

No. E/254/09/Pt.III(O)

To

PCMD, DRMs/KIR, APDJ, RNY, LMG & TSK;  
MD/CH/MLG, CMSs/KIR,NJP, SGUJ,APDJ,NBQ,RNY, MXN, LMG ,BPB, NTSK, RPAN &  
DBRT; Sr.DMO/NGC; DMO/PNO Health Unit; Sr.DMO/MXN Health Unit,  
Sr.DMO/Med./TDH; MS/IC/NJP, RPAN & BPB ; DRM(P)s/KIR,APDJ,RNY, LMG & TSK;  
ANO/NJP; ACMS/NBQ,DBRT.

**Sub.:-** Selection for the post of Asstt. Nursing Officer (Group 'B').

It has been decided with the approval of competent authority to hold a selection for forming a panel of **05 (UR=04, ST=01)** for the Group 'B' post of Asstt. Nursing Officer in Medical department.

**1. Condition of eligibility :**

As per Rly. Bd's guideline vide letter No. E/2005/E(GR)I/I/RR dated 15.03.2016 for promotion to the Gr.- 'B' posts of Asstt. Nursing, the eligibility criteria is given below –

Chief Matron(Gr. 'C') in pay band-3 in scale of Rs.15,600-39,100/-(6<sup>th</sup> CPC) with Grade Pay of Rs.5400/-[i.e. in Level 9] with 02 years regular service in the grade shall be eligible to appear in the above selection. The cut-off date of eligibility on the length of required years of non-fortuitous services is as on **14.05.2019**.

**2. Scheme of examination:** The selection comprises of a written examination and viva-voce test. The written examination shall comprise of one paper which shall have 100% Objective type Multiple choice Questions only and the distribution of marks will be as under.

Subject	Topics	Distribution of marks
<b>As per Syllabus</b>	Technical Subject including Official Language Policy	70 marks
	Establishment & Financial Rules.	30 marks
	Qualifying marks	<b>60</b>

**3. Viva-voce and Record of Service :**

	Max. marks	Qualifying marks
(i) Viva-voce	25	30* (including at least 15 marks in the Record of service)
(ii) Record of service	25	

**4.** The selection will be based on candidates' performance both in Written Examination, Viva-voce test and record of service. Only those candidates who qualify in the Written Examination and thereafter in Medical examination in the prescribed Non-technical (**Non-safety**) category, will be eligible for the Viva-voce test provided they are declared physically fit to hold the Group-'B' post. Before commencement of the viva-voce test, Medical Examination from the respective Railway Medical authority of the candidate concerned should be done, which is mandatory. Asstt. Nursing Officer(Gr. 'B') is a Non-Safety Category of post with relaxation in standard. The final panel will be prepared on the basis of seniority of staff who qualify in the selection, subject to other provisions concerning empanelment.

5. It may be noted that the question paper will be bi-lingual, i.e., English & Hindi. It will be the candidates' choice to write in any one of the two languages. In case any ambiguity, English version will prevail.

6. **Field of Eligibility** : A list of 22 (twenty two) Chief Matrons based on the Inter-se seniority list vide APO/FS's letter No. E/225/122/6(Med) dated 19.02.2018 have been enclosed as Annexure-'A' (Main List) Further, list of 44 nos. employees are also enclosed as Annexure -'B' as Stand-by who may also be advice to be in readiness to appear for the examination in the event of being enlisted in the field of eligibility against those employees in Annexure-'A' tendering Unwillingness or fail to give Willingness before the stipulated date. In the Main list the names against Sl.No. 16 to 22 have been included as against those candidates from the normal zone of consideration, who appeared twice in earlier selections, but failed to qualify in the earlier panels of Asstt. Nursing Officer (Group-'B').

