

पश्चिम मध्य रेल ,
प्रधान कार्यालय
कार्मिक विभाग,
जबलपुर-482 001



West Central Railway
Headquarters Office
Personnel Branch,
Jabalpur-482 001

No WCR/PHQ/GAZ/Selection/APO/Gr 'B'/LDCE/2022

Dated 08.07.2022

PFA, SDGM, PCME, PCE, CAO(C),
PCEE, PCSTE, PCMM, PCOM, PCCM, PCMD, PCSO, PCSC,
Dy.CPO(HQ), CPRO, DGM
DRM (P) -JBP, BPL, KOTA,
CWM -CRWS/BPL, CWM-WRS/KTT
CORE-RE-ALD
Chairman, RRB/BPL, PO-RCT/BPL

Sub:-	Selection for promotion from Group 'C' to Group 'B' for the post of Asst. Personnel Officer (LDCE-30% Quota).
Ref: -	(i) LGS Notification issued vide this office letter No. WCR/PHQ/Gaz/Selection/APO/Gr-B/LGS/2022 dated 08/7/2022 (2) Railway Board's letter no. E(GP)/2022/2/4 dated 28/6/2022

Applications are hereby invited for promotion to APO/Group 'B' posts against LDCE-30% Notification.

In continuation to above, it is proposed to conduct Limited Departmental Competitive Examination for the purpose of promotion from Group 'C' to Group 'B' post of Assistant Personnel Officer [Level-8] against 30% LDCE quota in Personnel Department as per selection procedure laid down in Railway Board's letter no. E(GP)88/2/111 dt. 20.08.1991, E(GP)2019/2/5 dt.08.07.2019 (Master Circular 68), E(GP)/2018/2/31 dt. 19.03.2021 & E(GP)/2022/2/4 dt. 28/6/2022 and extant provisions.

1. VACANCIES and RESERVATION

The particular of the total number of vacancies assessed for promotion to the Gr. B post of APO in Level-8 are given below-

Post	UR	SC	ST	Total
APO-30% LDCE	01	NIL	NIL	01

2. ELIGIBILITY CONDITIONS:

Group 'C' employees who are working in substantive post of Ministerial Cadre in Pay Matrix Level-6 and 7 will be eligible to appear for the selection for the post of Asst. Personnel Officer against 30% LDCE quota, provided they have rendered not less than 5 years of non-fortuitous regular service in Level-6 or rendered not less than 5 years of

non-fortuitous regular service in Level-6 & Level-7 put together, including regular service rendered in the corresponding pre-revised grade (Ministerial Cadre) as on 08.07.2022 shall be eligible as indicated below.

- 2.1 Staff of Personnel Department consisting of Ministerial staff, Staff & Welfare Inspector.
- 2.2 Stenographers & Ministerial Staff of-
- a) General Administration like Chief Law Assistant/ Law Assistant
 - b) Traffic and Commercial Department including PROs Office.
 - c) Mechanical Engineering Department
 - d) Civil Engineering Department
 - e) Signal and Telecommunication Department
 - f) Electrical Department
 - g) Medical Department
 - h) Security Department
 - i) Stores Department
 - j) Statistical and Compilation Branch
 - k) Staff of Cash & Pay & Time Office

2.3 Special Provision for exercising of option:-

The Ministerial staff for whom the avenue of promotion in the parent departments in addition to the avenue of promotion for the post of APOs (for example- Law Officer, Private Secretary-Gr.I) should exercise their option for promotion as APO within one month from the date of result of the selection. The option once exercised is treated as final in terms of Board's letter no. E(GP)92/2/19 dt. 25.03.1992, and can't be withdrawn/altered subsequently.

Note-

- i. Staff whose lien is maintained in W. C. Rly. are only eligible.
- ii. Eligible staff in the Construction/Project Organization on deputation, training and any Ex-cadre Organization and having lien and seniority in WCR, who desire to volunteer for the above LDCE may submit their application through proper channel i.e. their respective Personnel Deptt. officer, where they hold lien.

The concerned Division/Unit should send copy of notice to the staff who are on ex-cadre post/deputation after being released from last Division/Unit.



