पश्चिम मध्य रेल ,
प्रधानकार्यालय
कार्मिकविभाग,
जबलपुर–482 001

West Central Railway
Headquarters Office
Personnel Department
Jabalpur-482 001

No. WCR/PHQ/GAZ/Selection/Gr-B/ACM/70%/2025

Dated.08.11.2024

All PHODs/CHODs-WCR,
DRM (P) JBP, BPL, Kota; CWM- CRWS/BPL, WRS/Kota,
Sr.DCM & Sr.DOM- JBP, BPL, Kota
Dy.CPO(HQ), HQ/JBP
GM(P)- CORE/ALD; Registrar- RCT/BPL
Dy.CCM /PS (Co-ordinating officer)

Sub:- Notification to fill up vacancies of ACM Group 'B' posts in GP-4800 (Level-8) - against **70% LGS Quota** selection for vacancy cycle 01.01.2025 to 31.12.2026.

Ref:- 1) Railway Board's letter No.E(GP)2024/2/28. dated.27.09.2024& 08.10.2024
2) Railway Board's letter No.E(GP)2024/2/37. dated.06.11.2024

<<◇>>

Railway Board vide letters cited under reference, have decided to fill up Group B vacancies by holding another round of 70% selection and 30% LDCE for the vacancy cycle 01.01.2025 to 31.12.2026 through centralized CBT to be conducted by NAIR. Accordingly, applications are hereby invited for promotion to Group 'B' posts of ACM in GP-4800 (Level-8) against **70% LGS Quota selection** for the vacancy cycle 01.01.2025 to 31.12.2026 as per selection procedure/instructions issued by Railway Board.

This Notification is only for LGS Quota (70% Selection). LDCE Notification will be issued separately.

1. Vacancies & Reservation

The particulars of the total number of vacancies assessed for Promotion to Group 'B' post of ACM in Commercial departments in level-8 are given below:

Post	Categories			Total	Vacancies reserved for PwBD categories			
	UR	SC	ST		a	b	c	d&e
ACM	04	00	00	04	-	-	-	-

2 Eligibility Conditions:-

(i) Group 'C' Ministerial / Non-Ministerial staff of commercial department holding the post in level 6 and above in 7th CPC pay matrix, with three years regular service as on 01.01.2025 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.

(ii) 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.

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(iii) In terms of Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, it has been decided by the Board that henceforth, in respect of 70% selections to Group B posts, all employees who are eligible and who volunteer for the selection, should be considered without any limitation of number. Hence, the employees who are fulfilling the eligibility criteria for the post may submit their application.

Note:-

(i) Staff whose lien and seniority is maintained in the relevant cadres of West Central Railway are only eligible to apply.

(ii) Eligible staff working in the Construction/Project Organization on deputation, training & any Ex-cadre Organization including RE and having lien & seniority in the relevant cadres of West Central Railway, who desire to volunteer for the above Selection may submit their application through proper channel i.e. through their respective Personnel Department Officer/Establishment officer, 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.

(iii)Employees working in Level-6 on ad-hoc basis are not eligible to apply.Employees who have been granted financial upgradation in level-6 under MACPs are also not eligible to apply. The position in substantive grade will only be considered.

(iv)In terms of Railway Board's letter No.E(GP)2024/2/09 dated 14.10.2024, an employee who has been medically de-categorized should have rendered the requisite eligibility service in the relevant grade(s) after absorption in the alternate post for being eligible for promotion to Group 'B' posts. These instructions pertain only to reckoning eligibility for promotion to Group 'B' posts.

