

प्रधान कार्यालय
कार्मिक विभाग,
जबलपुर-482 001



पश्चिम मध्य रेलवे

Headquarters Office
Personnel Department,
Jabalpur-482 001

No. WCR/P.HQ/GAZ/Selection/Gr. "B"/AS&AO

दिनांक:- 12.12.2023

PFA/WCR

DGM(G)/WCR & Dy.CPO/HQ/WCR

Sr.DPOs/WCR-JBP, BPL, Kota

NOTIFICATION

Sub:-Notification for Selection to Group 'B' post of Assistant Statistical and Analysis Officer, Level-8 (PB-2+GP-4800/-) in Statistical Branch of General Administration Department (100 %-LGS Quota).

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With the approval of General Manager/WCR, it is decided to form a panel for **01 (One) (01-UR)** post for promotion to the post of Assistant Statistical and Analysis Officer, Level-8 (PB-2+GP-4800/-) in Statistical Branch of General Administration Department through 100% LGS Quota. The detailed break up of vacancy is as under: -

UR-01

SC-Nil

ST-Nil

1. Eligibility:

- 1.1 The post of Assistant Statistical and Analysis Officer in Level-8 (PB-2+GP-4800/-) in Statistical Branch of General Administration Department will be filled by promotion through selection from amongst the Group 'C' employees working in Statistical Branch in PB-2, Rs 9300-34800+4200(GP) (Level-6 of 7th CPC) or higher Group 'C' Grades on regular basis, with not less than 03 (three) years non-fortuitous service in the Grade.
- 1.2 The Group 'C' employees of Statistical Branch who are eligible to be called for the aforesaid selection are mentioned in **Annexure- 'A'** consisting of 05 employees and also an additional list of 5 employees next in order of seniority as standby list as **Annexure 'B'** arranged in the order of integrated seniority of employees working in Statistical Branch based on length of non-fortuitous service in the Grade published vide Dy.CPO/HQ's letter No.WCR/PHQ/EQ/Integrated Seniority/Statistical Cell/2023. dated 29.08.2023 which may be circulated amongst the employees and got noted by each of them positively.

Those mentioned in Annexure 'B' will be called for written test (CBT) to the extent of number of candidates listed in **Annexure 'A'** express unwillingness to appear for the aforesaid selection. They may also be asked to be in readiness to appear for the written test.

The details of court case if any against seniority/substantive status of employee mentioned in Annexure 'A' & Annexure 'B' may also be advised separately to this office. The final eligibility list will be prepared from this list after receiving willingness/unwillingness of the shortlisted employees.

Note: -The terms and conditions of promotion shall be as per the instruction issued by the Ministry of Railways from time to time.

(Signature)
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2. Zone of Consideration:-

An initial list of 05 employees arranged in the order of integrated seniority who are coming in the zone of consideration in terms of Para 203.4 of IREM Volume-I is enclosed as Annexure 'A' and also an additional lists of 05 employees next in order of seniority are placed as Standby list is enclosed as Annexure 'B'. Both lists may be circulated and to be positively noted by all concerned employees. This must be ensured by nominated co-ordinating officer i.e Dy.FA&CAO/G.

Both the lists of employees have been prepared on the basis of the final Integrated Seniority list published/circulated by Dy.CPO/HQ/JBP vide letter No.WCR/PHQ/EO/Integrated Seniority/Statistical Cell/2023. Dated 29.08.2023.

The employees indicated in Annexure 'A' & Annexure 'B' should be advised individually of the proposed selection with clear stipulation that they should submit their applications through Online mode before the cut off date as per the instructions indicated at Para 3 of this notification to take the selection on receipt of notice.

It is the employee's responsibility to advise the concerned unit about his willingness/unwillingness and submit online application 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.**

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.

3. Instructions for Online Application:

It has been decided to call for application for the selection through Online mode. The **Detailed instructions are as under:**

Link for submission of online application:

(Railnet Website) 10.157.20.181 (9.30 A.M. to 6.00 P.M.)

Link: - <http://10.157.20.181:9991/Registration Online LGS.aspx>

The link will be de-activated after closing date and time. Therefore applicants are advised to submit their application before closing date and time.

