



No. WCR/PHQ/GAZ/Selection/APhO/Gr 'B'/LGS 100% /2024

Dated 05.09.2024

**PCMD, SDGM- WCR
DRM (P) JBP, BPL, KTT,
MD,CH-JBP, CMS- JBP, BPL, KTT,
MS- NKJ, BIN, ET**

Sub:- Notification for Selection to the post of Assistant Pharmacy Officer, Group 'B', GP- 4800 (Level-8) – Medical Department -100% LGS Quota through Computer Based Test.

<<>>

1. It has been decided by the competent authority to hold written test for formation of Gr. 'B' Panel for 03 posts (02 UR & 01 ST) of Assistant Pharmacy Officer (APhO) Group 'B', GP- 4800 (Level-8), in Medical Department (100% LGS Quota) in WCR.
2. **Eligibility Conditions:-**
 - a) As per Recruitment Rules for the Group-'B' post of Assistant Pharmacy Officer published by Railway Board vide Notification No. 2010/E(G)RR/1/3 dated 12.07.2019, Chief Pharmacist in Pay Matrix Level-7 with two years' regular service in Pay Level-7 and possessing degree or diploma in Pharmacy from a recognized University or Institution and also should have successfully undergone "Refresher Training Module for Chief Pharmacist" conducted by the Zonal Training Institutes, are eligible to appear for the selection.
 - b) Where juniors who have completed their qualifying or eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.
 - c) The service will be reckoned as on 01.01.2024.
3. A provisional list of candidates in order of seniority, based on the provisional integrated seniority list of Chief Pharmacist issued vide letter No.पमरे/का.मुख्या./ईडी/चयन/गुपवी/स.फार्मसी अधिकारी दिनांक: 28-05-2024 of Medical Department/WCR who have completed minimum two years of non fortuitous service in Level-7 as on 01.01.2024 (Cut off date) and are coming in the zone of consideration for the assessment period 2024-25, is attached at Annexure-A.
4. **Submission of Application:**
 - a) The candidates whose names are mentioned in the integrated seniority list at Annexure-A should submit their options (willingness/unwillingness) latest by **17.09.2024** in the attached format (Annexure-B) to the concerned Controlling Officers/Personnel Officers.
 - b) The applicants should fill all the columns in the application form and put their signature with date on the specified place of the application form.

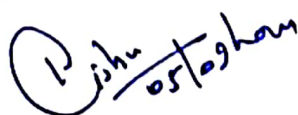
P. J. Singh
05/09/2024

Contd. to Page No.2

- c) Candidates should apply in 03 copies (Triplicate). They should submitted the filled applications form to their immediate supervisor/controlling officer on or before 17.09.2024, who will forward the same to the concerned branch officers who will consolidate the applications and send to the concerned Personnel officer/Cadre Controlling officers on or before 20.09.2024.
- d) Eligible staff on deputation, training or working on ex-cadre basis having lien and seniority in WCR, may submit their application through proper channel i.e. their respective Personnel/Establishment Officer (Officer in-charge of Cadre), where they hold lien.
- e) It may be noted that controlling officers/Heads of the units have no discretion to entertain any application beyond the last date.