(v) For assessing the period of Non-fortuitous service, the following may be kept in view:

a) As per RBE 55/1997 dated 17.04.1997, regarding counting of service rendered in the old unit on "own request transfer", the service rendered in the absorbing unit alone will count for eligibility wherever a minimum length of service is specified as a condition for consideration for promotion including promotion to general Selection posts.

b) The above instructions were partially modified vide RBE 34/2006 dated 21.03.2006. In terms of RBE 34/2006, on counting of service rendered in the old unit on "own request transfer" for the purpose of qualifying service for promotion in new unit, the service rendered by them in the old unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion including promotion to general post in the new unit subject to the conditions that the service so allowed to be counted does not exceed the length of service of the immediate senior in the new unit and the 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.

c) In terms of RBE 40/2008 dated 13.03.2008, those instructions were made applicable for reckoning the minimum qualifying service of Group "C" employees, in case of own request transfer to a new unit in the same category of posts, for determining their eligibility for promotion to Group "B" posts also.

d) Regarding counting of service rendered in the old unit before mutual transfer of the employee for the purpose of determining eligibility for promotion to Group 'B' post, Board have clarified that instructions contained in Para 310 of IREM Vol.I governing the seniority of Railway servant transferred on mutual transfer will prevail.

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e) As advised in RBE No.102/2019 dated 25.06.2019, the time spent by a Railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".

f) **The volunteers who have completed 3 years of Non-fortuitous service in the current seniority unit of the cadre as on 01.01.2025 are only eligible to apply. The same may be verified and ensured by the Personnel Officer/Establishment officer concerned while forwarding the applications**

g) If any candidate is subsequently found ineligible for the above selection, at any stage, his/her candidature will be rejected.

3 **Submission of Application:**

a) Applications in the prescribed proforma (Annexure–A) are invited from the volunteers who fulfill the eligibility conditions as on **01.01.2025** as mentioned in this notification.

b) The applicants should fill all the columns in the application form and put their signature with date and paste their passport size photo in the specified place of the application form.

c) The eligible candidates should apply in 03 copies (Triplicate). They should submitted their filled application form to their immediate supervisor/controlling officer **on or before 22.11.2024,** who will forward the same to the concerned branch officers who will consolidate the applications and send to the concerned Personnel officer/Cadre Controlling officers/Establishment officer **on or before 25.11.2024.**

d) Eligible staff on deputation, training or working on ex-cadre basis including RE/Construction/Projects and having lien and seniority in WCR, who desire to volunteer for this selection may submit their application through proper channel i.e. through their respective Personnel/Establishment Officer (Officer in-charge of Cadre), where they hold lien.

e) It may be noted that controlling officers/Heads of the units have no discretion to entertain any application beyond the last date.

f) Applicant must note that, if any information furnished by him/her is false or misleading, the application/candidature is liable for rejection at any stage and action will be initiated under D&AR rules.

4 **Application Process & Scrutiny:**

a) 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 Division/Units/HQrs as the case may be, along with **soft copy in Excel Sheet as per the proformaenclosed as 'Annexure-B'** and with covering letter mentioning names of candidates applied for.

b) **The Personnel Officer/Cadre controlling officer/Establishment officer** will verify and check the correctness of all the particulars of the applications with the Service Record and other relevant records and certify the correctness of each item of the application. Without such certification, applications received will be summarily rejected and the responsibility will be fixed for incorrect or incomplete certification on the officials who are certifying and verifying the applications.

c) The Personnel Officer/Cadre controlling officer/Establishment officer should invariably write **"checked and verified"** in each application after checking and verifying the details duly affixing their signature with date of certification in the application form.

d) After scrutiny/verification of applications, the Personnel Officer/Cadre controlling officer/Establishment officer should forward the applications of the employees who fulfill all the eligibility conditions and found eligible for appearing in the selection, in one bunch together under one covering letter furnishing the details in the

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proforma (Annexure-B) to Dy.CPO/Gaz/HQ **on or before 29.11.2024** (the details in the format are to be sent in soft copy MS Excel format on e-mail dycpogwcr@gmail.com also).

e) The Personnel Officer/Cadre controlling officer/Establishment officer concerned should reject the ineligible applications at their level duly specifying the reason for rejections. The list of ineligible candidates should be circulated and modification if any should be intimated to this office within 03 days.

f) 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 Officer/Cadre controlling officer/Establishment officer concerned will not be entertained. Further, incomplete statements furnished by the HQ/Division/Units will not be entertained.