HOW TO APPLY (Instructions for employees):-

- (i) Employees are advised to carefully read the instructions in this Notification before filling up the application **through Online mode** by visiting the official website.
- (ii) The eligible/willing employee as per the Annexures mentioned at Para 2 of this notification have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- (iii) Filling up of all the fields are mandatory.
- (iv) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.
- (v) After submission of application, a unique application number will be allotted.
- (vi) Acknowledgement will be sent in the Candidate's email-id after submission of applicaiton.
- (vii) Applicant must note that, if any information furnished by him/her is found to be false at a later stage, the candidature of the employee is liable to be summarily

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rejected. Submission of false or misleading information by the applicant is also liable for D&AR action against him/her.

- (viii) The applications will be treated as "Invalid/Ineligible" on the following grounds also.
- I. Signature not having been uploaded.
 - II. Latest photograph not having been uploaded.
- (ix) Application of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded.
- (x) Under no circumstances, applications will be accepted after the due date.
- (xi) It may also be noted that incomplete applications or without verification of the concerned cadre controlling officer will not be entertained.

4. Instruction to Personnel Department/Establishment officers-

- (i) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the levels of dealer(S), Personnel officers/Establishment Officers etc.
- (ii) The user rights and passwords provided may be utilized only by the authorized personnel.
- (iii) The respective cadre dealing officials and Personnel officer/Establishment in-charge of the cadre should verify the correctness of the particulars of each application with the service register and other available relevant records. The Personnel officers/Establishment officers should also check the eligibility of the candidates as per the Notification. After due verification, each online application has to be certified and forwarded online with remarks, if any. In addition, an excel file containing all the relevant details of all eligible applications should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded on the website along with the covering letter and should also be forwarded in e-office to Dy.CPO(Gaz.)/HQ/JBP as e-receipt. The relevant data in excel sheet received without such certification will be rejected and the responsibility will be fixed for such incorrect or incomplete certification.
- (iv) The Personnel officers/ Establishment officers concerned should reject the ineligible applicant at their level duly specifying the reason for rejections. A list of ineligible candidates should be circulated and modification if any should be intimated to this office within 03 days.

5. Pre-Selection Training to SC/ST candidates-

As per instructions contained in Para 2 (ii) of Railway Board's letter dated 28.08.2019, Pre-selection training is not required, if there is no reserved vacancy and candidates appearing in the Selections/LDCEs against unreserved vacancies. As there is no reserved vacancy in this selection, pre-selection coaching of reserved category is not required.

6. SCHEME OF EXAMINATION:

The examination will consist of --

- (a) **Written test – Computer Based Test (CBT)**
- (b) Medical Test
- (c) Viva-voce

(A) FORMAT OF EXAMINATION-

- (i) As per Railway Board's Letter No-E(GP)2018/2/31 Dated- 19.03.2019 (RBE No.53/2019), written examination shall comprise of one paper which shall have 100% Objective type Multiple choice questions only. The paper will be of 100 marks, their distribution will be as under:



- a) Technical Subject including Official language policy : 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. 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.
- (v) The panel will be formed in terms of IREM Vol. I Para 204.8 & 204.9 and other instructions issued by Railway Board from time to time in this regard.

(B) MEDICAL TEST

The candidates who qualify in the written test will be subjected to medical examination [in terms of Para 530(b) and 532 (2) IRMM vol. 2000 (III edition)] and only those candidates who are found medically fit will be allowed to appear for viva-voce as per extant rules.

(C) 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)

7. Finalization of Panel: -

Final Panel will be drawn on the basis of overall performance in the selection (CBT and viva-voce) and in the order of integrated seniority against the successful candidates. Panel will be prepared according to applicable rules and provisions of IREM, such as Para 204.9 of IREM Vol.1, "The panel will consist of employees who had qualified in the selection, corresponding to the number of vacancies for which selection was held. Employees securing gradation "Outstanding" will be placed on top followed by those securing gradation "Good", inter-se-seniority within each group being maintained, RBE No.97/2022 and any rules notified by Railway Board in this regard.

8. SYLLABUS:

As per master circular 68 Para 10.5 no syllabus has been prescribed for the LGS examination; however Annexure 'C' is enclosed for general guidance purpose only. It may be circulated to all the employees.

