

No. 14-E/RCF/MIN/Prom./Lab staff/Pt.IV/10

Dated:- 04.10.2025

**NOTIFICATION**

**Sub: Selection for the post of Lab Superintendent, in Pay Matrix, Level-6 (G.P-4200/- ) against 100% (PQ) Promotional Quota in Medical Department.**

It has been decided by the competent authority to hold the selection for the post of Lab Superintendent in pay Matrix level-6 of 7<sup>th</sup> CPC (GP-4200) against 100% (PQ) Promotion Quota to form a panel of eligible candidates. Accordingly options are invited from eligible willing candidates of Medical department, RCF, Kapurthala who fulfill the following terms and conditions:

**Total No. of Posts 02 (UR=02, SC=00, ST =00), PwBD=01 ( a) category.**

**Eligibility Criteria & Prescribed Qualification**

- 1 Serving staff in the Medical Department fulfilling the qualification prescribed for direct recruitment i.e. "B.Sc. with Bio-Chemistry/Micro Biology/Life Science or Equivalent plus Diploma in Medical Lab Tech (DMLT) or equivalent from recognized Institution" or B. Sc. in Medical Technology (Laboratory) from recognized university, **with two years regular service** in relevant grade are eligible for being considered for promotion as Lab Supdt. Level-06 by a duly constituted Selection Board in accordance with the prescribed procedure.

{Authority : Rly. Board L. No. E(NG)II/2001/RR-1/20 dated 05.08.2013(RBE 79/2013) & Para 165 (4) (ii) (a) of IREM Vol-I}

2. The staff working as Lab. Technician/Assistant Chemist in Level-05 and possessing the qualification of Matriculation with Science plus Diploma in Medical Lab. Technology (DMLT) **with five years regular service** in grade will also be eligible for promotion by selection, the professional Competence being assessed by a trade test at the time of selection.

{Authority : Para 165 (4) (ii) (b) of IREM Vol-I}

3. Person in service as on 01.08.98, with the then existing qualification of Matriculation with Science plus Diploma in Laboratory Technician's course and five years service as Lab Technician/Asstt. Chemist in Level-05, will also continue to be eligible for promotion by selection as Lab Supdt. Level-06.

{Authority : Para 165 (4) (ii) of IREM Vol-I}

4. The cut off date for determining the eligibility of staff viz service condition and educational qualification is the date of issue of this office notification **i.e. as on 04.10.2025.**

{Authority : Rly. Board L. No. E(NG)1-2005/PM1/52 dated 22.08.2006 (RBE 117/2006)1}

Continued....02.....



**Mode of Selection and Qualifying Marks**

5. Above Selection will comprise written examination through Computer Based Test (CBT) followed by scrutiny of service record and APARs of the candidates who will qualify in the written test (CBT). The employees must secure 60% of marks in professional ability as well as in the aggregate. There is no reserve post for SC/ST, so no relaxation in qualifying marks, for candidates belonging to SC/ST community. They have to obtain minimum of 60% in written test and 60% in aggregate on par with UR employees. **The panel will be formed strictly in order of merit.**

(Authority : Rly. Board L. No. E(NG)I-2011/1<sup>3</sup>M1/26 dated 06.02.2014 (RBE 17/2014) & Para 8 of Master Circular 31) and L.No. E(NG)I/2025/PM1/3 dated 28.07.2025 (RBE No. 75/2025).

**Procedure for written examination:**

6. Examination will be held in the form of written test (CBT). The time of Computer Based Test (CBT) will be 120 minutes and all the questions will be of objective type, out of which 10% questions will be from the Rajbhasha. **There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer.**

{Authority: Rly. Board's letter No. E(NG)I-2018/PM1/4 dated 14.12.2018 (RBE No.196/2018), L. No. E(NG)I-2018/PM1/4 dated 14.06.2019 (RBE No.97/2019), L. No. E(NG)I-2018/PM1/4 dated 14.11.2019 (RBE No. 194/2019) & Master Circular 31 Para 7.3}

**Pre Selection Coaching:**

7. In terms of instruction contained in Railway Board's L. No\_ 88-E(SCT)I/42/2 dated 08.04.1991(RBE 71/91), Pre-selection/Pre-promotional training to SC/ST employees is to be conducted covering the syllabus of the examination for selection to safety category post. In terms of Railway Board L. N. E(NG)I-75-PMI-44 dated 31.05.1982 all post of Production Unit are non safety.

**Syllabus:**

8. The syllabus of the written examination (CBT) for this selection is enclosed herewith in Annexure-I.

**Last Date for Submission of Application:**

9. Last date for submission of application is **27.10.2025**
10. Eligible employees can send their application in the attached format as Annexure-II by **27.10.2025** to participate in the above selection. Incomplete applications will be rejected without any notice and no representation shall be entertained in this regard.
11. In-charges/Controlling Officers are requested to circulate the notification for wide publicity amongst the staff working under their administrative control and on receipt of the application, the same may be sent to the undersigned on or before the cut off date, i.e. **27.10.2025**. Applications received after target date will not be entertained. Staff concerned who intend to apply for the subject selection may be advised to keep themselves in readiness to appear in the written examination at a short notice.