- iii. Those Group C employees who have been given financial upgradation in Level-6 under MACPs are not eligible to volunteer for the above (LDCE) written examination.
- iv. As per Railway Board's letter No. E(NG)I-2006/PM1/5 dt. 21.03.2006(RBE No 34/2006) and E(GP)2005/2/74 dt. 13.03.2008 (RBE 40/2008), in case of persons transferred at his own request to a new unit in the same category of post and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility wherever a minimum length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit and this benefit of counting of service will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts. For other cases the length of service shall be derived on the basis of the dates in the seniority list in the relevant grade.
- v. Those employees who have been transferred on own request/mutual transfer and joined in WCR after the cutoff date **08.07.2022** shall not be eligible to the selection.
- vi. As per Railway Board's letter No. E(GP)/99/2/22 dated 03.10.2006 (RBE-144/2006) & E(GP)/99/2/22 dated 21.11.2006 (RBE No. 173/2006), the provisions of Chapter-II of Indian Railway Establishment Manual, Vol-I (including para 203.2) are applicable only to 70% of selection and **not to 30% LDCE** i.e. if the junior is eligible, senior employee will not be eligible unless he is also fulfilling the conditions of eligibility of 5 years non-fortuitous service in LDCE.

3 Submission of application :

Employees eligible as per the above eligibility conditions should submit their **applications in triplicate (03 copies) in the proforma attached** on or before **25.07.2022** to their immediate supervisor and obtain his acknowledgement including serial number of entry of registration of their applications.

The applications so received should be entered serially by the Supervisor in the register to be opened for the purpose and the serial number should be mentioned while giving the acknowledgement to the employee. One copy of the application may be retained in his office and the remaining two copies forwarded to the concerned Personnel Department of the division (DRM/P). It is the responsibility of the immediate supervisor to ensure that the applications reach to the Personnel Department (DRM/P) on or before **27.07.2022** and acknowledgement is obtained. A specimen form marked 'A' of the register to be maintained in the office of the immediate supervisor/unit in-charge is enclosed.

The unit in-charge will arrange to register the application so received and 2 copies be forwarded to Division/HQ (as the case may be) through per bearer along with **soft copy in Excel Sheet as per the proforma given below** and with covering letter mentioning names of candidates applied for.



4 Scrutiny :

It is the responsibility of the Personnel Officer of divisions/units to certify the correctness of the eligibility of candidates for admission to the examination. The Personnel Officer in the Division/Workshops/HQ (as the case may be) will scrutinize the correctness of the eligibility as per the Service Record maintained by them and as per the conditions laid down in the Notification.

The concerned Personnel Officer should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office. Signature and date both are compulsory otherwise applications are liable to be rejected.

Each excel Sheet in proforma should be signed by the concerned Personnel officer.

Excel Sheet Proforma

Name (S/Shri)	Desig.	Caste	Deptt.	Division	DOB	DOA	DOP in 9300- 34800 GP: 4200 (Level 6)	DOP in 9300- 34800 GP: 4600 (Level 7)
					DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

After scrutinizing the application, the concerned Personnel Officer of Division/Workshops/HQ will send one copy of only the eligible applications to HQ Personnel Department, Gazetted Section in one bunch (No piecemeal application should be sent) along with the list in the prescribed proforma in excel Sheet (Hard & Soft copy) before the due date and ensure that these applications reach Dy.CPO(G)/JBP/HQ Office/WCR by 04.08.2022. Any application received after the cut-off date should be summarily rejected by the Personnel Officer concerned.

Names of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded.

A list of not eligible candidates should be prepared by the divisions showing the reasons for ineligibility and the same should be duly communicated and modification, if any, on this account may be communicated before 08.08.2022.

Under no circumstances, applications will be accepted after the due date.

It may also be noted that application other than in prescribed proforma, having incomplete information or without signature of controlling officer and countersigned by Personnel Department officer will not be entertained. Further, incomplete statements furnished by the divisions/units will not be entertained.



Pre Promotional Training:

As per para 2(ii) of RBE No. 142/2019, Pre selection training is not required if there is no reserved vacancy and candidates are appearing in selection/LDCEs against unreserved vacancies.