9. 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:

- a. 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

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controlling officer/Unit-in-charge gives categorical reason with regard to candidate's failure to appear in the main examination.

- b. 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 controlling officer. 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 Assistant Statistical and Analysis Officer on the 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.

10. EXAMINATION SCHEDULE:

Date of notification	12.12.2023
Application to be submitted online in the prescribed proforma by the candidates within target date	27.12.2023 at 18:00 hrs
Personnel officer of the units will perform the following activities within the target date – (i) Applications to be scrutinized and eligible applications to be forwarded to Dy.CPO/Gaz., HQ/JBP with the certification –“Service particulars have been checked & verified and the employee is found eligible as per Service Records and eligibility conditions of the notification” and a list of not eligible candidates to be circulated with reasons for ineligibility. (ii) Downloaded Excel sheet of the eligible candidates to be forwarded to Dy.CPO/Gaz., HQ/JBP on e-mail: dycpogwcr@gmail.com (iii) Modifications, if any, w.r.t. not eligible candidates may be intimated within 03 days.	01.01.2024
Final list of willing and eligible candidates will be published on WC Railway website 10.150.2.19	03.01.2024
Candidates will verify their name and other particulars from WC Railway website 10.150.2.19. Any typographical error/missing of name, DOB, IPAS No., e-mail, personal mobile no. etc., if detected should be intimated to Dy.CPO/Gaz., HQ/JBP through concerned Personnel officer.	08.01.2024
Date of written examination (CBT)	13.01.2024
Venue	SOPAN CBT Centre, DRM Office, Jabalpur

It should be ensured that all the employees concerned are directed with the identification certificate for the Written Test on the date and time specified above, without fail. No leave of any kind should be granted to these employees which may result in their absence in the examination. They should also not be sent on line.

11. IMPORTANT INSTRUCTIONS:-

- a. 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 officers for immediate transmission to this office whenever called for.



- b. It should be ensured that all the employees concerned are directed with the identification certificate for the Written Test on the date and time specified above, without fail. No leave of any kind should be granted to these employees which may result in their absence in the examination.
- c. 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.
- d. The concerned Personnel Department Officer & Controlling Officers should ensure the submission of service records and ACR/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.
- e. 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.
- f. The concerned Divisional Officers 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.
- g. 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. Copies of this notification should also be given to local branches of both the recognized Unions and Associations for their information. Staff should keep themselves in readiness for the written examination, even at a short notice.

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.

DA : As above



(Kishore Kumar Boras)
Asst. Personnel Officer/GAZ
For Principal Chief Personnel Officer
West Central Railway/Jabalpur

Copy to:

Secretary (E) Ministry of Railways, Railway Board, New Delhi.

Secretary to GM/WCR for information, GM/CR/CSTM, GM/WR/CCG

Genl. Secy./WCREU, WCRMS Zonal Genl. Secy. All India SC/ST Employees Association

JBP for information, Zonal Genl. Secy. OBC Association JBP for information.

Annexure-A

Integrated Seniority List for Selection of AS&AO (100% LGS Quota) in Gen.Admin. Department.

Sr.No.	Name of Employee	Caste	Design	Div	D.O.B.	D.O.A	D.O.Pro. In L-6/L-7	Pay Level	Remarks
1	Ravi Prakash Srivastava	UR	S.S.I	JBP	31.07.65	25.08.1992	12.10.2009	7	
2	Jitendera Bose	UR	S.S.I	JBP	13.12.65	13.07.1989	12.10.2009	7	
3	Navin Kumar	UR	S.S.I	JBP	04.11.69	19.03.2001	03.10.2012	7	
4	Avinash Kumar Hardaha	OBC	Ch.OS	JBP	27.07.79	04.09.2006	03.07.2013	7	
5	Rishi Dubey	UR	S.S.I	JBP	01.07.77	14.10.1999	29.06.2020	7	On Deputation to the post of Statistics Inspector in Railway Board New Delhi wef 15/09/2021



Annexure-B

Integrated Seniority List for Selection of AS&AO (100% LGS Quota) in Gen.Admin. Department.

