

**CENTRAL RAILWAY**

Divisional Office,  
Personnel Branch,  
Mumbai CSMT  
Date: 25.06.2024

No.BB/P/558/ADM/DBA

**All Concerned  
Mumbai Division**

Sub: Selection of Ex-Cadre posts of DBA (Data Base Administrator), M/Level-6 in Personnel department, Mumbai Division.

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Applications are invited to form a panel for filling up 05 ex-cadre posts of DBA (Data Base Administrator).

Break up of number of assessed vacancies is as under:-

Data Base Administrator	UR	SC	ST	Total
No. of vacancies	4	1	0	5

**Job Profile:**

1. The DBA should have adequate knowledge of Oracle data base and developer 2000 as front end. Knowledge of routine office working, Knowledge of programming languages application packages and operating system viz. FoxPro, Mfoxplus, MS office, Windows(2003, NT, XP, Vista Windows-7, 8 &10), 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.
2. Knowledge of networking like WAN, LAN and hardware & its peripherals.
3. DBA will be required to coordinate with CRIS Team/IT field units on regular basis for smooth and uninterrupted working of IT applications and also manage data base server and also ensure for implementation of Railway Board IT security policy centre.
4. The DBA should conceptualize (design), development and implement various IT modules under main IT application like IPAS, HRMS, e-Office, UMID and also carry out modification in existing modules based on users requirement.
5. DBA will coordinate with internal and field units for General administrative work related to IT applications.DBA will coordinate for outside agency for up keeping of hardware, network and software system to regular maintenance and trouble shooting. Data migration, data porting, smooth flow of data amongst various data servers for achieving optimization of capacity of application. Processing indents for procurement of consumable items required for implementation and Customization activities and maintenance of records thereof.
6. Any other work that might be assigned by the Officers related to computerization of Personnel Department on other RDBMS applications.

**Eligibility :-**

1. Educational qualification - BE/B.Tech/BCA/PGDCA/BSc(IT)/(Computer Science)/DOEACC 'B' level course of 3 years duration or equivalent or higher qualification in Computer Science or Information Technology.
2. All serving regular employees in M/Level-6 or M/Level-5 on regular basis who have completed two years of non-fortuitous service in M/Level-5 on the date of

notification are eligible to apply except Accounts & RPF department. **Preference will be given to employees in Level-6.** However, if no candidate in Level-6 is qualified the choice will be open to the employees working in Level-5.

3. Candidate should have knowledge of Computers, Database, Operating System, Networking, SQL, knowledge of IT applications being used on Indian Railways and Basics of Website building is a must.
4. Candidates should not be more than 55 years of age on the date of issue of notification i.e. 25.06.2024.

**Mode of selection :-**

1. Written test 100 marks objective type. 10% marks (optional) on Rajbhasha/Official Language Policy & Rules.
2. Scrutiny of Records of Service and APARs.
3. Panel will be formed on merit basis.
4. The written test will be aimed at testing the proficiency in programming, networking and 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 would be for 100 marks of objective questions. 10% marks (optional) will be on Rajbhasha/Official Language Policy & Rules. The qualifying marks would be 60% in Professional ability i.e. written test and 60% in aggregate, subject to usual relaxation for SC/ST staff. As per the extant rules, no viva-voce test will be conducted.
5. In terms of Railway Board's letter No. E(NG)/2018/PM 1/4 (RBE No. 196/2018) dated 14.12.2018 and RBE No. 97/2019 dated 14.06.2019, 100% objective type questions would be set. 10% (optional) marks will be on Rajbhasha/Official Language Policy & Rules. There shall be negative marking for incorrect answers. 1/3<sup>rd</sup> 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. Screening of record i.e. perusal of Service Records, perusal of last three (03) years ACR's, and D&AR/VIG clearance of those, who qualify in the written test.

**Other Conditions: -**

1. The candidate selected for the post will continue to maintain his/her lien in his/her parent department and his/her posting as DBA in M/Level-6 will not confer upon him/her any right in his/her seniority or for further promotion in normal channel over his/her seniors.
2. They should have sound health and ability to work in Air-Conditioned Computer Centre.
3. Application once submitted cannot be withdrawn, if selected.
4. **The normal tenure of DBA post will be initially for a period of three years and same will be extendable up to the maximum period of five years.**
5. The person selected will be repatriated to his/ her parent department any time if it is found necessary by the administration or if he/ she gets selected for any higher post.
6. There will be mandatory one year's "Cooling off" period to apply for the above post i.e. those who have worked on Ex-cadre post cannot apply before completion of one year period.
7. The application received directly from candidate will not be accepted. The application should be forwarded only through controlling officer otherwise same will be rejected.
8. In case, none of the employees in Level-6 are fulfilling the eligibility conditions, preference will be given to employees in Level-5. In such case, the pay will be fixed

one level higher to the present level in which the employee is working. This fixation will be valid till the validity period of deputation after which he/she will be repatriated to his/her original position, i.e. back to his pay, which he would have drawn if he/she had continued in his/her parent cadre.