7. The controlling officers of the candidate concerned should notify this widely amongst the staff as per **Annexure-'A' & 'B'** and obtain their written **willingness/unwillingness** individually in the prescribed proforma (**enclosed as Annexure-'C'**) and forward the same to the undersigned, so as to reach this office on or before **17.07.2019**, without fail. The cut off date of receiving applications from the staff by the controlling officers is **12.07.2019**. If no option is received from any staff within the target date, it will be presumed that the candidate is unwilling to appear in the above selection and in that case Willing staff from the bottom of the seniority list will be given chance to appear in the above selection. No options should be sent to this office in a piece-meal manner. Applications forwarded after the target date will not be entertained under any circumstances.


8. The filled-up applications should be scrutinized properly with the service records to avoid any factual errors and future complications. The caste certificate (SC/ST) should also be verified carefully. If any complaint is received in regard to seniority of the staff or caste certificate, who applied for the said selection, it will be the responsibility of the cadre controlling officer, as well as Personnel Branch Officer, who are maintaining the service records to scrutinize the same. **The application format (annexed as Annexure-'C') should also be signed by the controlling officer with official seal and should have the counter signature of the concerned cadre controlling Personnel Branch Officer.**

9. **Pre-selection Coaching** : A pre-selection coaching for SC/ST candidates will be arranged by the department concerned in due course of time.

10. **Syllabus** : A copy of syllabus is enclosed as **Annexure -'D'** for wide circulation amongst the staff.

11. The willing staff, who are eligible for the above selection should be advised to keep themselves in readiness to appear in the written examination at short notice. However a formal letter will be issued from this office, after finalizing the list of eligible/willing staff.

- DA:-(i) List of candiudates (**Annexure-'A' & 'B'**).  
(ii) Proforma of application (**Annexure-'C'**).  
(iii) Syllabus (**Annexure-'D'**).

  
(A. Gogoi) 10/6/19

**ANNEXURE-'A'**

List of Chief Matron of Medical department (as per seniority)  
in connection with Group 'B' selection of Asstt. Nursing Officer.

**MAIN LIST**

S/No.	Name (S/Smt.)	Designation	Working under
1.	Borgal Besra (ST)	Ch.Matron/KIR	CMS/KIR
2	Chanda Kumari (SC)	Ch.Matron/NJP	CMS/KIR
3	Runumi Bharali (SC)	Ch.Matron/CH/MLG	MD/CH/MLG
4	Namita Dutta	Ch.Matron/CH/MLG	MD/CH/MLG
5	Sangita Mandal (SC)	Ch.Matron/NTSK	CMS/NTSK
6	Dipti Majumdar	Ch.Matron/NJP	CMS/NJP
7	Bijali Das (SC)	Ch.Matron/MLG	MD/CH/MLG
8	Ratnabati Goswami	Ch.Matron/LMG	CMS/LMG
9	Dipamoni Gogoi (ST)	Ch.Matron/LMG	CMS/LMG
10	Kum Kum Majumder	Ch.Matron/LMG	CMS/LMG
11	Sarathi Islary (ST)	Ch.Matron/NBQ	CMS/NBQ
12	Arati Poddar (SC)	Ch.Matron/SGUJ	CMS/SGUJ
13	Jayashree Das Ahmed (SC)	Ch.Matron/MLG	MD/CH/MLG
14	Sanghamitra Chowdhury	Ch.Matron/MLG	MD/CH/MLG
15	Sayed Beauty Dewan	Ch.Matron/MLG	MD/CH/MLG
<b>16</b>	Chandana Das	Ch.Matron/NJP	CMS/NJP
<b>17</b>	Kusum Das (SC)	Ch.Matron/MLG	MD/CH/MLG
<b>18</b>	Manjushree Das (SC)	Ch.Matron/MLG	MD/CH/MLG
<b>19</b>	Gita Moni Bora	Ch.Matron/MXN	Sr.DMO/MXN HU
<b>20</b>	Basanti Saha	Ch.Matron/NJP	CMS/NJP
<b>21</b>	C. M. Lepcha (ST)	Ch.Matron/KGN	CMS/KIR
<b>22</b>	Rekha Tirkey (ST)	Ch.Matron/NJP	CMS/NJP

Sl. No. **16 to 22** are included as per Rly. Board's instruction vide their letter No. E(GP)85/1/78 dated 10.09.1986.

