

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



West Central Railway
Headquarters Office
Personnel Deptt.,
Jabalpur-482 001

No WCR/PHQ/GAZ/Selection/ACM/Gr 'B'/LGS/2023

Dated 08.12.2022

SDGM, PCOM, PCCM - WCR
CWM- CRWS/BPL, WRS/Kota
DRM (P) - JBP, BPL, KTT
Sr. DCM - JBP, BPL, KTT
Sr. DOM - JBP, BPL, KTT
Registrar/RCT/BPL
Dy.CCM(PS), HQ/JBP
Dy.CPO(HQ), HQ/JBP

Sub:- Notification for Selection to the post of ACM, Group 'B', GP-4800 (Level-8) /
Pay Band-2 Commercial Department, 70%-LGS Quota.

.....

Applications are hereby invited for promotion to ACM, Group 'B' posts against LGS Quota (70% Selection), LDCE (30%) notification shall follow.

Selection (70% LGS) for promotion from Group 'C' to Group 'B' for the post of ACM, [Level-8] against 70% LGS quota in Commercial Department shall be carried out 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. 19.03.2019, Letter No. E(GP)2022/2/4 dated 07.10.2022 and extant provisions.

1. VACANCIES and RESERVATION:-

The particulars of the number of vacancies assessed for promotion to the Gr. B post of ACM in Level-8 are given below :-

Post	UR	SC	ST	Total
ACM- (70%-LGS)	03	00	00	03
ACM- (30%-LDCE)	01	00	00	01

2. ELIGIBILITY CONDITIONS:-

- Group 'C' Ministerial / Non-Ministerial staff of commercial department holding the post in level 6 and above in pay matrix, with three years regular service as on 01.01.2023 in level 6 and above in the 7th CPC pay matrix (including non-fortuitous service rendered in the corresponding pre-revised grades). Fortuitous service will not be counted.
- Law assistants / Chief Law Assistants are eligible for promotion to the post of ACM in addition to their normal avenue of promotion to the post of APO / ALO etc. depending upon the option they exercise. The option can be exercised after an employee gets selected to any of the gazetted cadre. Such an option should be exercised within 30 days of the result of the selection by the employee in writing and option once exercised should be treated as final.
- Those Group C staff working in level 6 or 7 (PB-2 Rs.9300-34800 with Grade Pay Rs.4200 or Rs.4600) under MACP Scheme will not be considered. Their position in substantive grade will only be considered.

(iv) Staff whose lien is maintained in W. C. Rly. are only eligible.

(v) Eligible staff on deputation, training and any Ex-cadre Organization and having lien and seniority in WCR, who desire to volunteer for the above LGS may submit their application through proper channel i.e. their respective Personnel Deptt. Officer (Officer in-charge of Cadre), where they hold lien. The concerned Division/Unit should send copy of notification to the staff who are on deputation after being released from last Division/Unit.

(vi) Those employees who have been transferred on own request/mutual transfer and joined in WCR after the cut off date **01.01.2023** shall not be eligible for the selection.

2.1 The initial list of 10 candidates arranged in the order of integrated seniority is enclosed herewith as **Annexure 'A'** and also an additional list of 30 candidates next in order of seniority of Commercial department are placed as Stand by list as **Annexure-B**. Both Annexure-A and Annexure-B may be circulated and to be positively noted by all concerned employee. This must be ensured by nominated co-ordinating officer of concerned department i.e Dy.CCM(PS), HQ/JBP.

The list of candidates at **Annexure-'A'** and **Annexure-'B'** has been prepared on the basis of the final Integrated Seniority list published/circulated by Dy.CPO(HQ), JBP vide letter No. WCR/P.HQ/EC/Seniority/Commercial Dt. 09.11.2022. The details of court case if any against seniority/substantive status of employee mentioned in **Annexure-'A'** and **Annexure-'B'** may also be advised separately to this office.

