheet Performa

S. N	Name (S/Shri)	Desig.	Caste	Deptt.	Div.	DOB	DOA	DOP in Grade Pay: 4600/ Level 7	DOP in Grade Pay: 4800 Level 8	DOP in Grade Pay: 5400 Level 10
						DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

The Personnel Officer (Officer in-charge of the cadre) in the Division will thoroughly scrutinize the correctness of service particulars in each column of the application with the service record maintained by them and eligibility as per notification. After scrutinizing the applications the Division/unit will send one copy of the eligible application only to HQ Personnel Department in one bunch along with the list in the prescribed Performa in excel Sheet {Hard & Soft copy} before the due date and ensure that these applications reach

Dy.CPO(G)/JBP/ HQ Office/WCR by 16.12.2022. Any application received after the cut-off date should be summarily rejected by the Personnel Officer concerned.

Names of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded.

A list of not eligible candidates should be prepared by the divisions showing the reasons for ineligibility and the same should be duly communicated and modification, if any, on this account may be communicated before 19.12.2022.

Under no circumstances applications will be accepted after the due date.

It may also be noted that application other than in prescribed Performa, having incomplete information or without signature of controlling officer and counter signed by Personnel Department officer will not be entertained. Further, incomplete statements furnished by the divisions/units will not be entertained.

3. Pre-Selection Training to SC/ST candidates-

As per instructions contained in Para 2 (ii) of Railway Board's letter dated 28.08.2019, Pre-selection training is not required, if there is no reserved vacancy and candidates appearing in the Selections/LDCEs against unreserved vacancies. As there is no reserved vacancy in ANO (Gr. 'B') selection, therefore, pre-selection coaching of reserved category is not required.

4. SCHEME OF EXAMINATION:

The examination will consist of --

- (a) Written test - (CBT)
- (b) Medical Test as prescribed in Para 530 (b) & 532 (ii) of IRMM 2000 (IIIrd Edition) &
- (c) Viva-voce

(A) FORMAT OF EXAMINATION-

As per Railway Bd's Letter No- E(GP)2018/2/31 Dated- 19.03.2019 (RBE No.53/2019) written examination shall comprise of one paper which shall have 100% Objective type Multiple choice questions only. The paper will be of 100 marks their distribution will be as under:

- a) Technical Subject including Official language policy: 70 marks
 - b) Establishment and financial Rules : 30 marks
 - c) Qualifying marks : 60 marks
- (i) Ten percent of the 100 marks prescribed for Written examination held as part of Selection should be set apart for question on official language policy and official language rules. While the employees should be encouraged to attempt the question on official language policy and official language rules, the question should not be compulsory. There will be question for 10 marks in all including question for 10 marks on Rajbhasha Policy and Rules.
 - (ii) There shall be negative marking for incorrect answer. One third of the marks allotted for each question will be deducted for every wrong answer.

- (iii) The duration of written test will be 02 Hrs. in terms of Railway Board's L. No. – E(GP)/2018/2/31 dated 19.03.2019.
- (iv) The panel will be formed in terms of IREM Vol. I para 204.8 & 204.9 and other instructions issued by Railway Board from time to time in this regard.

(B) RECORD OF SERVICE AND VIVA-VOCE

	Max. Marks	Qualifying Marks
1) Viva-Voce	25	30 (Including at least 15 marks in the record of service part)
2) Record of service	25	

(Railway Board's letter No E (GP)/2005/2/69 dated 05.01.06)

The candidates who qualify in the written test will be subjected to medical examination [in terms of Para 530(b) and 532 (2) IRMM vol. 2000 (III edition)] and only those candidates who are found medically fit will be allowed to appear for viva-voce as per extant rules.

5. **Syllabus**-As per master circular 68 para 10.5 no syllabus has been prescribed for the LGS examination, however Annexure 'D' is enclosed for general guidance purpose only. It may be circulated to all the employees.

