

पश्चिम मध्य रेल
प्रधान कार्यालय,
कार्मिक विभाग,
जबलपुर-482001



पश्चिम मध्य रेलवे

West Central Railway
Headquarters Office
Personnel Branch
Jabalpur-482001

No. WCR/PHQ/GAZ/Selection/ANO/Gr 'B'/LGS 100% /2025

Dated .05.2025

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 Nursing Officer, Group 'B' G.P. 5400, Gr.15600-39100, Pay Band-3 (Level-10 in 7th CPC) Medical Department - 100% LGS Quota through Computer Based Test (CBT).

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1. It has been decided by the competent authority to hold selection for formation of Gr. 'B' Panel for 02 posts (01 UR & 01 SC) of Assistant Nursing Officer, Group 'B' G.P.-5400, Gr.15600-39100, Pay Band-3 (Level-10 in 7th CPC) in Medical Department (100% LGS Quota) in WCR.

2. **Eligibility Conditions:-**

As per the Gazette of India: Extraordinary [Part II- Sec.3- Sub Section(I)] F.No. 2005/E(GR)/I/1/1-RR Dated 08.03.2016, Chief Matron (Group 'C') in the Pay Band- 3, Gr. 15600-39100 with grade pay of ₹ 5400/- 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.

3. A provisional list of candidates in order of seniority, based on the provisional integrated seniority list of Chief Matron issued vide letter No. पमरे/का.मुख्या./ईडी/चयन/गुप बी/स.नर्सिंग अधि. Dated 28.04.2025 of Medical Department/WCR is enclosed as "Annexure-A"

4. **Submission of Application:**

- The candidates whose names are mentioned in the integrated seniority list at Annexure-A should submit their options (**willingness/unwillingness**) latest by **03.06.2025** in the attached format(**Annexure-B**) to the concerned Controlling Officers.
- 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.
- Candidates should apply in 03 copies (Triplicate). They should submitted the filled applications form to their immediate supervisor/controlling officer **on or before 03.06.2025**, 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 06.06.2025**.

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- 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/HQs 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 along with soft copy in Excel Sheet as per the proforma (**Annexure ‘D’**) given below **on or before 12.06.2025**. **Name of those staff do not fulfil the eligibility criteria, need not be forwarded.**
- 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 without 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.

6. **Pre-selection Coaching/Training –**

For this selection having reserved SC vacancy notified, employees belonging to SC 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 SC 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.

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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 Witten 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) and 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.

8. **Tentative Calender –**

Application to be submitted by the candidates within target date and time (Closing date & time) to their controlling officer/immediate Supervisor.	03.06.2025
Last date of receipt of application in HQ	12.06.2025
Publication of final eligibility list	18.06.2025
Training of SC employees to the written test should be completed by Medical department on or before	11.07.2025
Date of written test	Will be notified

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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-**

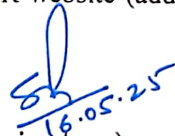
If required a supplementary written examination will be conducted subject to the following conditions:

- a) 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.
- b) 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.
- c) 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:-**

- a) 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.
- b) 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.
- c) Wide publicity may be given to this notification. The final date, time and venue of written test (CBT) will be intimated separately. Staff should keep themselves in readiness of written examination.
- d) Applicant must note that, if any information furnished by him/her is found to be false at a later stage, the application/candidature is liable for rejection. Submission of false or misleading information by the applicant is liable for D&AR action against him/her.
- e) The details of court cases if any, against the seniority or substantive status of the employees mentioned in Annexure 'A' may be advised to this office by the controlling officer/Personnel officer.
- f) 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.


(Rahul Shrivastava)
Dy. Chief Personnel Officer (Gaz)
WCR/JBP

Copy to:

Secretary (E) Ministry of Railways, Railway Board, New Delhi - for kind information.
Secy. to GM/WCR - for kind information.
Genl. Secy./WCRMS, Zonal Genl. Secy. All India SC/ST Employees Association JBP for information. All India OBC Employees Association JBP for information.

