



मध्य रेलवे

मंडल रेल प्रबंधक का कार्यालय

सोलापुर मंडल

सं: No.SUR/P/Admn/sele/DBS

दिनांक:09.04.2019

ALL CONCERNED SOLAPUR DIVISION

### **NOTIFICATION**

Sub:-Selection for 02 Ex-Cadre posts of Data Base Supervisor GP.4600/- (Level-7) for Personnel Department & Account Department on Solapur division.

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It is proposed to fill up 02 Ex-Cadre posts (UR-02, SC-00,ST-00) of Data Base Supervisor GP.4600/- (Level-7) each for Personnel Department & Account Department on Solapur division. Both the post are created with the sanction of Headquarters office for implementation of AFRES & PRIME. The complete job profile eligibility, reservation of post, method of selection, tenure of incumbency & other conditions are as follows-

#### **(A) ELIGIBILITY CONDITIONS:**

- (01) Group C employees working in GP.4200/-(Level-6) or above on Solapur division only can apply.
- (02) Minimum two years non-fortuitous service in GP Rs. 4200/- or in higher grade put together on the date of issue of notification.
- (03) Graduation in any faculty (Attested Photocopy of certificate to be attached with application)
- (04) Knowledge of MS OFFICE, ORACLE/ RDBMS & WINDOWS (attested photocopies of certificates to be attached with application)
- (05) Working knowledge of making out computerized reports and statement through Windows and Oracle Media (to be certified by the Controlling Officer)

#### **(B) OTHER CONDITION.**

- (01) Selection consists of written tests and perusal of service record and there will be no viva voce as per extant rules.
- (02) Selected employees will not be allowed to decline the post.
- (03) Selected employees will be posted in Divisional Office both Personnel and Accounts Department.
- (04) Lien of selected employees will be maintained by their parent department.
- (05) Maximum tenure of the posts will be 05 years.
- (06) Selected employees will have no further avenue of promotion.
- (07) The person selected will be repatriated to his /her department any time, if it is found necessary by the administration or he/she get selected in any higher grade post.

#### **(C) JOB PROFILE**

- (01) Implementing Prime programming Oracle media in personnel Department and AFRES in Accounts Department.
- (02) Interactive between users and vender's for system design and Network Design.

- (03) Implementation/additional customization of Settlement, PF, Income Tax, Bonus etc modules.
- (04) Regular co-ordination between Sr. DPO, Sr. DFM and officers of Divisional Office for collecting, processing and analyzing necessary data in connection with PRIME/ IPAS modules.
- (05) Preparation, administration and maintenance of computer programs.
- (06) Upkeep of webisting data and programs through proper backup.
- (07) Co-ordination with AMC Dealer for regular maintenance and trouble shooting of computer related problems.
- (08) Any other miscellaneous work connected with job profile entrusted by HQr and Division Officers.
- (09) Genl. Administration of Hardware & Networking.
- (10) Job assigned with computer Programming/Software of Settlement /OT/Pass /Other establishment matters etc & to ensure its smooth functioning.

**METHOD OF SELECTION:-**


The selection will comprise of written test combined with a practical test & scrutiny of records of service & confidential reports. The written test will be aimed at testing the proficiency in programming/ networking & hardware problems. The programming will be of any or all of the languages as mentioned in the model syllabus as at Annexure "A". The written test will be of 100 marks of Objective & practical questions. The qualifying mark is 60% as per extent rules. There will be no Viva-Voce test. There will be no supplementary written test.

The question paper will henceforth be 100% Objective Type and all question will be of multiple choice only, as per RBE-196 dtd. 14.12.2018 & HQ letter no. P/HQ/Ruling/O/803 dtd. 19.12.2018. The examination will be held in OMR based.

**DATE OF WRITTEN EXAMINATION** :- The staff fulfilling the above requisite conditions may apply in the enclosed proforma through proper channel so as to reach this office on or before 06.05.2019. The application received after due date will not be entertained. While forwarding the application Controlling officer should invariably certify regarding item No.4 & 5 of eligibility conditions. As per the notification condition, employees who have applied should be asked to be in readiness to appear for the written test proposed to be held on 15.05.2019. On the same day practical test will also be conducted subject to their eligibility conditions. No Supplementary Written Test Will Be Conducted.

Wide publicity may be given to this notification and also place a copy of the notification on the notice board.

Model syllabus for the written test for the above selection is enclosed.

  
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कृत मंडल रेल प्रबंधक (कार्मिक)  
सोलापुर

DA:-01) Proforma of application A & Model syllabus (Annexure 'B').

C/- SDGM(Vig)CSTM for information.

C/- Divisional Secretary- CRMS, NRMU, SC/ST Association & OBC Association/SUR for information.

PROFORMA 'A'

Application for the Ex – Cadre post of Data Base Supervisor GP. 4600/- (Level-7) in the office of Sr.DPO & Sr.DFM / SUR

Passport  
Photo Duly  
signed by Gaz  
Officer

Ref: No. SUR/P/Admn/sele/DBS Date:-09.04.2019

- 01) Name in full & P.F.No. : \_\_\_\_\_
- 02) Fathers/Husband name : \_\_\_\_\_
- 03) Date of Birth : \_\_\_\_\_
- 04) Educational Qualification. : \_\_\_\_\_  
(Enclose certificate)
- 05) Tech. Qualification (Enclose certificate) : \_\_\_\_\_
- 06) Present Designation & Deptt. : \_\_\_\_\_
- 07) GP /Level : \_\_\_\_\_
- 08) Place of working & Depot In charge : \_\_\_\_\_
- 09) Date of Appointment : \_\_\_\_\_
- 10) Whether belongs to SC /ST community : \_\_\_\_\_  
(Enclose caste Certificate)
- 11) Any DAR/SPE/VIG case is pending : \_\_\_\_\_  
or contemplated

**Note:** I hereby enclose herewith educational & Tech educational / caste certificate duly attested, without attested copies no application will be accepted. I have noted & understood the instructions mentioned in the notification No. SUR/P/Admn/sele/DBS Date:-09.04.2019

The above information submitted by me are correct, if found incorrect, then I will not eligible for appearing the above selection and if wrong information found at any stage of selection I will be liable for action under DAR and deletion of my name from the panel.

Place:

Date:

Applicant's Signature  
Mob.No.-

The information given by the employee is verified and found correct. There is no DAR/VIG case /SF 5 is pending against the above named employee and he/she is not under suspension. The Application of the above named employee is forwarded herewith for necessary action please.

No.

Date:

Place;  
(Office Stamp)


Signature of controlling Officer

Annexure 'B'

**Model syllabus for the written test for the selection of Data Base**

**Supervisor GP. 4600/- (Level-7).**

- Knowledge of routine office working.
- Knowledge of programming Languages' Application packages and operating systems viz. Fox-pro, Mfoxplus, MS office, Window(2003,NT,XP,Vista),Novel Netware, UNIX, LINUX,SUN Solaris, ORACLE- 8i,9i and higher, Sql Server, PL SQL Developer-2000 6.0,Email And Internet, html, Net, asp, php, etc.
- Knowledge of networking such as LAN, WAN etc.
- knowledge of computer hardware and peripherals, storage media etc.
- knowledge of data porting processing analyzing and sorting.
- knowledge of system and network designing and generation of reports.
- knowledge of data backup and recovery.
- ASP,JSP HTML and WEB-based programming software's.
- knowledge of IT security policy of Railway Board and its implementation.
- knowledge of IPAS/ PRIME/ AFREAS.

  
09.06.19  
APO/SUR