



रेल डिब्बा कारखाना कपूरथला
Rail Coach Factory, Kapurthala.

कार्यालय
महाप्रबन्धक कार्मिक
रेडिका/कपूरथला

No. 2E/RCF/PS-I/SEL/2025

Dated: 15.02.2025

NOTIFICATION

**Sub: Selection for promotion to Group 'B' service in Misc Department
for the post of PS-I in Level 8 of Pay Matrix.**

A selection for promotion of Group 'C' staff to Group 'B' in Level 8 of Pay Matrix in Misc Department of RCF (Regular 100% quota) is proposed to be held for filling up vacancies of Private Secretary-I (PS-I) as per selection procedure laid down in Railway Board other policy guidelines issued by Railway Board from time to time.

The number of vacancies assessed for selection Regular -100% are indicated below along with reserved vacancies.

Vacancy Cycle 01.01.2024 to 30.06.2026.

PS-I	UR	SC	ST	Total
Regular (100%)	01	01	01	03

NOTE- It is also to be noted that the number of vacancies are purely provisional and may also vary as per administrative exigencies.

1.0 Eligibility list of Candidates:

- 1.1 List of eligible candidates for appearing in the selection as per Railway Bd's letter no. E(GP)2007/2/25 dated 30.03.2007 is prepared and attached as Annexure 'A', on the basis of their seniority.
- 1.2 The staff listed in Annexure 'A' eligible to appear in the selection and may be advised to keep themselves in readiness to appear in the written examination.
- 1.3 The Zone of consideration for SC/ST candidates to be called for appearing in the selection for filling up Group 'B' Posts is done as per Railway Board's letter No. E(GP)2002/2/49-Pt dated 17.03.2008.

2.0 Acknowledgment & Willingness/Unwillingness of Eligible Candidates:

- 2.1 The controlling Officer should ensure that copy of this notification is delivered to each of the candidates listed in the enclosed Annexure 'A' and their acknowledgment obtained in Annexure 'C' which should be sent to Dy. CPO, Upto **03.03.2025**.

2.2 Candidates who are not willing to give the above said examination are required to submit their unwillingness and forward the same to Dy.CPO, upto **20.03.2025**.

3.0 Reservation to persons with Benchmark Disabilities (PwBDs).

3.1 One of the above vacancies is reserved for persons with Benchmark Disabilities (PwBDs) as per details mentioned below as per Railway Board's letter No. E(GP)2022/2/20 dated 18.08.2022 (RBE No. 97/2022).

Earmarked for	Functional Classification	Physical Requirement
Locomotor Disability	OA/OL, Leprosy Cured, Acid attack Victims	S, ST, BN, W, SE, MF, C, RW, H.

3.2 Successful PwBD candidates will be subject to medical examination by Railway medical authority prior to viva-voce and only those candidates confirming medical standards as laid down in the medical manual (IRMM) & other extent provisions as the case may be will be eligible for Viva-voce / empanelment.

3.3 In terms of DoPT's letter No. 36012/1/2020-Estt.(Res-II) dated 17.05.2022 circulated vide Railway Board's letter No. E(GP)2022/2/2022 dated 18.08.2022 point no. 10.1 for PwBDs there will be separate roster / register for Gr. B posts and as per point no. 13.1 due to non-availability of candidates even in extended zone, the vacancy of PwBD roster will not be filled and will be carried forward to the subsequent year.

4.0. Submission of Applications:

4.1 It should be ensured that wide publicity is given to this notification so that the willing and eligible staff may submit their application in time. It is personal responsibility of the Controlling officers of the units that the notification reaches to all the eligible employees in time.

4.2 Applications in the prescribed Performa (Annexure- 'B') are invited from the willing staff who fulfill the conditions of eligibility and it should be forwarded to this office latest by **03.03.2025** under the clear signature of controlling officer on the Performa as Annexure 'B'.

4.3 Applicants should fill all the columns in the prescribed Performa, signature of applicant and date is compulsory. Application without signature & date is liable to be rejected.

4.4 Incomplete application or application submitted after the due date will not be entertained. No application or advance copy thereof should be sent to this office directly.

