



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

Dated.08.11.2024

PCME, PCEE, PCOM, SDGM, CWE, CRSE, CPME(D&R)
CWM -CRWS/BPL, WRS/KTT
DRM(P)-JBP, BPL, KTT. Sr.DME/JBP-BPL, KTT, NKJ, ET
Sr.DME/DsI-NKJ ET. DEE/Const.-KTT, SPO/RE-KTT
Sr.DEE/G-JBP BPL KTT.
Dy.CME/P&B&H (Co-ordinating officer)

Sub:- Notification to fill up vacancies of AME 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

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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 AME in GP-4800 (Level-8) against **70% LGS Quota selection** for vacancy cycle 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 AME in Mechanical departments in level-8 are given below:

Post	Categories			Total	Vacancies reserved for PwBD categories			
	UR	SC	ST		a	b	c	d&e
AME	7	2	1	10	-	-	1	-

2. Reservation against Persons with Benchmarks Disabilities (PwBD):

2.1. In terms of instructions contained in DOP&T's OM No.36012/1/2020-Estt.(Res.-II) dated 17.05.2022, which have been adopted mutatis mutandis for grant of reservation to PwBD in promotion from Group C to Group B posts vide Railway Board letter No.E(GP)2022/2/20. dated 18.08.2022 (RBE No.97/2022)), the following are the categories of disability identified for reservation against PwBD:

- Blindness and low vision;
- Deaf and hard of hearing;
- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- Autism, intellectual disability, specific learning disability and mental illness;
- Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness."

(Signature)
08/11/2024

- 2.2. In terms of Railway Board's letter No.E(GP)2022/2/20. dated 14.11.2022, 01 (one) post for AME(Group 'B') is reserved for PwBD candidates of category of disability mentioned below with Functional Classification alongwith Physical requirement. The candidates having the following categories of disability are eligible for appearing in the selection as mentioned below:

Post	Functional Classification	Physical Requirement
AME	Locomotor Disability (LD); One Arm(OA/One Leg(OL), Leprosy Cured, Acid Attack victims [under (c) category of PwBD]	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

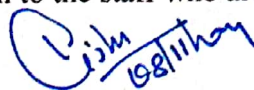
- 2.3 Successful PwBD candidates in the written test (CBT) will be subject to medical examination by the Railway medical authority prior to viva-voce.

3 **Eligibility Conditions:-**

- Non-Ministerial Group 'C' staff working in Mechanical Department in Level 6 and above in 7th CPC Pay Matrix with 03 (three) years regular service in Level-6 and above in 7th CPC Pay Matrix **as on 01.01.2025** (including non-fortuitous service rendered in the corresponding pre-revised grades (Ref:- Railway Board Ltr no. E(GP)99/2/22 dt. 29.03.2010& E(GP)2019/2/25 dt. 27.12.2019) are eligible to appear for the selection.
- Loco Pilot (Shunting)II having Grade pay 2400 are also to be considered for this post vide Railway Board Lt. No- E(GP)2005/2/87 dt. 18.08.2015 (RBE No- 92/2015) while fulfilling other eligibility conditions.
- Running Staff who have been trained in Electrical Traction are not eligible for apply for the post of AME Selection.
- Employees who are trained in dual traction are eligible for AME (Gr. B Mechanical) selection and AEE (Gr. B Electrical) selection and they can seek further promotion only in the respective wing either in Electrical or Mechanical. Therefore, such employees should express their option in **Annexure 'A'**. Option once exercised will be final. Employees who have expressed their option in the earlier selections will be allowed to appear in the selection as per their option last exercised and shall not be allowed to change their option again.
- 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:-

- Staff whose lien and seniority is maintained in the relevant cadres of West Central Railway are only eligible to apply.
- 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:
- 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.
 - 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.
 - 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.
 - 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.
 - 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".
 - 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**
 - If any candidate is subsequently found ineligible for the above selection, at any stage, his/her candidature will be rejected.

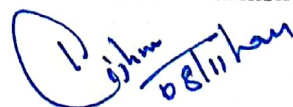
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4 Submission of Application:

- 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.

5 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 proforma enclosed 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 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 dycpogwr@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.



6 Pre-selection Coaching/Training –

The employees belonging to SC/ST category should be given pre-promotional training of 15 working days/60 hrs which may be arranged by Concerned Department at Division/Unit/HQ level before the examination (CBT) is held. This training to SC/ST candidates mandatory and refusal, if any, should be taken in writing. On completion of pre-promotional training, a certificate to this effect may please be sent to this office.

