CENTRAL RAILWAY		**Headquarter Office** **Personnel Branch** **CSMT, Mumbai.**

No. P/CR/HQ/EP/227/DBA   Date: 10.01.2024.

AGM, SDGM, PCE, PCCM, PCEE, PCME, PCMD, PCPO, PCOM, PCSTE, PCMM, PFA, PFA (C), CCO, CSO, CAO(C), CPRO, DGM, CCM (PS), CCM (PM), CCM (FS),
DRM BB, BSL, NGP, SUR, PA, Chairman/RRC
CSTE(C), CEE(C), Dy. CE(C) PNVL, Dy. CE(C)DR, Dy. CE(C)GC, Dy. CE(C)JNJ,
CWM(S&T) BY, CWM PR, CWM MTN, CWM/ACL/BSL, CWM MMR,
Sr.DPO BB, BSL, NGP, SUR, PA, Dy.CPO MTN,Dy.CPO PR W/shop,
Dy.FA&CAO/DC-AC/WB, Dy.FA&CAO(C)DR, Dy.FA&CAO/B&B, Dy.FA&CAO/T,
Dy.FA&CAO/S, Dy.FA&CAO/W, Dy.FA&CAO/F, Dy. Sr. S&AO, P. Audit/CSMT,
Sr.DFM BB, BSL, NGP, SUR, PA, Sr.AFA(C)NGP, Sr.AFA(C)PA,
WAO PR, MTN, BSL, WAAO MMR, NKRD, SO PL Unit KYN, KWV, AQ
Dy.CMM BSL, PR, MTN, CRD, P/CETI/THK,
Director IRICEN/PA, IREEN/NKRD, MD/KRCL, Belapur, IRTES/BB, MRVC/CCG, GM/IRCON, Chairman RRB, Sr. EDPM, P/ZRTI/BSL, PO/RCT

Sub: Selection of Ex-Cadre posts of DBA (Data Base Assistant), PML-6 for operation in PCPO's Office,   CSMT.
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Applications are invited to form a panel for filling up 04 Ex-cadre posts of DBA (Data Base Assistant), PML-6 for operating in PCPO's office, Central Raiway CSMT.

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

DBA, ML-6	UR	SC	ST	Total
No. of vacancies	03	01	00	04

Job Profile

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.

1. Knowledge of networking like WAN, LAN and hardware & its peripherals.
2. 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.
3. 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.
4. DBA will coordinate with internal and field units for General administrative work related to

IT applications.

5. 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 Level 6 or Level 5 in Central Railway, on regular basis who have completed two years of non-fortuitous service in Level -5 on the date   of notification are eligible to apply. **Preference will be given to employees working 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, Data base, Operating System, Networking, SQL, idea 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. 11.01.2024.

Mode of selection :-

i. Written test 100 marks objective type. 10% marks (optional) on Rajbhasha/Official Language Policy & Rules.

ii. Scrutiny of records of service and APARs.

iii. Panel will be formed on merit basis. However, preference will be given to employees working in Level-6.

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.

iv.   In terms of Railway Board's letter No. E(NG)I/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. $1/3^{rd}$ 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 DAR/VIG clearance of those, who qualify in the written test.

Other Conditions

- 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 ML-6 will not confer upon him/her any right in his/her seniority or for further promotion in normal channel over his/her seniors.

- They should have sound health and ability to work in Air conditioned Computer Centre.

- Application once submitted cannot be withdrawn, if selected.

- **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.**

- 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.

- The place of posting would be in PCPO's office, CSMT .

   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.

   This notification be given wide publicity. It has been decided to call applications online from the eligible candidates and scrutiny of Service Particulars will also be done electronically at each level i.e division/workshop/Unit and Headquarter.