Sr.No.	Name of Employee	Caste	Design	Div	D.O.B.	D.O.A	D.O.Pro. in L-6/L-7	Pay Level	Remarks
1	Linus Fernandes	UR	S.S.I	JBP	07.01.79	29.04.2000	29.09.2021	7	
2	Ragni Yadav	OBC	OS	JBP	01.07.83	29.01.2010	03.07.2013	6	
3	Stuti Shroti	UR	OS	JBP	24.12.85	26.10.2004	21.10.2013	6	
4	Kirti Prajapati	OBC	OS	JBP	20.09.84	11.02.2004	21.10.2013	6	
5	Charanjeet Singh	OBC	OS	JBP	22.12.77	17.10.2005	21.10.2013	6	Posted under Sr.DEE(TRO) Kota division wef 07/01/2014

Signature
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SYLLABUS FOR PROFESSIONAL SUBJECT RAILWAY STATISTICS

1. Assembly, Mutual Introduction Course, objective, and course contents school standing order. Introduction to Railways organization, duties and responsibilities of Railway servants and their rule in Railway operation, Family Welfare.
2. General and preliminary.
 - (i) Statistics, origin, definition and meaning thereof, necessity of statistics, its, value and importance.
 - (ii) Object and groups of statistics.
 - (iii) Necessity for correct and timely compilation of statistics, limitation of statistics.
 - (iv) Statistical units-primary, fundamental and derivative units.
 - (v) Practical question on primary, fundamental and derivative units.
 - (vi) Methods of collection of data, its presentation, analysis and interpretation of statistics.
 - (vii) Organisation of statistical offices, head quarter offices, compilation office, function of sub-sections, general acquaintance with the statistical terminology and sources from which basic documents are received.
 - (viii) Implication of accounts and mechanization of statistics-Necessity and implementation on Indian Railways.
3. Commercial Statistics.
 - (i) Introduction to commercial statistics.
 - (ii) Glossary of common terms used in commercial statistics-local traffic, through traffic, revenue earning traffic, non-revenue traffic, smalls traffic, full wagon load, suburban traffic, non-suburban traffic, fare, rate, siding.
 - (iii) Rules regarding booking of passenger traffic, printed card tickets, blank paper tickets, excess fare tickets, season ticket, non-season tickets, military and government, passenger, traffic, renewed index number and station code list. Suburban and non-suburban traffic.

Daily train cash-cum-summary book, passenger classification (local and foreign)-preparation and submission suburban passenger classification its preparation and submission return and record of blank paper ticket.

Return of military traffic and Govt. passenger traffic.

Return of special trains.

Return of journey extension ticket, excess fare ticket and un-booked luggage, return and record of season tickets (printed and blank).

Practical demonstration of tickets, documents and returns in commercial model room.

(iv) Other coaching traffic and their reforms booking of parcels-parcel way bill foils of parcel way bill (local and foreign) paid and to pay-parcel cash book, abstract and summary of received to pay traffic.
Booking of luggage ticket, return of luggage horses carriages and dog traffic, statement of motor traffic, demurrage and wharfage and its returns coaching balance sheet.

v) Rules regarding booking of goods traffic, goods invoices, local/foreign, to pay/paid loading and unloading of goods, receipt of inward invoices and machine prepared abstracts, delivery of goods, goods cash book.

Goods invoices for forwarded traffic, wharfage and demurrage and its returns-balance sheets-goods.

i) Coding structure for compiling passenger and goods revenue statistics.

ii) Processing of returns of account office and accounts office documents, preparation of coaching audited summary in traffic accounts office.

Preparation of division sheet for military traffic in Traffic Accounts Office. Earnings journal slip coaching and goods, abstracts, 'X' and 'Y' 'Z'.

iii) Machines- introduction and use of computer on Railway, different parts and functions of computer different stages, coding, punching, tabulating and extraction from tabulating sheets (statistical reports) as also intermediate stages of processing and summarization of various fundamental figures.

Reading of various operating and commercial tabulation. Study of various process in detail for obtaining the various statistical reports under the new scheme of simplification and mechanization of station account taken out on computer machine.