*Anish Gogoi. 21/9/19*

**Stand-by List :**

S/No.	Name (S/Shri)	Designation	Working under
1.	Runa Kumari (SC)	Ch.Matron/KIR	CMS/KIR
2	Uma Dey	Ch.Matron/LMG	CMS/LMG
3	Sikha Dutta (SC)	Ch.Matron/MLG	MD/CH/MLG
4	Kalpna Barik (SC)	Ch.Matron/NBQ	CMS/NBQ
5	Supriya Dey	Ch.Matron/BPB	CMS/BPB
6	Anjana Bhattacharjee	Ch.Matron/LMG	CMS/LMG
7	Seema Dev	Ch.Matron/MLG	MD/CH/MLG
8	Mita Debnath	Ch.Matron/MLG	MD/CH/MLG
9	Sikha Naha	Ch.Matron/MLG	MD/CH/MLG
10	Rumee Chowdhury	Ch.Matron/DBRT	CMS/DBRT
11	Mousumi Dutta	Ch.Matron/DBRT	ACMS/DBRT
12	H. Lianzaniang (ST)	Ch.Matron/MLG	MD/CH/MLG
13	Rekha Bhuyan (SC)	Ch.Matron/MLG	MD/CH/MLG
14	Ranju Sonowal (ST)	Ch.Matron/DBRT	CMS/DBRT
15	Eti Daimary (ST)	Ch.Matron/RPAN	CMS/RPAN
16	Papiya Dey	Ch.Matron/NBQ	CMS/NBQ
17	Sushila Lakra (ST)	Ch.Matron/KIR	CMS/KIR
18	Gloria Xalxo (ST)	Ch.Matron/KIR	CMS/KIR
19	Savitri Pandey	Ch.Matron/KIR	CMS/KIR
20	Kumari Nilam	Ch.Matron/KIR	CMS/KIR
21	Rajni Kumari (SC)	Ch.Matron/KIR	CMS/KIR
22	Goma Marshall Lepcha	Ch.Matron/TDH	Sr.DMO/Med./TDH
23	Prisila Rungung (ST)	Ch.Matron/DMV	CMS/LMG
24	Sarika Aich (SC)	Ch.Matron/LMG	CMS/LMG
25	Indrani Dey (SC)	Ch.Matron/LMG	CMS/LMG
26	Sorojini Kisku (ST)	Ch.Matron/KIR	CMS/KIR
27	Shashi Kumari Sinha	Ch.Matron/KIR	CMS/KIR
28	Sarbila Sinha	Ch.Matron/KIR	CMS/KIR
29	Omta Lama	Ch.Matron/NJP	CMS/NJP
30	Kalpna Halder	Ch.Matron/CH/MLG	MD/CH/MLG
31	Tapati Dutta	Ch.Matron/CH/MLG	MD/CH/MLG
32	Niyoti Deb	Ch.Matron/CH/MLG	MD/CH/MLG
33	Chandana Choudhury	Ch.Matron/CH/MLG	MD/CH/MLG
34	Malabika Konwar	Ch.Matron/CH/MLG	MD/CH/MLG
35	Enee Talukder Choudhury	Ch.Matron/NGC H.U	Sr.DMO/NGC
36	A. Losa Mao (ST)	Ch.Matron/CH/MLG	MD/CH/MLG
37	Reena Basumatary (ST)	Ch.Matron/CH/MLG	MD/CH/MLG
38	Bijuli Deka (SC)	Ch.Matron/PNO H.U/WEST	DMO/PNO HU
39	Juri Gogoi	Ch.Matron/DBRT	CMS/DBRT
40	Chhabi Majumder	Ch.Matron/DRH/APDJ	CMS/APDJ
41	Shikha Das	Ch.Matron/DRH/APDJ	CMS/APDJ
42	Manolina Narjinary (ST)	Ch.Matron/DRH/APDJ	CMS/APDJ
43	Swati De (SC)	Ch.Matron/DRH/APDJ	CMS/APDJ
44	Sima Deb	Ch.Matron/LMG	CMS/LMG