6.1 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.

6.2 Duty of the In-Charge of Pre-selection training:-

- a) To inform in writing to the concerned SC/ST employees of the details of date, time & venue of training.
- b) To arrange sparing of the candidates and liaison with respective Controlling Officers / Supervisors.
- c) To chalk out training schedule and adhere to it.
- d) To ensure maintenance of daily attendance of SC/ST candidates on the attendance sheet, who attend the training.
- e) To obtain in writing unwillingness for training, if any, from the concerned SC/ST employees.
- f) After completion of such training, the in-charge of Pre-Selection training will give a written report along with all supporting documents/papers including attendance sheet of SC/ST participants to Dy. CPO(Gaz.)/WCR/JBP immediately after completion of Pre- Selection training for records and for further action.

6.3 Duty of Controlling Officer:-

To spare the candidates under their control well in time without fail with direction to participate in the pre- selection training.

6.4 Duty of concerned SC/ST applicants:-

- a) To manage their sparing from duty by insisting their controlling officers in their own interest.
- b) If any problem occurs in sparing, the candidate should report in writing to concerned in-charge of Pre-Selection training on the same date. No representation will be entertained in case of failure to report to the concerned In-charge of Pre-Selection training and it will be deemed refusal for such training.
- c) Failure of concerned SC/ST employees to avail Pre-Selection training on any account, including leave etc. will be considered default on their part and will not entitle them to additional training classes.
- d) No appeal will be entertained on this account after completion of Pre-Selection training.

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

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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

- 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.

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- 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.
- g) Staff should keep themselves in readiness for the written examination, even at a short notice and should also visit WCR's railnet website 10.150.2.19 and 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.

WEST CENTRAL RAILWAY

ANNEXURE-A

PROFORMA

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

Application for AME post Group 'B' 70% LGS Examination in Mechanical Department.
(Ref.- WCR/PHQ/GAZ/Selection/Gr 'B'/AME/70%/2025 date 08/11/2024)

1	Name in full (in block letters)		
2	Designation		
3	Present Grade Pay	Substantive Pay Level-	MACP (G.P.) -
4	Working under (controlling officer)-		Place of posting
5	Community (SC/ST/UR)		
6	Divn./Unit where lien held		
7	IPAS No. (11 digits)		
8	HRMS ID		
9	Personal Mob. No.		Email ID:-
10	Date of Birth		
11	i. Date of initial appointment to Railway Service ii. Designation at the time of initial appointment iii. Grade pay/Level at the time of initial appointment		
12	Date of appointment/promotion to grade Rs. 5000-8000/GP 4200/Level-6 on regular basis		
13	Date of appointment /promotion to grade Rs 6500-10500/GP 4600/Level 7 on regular basis		
14	Total Non fortuitous service in grade Rs. 5000-8000/GP- 4200/Level 6 and above as on 01.01.2025		
15	To be filled up by those employees only, who were transferred to present division on own request/mutual transfer		
	(a) Type of Transfer		
	(b) Date of Transfer		
	(write own request/Mutual Transfer) (please attach copy of the relevant Memorandum)		
	Transferred From		Transferred To
	Division/Rly		Division/Rly
	Designation		Designation
	Pay Level		Pay Level
			Joining date in present Rly/Divi.
	Effective date of Seniority	In level-6	Date
	In level-7	Date	
16	To be filled-up by those employees only who are on Deputation		
	(a) Are you on Deputation (Yes/No)		(b) Parent Unit:
	(c) Substantive Designation and Pay Level in Your Parent Unit		(d) Officiating Designation and Pay Level:

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To be filled by PWBD employees	
(a) PWBD Category, if any (Write a,b,c,d, or e)	
17	(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):	
Declaration by the candidate (for trained in Dual Traction only), taking part in AEE/AME selection (as the case may be)	
18	I am aware of the fact that I can take part either in AME (Group B mechanical Selection) OR AEE (Group B Electrical Selection) only, since I was trained in dual Traction. In view of the above, I hereby Opting to take part in this AME selection Opting to take part in this AEE selection (Tick at the appropriate box) In the last AME/AEE Notification dated, I opted for AME/AEE selection. I am also aware that once I opt for AME/AEE selection, I cannot take part in all the future AEE/AME selection.
19	Educational/Technical Qualification/Professional qualification
20	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 particulars given by the employees against column Nos.1 to 16 have been verified and found correct. Above candidate fulfils the eligibility criteria as mentioned in the Notification.