5. SCHEME OF EXAMINATION:

- A. The examination will consist of
- I. Written examination (CBT) –In terms of Railway Boards L. No. E(GP)2022/2/4 dated 28.06.2022, Board has decided to introduced Centralized Computer Based Objective Type examination.
 - II. LDCE will be one stage only and will comprise of only 1 paper with the following set up

(a)	Single paper of 150 marks comprising 100% objective type multiple choice Questions with following distribution of marks	
(a)(i)	Technical (Professional) subject	80 marks
(a)(ii)	General knowledge including optional Questions of 15 marks on Official language Policy & Rules	40 marks
(a)(iii)	Establishment and Financial Rules:	30 marks
(b)	Qualifying marks	90
(c)	Duration	3 Hours

- III. Question Paper will have 175 Questions out of which 150 questions are to be attempted.
- IV. 1 mark will be allotted to every correct answer. There shall be negative marking for incorrect answers and one third of marks deducted for each questions for every wrong answer.

B. RECORD OF SERVICE AND VIVA-VOCE

	Max. Marks	Qualifying Marks
1) Viva-Voce	25	30 (Including at least 15 marks in the record of service part)
2) Record of service	25	

(Railway Board's letter No E (GP)/2005/2/69 dated 05.01.06)

C. Medical Examination

The candidates who qualify in the written test will be subjected to medical examination as per Para 530(b) & 532 (ii) of IRMM Vol. I 2000 (IIIrd Edition) and only those candidates who are found medically fit will be allowed to appear for Viva-Voce as per extant rules.

- D. Selection/promotion will be subject to the outcome of main SLP (C) 4831 of 2012 and Contempt Petition (C) No 314 of 2016 filed in the same SLP pending before the Hon'ble Apex Court and Railway Board's orders.

6. SYLLABUS:

A copy of Railway Board letter No.E (GP)2013/2/24 dated 02.12.2014(RBE No. 133/2014) of syllabus for the selection is enclosed for information and guidance.

7. TENATATIVE CALENDER:

Date of notification	08.07.2022
Last date of submission of application in units	25.07.2022
Last date of submission of application in Personnel department of concerned unit	27.07.2022
Last date of receipt of application in HQ	04.08.2022
Provisional list by HQ	08.08.2022
Final list by HQ	12.08.2022
Date & Venue of written test	Will be notified later

8. IMPORTANT INSTRUCTIONS:

- (i) The original updated SRs and APARs for the last five years (duly enclosing the acknowledgement having received the copies of APAR for each year) of the employees may be kept ready by concerned Sr.DPO/ Controlling Officer for immediate transmission to this office whenever called for.
 - (ii) No leave of any kind should be granted to these employees which may result in their absence in the examination. They should not be sent on line duty.
9. All units should ensure that the notification is noted by the employees working under them and copy of the said notification may be placed on notice board, training centre and other important places. If any of the employee of the Division/Unit/Depot are on deputation or working against ex-cadre post and whose lien are maintained by this Railway, their present controlling officers should be advised to inform the candidates about the selection provided they fulfill the conditions. Staff should keep themselves in readiness for the written examination, even at a short notice.

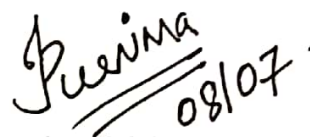


Wide publicity may be given to the above notification. Staff should keep themselves in readiness for the written examination.

This notification can also be seen in the WCR website with the address 10.150.2.19. All the Divisions/Units & applicants are advised to regularly visit WCR website (address 10.150.2.19) for any update in the matter.

Please acknowledge receipt of this letter.

Enclosed : 09 Pages.


(Purnima Jain)
Dy.Chief Personnel Officer(Gaz.)

Copy to:

Secretary (E) Ministry of Railway, Railway Board, New Delhi.
Secretary to GM/WCR & AGM/WCR for information.

Genl.Secy./WCRMS, WCREU, Zonal Genl. Secy.

All India SC/ST & OBC Employees Association JBP. For information.

WEST CENTRAL RAILWAY
PROFORMA

(It is mandatory to fill each and every column with correct information.)

Application for APO Post Group 'B' 30% Limited Departmental Competitive Examination in the
Personnel Department.

(Ref: PCPO/WCR/JBP's L.N.- WCR/P-HQ/GAZ./Selection/APO/Gr. B/LDCE- 30%/2022)

Dt. 08.07.2022)

1	Name in full (Block letter)	
2	Designation	
3	Working under	
4	Divn. /Unit where lien held	
5	PF No./ NPS No.	
6	Date of Birth	
7	Date of Appointment to Railway Service a) Designation b) Grade Rs. (RSRP)	
8	Length of service in Level-06 (As on 08.07.2022) and Level-07	
9	Date of appointment/promotion to grade Rs. 5000- 8000/ GP 4200/Level 6.	
10	Date from which working in regular basis Rs. 5000- 8000/GP4200/Level6(As on .07.2022)*	
11	Total Non fortuitous service in Gr.Rs.5000-8000/ GP-4200/Level 6	
12	Date of appointment/promotion to grade Rs. 6500- 10500/GP 4600/Level 7 on regular basis	
13	Community (SC/ST/UR)	
14	Academic Qualification	
15	Mob. No.	

