


**Syllabus for selection to the post Office Superintendent in Level-6 against 20% LDCE quota in ECoRly.**

1. Office procedure.
  - a. DAK handing
  - b. Maintenance of files.
  - c. Record Keeping
  - d. Maintenance of Statistics
2. Award of work in works programme
3. Procedure of stores procurement
4. Railway Organizational structure.
5. Railway Housing (Rly. Qtrs. Allotment) Policy.
6. Uniform policy
7. Booking of Running staff and non-running traveling staff.
8. Discipline & Appeal rules and conduct Rules.
9. Recognition of Trade Unions. Facilities to office bearers of recognized unions/Associations. Dealing with Unrecognized Unions/Association.
10. Medical examination and facilities available to Railway employees.
11. Audit and Accounts Narrative report. Draft Paras and their disposal.
12. Cannons of financial propriety.
13. Classification of demands of grants.
14. Man-Power Planning
  - (a) Vacancy Bank Register
  - (b) Bench Marking
  - (c) Creation of Posts
  - (d) Supernumerary posts
  - (e) Redeployment of surplus staff
15. Pay and allowances
16. Pass Rules
17. Leave Rules
18. Railway Pensions Rules.
19. General Conditions of Service
20. Hours of Employment Regulations.
21. Labour Laws and RTI Act, 2005
22. Selections & Promotions of non-gazette staff.
23. Rules regarding seniority.
24. Staff Benefit Fund.
25. Absorption of Medical De-categorized staff.
26. Staff Welfare.
27. Co-operative Societies.
28. Joining Time Rules.
29. Official Language Policy.

  
18.3.2020  
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