5. 0 Representations as to Objections :

5.1. If any Employees has any objections against any point of this notification, the employee may give his representation to Dy. CPO, RCF/KXH through proper channel only latest by 20.03.2025 after which no representation will be entertained.



6.0 PROCEDURE TO NOTIFY ALL ELIGIBLE EMPLOYEES

6.1 If any of the employees included in the list has been transferred on deputation with other departments/units and he/she is a lien holder then he/she must be informed well in time by the officer in-charge of the department concerned from where he proceeded on deputation and his willingness/unwillingness obtained and sent to this office (Dy. CPO, RCF/KXH) well in time. Controlling officer of the department concerned will also be responsible to ensure that the notification is brought to the notice of all employees in the respective organization working under him and it may be ensured that the notification has been got noted by all the eligible employees working in their respective organization or belonging to them. This shall be applicable in case of eligible employees on sick/leave also. Confirmation of this may be sent by them to this office (Dy.CPO,RCF/KXH) for record.

7.0 RELIEVING OF ALL CANDIDATES :

7.1 All Controlling officers of the department concerned should relieve the eligible employees from Annexure-A who are willing for the written examination.

7.2 No one should be held back, under any circumstances from appearing for the selection.

7.3 Only those, who are sick for a considerable period prior to notification and for whom the Railway doctor can certify that they were not able to attend the selection on the notified date, will only be eligible for a second chance for which they should apply immediately on resumption. Those who report sick for short period will not be eligible for a second chance and this should be made clear to all eligible employees.

8.0 Examination Pattern.

8.1 Format of examination will be as per RBE No. 53/2019, dated 19.03.2019.

8.2 The selection consists of a Written Test followed by viva-voice for those qualifying in written Test.

8.3 Exam will be of one stage only and will comprise of only 1 paper with following set-up

8.4 Single Paper of 100 Marks comprising 100% objective type Multiple choice questions with following distributions of marks :

Prescribed Papers	Subject	Marks	Qualifying Marks
Paper-I	Technical (Professional) Subjects	70 Marks	60 Marks
	Official Language Policy – Establishment & Financial Rules	30 Marks	

8.5 One mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3rd of marks allotted for each question will be deducted for every wrong answer. (Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019).

8.6 Record of Service and viva-voice :

(Railway Board's letter No. E(GP)2002/2/95 dated 16.01.2001)

Subject	Max marks	Qualifying Marks
Record of Service	25	30*
viva-voice	25	(*Including minimum 15 marks in record of service)

8.7 Only those candidates who secure minimum 90 marks and pass the in the prescribed medical examination (as per para 530 (a) of IRMM Vol. I, Third Edition 2000) will be called for viva-voce.

8.8 Optional questions on Official language policy and official language rules shall be included in terms of provision contained in para 204.3 of IREM Vol.I (RBE No.115/2019).

9.0 Medical Examination :

9.1 Employees qualified for written examination will be directed for medical examination for Group 'B' category as per para 530 (b) of IRMM. On passing the medical exam, such employees shall be called for Viva-voce test.

10.0 Date of Examination & Venue:

10.1 Date of Examination will be notified later.

10.2 Venue: TTC, RCF/KXH

11.0 Syllabus:

11.1 Syllabus as prescribed vide Railway Board's letter No. E(GP)2000/2/84 dated 25.07.2001 is enclosed as Annexure- D.

12.0 The pre-selection training for the eligible SC/ST candidates:

12.1 The pre-selection training for the eligible SC/ST candidates will be given in TTC. Dy. CME/Co-ord & Principal/TTC will arrange training for SC/ST candidates. Unwillingness or refusal of SC/ST candidates for pre-selection training, if any, be obtained in writing and forward to his office.

12.2 The candidates are required to bring their own pens, ink, scales, rubbers etc. and only answer books will be supplied by this office.

12.3 Entry of mobile phone, any kind of electronic gadgets, any books, sheets bags etc in examination hall will be strictly prohibited.



13.0 Answer Key on RCF internal website.

13.1 As a measure of transparency, the answer key will be uploaded on RCF internal website on next day of the examination held and all the candidates after checking the same, may submit their objections, if any along with substantiating documents within 03 working days. Same will be sent to paper setter who will after scrutiny shall resubmit the final answer key, for further uploading the same.