**As DBA selection is conducted as per General Selection procedure, hence no Supplementary written test will be held. Further, this being general selection & voluntary in nature, the benefit of reckoning of 30% pay element for the purpose of fixation of pay of running staff on their promotion/appointment to the post of DBA will not be admissible in terms of RBE No.34/2023 dated 20.02.2023.**

The tentative schedule will be as under :-

Sr.No.	Subject	Scheduled date
1)	Date of Notification	25.06.2024
2)	Date to open PRONNATI window	28.06.2024
3)	Last date to apply by the employee	19.07.2024
4)	Last date to forward the application by respective depots to their Bill preparing Unit.	26.07.2024
5)	Last date to forward the application after verification by Bill preparing Unit to DRM(P)'s office,CSMT	02.08.2024
6)	Tentative date of issue of eligibility list	20.08.2024
7)	Tentative date of written Test	31.08.2024

Applications of the employees who are **not eligible should not be forwarded** to this office. However, reason for disqualifying the candidate may be advised to them through proper channel.

After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level and the list of eligible volunteers will be published later.

The employees may be advised to take utmost care while filling up the proforma since incomplete/wrongly filled proforma will be rejected and no representations in this regard will be entertained.

## 1. **MODE OF APPLICATION**

### (I) **HOW TO APPLY**

The eligible staff should submit their application through **ONLINE MODE** only for which following steps should be followed.

1. Visit the Railnet site <http://10.31.3.3/PRONNATI/> link and then Click onto **PRONNATI**.
2. Go through the **NOTIFICATION**.
3. Click on **REGISTER**. Select Exam Code: **Personnel/Admn/Ex cadre Selection/DBA/M/L-6/2024**.
4. Fill up **PF/Emp. No as User ID**, Your Mobile no and Registered Email and **Submit**.

5. You will get a default **Password** generated and display as 56789, immediately on another screen will show for change of password.
6. Now, go to **Home Page** and select **APPLY/LOGIN**
7. Again use your **PF/Emp. No. as User ID** and **Password** which you have received on computer screen (i.e. 56789).
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab. ( Before logout it should be conformed that it is clicked on Submit tap)
9. Take a print out and keep it for your record.

This will complete the submission of application for the candidate.

## **( II ) HOW TO FORWARD APPLICATION.**

For login, **each Office/Depot Incharge** will obtain User ID and password from **DRM(P/Admin)CSMT**. After login **Office/Depot Incharge** can view the details of applicants working under his/her control. To forward the application, just Click on **FORWARD** of each of the application. On Last date of submission of application by the candidate, respective **Office/Depot Incharge** can get a summary of the applications which he/she has forwarded. He/She should take a print and keep it for the record with the signature of the Establishment Incharge.

## **( III ) HOW TO VERIFY THE APPLICATIONS**

For login, Office Superintendent of the Depot/Sub-Divisional office/ P-Branch with whom Service Registers are maintained will obtain User ID and password from **DRM(P/Admin)CSMT**. After login, Office Superintendent can **View** as well as **Edit** the details of all applicants whose Service Registers are maintained in that office. After verifying Service Particulars of each employee from Service Record, Office Superintendent can change it in Edit application, if any deviation. He should put **sign ✓ in the box** if he made any change in the particulars filled by the applicant and same remarks should add in the remarks column. After verification to forward the application just Click on **FORWARD BUTTON** of each of the application.

## **( IV ) HOW TO VALIDATE THE APPLICATIONS**

For login, APO with whom Service Registers are maintained will obtain User ID and password **from DRM(P/Admin)CSMT**. After login APO can view all applications whose Service Registers are maintained in that office and verified by his/her Office Superintendent. As per the Eligibility conditions for the selection for the above mentioned post, APO will valid or invalid the application by clicking on the **Valid/Invalid button**. Then all the applications will be automatically forwarded to **DRM(P/Admin)CSMT** for further scrutiny. On Last date of submission of application in Headquarter, Divisional Personnel Deptt / Workshop / Construction unit can get a summary of the applications he has forwarded. He should take a print and keep it for his record.

After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level and the list of eligible volunteers will be published later. The final eligibility list will also be notified on RAILNET

site [http://10.31.3.3/PERS\\_divbb/Notifications.aspx](http://10.31.3.3/PERS_divbb/Notifications.aspx) on 20.08.2024.

For any queries regarding login/ forwarding/Editing/Validating application please contact on Mobile No.9987326567, OS (P/Admn) & 7070638168 - Jr.Clerk (P/Admn).

