

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/APO/70%/2025

Dated.08.11.2024

All PHODs/CHODs; CAO/C-WCR,
DRM (P) JBP, BPL, Kota; CWM- CRWS/BPL, WRS/Kota,
GM(P)- CORE/ALD; Registrar- RCT/BPL
Dy.CPO(HQ), CPRO, DGM-HQ/JBP
Chairman, RRB/BPL, PO-RCT/BPL
Secy.to PCPO (Co-ordinating officer)

Sub:- Notification to fill up vacancies of APO 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 APO 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 APO in Personnel departments in level-8 are given below:

Post	Categories			Total	Vacancies reserved for PwBD categories			
	UR	SC	ST		a	b	c	d&e
APO	02	1	1	4	-	-	-	-

2. Eligibility Conditions:-

Group 'C' employees working in substantive post of Ministerial Cadre in Pay Level-6 and above in the pay matrix, with 3 years of non-fortuitous service in the grade, as on **01.01.2025** (including non-fortuitous service rendered in the corresponding pre-revised grade) shall be eligible as mentioned below

- Group 'C' staff of Personnel Department.
- Ministerial Group 'C' staff of Compilation and Statistical Branches, Stores, Transportation (Traffic), Commercial Department (including PRO office) and RPF.
- Stenographers of all Departments, except Accounts Deptt.
- Chief Law Assistants.

(Signature)
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- e) Ministerial Group 'C' staff working in cadre post in any other departments of W.C.Rly. having no avenue of promotion to Group 'B' in their own department. This will exclude Rajbhasha Organization and Accounts department.
- f) Ministerial staff of Cash & Pay department who have no other avenue for promotion to Group 'B' in their own department. (Authority : Board's letter No.E(GP)2002/2/45 dated 14.08.2002)

Note:-

- (i) Staff whose lien and seniority is maintained in the relevant cadres of West Central Railway are only eligible to apply.
- (ii) The Ministerial staff who have the avenue of promotion in the parent departments in addition to the avenue of promotion for the post of APOs should exercise their option for promotion as APO within one month from the date of result of the selection. The option once exercise is treated as final and cannot be withdrawn/alterd subsequently.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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.

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- 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.
- 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 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.

P. J. Khan
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- 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 dycpogwer@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 –

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.


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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(b) & 532(2) 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	100	60
	b) Establishment and Financial Rules		
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 (b) & 532(2) 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 submitted by 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
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	29.11.2024

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: dypogwer@gmail.com)	
(iii) Modifications, if any, w.r.t. not eligible candidates may be intimated within 03 days.	
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
Training of SC/ST employees for the written test (CBT) will be completed by the Division/ Workshop/HQ on or before	31.12.2024
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.
- g) Staff should keep themselves in readiness for the written examination, even at a short notice and should also visit WCR's railnetwebsite 10.150.2.19 and NAIR/BRC's website nair.indianrailways.gov.in for any further updates.

P. Jithu
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- 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 APO post Group 'B' 70% LGS Examination in Personnel Department.

(Ref.- WCR/PHQ/GAZ/Selection/Gr 'B'/APO/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/ Level) -
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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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

[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 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP
'B' POST OF APO IN PERSONNEL DEPARTMENT**

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- a) Organization, objectives and functions of Personnel Department.
- b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

- a) Classification of Services and Categories;
- b) General qualifications, conditions & rules for appointment; Medical fitness;
- c) Safety, Non-safety & Essential Categories;
- d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- e) Railway Recruitment Boards & Railway Recruitment Cells;
- f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- a) Appointment, Seniority & Lien;
- b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- e) Procedures of Selection, Suitability and Trade Tests;
- f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- g) Rules of Transfer (Inter Railway & Inter Divisional);
- h) Deputation;
- i) Types of Leave; Rules & Joining Time; Encashment of leave;
- j) Pass Rules; AILTC;
- k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;
- l) HOER;
- m) PME & Mandatory Health Check-up;
- n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

- a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- b) Manpower planning; Book of Sanctions & Scale-check;
- c) Supernumerary posts & Redeployment;
- d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
- g) Work-charged posts;
- h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- j) Training Modules for different posts,
- k) Training under Apprentices Act, Online Training,
- l) Performance Appraisal - APARS & SPARROW.
- m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
- b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
- c) Ex-gratia payment,
- d) Incentive Bonus Scheme;
- e) Sports Incentives & cultural competitions, extra-curricular activities;
- f) Excursions, tours and holiday camps; co-operative Societies;
- g) Medical assistance;
- h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.