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- ix) Method and practical work of extracting statistical data from basic documents-coaching-posting of full fare and confessional traffic, extracting of information from coaching audited summaries and other documents.

Monthly statement No.6-A Passenger revenue statistics Method and procedures of compilation.

Information – Passengers originating, passenger carried and earning, therefore separately by gauge and for the entire railway system as a whole, passenger kilometers, 'No. of reasons tickets issued.

Monthly statement No.6B Parcel Traffic statistics Method and procedure of compilation of parcel traffic weight and earnings to pay and paid for the entire system on onward basis.

Annual statement No. 12 passenger revenue statistics-method and procedure of compilation. Information/passengers originating, No. of season tickets issued, passengers, carried, earnings from passengers carried, passenger kms, average lead and average rate.

Passenger zone statistics (Annual)-Method and procedure of compilation. Information passengers originating passenger kms, passenger earnings etc.

- (x) Goods revenue statistics-Receipt of invoices and their coding, record of basis data on floppy and its verification.

Transfer of data from floppy to tapes feeding of data to console with the help of floppy and tapes.

Recording of data on disc, taking out various kinds of monthly statistical reports under simplification scheme with the help of printer.

- (i) Statement of sequence-checking of invoice.
- (ii) Statement of incorrect invoice.
- (iii) Statement of outward abstract, machine prepared abstracts (M.P.A.)
- (iv) Paid statement of freight and weight handled-station from and to.
- (v) Statistical report No.1- tonne kms freight etc. B.G. foreign railway.
- (vi) Statistical report No.2- tonne kms freight etc. B.G. foreign railway.
- (vii) Statistical report No.3- tonne kms freight etc. B.G. foreign railway
- (viii) Statistical report No.4- tonne kms freight etc. B.G. home railway
- (ix) Statistical report No.5- tonne kms freight etc. B.G.. foreign railway.
- (x) Statistical report No.6- tonne kms freight etc. B.G.. foreign railway

- xi) Statistical reports No.11 – Rail Borne Traffic position.
- xii) SNo. SN. of other charges.
- xiii) Other statistical reports.

Monthly statement No.7A Goods revenue statistics (advance information for plan head commodities)

Method and procedure of compilation.

Information –

Monthly statement No.7-B-Goods revenue statistics (for detail commodities) method and procedure of compilation.

Information – No. of tones originating, received, terminating, crossing and carried. On the gauge as well as on the entire system as a whole – net tonne KMs, earnings, from revenue earnings goods carried, average rate distance a tonne of goods was carried, average rate charged per tonne per KM.

Adoption of earnings figure as given in the earning Journal slips - estimation and adjustment of figures taking into account the average rate and average load factors – factors responsible for large differences between the accounts and statistical earnings.

Annual Statement No.13 & 15 – Method and procedure of compilation. Information – Tonne originating – tonne Kms., Earnings, average load – average rate etc. Goods zone statistics (Annual) Method and procedure of compilation.

Information No. of tones originating, tonne Kms. earnings etc

Monthly statement of commodity loadings, method and procedure of compilation

Information – loading in respect of originating station as well as transshipment point.

Financial Statistics –

General outlines of financial statistics – Railway capital, distinction between capital and revenue capital outlay – bearing of capital on revenue.

Revenue earnings/expenditure, division of expenditure on passenger and goods working gauge-wise.

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Gross earnings, gross receipts, net earnings, net revenue suspense earnings, expenditure on cost.

Funds-

Capital Fund, Depreciation Reserve Fund, Development Fund, Pension Fund and Revenue Reserve Fund.

Advance statement of gross earnings and traffic handled (station return).

Telegraphic report of approximate gross earnings and traffic handled.

Statement of approximate gross earnings and traffic handled.

Operating ratio and transportation ratio.

2.04 Analysis and interpretation.

Elementary analysis and interpretation of commercial statistical figures and their use.

Elementary analysis and interpretation of financial statistical figures and their use.

Investigation into the variation in respect of all the important fundamental and derivative units.

This danger of facile, inter railway comparisons of indices without the knowledge of the related background conditions.

Study of manual of statistical instructions Vol.II Study of Annual Statistical statements to 7 published by the railway board.