*Note- In case of transfer from other Railway to WCR, please specify the date of joining in WCR.

Signature of the applicant: _____

Date:- _____

Name of the applicant: _____

Memo No.
(Forward Controlling Officer)

Paste Passport
size Photograph
here (Photo
Attested with
Controlling
officer.)

Date : _____
Office of _____
Place :

Signature of the
Immediate Supervisor with date
Place :
Date :

Memo No.

Office of _____

Place :

Forwarded to Principal Chief Personnel Officer, West Central Railway, Jabalpur. The particulars given above by the employee have been scrutinized and found correct & the above named employee is eligible to appear for the APO 30% LDCE.

Signature of the

Date:- _____

Sr.DPO/DPO/SPO/APO

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WEST CENTRAL RAILWAY

FORM 'A'

FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF THE IMMEDIATE SUPERVISOR (Form A) and DRM(P)/APO-Admn./HQ (Form B) REGARDING 30% LDCE OF PERSONNEL DEPARTMENT.

(Ref: PCPO/WCR/JBP's L.N.- WCR/PHQ/GAZ/Selection/APO/Gr 'B'/LDCE/2022

Dt. 08 -07-2022)

Sr. No.	Name of the employee	Designation	Place of work	Letter No. & Date under which the application has been sent to the DRM(P)/ APO (Admn.)/ HQ	Sr. No. & date by which application is sent to DRM(P)/ APO (Admn.)/ HQ
1	2	3	4	5	6

WEST CENTRAL RAILWAY

FORM 'B'

7

(Ref: PCPO/WCR/JBP's L.N.- WCR/PHQ/GAZ/Selection/APO/Gr.'B'/LDCE/2022

Dt. 08-07-2022)

Sr. No.	Name of the employee	Designation	Place of work	Letter No., Sr. No. & Date under which the application has been received in the office from the Immediate supervisor	Date of receipt of the application in the office of the (DRM/P)/APO (Admn.)/HQ with ref. to Col.5	Sr. No. of the registration and date by which application is forwarded to PCPO/WCR
1	2	3	4	5	6	7

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RBE No.: 133 /2014

No. E(GP)2013/2/24

New Delhi, dt: 09.12.2014

The General Managers,
All Indian Railways and Production Units.

Sub: Syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' posts of APO in Personnel Department of Railways/ Production Units.

Ref: Railway Board's letter No. E(GP)2013/2/24 dated 21.05.2014 (RBE No.52/2014).

In supercession of this office letter of even number dated 21/05/2014, the revised syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' post of APO in the Personnel Department is enclosed for guidance.

2. The revised syllabi will be effective from the date of issue of this letter. However, Selections/LDCEs for which written examinations have already been held or are at an advanced stage need not be disturbed.

3. Please acknowledge receipt.


(LILY PANDEYA)
DIRECTOR, ESTT.(GC)
RAILWAY BOARD

(5)

No.E(GP) 2013/2/24

New Delhi, dt:02.12.2014

Copy for information and necessary action to

- (1) The Director General & ex-officio General Manager, R.D.S.O., Lucknow.
- (2) The CAO, DMW, Patlala
- (3) The CAO, MTP (Rlys.), Mumbai and Chennai
- (4) The Chairman, Railway Recruitment Board:
Allahabad/Ahmedabad/Ajmer/Bangalore/Bhopal/Bhubaneshwar/Kolkata/
Chandigarh/Chennai/Gorakhpur/Guwahati/Jammu&Srinagar/Malda/
Mumbai/Muzaffarpur/Patna/Ranchi/Secunderabad/Trivendrum.
- (5) The Director, NAIR, Vadodara.
- (6) The Director, IRISSET/Secunderabad, IRIMEE/Jamalpur, IRIEE/Nasik, IRICEN
/Pune, IRCAMTECH/Gawalior.
- (7) The Railway Liaison Officer, Jeevan Tara Building, Parliament Street, New Delhi.
- (8) The General Secretary, IRCA, New Delhi.
- (9) The C.A.O, COFMOW, Rly. Offices Complex, Tilak Bridge, New Delhi-
110002.
- (10) The Secretary, Railway Rates Tribunal (Chennai), 50 MC.Nichola Road,
Chetput, Chennai.
- (11) The Exec. Director, CRIS, Safdarjung Rly.Stn.Building, Chanakyapuri, New
Delhi.
- (12) The Director (Movement), Railways 17 N.S.Road, Calcutta.
- (13) The Joint Director (Iron & Steel) 3 Koilaghat Street, Calcutta.

