

परिपत्र/CIRCULAR

**विषय/Sub: Selection for the post of System & data base
Administrator (Ex-cadre) in Pay Band Rs.9300 – 34800
+ 4600GP**

It is proposed to conduct a selection to empanel 1 employee (1-UR) for the post of System & Dada base Administrator (Ex-cadre) in Pay Band Rs.9300 – 34800 + 4600GP in ICF/Hospital by calling volunteers.

2. **Nature of work** : Maintenance of servers, monitoring of software for ICF Hospital.

3. **Eligibility conditions:**

3.1 **Desirable Qualification and Experience:**

(i) Should be a Graduate, with qualification in Computer/IT related subject.

(ii) **Should have experience of working in the following:**

- a) Software development, system administration or networking.
- b) Working in Client-server environment.
- c) Developing multi user Foxplus based programmes for Unix environment.
- d) Backup and recovery procedures etc., in Database administration
- e) Develop/Improve and maintain the Medical Department related applications in full conformity with Indian Railway Medical manual.
- f) Dealing with hardware or software problems and solve them promptly and efficiently.
- g) Preparation of technical documents, drafts, hardware/software configuration and requirement.

(iii) Syllabus for the above selection is enclosed as Annexure-A.

3.2 **Service conditions:** Staff of all departments working in identical grade or in one or two grades below i.e. in Pay Band Rs.9300-34800+4200GP or in Pay band Rs.5200-20200+2800GP. Those working in Pay Band Rs.5200-20200+2800GP should have completed at least 2 years service in that grade. One year experience in Hospital in Hospital information system is preferable. The volunteers should fulfill the eligibility criteria as on the date of Notification.

4. **How to apply & Last Date:** Application should be submitted in the proforma as in Annexure 'B' to their controlling Officers/Supervisors on or before 20/05/2015 (Wednesday). The supervisory officials will forward the applications to APO/Gaz in one lot on or before 20/05/2015 (Wednesday) certain. Applications received after the last date will not be entertained under any circumstances.

5. **Mode of Selection:** In terms of Railway Board's letter No.E(NG)I-2006/PMI/4 dated 22/03/2006, the selection will consist of a written test for 50 marks (Question Paper for 100 marks and the same will be converted for 50 marks) to assess the professional ability and 30 marks for record of service of the candidates. The written test will be held on 19/06/2015 (Friday). Objective type questions would be to the extent of 45 to 55 marks and 10% of the marks would be for official language policy.

A. S. S. S.
23/4/15

6. **Tenure:** The post of System & Data base Administrator is an Ex-cadre post and will be filled on tenure basis for a period of three years only. The tenure period may be extended by two more years depending upon the exigencies of service. The employees selected and promoted to officiate against this post will retain their lien in their parent cadre and will seek further promotion to higher grade according to their seniority positions in their parent cadre. They are clearly given to understand that their posting in ex-cadre would not confer on them any prescriptive right or claim for promotion/seniority or selection in ex-cadre and the administration reserves the right to transfer them back to their parent cadre even before the specified period in the interest of administration.

This contents of this circular may be given wide publicity.


सहायक कर्मिक अधिकारी /एज
Asst.Personnel Officer/Gaz

Encl: 1) Syllabus - Annexure A
2)Application Forma - Annexure B
Copy to Ch.OS/Confidential

**SYLLABUS FOR THE WRITTEN TEST FOR SELECTION TO THE POST OF
SYSTEM AND DATABASE ADMINISTRATOR (Ex-Cadre) IN PAY BAND
RS.9300-34800+4600GP**

PART - I GENERAL

ESTABLISHMENT:

1. Organization of Railways, classification of railway services, Procedure for recruitment to different classes for railway services.
2. Computerized pay bills, documents and deduction statements attached to pay bills, memorandum of differences, absentee statement, wage periods, assumed attendance.
3. Leave rules, Pass rules, Various kinds of advances
4. Provident fund, pension and retirement benefits.
5. The railway servants Discipline and appeal rules.
6. Staff Welfare – Welfare activities of Indian railways, staff benefit fund etc.
7. Industrial relations and labour laws – PNM, JCM, CEG, Payment of wages Act, Workmen compensation Act, Industrial Disputes Act, Minimum wages Act.
8. Hours of employment regulations.
9. Productivity linked bonus.
10. Official language policy.