2.2 Willingness/Unwillingness

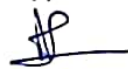
The employees indicated in Annexure -'A' and Annexure-'B' should be advised individually of the proposed selection with clear stipulation that they should exercise their willingness/unwillingness before the cut-off date in the Performa prescribed in **Annexure- 'C'** to take the selection on receipt of this notice.

It is the employees' responsibility to advise the concerned unit about his willingness/ unwillingness to take the examination and failure to respond or provide intimation within the period will be treated as unwillingness on his part to take the selection. **Option once exercised will be final.**

2.3 In case any candidate is on leave/Sick or on deputation to other Railway/ Units/Offices, the Controlling officers concerned and the offices where he/she last worked should send necessary advice to the authority under whom he/she is working or the Medical Authority as the case may be without fail and acknowledgements obtained should be sent to HQs when called for. The candidates should not send their options directly to this office. These have to be forwarded by the concerned controlling officer/Personnel officer well within last date. **Forwarding of piecemeal option to the HQs should be avoided by the concerned controlling officer/Personnel officer.**

2.4 It would be the personal responsibility of nominated nodal officer [Dy.CCM(PS), HQ/JBP] that the notification is noted by all the employees given in Annexure -'A' and Annexure -'B' and Willingness/ Unwillingness so obtained reach this office within the cut-off date. **Dy.CCM(PS), HQ/ JBP** shall be the nominated co-ordinating officer for all purpose at zonal level.

2.5 The controlling officer has no discretion to accept the application after cut-off date.



3 APPLICATION PROCESS & SCRUTINY:-

- 3.1 Willing candidates should apply in 03 copies (Triplicate).
- 3.2 The unit in-charge will arrange to register the application so received, out of the 3 copies of applications received, one copy will be retained with the concerned unit and remaining 2 copies will be forwarded to concerned Personnel Deptt./HQ/Divn./Unit per bearer along with soft copy in Excel Sheet as per the proforma enclosed as Annexure-'D' and with covering letter mentioning names of candidates applied for.
- 3.3 The Personnel Officer (Officer in-charge of the cadre) in the Division will thoroughly scrutinize the correctness of service particulars as per the Service Record maintained by them and eligibility as per notification. After scrutinizing the applications, the Division/unit will send one copy of the eligible application only to HQ Personnel Branch in one bunch 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), HQ,JBP Office/WCR by 27.12.2022 Any application received after the cut-off date should be summarily rejected by the Personnel Officer concerned.
- 3.4 Name of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded.
- 3.5 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 28.12.2022.
- 3.6 Under no circumstances, applications will be accepted after the due date.
- 3.7 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 HQ/divisions/units will not be entertained.

4. PRE-SELECTION 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/LGS against unreserved vacancies.

5. SCHEME OF EXAMINATION :-

The examination will consist of

- (A) Written examination (through centralized CBT is to be conducted by NAIR in terms of Railway Board's letter No. E(GP)2022/2/4 dated 07.10.2022 & 18.10.2022)
- (B) Medical test, as prescribed in Para 530(a) & 532(i) of IRMM Vol-I, 2000 (IIIrd Edition)
- (C) Viva-Voce

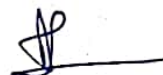
FORMAT OF WRITTEN EXAMINATION

(AS PER RBE No. 53/2019 Dt 19.03.2019 , RBE No 115/2019 dt. 16.07.2019, and Railway Board's letter no-E(GP)2022/2/4 dt. 07.10.2022)

- (i) Selections against 70% quota in Organized Services and 100% Selection in Miscellaneous Cadres :-

The written examination shall comprise of one Paper which shall have 100% Objective type Multiple Choice Question only. The paper will be of 100 marks and the distribution will be as under :-

a) Professional Subject including optional question of 10 marks on Official language policy & Rules	70 marks
b) Establishment and Financial Rules	30 marks
c) Qualifying marks	60 Marks