The tentative schedule will be as under :-

Sr.No.	Subject	Scheduled date
1)	Date to open PRONNATI window	11.01.2024
2)	Last Date to apply by the employee	02.02.2024
3)	Last Date to forward the applications by respective depots to their Bill Preparing Unit	09.02.2024
4)	Last date to forward the application after verification by Bill preparing Unit to Headquarters Office	19.02.2024
5)	Tentative date of issue of eligibility list	29.02.2024
6)	Tentative date of Written Test	23.03.2024

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 10.31.3.3 link** and then Click onto **PRONNATI**.
2. Go through the **NOTIFICATION.**
3. Click   on **REGISTER**.   Select   Exam   Code: **Personnel/Admn/Ex cadre Selection/DBA,ML-6/2023**

4. Fill up **PF No as User ID**, Your Mobile no and Registered Email and **Submit**.
5. You will get a default **Password** generated and display as 12345, 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 No. as User ID** and **Password** which you have received on computer screen (i.e. 12345).
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab. **(Before logout it should be confirmed 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 division/workshop/ Construction Unit** Incharge will obtain User ID and password from **APO(Admn.)**. After login **division/workshop/ Construction Unit Incharge** can view the details of applicants working under his 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 **division/workshop/ Construction Unit Incharge** can get a summary of the applications which he has forwarded. He should take a print and keep it for the record with the signature of the Establishment Incharge and forward the same to this office.

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

For login, Office Superintendent of the divisional personnel deptt / workshop / Construction unit with whom Service Registers are maintained will obtain User ID and password from **APO(Admn)**. After login, OS 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, OS can change it in Edit application, if any deviation. He should put **sign ü 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/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password **from APO(Admn)**. After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the post APO/Head of the Construction Unit will valid or invalid the application by clicking on the **Valid/Invalid**. Then all the applications will be automatically forwarded to Headquarter 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.

For any queries regarding login/ forwarding/Editing/Validating application please contact on **Mobile No.8828110633- APO(Admn)/ 8828311667- CS&WI(Admn)**.

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 10.31.3.3/PERS/ on 13.02.2024.

To ensure that the eligible staff avail the opportunity for appearing for selection, wide publicity should be given. Supervisor / Incharge should bring to the notice of the staff working

under them about this selection.

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.

Wide publicity be given by way of p ublishing eligibility list on the notice boards. It may ensured that all the eligible candidates be individually advised of their eligibility to appear in selection, by deputing S&WI and obtaining acknowledgement.

In terms of SPO(Ruling/Legal) CSMT's Lr. No. P/HQ/Ruling/O/803 dated 07.10.2022, Answer key of aforesaid selection will be published in the Rail net website for candidates who appeared in the written test to send representation, if any, with respect of keys and ambiguity in questions to this office The examinees (only candidates who appeared) will be given only 7 days (including intervening holidays) for sending written representation, if any. If any representation in this regard received the same will be forwarded to paper setting authority with relevant instructions issued by Rly Bd or HQ's Office for necessary action.

However, the decision of paper setting authority will be final and no further correspondence in this regard will be entertained .

The final answer key with decision taken on representation received will be published within the period of 03 working days after completion of 7 days specified in above para.The decision taken on representation will also be intimated. Evaluation will be started only after the above exercise.

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

I. The entry as regard to educational qualifications is mentioned in SR **with valid & verified Certificates available in their Personal files.**
II. The caste of SC/ST candidates is entered in first page of SR after following due procedure.
III. Entries as regard DAR cases/punishment are correctly entered in SR.
IV. Entry in regard to change of name, if any.
V. 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.
VI. Unauthorized absence entry in SR &
VII. Award entry in SR (i.e. Branch Officer Award, PHOD Award, DRM Award, GM Award. (Along with copy of such award)
VIII. Applications not fulfilling the eligibility conditions for this selection given under El**igibility Conditions** above, may not be forwarded to this office.

This may be treated as advance notice for preparation for written test. The syllabus for selection is enclosed herewith as Annexure 'A'.

Kindly acknowledge the receipt of this letter.

Manohar K. Mali
Asstt. Personnel Officer
/- PCPO

DA:-   1) Syllabus Annexure 'A"

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.