**PROFORMA OF APPLICATION TO BE FILLED UP BY THE CANDIDATE  
FOR SELECTION FOR THE GROUP-'B' POST OF Asstt. Nursing Officer.**

1. Name in full ( **in block letter**) :-
2. Designation & Station :-
3. Working under :-
4. Educational qualification :-
5. Date of Birth :-
6. Date of Appointment :-
7. Present Pay :-
8. **Date of regular promotion to the grades -**  
(i) **In Grade Pay of Rs.5400-** (6<sup>th</sup> CPC) i.e. in **Level-7** :-
9. Whether the candidate belongs to SC/ST community :-  
(attached caste certificate duly attested by a gazetted officer)
10. Whether **Willing/Unwilling** to appear in the selection :-
11. Choice of language to answer the question (English/Hindi) :-
12. PF.NO./New Pension A/C. No. :-
13. **Contact no.** ..... **E.mail Id** .....

**DECLARATION BY THE CANDIDATE:-**

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief and I further undertake that in the event of any entry above is incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above Selection.

DATE :-

\_\_\_\_\_  
SIGNATURE OF THE CANDIDATE

**Forwarding of application (filled-in) furnished by the candidate to the controlling officer:-**

The proforma of Bio-data filled-in by the candidate, Shri/Smt. \_\_\_\_\_, Designation \_\_\_\_\_, received within the target date is hereby forwarded to the respective cadre (Personnel Branch) officer for verification with the service records available in office and for onward transmission to the General Manager(P)/Maligaon.

**Signature of the Controlling Officer**  
(with Official Seal & Date)

**Certificate to be furnished by the cadre controlling (Personnel Branch) officer:-**

It is certified that the service particulars furnished by Shri/Smt. \_\_\_\_\_, designation \_\_\_\_\_, through the above proforma (Bio-data), have been verified with service records and found correct and it has now been forwarded to GM(P)/MLG for further necessary action.

\_\_\_\_\_  
Signature of the cadre controlling (**Personnel Branch**) Officer  
(with Official Seal & Date)

**SYLLABUS FOR GROUP 'B' SELECTION OF ASSTT. NURSING OFFICER.**

**PROFESSIONAL :**

1. Nursing ethics and duties of Nurses.
2. Maintenance of OT, ICU, Labour Room and wards.
3. Management of Anaphylaxis and Cardiac Arrest.
4. Care of Comatose patient.
5. Common Drugs and doses during emergency.
6. CPR and assisted ventilator
7. Various aspects of Oxygen therapy.
8. HIV & Aids.
9. Management of Trauma.
10. Care of New Born and Maternal care, Breast feeding,
11. Electrolyte imbalance and fluid therapy, Shock management,
12. Hospital Infection control, Basic dietary principle,
13. Blood Bank and its importance, Management of obstetrical emergency.
14. Burn management, Epistaxis and hamatemesis and its management.
15. Immunization, Population control method, Acute poisoning.
16. Railway accident and disaster management, Mission Statement.
17. Laundry and Linen services, Catering services.
18. Sterilization and its methods and importance, National Health Programme.
19. Hospital Sanitation, Hospital Waste Disposal, Barrier Nursing.
20. Patient and paramedical and interpersonal relationship and counseling.

**ESTABLISHMENT**

1. Control, Supervision and development of subordinate staff.
2. Manpower Planning & Management including Training of Nursing Personal.
3. Leave Rules, Pass Rules, Retirement Rules, Medical Attendance and treat.
4. RELHS scheme, Staff Benefit Fund, Promotion of various categories of staff.
5. APAR, D&A Rules & enquiry, Roster Point, HOER Act., Overtime,
6. Organisation set up of Railway, Orientation of staff.

**FINANCIAL RULES**

1. Cannon's of Financial property.
2. Budget.
3. Control over expenditure.
4. Ex-chequer control.
5. Parliamentary Control over Railway Finance.

**RAJBHASHA**

OFFICIAL LANGUAGE POLICY AND RULES.

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