2.05 Administrative Statistics.

Glossary of common terms used in administrative Statistics-route kms, running track Km, track Kms, equated KMs and means Kms.

Detailed study of Rly. Board's annual statement No.40-staff statistics-instructions, compilation, informations and objects.

Intensive knowledge about the monthly management statistics, its review at headquarter level and Railway Board level. Information's and objects of management statistics.

Detailed study of Railway Board's monthly Statistical Statement No.18-Accident Statement, instructions, compilation, informations and objectives.

Engine failure statistics-steam, diesel-electric and information in forms marked tables 1,2,3 study of manual of statistical instruction Vol.II and annual statistical statement 8 to 10 and 40 to 41 published by Rly. Board.

Transportation statistics:-

General instructions and common terms unused in transportation stock statistics. Authorized stock, locomotives and their kinds, running power.

Brake Van, Vehicle and their kinds counting of wagons and vehicles in terms of four wheelers.

Train and various types of trains.

Train engine, assisting required engine, assisting not required engine, light engine dead engine and rail car.

Engine kms., shunting, siding kms, engine hours, tra in engine hours, shunting engine hours and other engine hours.

Practical question on engine hours.

Maintenances of ballast train-train kms, train hours, wagon Kms, net tonne Kms.

Practical question on ballast train.

Basic documents/Guard's Journal, combined change report statement of No. of Goods Trains run and light engine Kms.

Statement showing cancellation, diversion and extension of Passenger booked train register.

Posting and coding of Guard Journal/combined change report.

Verification of abstracts, floppy tabulations, recording figures from tabulation in the registers.

Maintenance of registers in the loco section of compilation office, on territorial and locos basis as under:-

- a) Passenger Service.
- b) Mixed service.
- c) Goods service.
- d) Departmental service.
- e) Vehicle Kms.
- f) Wagon Kms.
- g) Net, tare and gross Tonne Kms.

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Railway Board's monthly statement No.1A-passenger Train performance- (Punctuality statistics).

Method and procedure of compilation. Information, No. and percentage of trains arriving right time. No. & percentage of trains not losing time.

Railway Board's monthly statement No.1-B passenger train performance-vehicle usage statistics, vehicle lead statistics and vehicle mobility statistics.

Railway Board's monthly statement No.2- Goods train performance.

Railway Board's monthly statement No.3-A passenger and goods train performance (Tonn kms. And the figures based upon them).

Railway Board's monthly statement No.3-B-Goods train performance (details of through, van and shunting goods train).

Railway Board's monthly statement No.4-B-Rolling stock (carriage and wagon performance) explanation of the terms used in the statement-average number of wagons owned, average wagons on line daily pooled and non-pooled, average no. of wagons under or awaiting repairs daily and average no. of effective wagons.

Wagon usage statistics-wagon load statistics- wagon mobility statistics-study of different statement received from divisions, stations and depots etc. in relation to wagons.

Practical on wagon usage.

Goods train usage statistics-train loaded statistics and hot box statistics - coaching and goods stock-rail car statistics.

Railway Board's monthly statement No.4-A Rolling stock (locomotive performance)- basic documents compiled in loco shed-and duty list, periodical statement engines end their use.

Explanation of the terms used in the statements-average stock on line, average engines under or awaiting repairs, average effective engines, average no. of engines in goods repair store, average no. of engines available for use and average no. of engine in use.

Hourly outage of diesel-electric and electric engines-study of monthly statement compiled and submitted by the divisional control offices. Practical of hourly outage of diesel-electric/electric engines.

Engine failure statistics-steam, diesel-electric and electric locomotives.

Board's monthly statement No. 5-A Fuel and Power statistics
 basic documents-fuel return compiled service-se in loco shed/workshop/other
 fueling points giving details about loco and non-loco consumption

Compilation of the power consumption in divisions and other office and
 their submission compilation office consolidation of fuel of the power consumer
 statistics in compilation office significance of two statistical derivatives.

- a) Kgs/Liters/KWH Fuel/Power consumed per engine kms.
- (b) Kgs/Liters/KWH fuel. Power consumed per gross tones kms.

Fuel. Power consumption on territorial basis. Study of Railway Board's
 monthly statement No.5-A Lubricating oil statistics.