5 Pre-selection Coaching/Training –

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

6 Duties of Officers at different Level:-

Co-ordinating officer for Department will be nominated as co-ordinating person for all activities related to this Selection.

7. Scheme of Examination:-

7.1 The examination will consist of:

A. In terms of Railway Board's letter No.E(GP)2022/2/4 dated 28.06.2022, 07.10.2022 and 18.10.2022, the written examination will be conducted through centralized Computer Based Test (CBT) as per modalities detailed as mentioned therein, to be conducted by NAIR.

B. Medical test as prescribed in Para 530(a) & 532(i) of IRMM 2000 (IIIrd Edition).

C. Viva-Voce

7.2 Format of Written Examination:-

Written Examination (CBT) will be as per RBE No. 53/2019 dated.19.03.2019, RBE No 115/2019 dated 16.07.2019 and Railway Board's letter no-E(GP)2022/2/4. dated 07.10.2022.

7.3 Selections against 70% quota in Organized Services will be done as under :-

a) The written examination shall comprise 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:-

Sl. No.	Description		Maximum Marks	Qualifying Marks
1	Written Examination : a) Professional subject including optional questions of 10 marks in Official Language Policy & rules	70	100	60
	b) Establishment and Financial Rules	30		
2	Viva Voce		25	30 (including atleast 15 marks in record of service)
3	Record of Service		25	
	Total		**150**	**90**

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b) Duration of the CBT examination will be 2 hours.

c) Ten percent of the 100 marks prescribed for Witten examination held as part of Selection will be set apart for question on official language policy and official language rules. While the employees are encouraged to attempt the question on official language policy and official language rules, the questions are not compulsory. There will be questions for 110 marks in all, including question for 10 marks on Rajbhasha Policy and rules.

d) In terms of Railway Board's letter No.E(GP)2024/2/28. Dated 08.10.2024, there shall be no negative marking in the written examination held as part of selections (70%) where the final panels are made on seniority basis.

e) 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.

f) Above scheme of selection is provisional and any change in scheme will be notified according to subsequent guidelines issued by Railway Board.

8. **Medical Fitness:-**

The candidates who qualify in the written test will be subjected to Medical examination as per para 530 (a) & 532(1) of IRMM Vol.1 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.

9. **Syllabus:**

As prescribed by Railway Board's letter No.E(GP)2022/2/4 dated 07.11.2022, syllabus for the selection is enclosed for information and guidance as Annexure-C.

10. **Supplementary Written Examination:**

The employees who have not attended the written examination (CBT) on the following reasons will be allowed for supplementary examination (CBT) provided if they apply for the same.

a) Those who could not be relieved due to administrative reasons or
b) Sickness (RMC) of the employee or
c) Any other reason which is beyond the control of the employee.

11 **Tentative Calendar:**

Date of notification	08.11.2024
Application to be submittedby the candidates within target date and time (Closing date & time) to their controlling officer/immediate Supervisor.	22.11.2024
Concerned branch officers will consolidate the applications and forward to the concerned Personnel officer/Cadre Controlling officers/Establishment officer.	25.11.2024

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Personnel officer/Cadre Controlling officer/Establishment officer of the Divisions/Units/HQRs 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. (ii) Excel sheet for 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.	29.11.2024
Final list of eligible candidates will be published on WC Railway website 10.150.2.19	04.12.2024
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 Establishment officer.	06.12.2024
Final eligibility list will be published	06.12.2024
Tentative date of written examination (CBT)	09.03.2025
Tentative date of Supplementary Examination (CBT)	23.03.2025