5. Application Process & Scrutiny:

- a) 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 Division/Units/HQrs as the case may be, with covering letter mentioning names of candidates applied for.
- b) The Personnel Officer/Cadre controlling officer will verify and check the correctness of all the particulars of the applications with the Service Record and other relevant records and certify the correctness of each item of the application. Without such certification, applications received will be summarily rejected and the responsibility will be fixed for incorrect or incomplete certification on the officials who are certifying and verifying the applications.
- c) The Personnel Officer/Cadre controlling officer/Establishment officer should invariably write "**checked and verified**" in each application after checking and verifying the details duly affixing their signature with date of certification in the application form.
- d) After scrutiny/verification of applications, the Personnel Officer/Cadre controlling officer should forward the applications of the employees who fulfill all the eligibility conditions and found eligible for appearing in the selection, in one bunch together under one covering letter to Dy.CPO/Gaz/HQ on or before 23.09.2024.
- e) The Personnel Officer/Cadre controlling officer/Establishment officer concerned should reject the ineligible applicant at their level duly specifying the reason for rejections. The list of ineligible candidates should be circulated and modification if any should be intimated to this office within 03 days.
- f) It may also be noted that application other than in prescribed proforma, having incomplete information or without signature of controlling officer and countersigned by Personnel Officer/Cadre controlling officer concerned will not be entertained.
- g) It is the employee's responsibility to exercise his willingness/unwillingness to take the selection, and failure to respond or to provide the intimation within the period allowed will be treated as unwillingness on his part to take the selection. Option once exercised will be final. If willingness/unwillingness is not received within the above mentioned stipulated date, it will be deemed that the candidate has availed of the opportunity of appearing in the selection & it will be treated as his unwillingness to take the selection.
- h) In case any candidate is on leave or on deputation to other Railways/Units/office or on sick list, the Controlling officer concerned and the offices where he last worked should send necessary advice to the authority under whom he is working or the Medical Authority as the case may be and an acknowledgement obtained. Options of the staff concerned need not be sent to this office directly. Controlling officers/Personnel officers should ensure that options received by their offices after last date are not forwarded to HQs office under any circumstance. Names of those staff who do not fulfil the eligibility criteria, need not be forwarded.

 P. Singh

Contd. to Page No.3

6. Pre-selection Coaching/Training –

For this selection having reserved ST vacancy notified, employees belonging to ST category should be given pre-promotional training of 15 working days/60 hrs which may be arranged by Medical Department before the written examination (CBT) is held. This training to ST candidates mandatory and refusal, if any, should be taken in writing. On completion of pre-promotional training, a certificate to this effect may please be sent to this office.

7. Scheme of Examination-

a) Selection Procedure

The selection is based on a **written examination (CBT)** to adjudge the professional ability viva-voce and assessment of record of service by the Selection Committee. As per Railway Bd's Letter No.- E(GP)2018/2/31 Dated- 19.03.2019 (RBE No.53/2019) written examination (CBT) 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:

b) Written test (CBT) – One Paper

A) Technical Subject including Official language policy	70
B) Establishment and Financial Rules	30
C) Qualifying marks	60

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 110 marks in all, including question for 10 marks on Rajbhasha Policy and rules.

There shall be negative marking for incorrect answer. One third of the marks allotted for each question will be deducted for every wrong answer.

The duration of written test will be 02 Hrs.

c) 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)
2) Record of service	25	

(Railway Board's letter No. E(GP)/2019/2/5 dated 08.07.2019 & E(GP) 2005/2/69 dated 16.07.2019 (RBE No.115/2019))

The candidates who qualify in the written test will be subjected to medical examination and only those candidates who are found medically (Para 530 (b), 531 & 532 (2) of IRMM Vol. I) fit will be allowed to appear for viva-voce as per extant rules. As per master circular 10.3 no syllabus has been prescribed for the LGS examination, however **Annexure 'C'** is enclosed for general guidance purpose only. It may be circulated to all the employees.

P. J. Khan
05/08/2019

Contd. to Page No.4

8. **Tentative Calender –**

Application to be submitted by the candidates within target date and time (Closing date & time) to their controlling officer/immediate Supervisor.	17.09.2024
Last date of receipt of application in HQ	23.09.2024
Publication of final eligibility list	26.09.2024
Training of ST employees to the written test will be conducted Medical department	27.09.2024
Date of written test	Will be notified

It should be ensured that all the employees concerned are directed with the **identification certificate** for the Written Test (CBT) on the date and time which will be specified in due course. 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.

9. **Supplementary Written 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 allow to appear in the supplementary examination after Sr.DPO/DPO/Unit in-charge gives categorical reason with regard to candidates failure the appear in the main examination.
- The candidates who are under sick during examination and are continuing so since the date well before examination date will only be allowed to supplementary examination after MS/DMO's Railway certificate to this effect counter sign by controlling officer, duly forwarded by the Sr.DPO/DPO/Unit In-charge.
- Candidates who are absent for main written examinations will not be allowed to appear for supplementary written examination except as mentioned in (a) and (b) above.