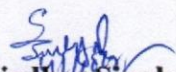
**Date of Computer Based Test (CBT) :**

12. The date, venue and time of **Computer Based Test (CBT)** will be intimated separately. Staff concerned are advised to keep themselves in readiness to appear in the **Computer Based Test (CBT)** at a short notice. **However, it is advised to the volunteering staff that there will be no supplementary examination for the absentees in the main CBT.**

**Other :**

13. The Incharges/Controlling Officer are requested to send the application through proper channel to undersigned **on or before 27.10.2025.**
14. This Notification is also available on RCF internal website.

**DA: As Above.**

  
( Girdher Singh )

**Asstt. Personnel Officer-II  
RCF, Kapurthala**

Copy to:-

1. PCPO, PCMO/RCF/KXH
2. ACMO/RCF/KXH, Dy.CPO/RCF
3. EDPM/NW/RCF : for placing the same on RCF internal website
4. Ch.OS/Medical, Lab Supdt./LLRH/RCF
5. General Secy. Employee Union/RCF/KXH
6. General Secy./SC/ST Association, General Secy./OBC Association/RCF/KXH.
7. All Notice Boards of Hospital, First Aid in W/Shop & West colony



**SYLLABUS FOR THE SELECTION OF LAB SUPDT.-III,  
PAY SCALE RS.5000-8000.**

**A. Technical****B. Administrative****A. Technical**

- I. 1. Human Body : Kidney – its function etc.  
(Physiology ) : Heart - : Matriculate  
: Lungs :  
: Digestive system :

- II. 2. Blood – Constituents of Blood –  
Normal values of diff. constituents of blood,  
Cell differentiation  
Staining method  
Anticoagulants  
Malaria parasite, TLC, DLC.
3. Stool - Different kinds of ova and cyst., Occult Blood.
4. Semen- Normal value, Microscopy, Morphology, counting.
5. Sputum- AFB/Zeil Nelson Staining, Gram's staining.
6. Urine- Constituents of urine, proteins, Glucose, Bile salts,  
Bile pigment, Occult Blood.

- III. Equipments Handling- Microscope, Oven, Incubator , Bio-chemistry  
Analyser, Auto Clave, Centrifuge machine.

- IV Sterilization- Different methods of sterilization in Lab, i.e. Dry,  
Wet, Chemical, Radiation etc.

- V Histopathology- Processing of tissue, fixation, Section cutting,  
staining.

- VI. Bio-Chemistry- Different test method.

- VII. Computerisation of Lab

**B. Administrative.**

- i. Raj Bhasha  
ii. Leave Rules  
iii. D&AR

*[Signature]*  
अध्यक्ष मुख्य चिकित्सा अधिकारी  
राज ब्रिड्ज कारखाना, कपूरथला  
CMO/RC/Kaourthala  
Aero/Las

7/2/24



**PROFORMA**

To,

Assstt. Personnel Officer-II,  
RCF, Kapurthala.

**Sub:- Application for appearing in the **Computer Based Test (CBT)** for the selection to the post of Lab Supdt., in Pay Matrix Level-06 (GP-Rs.4200/- ) against 100% Promotion Quota (PQ).**

Ref:- Notification No.14-E/RCF/MIN/Prom./Lab staff/Pt. IV/10 dated 04.10.2025.

1.	Name (S/Sh/Smt. )	:	
2.	Emp.No	:	
3.	Present Designation	:	
4.	Date of Appointment in present Grade/Post	:	
5.	Pay Matrix Level	:	
6.	Mobile No.	:	
7.	Date of Birth	:	
8.	Date of appointment and Designation on Ist Appointment	:	
9.	Total Lenth of service in present Post/Grade	_____ Years _____ Months _____ Days	
10.	Educational Qualification ( Aattached proof thereof )	:	
11.	Whether the employee belongs (UR/OBC/SC/ST )	:	

I hereby declare that the particulars furnished by me are true and correct to the best of my knowledge. If the above information given by me is found to be wrong/incorrect, then my candidature is liable to be cancelled and D&AR action can be taken against me.

Date:-

Place :

SIGNATURE OF THE EMPLOYEE

**FORWARDED BY THE CONTROLLING OFFICER**

Date:-

Place :

Signature of the forwarding Officer  
with Designation, Seal & date

**FOR OFFICIAL (P.BRANCH ) USE ONLY**

The details of the service particulars including the educational qualification/service particular have been verified with the Service Records and found correct.

Signature of the Concerned Dealer of P. Branch  
with Designation & date

Ch. OS/Min.