12. **Other Important Instructions**:

a) **No leave of any kind should be granted to the employees which may result in their absence in the examination. They should not be sent on line duty at the time of written examination (CBT).**

b) If any of the eligible employees are on deputation and working under Central/State Government undertaking and whose lien is maintained on this Railway, their Controlling Officers should be advised to inform the candidates(s).

c) The concerned Personnel/Establishment Officers& 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 written 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.

d) The concerned Divisional Officers/Establishment/Executive officers are advised to give wide publicity to this notification and informed the concerned employees of their departments.**This should be ensured by the nominated co-ordinating officer who shall be the overall co-ordinating officer at Zonal Level of concerned department.**

e) This selection is subject to the provision contained in IREC, IREM and any other instructions issued by Railway Board from time to time. Modification/correction/addition, if any, in the conditions mentioned in this notification, the same will be notified.

f) Copies of this notification should also be given to local branches of both the recognized Unions and Associations for their information.

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g) Staff should keep themselves in readiness for the written examination, even at a short notice and should also visit WCR's railnetwebsite 10.150.2.19and NAIR/BRC's website nair.indianrailways.gov.in for any further updates.

h) This notification can also be seen on 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.

i) The employees who have responded to this Notification, are also equally responsible to attend the written examination (CBT) on the schedule date and time. They shall be in contact with their HQ office at frequent intervals for any updates.

Please acknowledge receipt of this notification.

Encl:As above.

(Kishore Kumar Borasi)
APO(Gaz)/WCR/JBP
For Principal Chief Personnel Officer/WCR

Copy to:
Secretary (E) Ministry of Railways, Railway Board, New Delhi – for kind information please.
Secy. to GM/WCR- for kind information of GM please.
AGM & SDGM/WCR – for kind information please.
Genl. Secy./ WCREU, WCRMS, Zonal Genl. Secy. All India SC/ST & All India OBC Employees Association JBP for information please.
CIO/WCR – for placing copy of this notification on official website of WCR.

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WEST CENTRAL RAILWAY

ANNEXURE-A

PROFORMA

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

Application for ACM post Group 'B' 70% LGS Examination in Commercial Department.

(Ref.- WCR/PHQ/GAZ/Selection/Gr 'B'/ACM/70%/2025 date 08/11/2024

<table>
<tr><td>1</td><td colspan="2">Name in full (in block letters)</td><td colspan="2"></td></tr>
<tr><td>2</td><td colspan="2">Designation</td><td colspan="2"></td></tr>
<tr><td>3</td><td>Present Grade Pay</td><td>Substantive Pay Level-</td><td colspan="2">MACP (G.P/ Level) -</td></tr>
<tr><td>4</td><td colspan="2">Working under (controlling officer)-</td><td colspan="2">Place of posting</td></tr>
<tr><td>5</td><td colspan="2">Community (SC/ST/UR)</td><td colspan="2"></td></tr>
<tr><td>6</td><td colspan="2">Divn./Unit where lien held</td><td colspan="2"></td></tr>
<tr><td>7</td><td colspan="2">IPAS No. (11 digits)</td><td colspan="2"></td></tr>
<tr><td>8</td><td colspan="2">HRMS ID</td><td colspan="2"></td></tr>
<tr><td>9</td><td colspan="2">Personal Mob. No.</td><td colspan="2">Email ID:-</td></tr>
<tr><td>10</td><td colspan="2">Date of Birth</td><td colspan="2"></td></tr>
<tr><td rowspan="3">11</td><td colspan="2">i. Date of initial appointment to Railway Service</td><td colspan="2"></td></tr>
<tr><td colspan="2">ii. Designation at the time of initial appointment</td><td colspan="2"></td></tr>
<tr><td colspan="2">iii. Grade pay/Level at the time of initial appointment</td><td colspan="2"></td></tr>
<tr><td>12</td><td colspan="2">Date of appointment/promotion to grade Rs. 5000-8000/GP 4200/Level-6 on regular basis</td><td colspan="2"></td></tr>
<tr><td>13</td><td colspan="2">Date of appointment /promotion to grade Rs 6500-10500/GP 4600/Level 7 on regular basis</td><td colspan="2"></td></tr>
<tr><td>14</td><td colspan="2">Total Non fortuitous service in grade Rs. 5000-8000/GP-4200/Level 6 and above as on 01.01.2025</td><td colspan="2"></td></tr>
<tr><td rowspan="9">15</td><td colspan="4">To be filled up by those employees only, who were transferred to present division on own request/mutual transfer</td></tr>
<tr><td colspan="4">(a) Type of Transfer
(b) Date of Transfer