- (ii) Ten percent of the 100 marks prescribed for Written examination held as part of Selection should be set apart for question on Official Language policy and Official Language rules. While the employees should be encouraged to attempt the question on Official Language policy and Official Language rules, the question should not be compulsory. Thus, there will be question for 110 marks in all, including question for 10 marks on Rajbhasha Policy and rules.
- (iii) There shall be negative marking for incorrect answer. One third of the marks allotted for each question will be deducted for every wrong answer.
- (iv) The duration of written test will be 02 Hrs. in terms of Railway Board's letter No E(GP)2022/2/4 dated 07.10.2022
- (v) The panel will be formed in terms of Para 204.8 & 204.9 IREM Vol. 1 and other instructions issued by Railway Board from time to time in this regard.
- (vi) In terms of Railway Board's letter No.E(GP)6/2/96 of 03.06.1977 & 03.08.1977 the employees placed on LGS panel will rank senior to those placed on LDCE panel, for this assessment.
- (vii) 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 orders and WCR policy no. WCR/PHQ/RP/1350/Promotion Policy/SC/ST dated 20.07.2021 and 20.09.2021

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)

MEDICAL FITNESS :-

The candidates who qualify in the written test will be subjected to Medical examination as per para 530(a) & 532(i) of IRMM Vol.I 2000(III Edition) and only those candidates who are found medically fit, will be allowed to appear for Viva-Voce, as per Railway Board's letter No.E(GP)80/2/8 dated 31.10.1991.

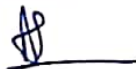
6. SYLLABUS :-

Syllabus as prescribed by Railway Board's letter No.E(GP)2022/2/4 dated 07.11.2022 is enclosed as Annexure-'E'.

7. SUPPLEMENTARY WRITTEN EXAMINATION:

Normally there should not be occasion for supplementary examination. If required, a supplementary written examination will be conducted subject to the following conditions:-

- Only the candidates who are detained on administrative account for appearing in the main examination will be allowed to appear in the supplementary examination after controlling officer/Unit in-charge gives categorical reason with regard to candidates failure to appear in the main examination.
- The candidates who are under sick (RMC) during examination or otherwise and are continuing so since the date well before examination date will only be allowed to appear in the supplementary examination after MS/DMO's Railway Certificate to this effect and duly forwarded by the Sr.DPO/DPO Unit In-charge. If any employee is issued Sick Memo on his request due to sickness, it may please be ensured that in Red Ink it should be clearly mentioned in Sick Memo that the employee concerned has to appear in the written examination for the post of ACM on specific date.



- c. Candidates who are absent for main written examination will not be allowed to appear for supplementary written examination except as mentioned in (a) and (b) above
- d. It would be personal responsibility of the candidate covered under conditions (a) and (b) to inform Dy.CPO(Gaz.), HQ/JBP through their controlling officer within 03 days failing which they will not be allowed to take the supplementary examination.

8. TENTATIVE CALENDER:-

Date of notification	08.12.2022
Last date of submission of application in units	20.12.2022
Last date of submission of application in Personnel Department of concerned unit	22.12.2022
Last date of receipt of application in HQ	27.12.2022
Issuing of final eligibility list	30.12.2022
Date of written test	22.01.2023
Supplementary exam.	29.01.2023
Duration of exam.	2 hrs.
Venue	Will be intimated later.

9. OTHER IMPORTANT INSTRUCTIONS:

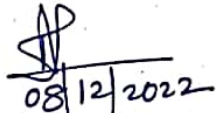
- (i) The original updated SRs and APARs for the last five years duly enclosing the acknowledgement having received the copies of APAR for each year of the employees may be kept ready by concerned Sr.DPO/Controlling Officer for immediate transmission to this office whenever called for.
- (ii) No leave 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.
- (iii) If any of the eligible employees are on deputation and working under Central/State Government undertaking and whose lien is maintained in this Railway, their Controlling Officers should be advised to inform the candidates(s) regarding the examinations provided they fulfill the requisite conditions.
- (iv) The concerned Personnel Department Officer & Controlling Officers should ensure the submission of service records and ACRs/APARs of last 05 years and DAR/SPE/Vigilance clearance in respect of staff declared qualified for the Viva-Voce immediately after publication of the result of main examination through special messenger to Dy.CPO (Gaz.)/ WCR/JBP
If any DAR/Vigilance/SPE case is pending/penalties are in operation/pending against anybody, the details thereof may be advised immediately to this office by the concerned Officials.
- (v) The concerned Divisional Officers/Executives (Sr.DCMs) are advised to give wide publicity to this notification at all major Units under their jurisdiction. The Divisions are advised to submit an undertaking that the notification has been served at all major units where eligible staff are available.
- (vi) To ensure that the eligible staff avails of the opportunity for appearing for the LGS, wide publicity should be given by pasting a copy of the notification on the notice Board of the Division Office as well as the subordinate offices. Supervisor-in-charge should bring to the notice of the staff working under them about this LGS.



