Notification

Sub: Filling up of vacancy of Ex cadre post of Sr. Civil Defence Instructor/Inspector Gp-Rs.4600/-, Level - 7 in GM’s office/S.E. Railway/GRC.

Applications are invited from serving permanent Railway employees of South Eastern Railway for filling up the vacancy of Ex cadre post of Sr. Civil Defence Instructor/Inspector in Pay Band Rs. 9300-34800 +GP 4600/Level 7(7th PC)in GM’s Office/S.E. Railway/GRC.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No. of vacancies</td>
<td>01 (One)</td>
</tr>
<tr>
<td>2</td>
<td>Pay Band &amp; Grade Pay</td>
<td>Rs. 9300-34800 + GP 4600/Level 7(7th PC)</td>
</tr>
<tr>
<td>3</td>
<td>Eligibility conditions :-(except RPF/RPSF staff)</td>
<td>i) Should be regular in PB-2, 9300-34800/-, GP- Rs. 4200/-, Level - 6</td>
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<tr>
<td></td>
<td></td>
<td>ii) Must have passed Civil Defence Instructors course from</td>
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<tr>
<td></td>
<td></td>
<td>National Civil Defence College, Nagpur</td>
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<td></td>
<td></td>
<td>iii) Should be of good integrity and character</td>
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<td>iv) Should not be enrolled as territorial Army personnel</td>
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</tbody>
</table>

The selection will be on the basis of **Written test, viva-voce and physical demonstration.**

(a) Written examination=100 (the marks should be scaled down to count out of 35 marks)  
(b) viva-voce=15 marks  
(c) Educational Qualification=10 marks  
(d) Record of service=05 (e) APARs 15 marks.

In terms of RBE No.196/18 (SER Estt.Srl. No 73/19) & RBE 97/19 (SER Estt.Srl. No 122/19),

- 100% objective type question would be set.
- Duration of examination will be **120 minutes**.
- 1/3rd of marks will be deducted for wrong answer.
- To ensure the authenticity of the answer, cutting overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction/over writing.
- **Blue colour ball pen** is to be used in examination.
- There will be 110 questions. Out of which 10 questions (optional) will be on Rajbhasha. If the candidates answer more than 100, the first 100 attempted questions will count.

There will be **no supplementary examination** for the absentees under any circumstances as this is a general selection post.

**Panel will be formed in the order of merit.**

<table>
<thead>
<tr>
<th>5</th>
<th>Application form</th>
<th>Enclosed as Annexure - ‘A’</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Syllabus</td>
<td>Enclosed as Annexure - ‘B’</td>
</tr>
</tbody>
</table>
| 7   | Tenure of service                                | **05 Years**, however before completion of 5 years tenure, the staff should also exercise option to either get confirmed in the ex-cadre post of CIVIL DEFENCE post or to revert back his parent department. Option once exercised will be final and irrevocable.

In that case, he should have to severe connection with the parent cadre in all respect, so that he can continue promotion in civil defence department till superannuation.

Selected person may be repatriate to his parent cadre even earlier if, exigencies of service so warrant.

| 8   | How to apply                                     | Applicants should fill up application form after thoroughly reading the eligibility conditions & syllabus & submit the filled in application form with enclosures to the **Controlling Officer**. |
applications received from the employees directly at PCPO’s Office without certification by the concerned Personnel Officers will be rejected.

The applications received from the employees directly at PCPO’s Office without certification by the concerned Personnel Officers will be rejected.

<table>
<thead>
<tr>
<th>9</th>
<th>Last date for submission/forwarded of application form</th>
<th>To the APO/HQ in PCPO’s Office/GRC on or before 15.09.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Forwarding of application by units</td>
<td>The controlling Officer should send the applications in the proforma to the respective personnel/staff Officer of Divn./Unit by 31.08.2020. The Divisional Personnel Officers should verify the correctness of the particulars furnished by the employees in their application in consolidated manner &amp; forward the same to the APO/HQ in PCPO’s Office/GRC 1st Floor on or before 15.09.2020 in a bunch with remarks “checked &amp; found correct”. No individual application will be entertained. In case no applications received a NIL statement may be sent. The applications of the employees whose service cannot be spared in the event of their being selected need not be forwarded. If the staff is undergoing penalty or is under suspension or any departmental proceedings have been initiated for minor/major penalty the particulars of such employees should be advised with details along with the applications.</td>
</tr>
</tbody>
</table>

N.B.: If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected.

The applicants may visit Website www.ser.indianrailways.gov.in for notification, syllabus and application form.

Enclo: Annexure A & B

(P S Chatterjee)
Asstt. Personnel Officer/HQ
For Pr. Chief Personnel Officer

No. SER/P-HQ/E-Admin/CDI/210

Copy forwarded for information & wide publicity amongst the staff under the control of the respective Officers:-

Secy to GM, SDGM/ PFA/ PCOM/ PCE/ CAO (Con)/ PCMM /PCSC /PCME /PCSC/ PCSTE /PCEE / CPRO/GRC  
PCCM/Kolkata, Chairman/RRB/Kolkata, DRM-KGP/CKP/ADA/RNC, CWM/KGPW  
PCMD/Mukhya Rajghas Adhikary (MRA)/GRC  
DGM(G)/Dy. CLO/GRC, ARM/SHM, SPO/RE/Kolkata  
DRM(P)-KGP/CKP/ADA/RNC  
Sr. DFM-KGP/CKP/ADA & RNC  
WPO/KGP, APO (Stores)/KGP, APO (W/S)/SNY, APO/SRC  
All Dy. CPOs/SPOs & APOs of GRC & Kol.