10. **Important Instructions:-**

- Intimation may be sent to this office by return if any of the employees in the list accompanying this letter is undergoing any penalty or has been issued with any Memorandum for major penalty or has been involved in any disciplinary action or is under suspension.
- All units should ensure that the notification is noted by the individual candidate mentioned in the Annexure 'A' and copy of the said notification may be placed on notice board and other important places.
- Wide publicity may be given to the this notification. The final date, time and venue of written test will be intimated separately. Staff should keep themselves in readiness of written examination.
- This notification can also be seen on WCR website with the address 10.150.2.19. All the Divisions/Units/HQrs & applicants are advised to regularly visit WCR website (address 10.150.2.19) for update in the matter.

Please acknowledge receipt of this letter.


(Kishore Kumar Borasi)
APO(Gaz)/WCR/JBP

Copy to:

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

Secy. to GM/WCR for information..

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

Fnal Integrated Seniority List for Medical Department for Selection of APHO (100% LGS) Gr 'B' (L-8) Seniorty List of Chief Pharmacist MEDICAL Department in WCR									Annexure- A		
Sr. No.	PF. No.	Name of Employee (All Shri/Smt.)	Design	GP	Divi.	Comm.	DOB	DOE	GP 2800	GP 4200	GP 4600
1	45425690899	Ramnivas Meena	Cheif Pharma.	4600	KOTA	ST	01/07/1970	14/12/1996	14/12/1996	01/09/1999	01/11/2003
2	45415950475	Rajesh Kumar Gupta	Cheif Pharma.	4600	KOTA	UR	05/07/1969	05/01/1991	05/01/1991	01/03/1993	01/11/2013
3	45106430004	Rajendra Dayanand Rathi	Cheif Pharma.	4600	HQ/ JBP	UR	08/08/1972	20/07/1994	20/07/1994	01/09/1998	01/11/2013
4	45202488425	Gyanendra Kumar Tripathi	Cheif Pharma.	4600	ACMS/ NKJ	UR	05/05/1965	17/04/89/ 06/04/94	17/04/1989	18/04/2002	23/01/2015
5	45216013651	Shailendra Ingle	Cheif Pharma.	4600	HQ/JBP	SC	10/06/1977	18/11/2010	18/11/2010	30/10/2013	15/01/2016
6	45101813201	Rakesh Kumar Patel	Cheif Pharma.	4600	MD/ JBP	UR	17/12/1967	19/03/93/ 04/03/96	04/03/1996	01/03/2006	10/06/2016
7	45308621056	TAPOS CHATTERJEE	Cheif Pharma.	4600	BPL	GEN	14/07/1968	24/05/1994	24/05/1994	10/09/1998	13/06/2016
8	45308629330	NEERAJ KU MATHARIYA	Cheif Pharma.	4600	BPL	GEN	12/08/1970	25/10/1994	25/10/1994	01/11/2003	13/06/2016
9	45303572948	SHAFIUR REHMAN KHAN	Cheif Pharma.	4600	BPL	GEN	25/04/1968	28/01/1992	28/01/1992	18/11/2000	11/07/2016
10	45425690693	Digpal Singh	Cheif Pharma.	4600	KOTA	UR	18/09/1970	02/08/1994	02/08/1994	24/02/1997	28/08/2017
11	45206463368	Gyanendra Kumar	Cheif Pharma.	4600	MD/ JBP	UR	06/06/1976	29/01/2002	29/01/2002	17/02/2006	05/03/2018
12	45206463356	Jayram Singh	Cheif Pharma.	4600	MD/ JBP	UR	01/07/1977	14/02/2002	14/02/2002	17/02/2006	05/03/2018
13	45216010507	Ku. Surbhi Gupta	Cheif Pharma.	4600	MD/ JBP	UR	23/04/1978	18/03/2005	18/03/2005	18/03/2007	05/03/2018
14	45425690747	Satish Kumar Verma	Cheif Pharma.	4600	KOTA	UR	11/05/1970	17/10/1995	17/10/1995	19/02/2K	18/12/2018
15	45404385779	Hari Charan Meena	Cheif Pharma.	4600	KOTA	ST	01/01/1975	18/12/2003	18/12/2003	01/01/2006	19/12/2018
16	45308629146	SHASHWAT JOHN MASIH	Cheif Pharma.	4600	BPL	ST	09/09/1969	10/09/1998	10/09/1998	15/12/2003	03/08/2019
17	45206453090	Ajay Kumar Soni	Cheif Pharma.	4600	ACMS/ NKJ	UR	18/06/1973	01/12/1998	01/12/1998	13/10/2007	08/06/2020
18	45308629122	BHOOPESH JAIN	Cheif Pharma.	4600	BPL	UR	11/05/1973	10/09/1998	10/09/1998	10/01/2005	09/11/2021