- (vii) Copies of this notification should also be given to local branches of both the recognized Unions and Associations for their information.
- (viii) Staff should keep themselves in readiness for the written examination, even at a short notice.
- (ix) This notification can also be seen on 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 update in the matter.

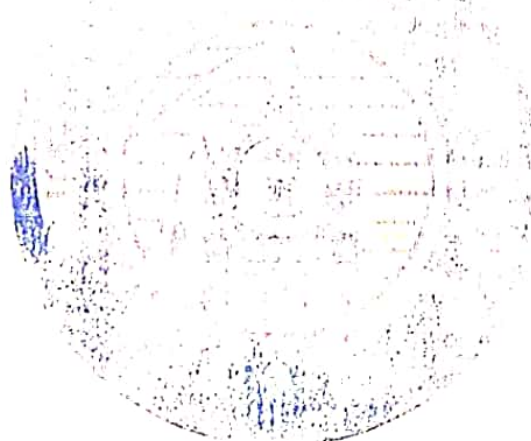
Please acknowledge receipt of this letter.

Enclosed : Annex-A to E


08/12/2022
(Anil Kumar Sinha)
Assistant Personnel Officer (Gaz)
For PCPO/WCR, JBP

Copy to:-

Secretary (E) Ministry of Railway, Railway Board, New Delhi.
Secretary to GM/WCR & AGM/WCR for information.
Genl.Secy./ WCREU, WCRMS for information.
Zonal Genl. Secy.All India SC/ST & OBC Employees Association JBP. For information.



Annexure-A

Integrated Seniority list for Selection of Gr.'B' Post of ACM, 70% LGS-2023									
Sr. No.	P.F. No	Employees Name (Shri/Smt.)	Desig.	Working Station	Community	Date of Birth	Date of Appointment	Date of Promotion	
								Level 06	Level 07
1	45202586083	D.K.Jain	CLA	JBP	UR	07.01.1965	29.03.1996	29.03.1996	01.01.1999
2	45308563123	Sunil Chadurvedi	CTI	BPL	UR	23.09.1963	27.01.1981	12.01.1999	22.02.2002
3	45206172970	Santosh Kumar Verma	CTI	JBP	SC	12.03.1964	20.11.1985	24.01.1995	01.11.2003
4	45206291715	Ashok Kumar Banwari Ram	CBPS	KTE/JBP	SC	25.08.1965	03.10.1983	07.04.1995	01.11.2003
5	45413538433	Ajay Sharma	CTI	Kota	UR	02.07.1967	27.06.1991	03.04.2002	01.11.2003
6	45415764737	Harkesh Meena	CRS	Kota	ST	22.03.1966	13.04.1992	30.05.1994	01.11.2003
7	45308563263	Hari Narayan Mehra	CTI	BPL	SC	01.07.1966	27.12.1985	14.07.2000	01.11.2003
8	45206354026	Rajendra Arora	CTI	JBP	UR	01.03.1963	06.12.1982	01.03.1993	26.02.2004
9	45206448059	Amit Kumar Verma	CCI	JBP	UR	30.06.1967	15.12.1994	15.12.1994	27.02.2004
10	45308563214	K.K.UIEKEY	CTI	BPL	ST	30.06.1966	26.06.1989	01.04.2004	18.04.2004