Intergrated Provisional seniorty list of CNS GP-5400

Sr/ no	EMPNO	HRMS ID	EMPNAME (Shri/Smt)	Desig	GP	STN	Comm	DOB	DOE	Promotion date GP 4600	Promotion date GP 4800	Promotion date GP 5400
1	45425691302	AQSGMG	KAMLA DEVI AHIRWAR	CNS	5400	KOTA	SC	07/10/1970	01/11/2003	01/10/1997	30/08/2000	01/11/2003
2	45303573606	WZQEQP	RAJKUMARI DAHERIYA	CNS	5400	BPL	SC	30/12/1970	12/04/1994	12/04/1994	15/12/2000	01/11/2003
3	45308628920	MIYWTO	ANITA GOTEKAR	CNS	5400	BPL	SC	05/09/1968	21/08/1997	21/08/1997	15/12/2000	17/01/2005
4	45308626923	AMUKLR	GLACY KURIAKOSE	CNS	5400	BPL	UR	09/11/1967	20/04/1993	20/04/1993	17/03/1998	26/04/2005
5	45308230432	ACECNT	SUNITA SRAWAN	CNS	5400	BINA	UR	26/07/1967	27/01/1992	27/01/1992	23/03/1998	01/08/2006
6	45475459760	TKOOLZ	VIJAY LAXMI GUPTA	CNS	5400	KOTA	GEN	02/11/1966	15/02/2007	28/06/1994	15/02/2000	15/02/2007
7	45308636929	AMXKLU	ANITA KUJUR	CNS	5400	BPL	ST	02/11/1968	14/08/1997	14/08/1997	25/06/2004	25/05/2007
8	45308662083	LDUUCW	MANISHA KAPADE	CNS	5400	BPL	SC	13/06/1979	11/07/2005	11/07/2005	01/10/2007	01/10/2009
9	45425690553	BAAWMD	SHASHI BALA	CNS	5400	KOTA	GEN	20/02/1966	31/12/2009	03/08/1994	23/02/2002	31/12/2009
10	45206421210	GIFBYU	SMT Sushma Masih	CNS	5400	Jabalpur	UR	13/02/1968	16/02/1991	16/02/1991	11/11/2003	21/12/2010
11	45202489107	PEDROO	Smt Veronika Tirkey	CNS	5400	Jabalpur	ST	30/06/1965	15/06/1990	06/04/1992	11/11/2003	07/02/2012
12	45308633757	IYUCMC	ALEYAMMA SHAJI	CNS	5400	HBJ	UR	15/04/1965	08/10/1993	08/10/1993	16/06/2005	25/10/2013
13	45303574191	EEQSPC	NANDITA MESTON	CNS	5400	BPL	UR	28/12/1969	04/01/1996	04/01/1996	16/06/2005	25/10/2013
14	45308629316	IGESEI	TARULATA MOHANDAS	CNS	5400	BPL	UR	18/11/1965	03/05/1991	03/05/1991	16/06/2005	25/10/2013
15	45308629316	QXKEBF	URMILA ANIKUTTAN	CNS	5400	BPL	OBC	01/03/1971	11/08/1997	11/08/1997	30/11/2005	23/05/2014
16	45202489107	ZANLGO	Smt Pralisha Anand Masih	CNS	5400	Jabalpur	UR	03/10/1965	25/05/1992	01/02/1994	24/03/2005	02/05/2014
17	45217773783	QJHIFA	Smt Krishna Das Iyer	CNS	5400	Jabalpur	UR	12/03/1965	05/04/1992	18/04/1997	24/03/2005	29/12/2014