ACCOUNTS:

1. Consolidated funds of India.
2. Railway finances, Convention committee and its rules, Classification of Capital and revenue expenditure, appropriation to and from DRF, development Fund and Pension fund.
3. Preparation of annual Budget, revised estimates.
4. Financial justification of railway expenditure.
5. Allocation of expenditure.
6. Contingent charges.
7. Losses, frauds and embezzlements.
8. WGR
9. Budgetary control through computer.
10. PF accounting and ledger.

STORES:

1. Organization of the stores department.
2. Procedure for purchase of materials, registration of firms, tender committee etc.
3. Indenting and issue of stores.
4. Disposal of Railway material – procedure
5. Accountal of stores prized ledger, numerical ledger, issue voucher, receipt vouchers.
6. Inventory management – concepts of EOQ, ABC analysis.
7. Exception reports, inspection of materials, departmental stock verification.

MEDICAL:

1. **Organization and objectives of medical department.**
2. **Medical Examination.**
3. **Medical attendance and treatment.**
4. **Medical aid at the time of railway accidents.**
5. **Public health services.**
6. **Prevention of food adulteration.**
7. **St. John Ambulance.**
8. **Budgeting and control of expenditure.**
9. **Family welfare programme**
10. **Occupational health.**

PART – II PROFESSIONAL

1. Computer Systems Management:

Knowledge of computer organization – fundamentals of digital circuits, microprocessor architecture, memory, input/output devices. Knowledge of Computer hardware – Servers, PCs, printers and other modern hardware devices. Operating systems, Functions of operating system, system administration concepts, networking tools in operating system, OS level backup and archival retrieval and disaster management, security. Knowledge of UNIX and Windows operating systems, Writing shell programs.

2. Database Maintenance/Administration:

The basics of Database management systems- The relational model, ER model, database normalization etc. Basics of SQL, simple queries, joins, nested queries, grouping, query parsing, indexing etc. Database administration, tuning concepts, locking and concurrency control, transactions, backup and archival. Proficiency in any one RDBMS like Foxpro, Oracle, Sybase, MS SQL server, MYSOL etc.

3. Computer Network Management:

Basics of data communication, transmission media, network topologies, the OSI layer model, TCP/IP. LANs and LAN devices, LAN protocols, LAN media, switching. Basics of network security, the Internet, Internet security, viruses, worms and malicious code, intrusion detection systems, firewalls, antivirus software etc.

4. Software development. maintenance:

Knowledge of programming – design of algorithms, development of programs, GUI forms, reports. Developing applications using popular tools like Visual studio, Oracle Forms & Reports, Net Beans, Eclipse etc. Knowledge of data structure, data types, working with files. Application development using structured third generation languages such as C, C++, Java etc. Software engineering and quality assurance. Knowledge of Standard and Open source software available for Hospital management system.

**APPLICATION FOR THE POST OF SYSTEM & DATA BASE
ADMINISTRATOR (EX.CADRE) IN PAY BAND RS.9300 – 34800 + 4600GP**

1. Name (in Block letters) :
2. Emp.No. :
3. Designation/Unit :
4. i) Date of Promotion to Rs.2800 Grade
(Rs.5200 – 20200 + 2800GP) :
- ii) Date of Promotion to present grade :
5. Educational Qualifications. :
(Photo copy to be attached)
6. Cell No. :
7. Signature of the employee :

Forwarded to APO/Gaz.

Ch.OS/OS