**NO SUPPLEMENTARY WRITTEN EXAMINATION WILL BE CONDUCTED.**

In terms of HQs L no P/HQ/Ruling/o/803 dated 07.10.2022 issued on the lines of Boardsinstruction vide letter No E(NG)I/2018/PM/1/4 dated 03.08.2022:

- a) The answer key of the written test will be published in the website 10.31.3.3/pers\_divbb/Notifications.aspx. If any of the candidates who were present in the written test have any representation with respect to the answer keys and ambiguity in questions he may submit the representation to an Email-ID ( which will be given while publishing the answer key on the above mentioned website) within 7days from the publication of the answer key on the website, after obtaining endorsement of their controlling officer certifying, the identity of the examinee raising objection. The examinee while sending the representation through email should attach the authority on the basis of which the examinee has raised the objection without which the representation will not be considered.
- b) The representation will be forwarded to the paper setting authority on next working day after completion of the 7th day. The decision of the paper setting authority after this exercise will be final and no further correspondence in this regard will be entertained .
- c) The final key alongwith the decision taken on the representation received will be published in the railnet web site mentioned above within 3 working days after completion of 7 days specified time.
- d) Decision of the Competent Authority in case of discounting of any question or otherwise on account of incorrect wording of question or all answers are wrong situation will also be communicated alongwith the final keys.

All APOs or SR Controlling Authorities are hereby requested to observe the following points while scrutinising the applications.

- a. The entry as regard to educational qualifications is mentioned in SR with valid & verified Certificates available in their Personal files.
- b. The caste of SC/ST candidates is entered in first page of SR after following due procedure.
- c. Entries as regard D&AR cases/punishment are correctly entered in SR.
- d. Entry in regard to change of name, if any.
- e. Copy of first page of SR (where latest photograph is pasted) duly indicating the PF No. & date of appointment, may please be sent along with application.
- f. Unauthorized absence entry in SR &
- g. Award entry in SR (i.e. Branch Officer Award, PHOD Award, DRM Award, GM Award. (Along with copy of such award)
- h. Applications not fulfilling the eligibility conditions for this selection given under Eligibility Conditions above, may not be forwarded to this office.

**The tentative date of Written Test is 31.08.2024. This may be treated as advance notice for preparation for written test. In case of delay in issue of eligibility list or postponement of date of written test, no separate 3-4 weeks time will be given.**

The syllabus for selection is enclosed herewith as Annexure 'A'.

DA:- Syllabus Annexure 'A'.

Digitally Signed by  
Sanjaykumar Dayma  
Date: 25.06.2024 17:51:41  
(S. R. Dayma)  
Reason: Approved  
DPO-II CSMT  
For DRM (P) CSMT

C/- **Ch.OS(P/GENL)**:Kindly upload this notification on [http://10.31.3.3/PERS\\_divbb/Notifications.aspx](http://10.31.3.3/PERS_divbb/Notifications.aspx)

C/- **Ch.OS(P/ Selection)** :For information please.

C/- **Divisional Secretary, NRMU, CRMS, AISCSTREA, AIOBCREA** – For information please.

C/- **SDGM (Vig)HQrs** :For information please.

## **Annexure 'A'**

### **Syllabus for DBA, Level-6:**

- Knowledge of Oracle data base and developer 2000 as front end.
- Knowledge of routine office working
- Knowledge of programming languages application packages and operating system viz. FoxPro, Mfoxplus, MS office, Windows(2003, NT, XP, Vista Windows-7, 8 &10), 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 like WAN, LAN etc.
- Knowledge of Computer hardware & its peripherals, storage media etc.
- Knowledge of Date 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 other WEB-based programming software's.
- Knowledge of IT security policy of Railway Board and its implementation

**CENTRAL RAILWAY**

No.BB/P/558/ADM/DBA

Divisional Office,  
Personnel Branch,  
Mumbai CSMT  
Date: 26.06.2024

**All Concerned  
Mumbai Division**

Sub: Selection of Ex-Cadre posts of DBA (Data Base Administrator), M/Level-6  
in Personnel department, Mumbai Division.


Ref.: This office Notification L.No. BB/P/558/ADM/DBA dated 25.06.2024.

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In continuation to the above mentioned notification, in (1) Mode of Application > (I)  
How to Apply > Item No.3 i.e. Click on Register Select **Exam Code** is changed as under;

**Personnel/Admin/BBDiv/Excadre/Sel/DBA/L-6/2024.**

All concerned kindly note the change in Exam Code as per above while applying for  
above selection and act accordingly.

  
(Vipin Kumar)  
DPO-I CSMT  
For Sr.DPO CSMT

C/- SDGM (Vig)HQrs :For information please.

C/- Dy.FA&CAO(IT)HQrs,CSMT – For information and necessary action please.

C/- Ch.OS(P/GENL):Kindly upload this notification on [http://10.31.3.3/PERS divbb/  
Notifications.aspx](http://10.31.3.3/PERS_divbb/Notifications.aspx)

C/- Ch.OS(P/Selection) :For information please.

C/- Divisional Secretary, NRMU, CRMS, AISCSTREA, AIOBCREA – For information  
please.