

**SYLLABUS FOR THE POST OF OFFICE SUPDT IN PAY BAND Rs.9300 –
34800 + 4200 GP UNDER LDCE QUOTA**

1. Office Procedure.
 - a) Dak Handling
 - b) Maintenance of files.
 - c) Record keeping
 - d) Maintenance of statistics.
2. Writing Skill
 - a) Letter/DO writing.
 - b) Notifications.
 - c) Note Writing.
 - d) Speaking orders.
3. Award of works in works programme.
4. Procedure for stores procurement.
5. Railway Organizational Structure.
6. Railway Housing(Rly.Quarters allotment) Policy.
7. Uniform Policy.
8. Booking of Running staff and non-running travelling staff.
9. Discipline & Appeal Rules and Conduct Rules.
10. Recognition of Trade Unions, Facilities to office bearers of recognized Unions/Associations. Dealing with Unrecognized Unions/Associations.
11. Medical examination and facilities available to Railway employees.
12. Audit and Accounts narrative report. Draft Paras and their disposal.
13. Cannons of financial propriety.
14. Classification of demands of grants.
15. Man-Power Planning.
 - Vacancy Bank register
 - Creation of Posts.
 - Bench Marking.
 - Supernumerary posts.
 - Redeployment of surplus staff.
16. Pay and Allowances.
17. Pass Rules.
18. Leave Rules.
19. Railway Pension Rules.
20. General Conditions of service.
21. Hours of Employment Regulations.
22. Official Language Act and Policy.
23. Labour Laws.
24. Right to Information Act.