Handwritten signature and date: 05/09/2021

(Annexure-B)

**DECLARATION OF WILLINGNESS/UNWILLINGNESS TO APPEAR IN THE SELECTION OF
APhO Gr. B (100% LGS QUOTA)**

I _____ (Name of employee) declare as under:

I. My name appears as Serial No. _____ in Annexure 'A' My service particulars are as under:

1. Name : _____
2. Present Designation : _____
3. Present Grade Pay & Level : _____
4. Date of Birth : _____
5. Date of Appointment : _____
6. P F No & HRMS ID : PF No. _____ HRMS ID _____
7. Mobile number & E-mail ID : _____
7. Lien maintained at (Rly./Div./Cadre): _____
8. Date of entry in to the Grade
(Rs. 9300-34800/GP 4600/Level 7): _____
9. Community (SC/ST/UR): _____
10. Whether possessing degree or diploma in Pharmacy from a recognized University or Institution: - Yes/No (if yes mention details) _____
11. Whether undergone "Refresher Training Module for Chief Pharmacist" conducted by the Zonal Training Institutes:- Yes/No (if yes mention details) _____

II. I am _____ (WILLING/UNWILLING) to appear for the examination.

III. Details of the participation in earlier written examinations for APhO Group 'B'. (LGS only)

	DATE OF WRITTEN EXAMINATION HELD	PASS	FAIL
1			
2			

IV. The seniority position shown in the Annexure 'A' is correct (AGREED/NOT AGREED TO): _____

If not agreed, the reasons thereof as to why it is incorrect may be given in a separate sheet.
(Enclosed)

V. SIGNATURE OF THE EMPLOYEE WITH DATE _____

No.

Dated:

Forwarded to

Signature of Controlling Officer
(with Designation and seal)

No.

Dated:

Certified above service particulars and forwarded to Dy.CPO/Gaz/WCR/JBP

Signature of Personnel Officer
(with Designation and seal)

18/2024/O/o Dy.CPO(Gaz.)/WCR

1. Knowledge of Indian Railways Pharmacopoeia.
2. Pharmacological classification of drugs.
3. Indications, dosages, mechanism of action, side effects & adverse effects of all exertion of drugs, drugs interaction, Bio-availability of drugs.
4. Defect in tablets & capsules, evaluation of tablets and capsules.
5. Aseptic Techniques – application of sterilization process.
6. Immunological products-sera, vaccines, toxids.
7. Reading and understanding of prescription, Latin terms commonly used.
8. Dispensing medicines- dosage forms, drug delivery system, labeling requirements, storage conditions, patient counseling and advice etc.
9. Pharmacy Act 1948
10. Inventory Control-objectives & importance, modern techniques like ABC, VSD analysi, lead time, inventory carrying cost, safety stock, minimum and maximum stock levels, surplus disposal, Annual indents, elementary knowledge of computers.
11. Planning of a hospital pharmacy.
12. Drug dependence, drug abuse, addictive drugs.
13. Local Purchase, schdule of powers.
14. Record maintenance.
15. Elementary knowledge of human anatomy & physiology.
16. Elementary knowledge of communicable & non-communicable diseases.
17. FW and MCH, National Health Programmes, AIDs.
18. First aid to the injured.
19. Procurement of equipment, their maintenance, repair and condemnation.
20. Contract tenders.

SYLLABUS FOR ACCOUNTS PAPER

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 machiner.
4. Board's orders regarding creation of new posts and entgagement 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 class 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.

इसके अतिरिक्त 10% प्रश्न राजभाषा पर वैकल्पिक तौर पर पूछे जायेंगे।

— A —