- (c) Liters of lubricating oil consumed per 100 engine kms.
- (d) Liters of lubricating oil consumed per 1000 Vehicle/Wagon Kms.

Study of Railway Board's monthly statement No. 8 Part-1 Statistical
 multiple units suburban train performance. Study of Rly. Board's monthly
 statement No. 8 Part II Electrical multiple units sub-ban train performance.

Study of Rly. Board's monthly statement No. 9 Part-I and Part II, Train
 performance of Narrow gauge/Govt. Railways.

Yard statistics- study of registers maintained by the yard for compilation of
 yard Statistics.

No. taken book- inward/outward, wagon exchange register, sick wagon
 register/phase wise detention register.

Study of railway Board's monthly statement No. 14 Marshalling yard
 statistics- definition and objects- Items wise study of statement and
 instructions. Study of Railway Board's monthly statement No. 15 detention
 to wagons in goods to original station definition, objects, instructions and
 item-wise study of the statement.

Study of Rly. Board's monthly statement No. 16 details to wagons at brake
 of gauge transshipment points/definition, instructions and item wise study
 of the statement.

Study of monthly statement No. 17 detention to damaged wagons- item
 wise study of the statement and instructions.

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Study of Statistical Manual Instructions Vol.II. Annual Statistical statements published by Railway Board Statement No.1 to 25,27,28,31 to 33.

Repair and maintenance statistics-Railway Board's monthly statement No.10 locomotive workshop repairs.

Railway Board's monthly statement No.11 carriage and wagon workshop repairs.

Quarterly Statement No.12 cost of repairs and maintenance of Rolling stock.

The use and significance of standard unit repairs-registers of POH and IOB of engines, average No. of days engines, dispatched during the month.

Registers showing the No. of wagons vehicles repairs and dispatched during the month.

Important units of these statements and instructions.

Detailed study of various forms used in statistics for reporting the figures for domestic use, Railway Board and other statutory bodies.

Study of the forms and instructions relating to manual returns submitted to the Rly. Board study of pamphlets containing railway domestic statistics and Rly. Board publications.

- (i) Domestic publications-monthly summary of domestic statistics part II, Part II, section 'A' and Part II section B & C -meaning-compilation and uses.
- (ii) Study of manual of statistical instructions Vol.II and annual statistical statement No.26A & B published by Railway Board.
- (iii) General Manager's Annual Narrative Report section I.

Intensive knowledge about the productive and un-productive services and the relationship between the two.

Intensive knowledge about the various efficiency concepts and indices.

General idea regarding Rly. Board's monthly statement No.19-supplementary information to monthly statement No.1-B to 4-B.

Study of traffic density charts definition of traffic density-intensive knowledge about the figures shown in density charges.

Analysis and interpretation-

Elementary analysis and interpretation of operating statistical figures and their ultimate uses.

Practical on Analysis and interpretation.

Investigation into the variation in respect of all the important fundamental and derivative units.

Detailed study of the co-related statistical units. Danger of facile-inter railway comparisons of indices without the knowledge of the related back ground conditions.

SYLLABUS FOR ACCOUNTS PAPER

GENERAL APPLICABLE TO ALL DEPARTMENTS :

- (1) Railway Budget, August Review, Revised Estimate, Final Modification, Various Budget terms.
- (2) Various types of tenders and their scope, Guidelines for negotiations with tenderers.
- (3) Procedure adopted for working out financial justification for any new scheme and also purchase of new machinery vis-à-vis reconditioning of the old machinery.
- (4) Board's orders regarding creation of new posts and engagement of casual labour.
- (5) Salient features of the Revised Accounting Classification.
- (6) Performance Budget, Draft Paras, Public Accounts Committee, Operating Ratio, Integrated Budget, Exchequer Control.

SYLLABUS FOR ESTABLISHMENT SUBJECT (EXCEPT FOR APO)

ANNEXURE 'B'

1. Leave Rules.
2. Casual labour and substitutes.
3. Workmen compensation Act.
4. Pass Rules.
5. Industrial Disputes Act.
6. Hours of Employment Regulations.
7. Factories act.
8. Discipline & Appeal Rules.
9. Reservation for SC and ST.