Annexure-B

Integrated Seniority list for Selection of Gr.'B' Post of ACM, 70% LGS-2023									
Sr. No.	P.F. No	Employees Name (Shri/Smt.)	Desig.	Working Station	Community	Date of Birth	Date of Appointment	Date of Promotion	
								Level 06	Level 07
1	45308391956	Bhanudas Sampat	CRS	BPL	ST	29.01.1965	10.09.1985	01.03.2002	26.04.2004
2	45206355584	Sunil Kumar Kalsiya	CTI	JBP	SC	19.04.1966	26.03.1987	03.08.1995	31.08.2004
3	45415761897	Rambhajan Titar	CTI	Kota	UR	15.12.1964	06.07.1988	29.06.1995	27.01.2005
4	45308396050	B.L.Meena	CCS	BPL	ST	06.10.1963	03.02.1990	13.10.1999	14.02.2005
5	45216010497	Sunil Kumar Gupta	CLA	Gen Admn/HQ	UR	04.10.1975	03.03.2005		03.03.2005
6	45208661030	Mubeen Mohd Khan	CLA	JBP	UR	27.07.1973	03.03.2005		03.03.2005
7	45308661029	Adhar Singh	CLA	BPL	SC	30.12.1972	03.03.2005		03.03.2005
8	45202248451	K.K.Dubey	CBPS	JBP	UR	23.05.1967	17.02.1988	07.01.1994	10.05.2005
9	45436400183	Radhe Shyam Meena	CLA	Kota	ST	09.07.1969	25.05.2005		25.05.2005
10	45208205140	Awadhesh Kumar	CLA	JBP	UR	05.01.1969	16.06.2005		16.06.2005
11	45206426931	Jagroop Shivram	CRS	JBP	SC	23.08.1966	05.11.1992	12.07.1996	25.08.2005
12	45308226246	P.N.Sahu	CCI	BPL	UR	10.08.1965	10.12.1992	02.12.2002	23.02.2006
13	45206420072	Manoj Kumar Dohre	CTI	JBP	SC	10.05.1963	01.08.1991	28.05.1997	28.07.2006
14	45206373859	Anil Kumar Rawat	CTI	JBP	UR	14.05.1966	26.06.1989	17.09.1996	28.07.2006
15	45206429336	Sanjay Sharma	CRS	JBP	UR	28.06.1969	08.11.1993	12.07.1996	28.07.2006
16	45204021496	Dileep Kumar Vasani	CRS	KTE/JBP	UR	13.10.1969	04.05.1988	05.11.1997	28.07.2006
17	45205092727	Dharmendra Kumar Tiwari	CRS	JBP	UR	10.07.1970	22.01.1991	05.11.1997	28.07.2006
18	45206422196	Bhagwan Das Sijoriya	CBPS	JBP	SC	01.12.1967	01.02.1992	29.07.1999	22.12.2006
19	45206129269	Sanjay Kumar Lalchand	CBPS	JBP	SC	01.07.1972	17.05.1993	21.09.1999	22.12.2006
20	45206443126	Vasudev Sarkar	CBPS	HQ/JBP	SC	01.03.1978	31.01.1996	12.08.2001	22.12.2006
21	45206356461	P Thomas Koshy	CCI	JBP	UR	25.03.1965	24.07.1986	26.04.2004	22.12.2006
22	45206355640	Dileep Kumar Hirallal	CBPS	JBP	SC	02.01.1965	05.02.1988	21.09.1999	10.01.2007
23	45206371905	Sundar Lal Ahirwar	CBPS	JBP	SC	05.06.1963	30.06.1989	21.09.1999	10.01.2007
24	45207043557	Harshada Kamble	CLA	HQ/JBP	SC	14.04.1967	21.10.1991		09.03.2007
25	45308227111	Dayaram	CLA	BPL	ST	02.08.1967	08.02.1999		09.03.2007
26	45425762060	Gresiyas Najhrat	CMI	Kota	UR	29.08.1969	11.01.1995	06.10.1999	17.06.2007
27	45308227875	Vikash Jam	CCI	BPL	UR	05.04.1973	02.12.2002	02.12.2002	19.07.2007
28	45308391919	Mahendra Kumar Vyas	CRS	BPL	UR	10.03.1963	21.09.1983	20.11.1992	12.03.2008
29	45308225590	Rajesh Raikwar	CCS	BPL	ST	08.10.1971	15.03.1995	12.07.2006	01.05.2008
30	45425762280	Chandra Prakash Meena	CMI	Kota	ST	19.07.1968	13.01.1995	19.08.2003	02.08.2008