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

[illegible]

**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


(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, Canons 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

SYLLABUS FOR PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH
70 % SELECTION IN MECHANICAL DEPARTMENT

Paper will be of two parts one part comprising of questions from establishment, Financial Rules and Stores which will be mandatory for all. Other part will be of Technical questions from four streams of Mechanical Department. Questions on PU are included in workshop segment. Question on Rajbhasha will be of optional nature of fifteen marks

Part-A consists of questions from Establishment, Financial rules & Stores.

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Divisional working and Disaster management, Diesel Locomotives, Carriage & Wagon, Workshops and PU,

PART-A (Stores Rules)

STORES

- Classification of Stores
- Procedure of drawal of Stores
- Indenting Procedures
- Procurement methods-Local purchase, Spot purchase, Bulletin tender, Advertised tender, Limited tender, Tender Committee, Direct Purchasing
- Schedule of Powers
- Incoming inspection requirements
- Scrap disposal

PART-B-Professional Portion

DIVISIONAL WORKING & OPERATIONS MANAGEMENT

Working Time Table

- Working in Control Office including Passanger grievance redressal portals e.g. Rail Madad
- Accident Classification, definitions, ART Ordering, Role of Supervisors & officers at accident site Management. ,Accident investigation including proforma for measurement
- 140 ton Crane Construction & safety in operations

DIESEL LOCOMOTIVES

- Basic Features and troubleshooting of HHP locomotives
- Preventive maintenance schedules
- Latest design improvements in diesel locomotives to reduce failures on line.
- Features of GE Locomotives
- Design improvements in bogies to make them fit for high speed operation
- Air Brake system of diesel locos including working of compressors and vigilance control devices and their maintenance
- Cooling water system of diesel engines

- Fuel oil system of diesel engines
- Control of lubricating oil consumption
- Safety devices used on diesel engines and locomotives
- Trouble shooting on locomotives running on the railways
- Fuel Economy on diesel locomotives
- Thermal loading of engine components
- Under gear maintenance
- Suspension bearings, wheels
- Electric Systems of Diesel Locomotive
- Load Box Testing
- MEMU ,DEMUs-types, systems & trouble shooting
- Basics of DPRS (Distributed Power Rolling Stock)
- Introduction to GM Locomotives and its systems

CARRIAGE & WAGON

Coaching stock- preventive maintenance schedules in Coaching Depots including IOH.POH, SS2, SS3 Schedules in shops

- Wagon Stock-preventive maintenance including ROH in depots and POH Schedule in shops ,Ride Index, Anti Telescopic features
- IRCA Rules for reject able defects
- ICF & LHB Coach Bodies and their maintenance in sick line/shops
- Generic details of train set
- Casnub Bogie & its modifications for high speed
- Corrosion repairs to caching and goods stock
- Couplers & Draw gear, Train Parting , Brake Binding & measures to avoid the same
- Water availability in coaches
- Fire prevention on Trains
- Air Brake System-Twin Pipe & single pine. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches
- Passenger amenity items
- OBHS , CTS and other coach cleaning systems
- Maintenance Pattern of freight trains including CC Rakes & Coaching stock maintenance including Revised Policy Circular-4
- Neutral Train Examination
- Maintenance of various components like DV, SAB, PEASD
- Latest design improvements of Carriage & Wagons to improve their performance and speed potential
- LHB Coaches & BLC Wagons
- Construction, Design & Maintenance of special purpose Wagons

WORKSHOPS and Production Units

- System of labour accountal GA Cards for time keeping documents, tally sheets, Job/Route Cards, inspection & rate fixing
- Rules & Calculations under incentive scheme
- Paints & painting systems
- Different types of machine tools such as lathes, milling machines, shapers, planers, cutting tools & cutting speeds
- CNC machines
- CLW Pattern of Incentive Scheme, Group Incentive Scheme
- Different types of welding processes, welding defects
- Wheels, tyres & axles and their ultrasonic testing
- Heat treatment of ferrous items such as surface hardening, annealing, normalizing etc
- Roller Bearing & Cartridge Bearings
- Injury free features in coaches
- Material handling
- Design of coaches and wagons
- Basic concepts of casting and Heat treatment methods
- Manufacturing and Heat treatment process of wheels and axles
- Factory Layout
- Process flow chart of Production Units
- Machinery and Plant maintenance

Rajbhasha

Optional questions of 15 marks