(write own request/Mutual Transfer)
(please attach copy of the relevant Memorandum)</td></tr>
<tr><td colspan="2">Transferred From</td><td colspan="2">Transferred To</td></tr>
<tr><td>Division/Rly</td><td></td><td>Division/Rly</td><td></td></tr>
<tr><td>Designation</td><td></td><td>Designation</td><td></td></tr>
<tr><td rowspan="2">Pay Level</td><td rowspan="2"></td><td>Pay Level</td><td></td></tr>
<tr><td>Joining date in present Rly/Divi.</td><td></td></tr>
<tr><td rowspan="2">Effective date of Seniority</td><td>In level-6</td><td colspan="2">Date</td></tr>
<tr><td>In level-7</td><td colspan="2">Date</td></tr>
<tr><td rowspan="3">16</td><td colspan="4">To be filled-up by those employees only who are on Deputation</td></tr>
<tr><td colspan="2">(a) Are you on Deputation (Yes/No)</td><td colspan="2">(b) Parent Unit:</td></tr>
<tr><td colspan="2">(c) Substantive Designation and Pay Level in Your Parent Unit</td><td colspan="2">(d) Officiating Designation and Pay Level:</td></tr>
</table>

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17	To be filled by PWBD employees	
	(a) PWBD Category, if any (Write a,b,c,d, or e)	
	(b) percentage of Disability:	(c) Disability Certification No. (Attach copy)
	(d) Certificate validity up to	
	(f) Do you want a Scribe (Please mention Yes/No):	
18	Educational/Technical Qualification/Professional qualification	
19	Any other relevant information, if any	

I declare that the particulars furnished above are correct to the best of my knowledge and belief. If any 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.

Signature of the applicant:-.....

Date: -..... Name of the applicant: -.....

Memo No.

(Forward Controlling Officer)

Paste passport size photo here (photo attested with controlling officer.)

Office of: _____

Place: _____

Signature of Immediate supervisor with date .....

Place:-.....

Date :- .....

Memo No. Office :

Date :

Forward to Dy.CPO (G), PCPO's Office, Jabalpur. The above particulars given by the employees have been verified and found correct. Above candidate fulfils the eligibility criteria as mentioned in the Notification.

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

Centralised CBT for Gr. 'B' selection against 70% LGS for the vacancy cycle 2025-26															Annexure-B			
Particularls of eligible applicants																		
SN	Post Name	**Name of the applicant (S/Shri)**	**I-pass No.**	**HRMS ID**	**Design.**	**Mobile No.**	**Email ID**	**Place of Posting**	**Div./ workshop/ Unit**	**Controlling Officer**	**Dt of Birth (DD/MM/ YYYY**	**Date of Appt**	**Date of Promotion in Level-6**	**Date of Promotion in Level-7**	**Commu -nity (UR/SC/ ST)**	**PwBD or Not (Yes/ No)**	**PwBD Catego ry, if any**	**Whether a PwBD requiring scribe**
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1																		
2																		
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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 07/11/22

(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.

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:

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 *Wo*rkshops/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 Transhipment, 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, GS*T*/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 *W*agons, 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 Rail*w*ays 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.
- *V*ande 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 Railway*s*.
- 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 Surve*y.*
- 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 o**f 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 *M*odule), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.