6. SUPPLEMENTARY WRITTEN EXAMINATION

Normally there should not be occasion for supplementary examination. If required a supplementary written examination will be conducted subject to the following conditions:

- Only the candidates who are detained on administrative account for appearing in the main examination will be allowed to appear in the supplementary examination after controlling officer/Unit-in-charge gives categorical reason with regard to candidate's failure to appear in the main examination.
- The candidates who are under sick (RMC) during examination or otherwise and are continuing so since the date well before examination date will only be allowed to appear in the supplementary examination after MS/DMO's Railway certificate to this effect and duly forwarded by the Sr. DPO/DPO/Unit-in-charge. If any employee is issued Sick Memo on his request due to sickness, it may please be ensured that in Red Ink it should be clearly mentioned in Sick Memo that the employee concerned has to appear in the written examination for the post of ANO on the specific date.
- Candidates who are absent for main written examination will not be allowed to appear for supplementary written examination except as mentioned in (a) and (b) above.

7. EXAMINATION SCHEDULE:

Last date of submission of application in units	06.12.2022
Last date of submission of application in divisions	09.12.2022
Last date of receipt of application in HQ	16.12.2022
Final Eligibility list	21.12.2022
Training of SC/ST employees to the written test will be conducted by the Division/HQ	As per RBE No. 142/2019 Para 2(ii) Pre-selection training is not required if there is no reserved vacancy and candidates are appearing in the selections/LDCEs against unreserved vacancies.
Date of written test through CBT	30.12.2022
Venue	DRM Office/ Jabalpur
Duration	2 Hrs.

It should be ensured that all the employees concerned are directed with the identification certificate for the Written Test on the date and time specified above, without fail. No leave of any kind should be granted to these employees which may result in their absence in the examination. They should also not be sent on line.

8. IMPORTANT INSTRUCTIONS:-

The original updated SRs and APARs for the last five years duly enclosing the acknowledgement having received the copies of APAR for each year of the employees may be kept ready by concerned Sr.DPO/Controlling Officer for immediate transmission to this office whenever called for.

It should be ensured that all the employees concerned are directed with the identification certificate for the Written Test on the date and time specified above, without fail. No leave of any kind should be granted to these employees which may result in their absence in the examination.

If any of the eligible employees are on deputation and working under Central/State Government, undertaking and whose lien is maintained in this Railway, their Controlling Officers should be advised to inform the candidates(s) regarding the examinations provided they fulfill the requisite conditions.

The concerned Personnel Department Officer & Controlling Officers should ensure the submission of service records and ACR/APARs of last 05 years and DAR/SPE/Vigilance clearance in respect of staff declared qualified for the Viva-Voce immediately after



publication of the result of main examination through special messenger to Dy.CPO(Gaz.)/WCR/JBP.

If any DAR/Vigilance/SPE case is pending/penalties are in operation/pending against anybody, the details thereof may be advised immediately to this office by the concerned Officials.

The concerned Divisional Officers (Sr.DMOs) are advised to give wide publicity to this notification at all major Units under their jurisdiction. The Divisions are advised to submit an undertaking that the notification has been served at all major units where eligible staff are available.

To ensure that the eligible staff avails of the opportunity for appearing for the LGS, wide publicity should be given by pasting a copy of the notification on the notice Board of the Division Office as well as the subordinate offices. Supervisor-in-charge should bring to the notice of the staff working under them about this LGS. Copies of this notification should also be given to local branches of both the recognized Unions and Associations for their information. Staff should keep themselves in readiness for the written examination, even at a short notice.

This notification can also be seen on the WCR website with the address 10.150.2.19. All the Divisions/Units & applicants are advised to regularly visit WCR website (address 10.150.2.19) for update in the matter.

Please acknowledge receipt of this letter.

DA : As above


22/11/2022

(Anil Kumar Sinha)
Asst. Personnel Officer/GAZ
For Principal Chief Personnel Officer
West Central Railway/Jabalpur

Copy to:

Secretary (E) Ministry of Railways, Railway Board, New Delhi.

Secretary to GM/WCR for information, GM/CR/CSTM, GM/WR/CCG

Genl. Secy./WCREU, WCRMS Zonal Genl. Secy. All India SC/ST Employees Association
JBP for information, Zonal Genl. Secy. OBC Association JBP for information.