14.0 All update Notice etc on RCF Website.

14.1 All updates, notice etc will be uploaded on RCF Website, candidates are requested to regularly check <https://rcf.indianrailways.gov.in> Gazetted Section in Staff Corner.


(एस. पी. मेडल)

(उप मुख्य कार्मिक अधिकारी- II)

कृते महाप्रबन्धक/कार्मिक
रेडिका/कपूरथला

Copy to :

1. All PHOD/CHOD's/RCF/KXH.
2. Secy. to GM for Kind information to GM/RCF/KXH.
3. All Dy.HODs of Mechanical Department.
4. Dy.CVO, Dy.CMM/TKJ/RCF/KXH.
5. Dy. GM(G)/CPRO, Sr. PS-I to GM/RCF/KXH.
6. Ch.OS (IT, Civil, Sup, Mech., Elect, Proc.& Plg, Plant, SMS, Fur, Mat Plg, Med) /RCF/KXH.
7. General Secretary, RCF Employees Union.
8. SC/ST and OBC Associations RCF/KXH.
9. All Notice Boards.

Annexure-A

Eligible list of Staff to appear in the Selection for the Gr. B post of PS-I
as on 15.02.2025

S.No.	Name	Emp. No.	Cat	Design	DOB
1.	Sunita Narula	251678	GEN	PS-II	17.04.1966
2.	Anil Kumar	454729	SC	PS-II	10.07.1966
3.	Avtar Singh	101112	SC	PS-II	08.02.1966
4.	Mohar Singh	454964	GN	PS-II	10.04.1966
5.	Krishan Dev	459949	SC	PS-II	20.04.1974
6.	Ved Madan	011293	GEN	PS-II	04.02.1967
7.	Seema	101061	GEN	PS-II	03.02.1968
8.	Rosy Sharma	101470	GEN	PS-II	20.04.1970
9.	Amrik Singh	101911	GEN	PS-II	30.05.1968
10.	Lalli Shanker	462759	OBC/PwBDs	PS-II	05.01.1980

20/2/2025

Annexure 'B'

Enclosure to Notification No. 2E/RCF/PS-I/SEL/2025 dt. 15.02.2025

Application for the Gr. 'B' post of Private Secretary-I in Misc department against 100 % quota selection in Level 8 of Pay Matrix.

S.No.	Details	To be filled by applicant (in CAPITAL letters)												
1	Name (in Block Letters)													
2.	Designation, Section Station at which working & Division													
3.	Date Of Birth													
4.	Date of Appointment to Railways Service													
5	Emp. Number													
6	iPass Number													
7	HRMS ID													
8	Qualifications													
9.	Present Grade. Date from Officiating that grade.													
10.	Details of Service	Date of Regular promotion in the Grade												
	<table border="1"> <thead> <tr> <th>Pay as per 7th CPC</th><th>Date</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td>Level-6</td><td></td><td></td></tr> <tr> <td>Level-7.</td><td></td><td></td></tr> </tbody> </table>	Pay as per 7 th CPC	Date	Remarks	Level-6			Level-7.						
Pay as per 7 th CPC	Date	Remarks												
Level-6														
Level-7.														
11.	Service rendered in Level-6 (or above i.e. Level-7)	Year -	Month-	Day-										
12	Community (Tick)	UR -	SC -	ST --										
13.	Contact No. (Mobile)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
14.	e-mail ID (Mandatory)													
15.	i. Weather belongs to PwBD & catg ii. Weather PwBD requires subscribe	i. ii.												
Willingness / Un-Willingness (write unwilling or Willing on right hand side). I hereby declare that the particulars given above are true.														
		(Signature of the employee)												
PLACE														
DATE														
Forwarded (Particulars given by the candidate are verified)		(Signature of the Controlling Officer.)												
DESIGNATION of the Controlling Officer & seal														

Enclosure to Notification No. 2E/RCF/PS-I/SEL/2025 dt.15.02.2025.

ACKNOWLEDGEMENT

Name (Mr/Ms.)	Employee Number	Design

Received Letter of Selection Notification No. 2E/RCF/PS-I/SEL/2025 dt.15.02.2025.

Signature of the Candidate