For Pr. Chief Personnel Officer
# Annexure-A

**APPLICATION FOR THE POST OF Sr. CIVIL DEFENCE INSPECTOR (Ex cadre) IN PAY BAND RS. 9300-34800 WITH GP RS.4600/LEVEL 7 (7th PC), in reference to PCPO/GRC’s notification No. SER/P-HQ/E-Admn/CDI/210 dt.31.07.2020.**

**Ref:** PCPO/GRC's notification No. SER/P-HQ/E-Admn/CDI/210 Dt. 31.07.2020.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name (in Block letters)</td>
</tr>
<tr>
<td>2</td>
<td>Father's Name (in Block letters)</td>
</tr>
<tr>
<td>3</td>
<td>Present Designation (Mention only regular designation)</td>
</tr>
<tr>
<td>4</td>
<td>Present Pay, Pay Band with Grade Pay/Level (mention only regular GP &amp; not MACP)</td>
</tr>
<tr>
<td>5</td>
<td>Office &amp; Station</td>
</tr>
<tr>
<td>6</td>
<td>Employee Number (PF)</td>
</tr>
<tr>
<td>7</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>8</td>
<td>Date of Appointment a) to service b) to the present post(mention regular/ex-cadre)</td>
</tr>
<tr>
<td>9</td>
<td>Length of non-fortuitous Group ‘C’ service in this Railway as on 31.07.2020.</td>
</tr>
<tr>
<td>10</td>
<td>Qualification (Academic) PG/Degree/Year/University with year of passing *certificates to be attached, self attested with date</td>
</tr>
<tr>
<td>11</td>
<td>Whether belong to SC/ST/UR *certificates to be attached, self attested with date</td>
</tr>
<tr>
<td>12</td>
<td>Brief particulars of experience in legal field in official duties with a view to bring out the aptitude of the employee for the post applied for</td>
</tr>
<tr>
<td>13</td>
<td>Reasons for applying for the post of Sr, CDI</td>
</tr>
<tr>
<td>14</td>
<td>Whether undergoing any punishment(Major/Minor) as on date</td>
</tr>
<tr>
<td>15</td>
<td>Whether any pending Major/Minor proceeding as on date or not</td>
</tr>
<tr>
<td>16</td>
<td>Contact No</td>
</tr>
<tr>
<td>17</td>
<td>List of enclosures</td>
</tr>
</tbody>
</table>

I declare that the particulars and documents furnished above are correct and true and I am liable for departmental action under DAR if the same are found to be false or fabricated later. **I also agree that my candidature may be rejected, if I am found ineligible for above selection at any stage.**

Date: [ ]
Station: [ ]

**Signature of the staff**

Ref: SER/P-HQ/E-Admn/CDI/210
Dated : 31.07.2020

Forwarded to the Asstt. Personnel Officer (HQ)/GRC, Office of the Pr.Chief Personnel Officer, 11, Garden Reach Road, Kolkata-700043,

Particulars given by the employee in Columns No. 1 to 17 have been verified with the Service Records and found to be correct:

**Signature of the Controlling Officer**

Officer Seal

Officer Name: [ ]
Designation: [ ]

Application Accepted/Rejected
If rejected grounds of rejections:

(To be signed by competent authority)
Sub: Syllabus for selection Of Civil Defence Instructor/Inspector(HQ).

1. What IS Civil Defence, history?
2. Civil Defence Organization at Central /State/Railway level command & Control.
   Modern warfare, NBC/ psychological/Conventional/Terrorist attacks its effect protection. 
   Natural calamities effects & protection and recover from its effects-earthquake floods, cyclone, tsunami etc. 
   HE/IB/UXB/IED-construction, types effects and protective measures 
4. Organization, duties of warden.
5. Details of Welfare services.
6. Necessity of Fire Fighting training on Railway staff. 
   Different type of Fire Fighting equipments and its usage during emergency. 
   7. Rescue from smoke chamber and use of BA set. 
   Organization of Rescue party/equipments/maintenance and its use 
   Survey of the incident spot. 
   Emergency methods of rescue-ground & high rise building. 
   Use of ropes, lashing lines-maintenance & care. 
   Various types of knots, hitches and lashing. 
   Use of ladder and drill. 
   Selvage 
   Corps disposal 
   Depot, Transport. 
   Supply. 
8. Principal of First Aid and duties of first aiders. 
   Systems of body structure and their First Aid (for example as bones 
   system fracture-use splints, bandages etc.) Animal bite/ poison. 
   Cervical collar and splints its use. 
   Artificial respiration & CPR. 
   Use of stretchers, strengthen of stretcher, loading-unloading of casualty 
   blanketing, lashing and stretcher drill etc. Initial assessment of patients & 
   start triage. 
   Public health & emergency sanitation. Care of ammals. 
10. Rajbhasha