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Integrated Final Seniority List of Chief Matron									Annexure- 'A'		
Sr No	EMP. No.	EMP NAME (Shri/Smt)	Desig	GP	STN	Comm	DOB	DOE	Promotion date		
									GP 4600	GP 4800	GP 5400
1	15950177	लता के जार्ज	मु.न.अधी.	5400	KOTA	सामा.	26/07/1965	22/02/1989	22/02/1989	21/02/1994	15/02/2002
2	15950669	सुनीता रानी	मु.न.अधी.	5400	KOTA	सा.	21/05/1964	05/04/1991	05/04/1991	30/09/1996	01/11/2003
3	25691302	कमला देवी अहिरवार	मु.न.अधी.	5400	KOTA	एससी	07/10/1970	01/10/1997	01/10/1997	30/08/2000	01/11/2003
4	45303573606	RAJKUMARI DAHERIYA	CNS	5400	BPL	SC	30/12/1970	12/04/1994	12/04/94 13/06/96	15/12/2000	01/11/2003
5	45308628920	ANITA GOTEKAR	CNS	5400	BPL	SC	05/09/1968	21/08/1997	21/08/1997	17/03/1998	17/01/2005



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Integrated Final Seniority List of Chief Matron										Annexure- 'A' B'	
Sr No	EMP. No.	EMP NAME (Shri/Smt)	Desig	GP	STN	Comm	DOB	DOE	Promotion date		
									GP 4600	GP 4800	GP 5400
									Annexure- 'B'		
1	45308626923	GLACY KURIAKOSE	CNS	5400	BPL	UR	09/11/1967	20/04/1993	20/04/1993	17/03/1998	26/04/2005
2	45308230432	SUNITA SRAWAN	CNS	5400	BINA	UR	26/07/1967	27/01/1992	27/01/1992	15/12/2000	01/08/2006
3	75459760	विजय लक्ष्मी गुप्ता	मु.न.अधी.	5400	KOTA	सा.	02/11/1966	28/06/1994	28/06/1994	15/02/2002	15/02/2007
4	45306370159	R N VARGHESE	CNS	5400	BPL	UR	19/11/1966	02/02/1989	02/02/89 24/06/96	25/06/2004	25/07/2007
5	45308636929	ANITA KUJUR	CNS	5400	BPL	ST	02/11/1968	14/08/1997	14/08/1997	25/06/2004	25/07/2007
6	45308662083	MANISHA KAPADE	CNS	5400	BPL	SC	13/06/1979	11/07/2005	11/07/2005	01/10/2007	01/10/2009
7	03573680	श्रीमती संध्या खान	चीफ मेड्रन	5400	जबलपुर	(अजा) सामा.वरि.	26/10/1963	03/06/1994	21/08/97	23/09/1999	25/11/2009
8	15950566	स्नेह लता	चीफ मेड्रन	5400	GGC	सा.	01/07/1964	23/03/1991	23/03/1991	04/10/1996	31/12/2009
9	25690553	शशिबाला	चीफ मेड्रन	5400	GGC	सा.	20/02/1966	03/08/1994	03/08/1994	23/02/2002	31/12/2009
10	45302629630	BABY GIRIJA SURENDRAN	CNS	5400	BPL	UR	18/03/1963	10/11/1994	10/11/94 13/06/96	22/12/2000	19/08/2010
11	45301891558	KIRAN NOEL	CNS	5400	BINA	ST	01/06/1963	01/06/1995	01/06/95 18/06/96	25/06/2004	19/08/2010
12	45308629286	DORCUS	CNS	5400	ET	UR	15/07/1963	27/10/1993	27/10/93 01/08/96	25/06/2004	19/08/2010
13	06419768	श्रीमती रजनी सेमुअल	चीफ मेड्रन	5400	जबलपुर	सामान्य	11/12/1962	27/07/1990	27/07/90/ 25/06/91	12/04/2001	21/12/2010
14	06421210	श्रीमती सुषमा मसीह	चीफ मेड्रन	5400	जबलपुर	सामान्य	13/02/1968	16/12/1991	16/12/1991	11/11/2003	21/12/2010
15	02489107	श्रीमती वैरोनिकाजी तिर्की	चीफ मेड्रन	5400	जबलपुर	(अजजा) सामा.वरि.	30/06/1965	15/06/1990	06/04/92	11/11/2003	07/02/2012

Annexure - C

**DECLARATION OF WILLINGNESS/UNWILLINGNESS TO APPEAR IN THE SELECTION OF
ANO (100% LGS QUOTA) in MEDICAL DEPARTMENT.**

(It is mandatory to fill each and every column with correct information.)