Annexure - C

**DECLARATION OF WILLINGNESS/UNWILLINGNESS TO APPEAR IN THE SELECTION OF ACM
(70% LGS QUOTA) IN COMMERCIAL DEPARTMENT.**

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

1. My name appears at Serial No..... in Annexure.....('A' & 'B') My service particulars are as under -

1	NAME IN FULL (BLOCK LETTER)	
2	Designation	
3	Working under -	Place of posting -
4	Divn. /Unit where lien held	
5	IPAS No.	
6	PWBD (type of Disability.)	
7	Date of Birth	
8	Date of Appointment to Railway Service a) Designation b) Grade Rs. (RSRP)	
9	Date of appointment/promotion to grade Rs. 5000-8000/ GP 4200/Level-6 on regular basis	
10	Date of appointment/promotion to grade Rs. 6500-10500/GP 4600/Level 7 on regular basis	
11	Total Non fortuitous service in grade Rs.5000-8000/ GP-4200/Level 6 and above as on 01.01.2023	
12	Community (SC/ST/UR)	
13	Educational/Technical Qualification/Professional qualification	
14	Personal Mob. No.-	E.Mail ID -

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

2. I am.....(WILLING/UNWILLING) to appear in the examination. I am aware that the willingness/unwillingness once exercised will be treated as final.
3. I am aware that this willingness/unwillingness once exercised shall be deemed to be final.
4. Details of the participation in earlier written examinations for Group 'B' as ACM (LGS 70% only)

S.No.	DATE OF WRITTEN EXAMINATION HELD	PASS	FAIL
1.			
2.			

5. I declare that the particulars furnished above are correct to the best of my knowledge and belief. If any of this of the above furnished information is found incorrect/false my candidature for the selection shall liable to be cancelled at any stage and disciplinary action may be taken against me under the RS(D&A) Rules-1968.

Memo No. _____

Paste Passport size
photograph here (photo
attested with controlling
officer.)

Signature : _____

Date : _____

Office/Stn : _____

Sign & seal of unit incharge

Designation: _____

Memo No. _____

Office : _____

Date : _____

Forwarded to Dy.CPO(G), PCPO's Office, Jabalpur. The particulars given by the employees against Column Nos.1 to 14 have been verified and found correct. Above candidate fulfil the eligibility criteria as mentioned in notification.

**Signature of the
Sr.DPO/DPO/SPO/APO**



Annexure-D

Centralised CBT for Gr-B Selection against 70% LGS quota.

Particulars of eligible applicants

Sl. No.	Name of the applicant (MS/Smt./S/Shri)	IPAS No.	Designation	DOA	DOA in Level-6	DOA in Level-7	Personal Mobile No.	Email ID	Place of posting	Division/workshop/Unit	Controlling officer	DOB (DD/MM/YYYY)	Community (UR/SC/ST)	Whether a PwBD requiring scribe (OH/VII/III)	Remarks
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]

The particular furnished above have been verified with the application submitted by the employee and SR of the employee and certified as correct.



Total No of Application received-

No of eligible candidates-

No of Non-Eligible Candidates-

Signature-

Name-

Designation

Date-

Annexure-E

7/7

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4

New Delhi, dt:07/11/2022

The General Managers,
All Indian Railways/PUs.

(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G))

Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of
Centralized Computer Based Multiple Choice Objective type
examination (CBT) in all departments having Organised Services

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above

M. Saluja

(Meenakshi Saluja)

Dy. Director, Estt.(GP)-III
Railway Board

Ph. No. 233047250

E.mail ID- meena.1964@gov.in

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

6/7

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

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1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge, Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches; On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.