(LILY PANDEYA)
DIRECTOR, ESTT.(GC)
RAILWAY BOARD

SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT.

Professional Subject:

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.

2. Manpower Planning & Recruitment:

(a) Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc. Zero-based calculation of requirement/creation.

(b) Recruitment:

(i) Recruitment at various levels and methods of recruitment:

- Functioning of Railway Recruitment Boards.
- Recruitment at Zonal Railways including recruitment of artisan staff. Concept of Lead period, normal attrition while placing indent.
- Railway Recruitment Cell (RRC) - role and functions.
- Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guide quota appointments etc.
- Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS).

(ii) Recruitment to various Group 'A' Railway Services.

(iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.

(iv) Reservation in recruitment, horizontal and vertical reservation, reservation roasters etc.

(c) Apprentices Act, 1961 and its Implementation.

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(d) Absorption of medically de-categorized staff in alternative posts.

(e) Concept of Deputation, Foreign Service etc. and its impact on Pension, Foreign Service Contribution.

3. Training and Development:

- a. Basic concept of training and human resource development.
- b. Training and Development of Railway employees.
 - i. Training of Group C employees.
 - ii. Functioning of Zonal Training Schools and other training institutions.
 - iii. Training of Gazetted Officers in Railways as well as non-Railways institutions.
 - iv. Various Railway Training Institutes like NAIR, IREEN etc.
- c. Future developments in Railways, the changing roles of Railway personnel and the need for on the job training, multi skilling etc.

4. Pay and Allowances:

- a. Preparation of Pay Bill, Computerization of Pay Bill, AFRES, PRIME, I-Pass Concept etc.
- b. Pay in the Government i.e. Pay bands, Grade pay etc.
- c. Principles of pay fixation in case of appointment and promotion. Pay fixation in case of functional and non functional promotions etc.
- d. Fundamental Rule (FR) & Fixation, Instances of pay protection etc.
- e. Various allowances admissible to the Railway employees including allowances to the running staff.

5. Seniority and Promotion:

- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
- b. Provision of reservation for Schedule Caste and Scheduled Tribe employees. Maintenance of various reservation rosters.
- c. Relaxations available to SC/ST candidates for promotion in safety and non-safety category posts and procedure for de-reservation of posts.
- d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc. Impact of Vigilance investigation during and after Selection.
- e. NBR, sealed cover procedure etc.

6. Organization and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters. Maintenance of records-Service Registers, Personal Files and preparation of claims of Pay Bill, etc. Computerization of

(2)

records and personnel management functions (Human Resource Management System) - benefits, challenges and implementation. Computerization of official record and its retrieval.

7. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.
8. Disciplinary & Appeal Rules (1968), Railway Services Conduct Rules (1966) & Schedule of Disciplinary Powers. Various judgements of Supreme Court on D&AR (1968) and Railway Services Conduct Rules (1966)
9. Pass Rules.
10. Retirement benefits:
 - a. Pension Rules (new and old), Provident fund rules, Leave encashment rules, Gratuity rules etc.
 - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical resignation etc).
 - c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits.
 - d. Pension adalats, timely settlement and redressal of grievances related to settlement.
 - e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.
11. Leave Rules and joining time.
12. Reimbursement of tuition fees and legal expenses.
13. Medical assistance to Railway employees and retired Railway employees. RELHS & its membership.
14. Right to Information Act, 2005.



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Professional Subject:

1. Industrial Relations, Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
 2. Labour legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, Incentive bonus scheme, Minimum Wages Act, etc.
 3. Contract Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal), Act, 2013.
 4. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
 5. Engagement of casual labour and substitutes, policy and procedure thereof.
 6. Grievance redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme, Societies and educational assistance.
 7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.
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