1. My name appears at Serial No..... in Annexure.....('A' & 'B') My service particulars are as under

1	NAME IN FULL (BLOCK LETTER)		
2	Designation		
3	Working under		
4	Divn. /Unit where lien held		
5	IPASS No.-	6.	HRMS ID
7	Date of Birth		
8	Date of Appointment to Railway Service a) Designation b) Grade Rs. (RSRP)/Level		
9	Date of appointment/promotion to GP 4600/Level-7.		
10	Date from which working in regular basis Pay Band 3 Rs. 15600-39100 / GP 5400 / Level 10		
11	Total Non-fortuitous service in GP-5400/Level 10		
12	Community (SC/ST/UR)		
13	Mob. No.	14.	E.Mail ID

2. I am.....(WILLING/UNWILLING) to appear in the examination. I understand that the willingness once exercised will be treated as final.

3. I am aware that this willingness/unwillingness once exercised shall be deemed to be final.

4. Details of the participation in earlier written examinations for Group 'B' as ANO (LGS 100% only)

S.N.	YEAR OF WRITTEN EXAMINATION HELD	PASS	FAIL
1.			
2.			

5. I declare that the particulars furnished above are correct to the best of my knowledge and belief. If any of this of the above furnished information is found incorrect/false my candidature for the selection shall liable to be cancelled at any stage and disciplinary action may be taken against me under the RS(D&A) Rules-1968.

Memo No.....

Paste Passport size photograph
here (photo attested with
controlling officer.)

Signature: _____

Date : _____

Office/Stn: _____

Sign & seal of unit in charge

Designation: _____

Memo No.

Office :

Date :

Forwarded to Dy.CPO(G), PCPO's Office, Jabalpur. The particulars given by the employees against Column Nos.1 to 14 have been verified and found correct. Above candidate fulfil the eligibility criteria as mentioned in notification.

Signature of the
Sr.DPO/DPO/SPO/APO

SYLLABUS FOR ASSISTANT NURSING OFFICER

Annexure-D

(AND - LGS-2022)

- General Maintenance of hospital including the building, infrastructure and equipment of hospital, inventory control.
- General administration of hospital staff of Group "C" & "D".
- Nursing care of various patients in different units eg. Medical, Surgical, Ob & Gyn. Pediatric, ICU, ICCU, etc.
- Working of various parts of the hospital et. OPD, casualty, kitchen, laundry, operation theatre etc.
- Procurement of material.
- Disposal of hospital waste.
- Establishment matters including leave, pass rules, DAR, HOER, Rosters, Selection & promotion.
- Family Welfare.
- Public relations in including redress of Public grievances.
- Rajbhasha.

SYLLABUS FOR ACCOUNTS PAPER

(1) GENERAL APPLICABLE FOR ALL DEPARTMENTS

1. Railway Budget, August Review, Revised Estimate, Final Modification, various Budget terms.
2. Various types of tenders and their scope. Guide lines for negotiations with tenderers.
3. Procedure adopted for working out financial justification for any new scheme and also purchase of new machinery vis-à-vis reconditioning of the old machinery.
4. Board's orders regarding creation of new posts and engagement of Casual Labour.
5. Salient features of the Revised Accounting Classification.
6. Performance Budget, Draft Paras, Public Accounts Committee, Operating ratio, Integrated Budget, Exchequer central.

SYLLABUS - ESTABLISHMENT SUBJECTS APPLICABLE TO ALL CLAS II SELECTIONS (EXCEPT SELECTION TO THE POST OF APO)

1. Leave Rules.
2. Pass Rules
3. Casual Labour and Substitutes
4. Workmen Compensation Act.
5. Industrial Disputes Act
6. Hours of Employment Regulations
7. Factories Act
8. Discipline & Appeal Rules
9. Reservation for Scheduled Castes and Scheduled Tribes.

SP