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Sr/ no	EMPNO	HRMS ID	EMPNAME (Shri/Smt)	Desig	GP	STN	Comm	DOB	DOE	Promotion date GP 4600	Promotion date GP 4800	Promotion date GP 5400
18	45425690723	MFOIWB	ANJU MALA E ROBERT	CNS	5400	KOTA	GEN	30/04/1968	22/08/2015	19/12/1995	01/11/2003	22/08/2015
19	45206450088	OMRQPK	Smt Bernish Sarawan	CNS	5400	Jabalpur	UR	04/12/1967	02/08/1994	13/02/1998	15/05/2008	31/12/2015
20	4542561170	ZHJIQG	LEENU THOMAS	CNS	5400	KOTA	GEN	17/03/1966	27/01/2016	04/09/1997	01/11/2003	27/01/2016
21	454P9876598	RSGYKM	BHUPENDRA KUMAR MEGHWAL	CNS	5400	KOTA	SC	09/10/1978	30/01/2016	28/04/2009	28/11/2011	30/01/2016
22	45303575901	YBFHWW	BINDU JOHN	CNS	5400	BPL	UR	20/03/1974	25/07/1997	25/07/1997	14/06/2007	09/02/2016
23	45201893403	CJEODG	Smt Vinita Pillai	CNS	5400	Jabalpur	UR	01/03/1974	09/10/1997	09/06/2001	15/05/2008	22/03/2016
24	45202569097	ZGIONF	Smt Veronika Handricks	CNS	5400	Jabalpur	UR	21/11/1968	04/04/1997	06/09/2002	15/05/2008	22/03/2016
25	45308628932	FUHLZT	MAMTA SONI	CNS	5400	BPL	UR	29/11/1967	21/08/1997	21/08/1997	14/06/2007	17/07/2017
26	45303576061	CGWRCM	SEEMA TOPPO	CNS	5400	BPL	ST	15/02/1971	25/07/97	25/07/1997	13/01/2009	17/07/2017
27	45308664468	KPXWJZ	RADHA DIGARSE	CNS	5400	BPL	OBC	27/04/1976	30/12/2005	30/12/2005	06/09/2010	17/07/2017
28	45308664493	EEONDA	CHANDRKALA DHURIA	CNS	5400	BPL	OBC	20/09/1979	16/01/2006	16/01/2006	06/09/2010	31/10/2017
29	45216010506	RGHISG	Smt Chandrakala Arse	CNS	5400	Jabalpur	SC	06/07/1980	18/03/2005	18/03/2005	08/07/2010	29/11/2018
30	45216010505	SPXXKA	Smt Snehlata Donald	CNS	5400	Jabalpur	ST	21/12/1974	18/03/2005	18/03/2005	04/08/2011	05/12/2018
31	45427301620	TTINES	VIJAY SINGH MEENA	CNS	5400	KOTA	ST	09/07/1977	05/01/2019	01/03/2006	07/07/2012	05/01/2019
32	45309772662	MQEOGR	SANGEETA DIMREE	CNS	5400	BPL	UR	01/06/1975	13/08/2001	13/08/2001	17/12/2014	19/03/2019
33	45226734290	LHJWXN	Smt Reeta Patel	CNS	5400	Jabalpur	UR	24/11/1975	04/03/2000	05/08/2005	04/08/2011	13/11/2019
34	45216010843	LOOSHF	Smt Vibha Kumari	CNS	5400	NKJ	UR	06/01/1971	14/11/2005	14/11/2005	04/08/2011	13/11/2019
35	45216011748	ARQPKR	Smt Jyoti Bala Dongre	CNS	5400	Jabalpur	SC	01/07/1983	22/05/2007	22/05/2007	31/08/2012	13/11/2019

(Annexure-B)

**DECLARATION OF WILLINGNESS/UNWILLINGNESS TO APPEAR IN THE SELECTION
SELECTION OF Assistant Nursing Officer, Group 'B' G.P.-5400, Gr.15600-39100, Pay
Band-3 (Level-10 in 7th CPC) (100% LGS QUOTA)**

I _____ (Name of employee) declare as under:

Paste Passport
size
photograph
duly attested
by controlling
officer

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

1. Name in Full (BLOCK LETTER): _____
2. Present Designation : _____
3. Present Grade Pay & Level : _____
4. Date of Birth : _____
5. Date of Appointment : _____
6. PF/Ipas No & HRMS ID : PF/Ipas No. _____ HRMS ID _____
7. Mobile number & E-mail ID : _____
8. Lien maintained at (Rly./Div./Cadre): _____
9. Date of entry in to the Grade
(Pay Band-3, Gr. Rs. 15600-39100/GP 5400/Level 10): _____
10. Total Non-fortuitous service in GP-5400/Level-10: _____
11. Community (SC/ST/UR): _____

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

III. Details of the participation in earlier written examinations for ANO 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. Above candidate fulfill the eligibility criteria as mentioned in notification.

Signature of Personnel Officer
(with Designation and seal)



SYLLABUS FOR ASSISTANT NURSING OFFICER

Annexure

(ANO LGS-2025)

①
C'

- 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.



MC

Annexure- 'D'

Excell- Sheet Proforma

S. N.	Name of the employee (S/Shri)	Desig.	Ipas No.	Comm .	Working place	Div.	D.O.B. DD/MM/YY	D.O.A. DD/MM/YY	DOP in G.P.- 4600 Level 7 DD/MM/Y Y	DOP in G.P.- 4800 Level 8 DD/MM/Y Y	DOP in G.P.-5400 Level 10 DD/MM/YY

SL

