

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



पश्चिम मध्य रेलवे

West Central Railway
Headquarters Office
Personnel Branch,
Jabalpur-482001

No.WCR/PHQ/GAZ/Selection/AOM/Gr B'/30% LDCE/25-26

Dated.22.12.2025

All PHODs/CHODs-WCR
DRM (P) JBP, BPL, KOTA
GM(P)- CORE/PYRJ; Registrar- RCT/BPL
Sr.DOM -JBP, BPL & Kota, Sr.DCM -JBP, BPL & Kota,
Dy.CPO/HQ, Dy.CPO/IR - HQ/JBP
Co-ordinating Officer-Dy.COM(FOIS)/HQ/JBP.

Sub:- Notification to fill up vacancies of AOM/ATM- Group 'B', GP-4800 (Level-8)/Pay Band-2-against **30% LDCE Quota** selection for vacancy cycle 01.01.2025 to 31.12.2026 (including anticipated vacancies upto 30.06.2027).

Ref:- (1) Railway Board's letter No.E(GP) 2024/2/28 Dated 27.09.2024
(2) Railway Board's letter No.E(GP)2024/2/28. Dated.08.10.2024.
(3) Railway Board's letter No. E(GP)2024/2/37(3477173) Dated 12.12.2025

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Railway Board vide letter cited under reference-3, have decided that the centralized CBT for 30% LDCE for promotion to Group-B posts in all departments having organised services for the vacancy cycle 01.01.2025 to 31.12.2026 (including anticipated vacancies upto 30.06.2027) shall be conducted by RRB/Ajmer. Accordingly, applications are hereby invited for promotion to Group 'B' posts of **AOM/ATM** in Pay Band-2/GP-4800 (Level-8) against 30% LDCE Quota selection, as per selection procedure laid down by Railway Board vide letter No.E(GP)88/2/111 dt.20.08.1991, E(GP)2019/2/5.dt.08.07.2019 (M.C.No.68), letter No.E(GP)/2018/2/31 dt.19.03.2019, letter No.E(GP)2022/2/4. dt.07.10.2022 and extant provisions/Railway Board's latest instructions.

1. Vacancies & Reservation

The particulars of the total number of vacancies assessed for Promotion to Group 'B' posts of **AOM/ATM in Operating department** in level-8 against **30% LDCE Quota selection** are given below:

Post	Categories			Total	Vacancies reserved for PwBD categories			
	UR	SC	ST		a	b	c	d&e
AOM/ATM	02	01	00	03	00	00	00	00

2. Eligibility Criteria:-

Post/Dept	Eligibility criteria
AOM/ATM Operating	1. Group 'C' non-ministerial staff including traffic running staff (i.e Mail/Exp/Pass/Goods Guard) of operating Department holding the post in Level-6 and above in pay matrix, with 05 (Five) years non-fortuitous service as on 01.01.2025 in Level-6 and above in the 7 th CPC pay matrix (including non-fortuitous service rendered in the corresponding pre-revised grade). Fortuitous service will not be counted. (Authority - RBE No. 216/2019).

	2. In terms of Railway Board's letter no.- E(GP)2005/2/87 dated 18.08.2015 (RBE No-92/2015), Goods-Guard (re-designated as Goods Train Manager vide RBE No-07/2022) having GP-2800/Level-5 of 7 th CPC pay matrix are also eligible for applying for this selection.
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3. Other Eligibility Conditions:-

- a) In terms of Railway Board's RBE No.40/2008, in case of persons transferred on request basis to a new unit in the same category of posts, and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition, for promotion in the new unit, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.
- b) The eligibility condition should have been fulfilled as on 01.01.2025 in terms of para 6.1.1 of Master Circular No.68.
- c) Those employees whose services have been terminated or who have retired or transferred from WCR after the cut off date i.e. 01.01.2025 are not considered eligible to apply for the post.
- d) Those employees who have been transferred on own request/mutual transfer and joined in WCR after the **cutoff date 01.01.2025** shall not be eligible to appear in the selection.
- 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) Staff whose lien is maintained on W. C. Rly. are only eligible.
- g) Those group 'C' employees who have been given financial upgradation in GP-4200 (Level-6) under MACPs are not eligible to volunteer for the above LDCE selection.
- h) 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.
- i) As per IREM Para. 310, "Railway servants transferred on mutual exchange from one cadre of a division, office or railway to the corresponding cadre in another division, office or railway shall retain their seniority on the basis of the date of promotion to the grade or take the seniority of the railway servant with whom they have exchanged, whichever of the two may be lower".
- j) As per Railway Board's letter dated 03.10.2006, the provisions of Chapter-II of Indian Railway Establishment Manual, Vol-I (including para203.2) are applicable only to 70% of selection and **not to 30% LDCE** i.e. if, the junior is eligible, Sr. employee will not be eligible unless he is also fulfilling the conditions of eligibility of 5 years non-fortuitous service in LDCE.
- k) Eligible staff on deputation, training, Sick/leaveor working on ex-cadre basis including RE/Construction/Project etc and having lien and seniority in WCR, should also be notified to enable them to submit their applications through HRMS.
- l) **If any candidate is subsequently found ineligible for the above selection, at any stage, his/her candidature will be rejected without assigning any reason.**

4. Scheme of Examination:-

The examination will consist of :-

- Written examination through Centralized Computer Based Objective Type Exam-CBT.
- Medical Test – As per Para 530 (a) & 532(1) of IRMM Vol.1, 2000 (III Edition).
- Viva-Voce

5. Format Of Written Examination (CBT)- As per RBE No.53/2019, dated 19.03.2019, RBE No.115/2019 dated 16.07.2019, Board's letter No.E(GP) 2022/2/4 Dt 28.06.2022 & E(GP)2022/2/4. dated 06.09.2022.

- (i) The written examination will be conducted in the form of Centralized Computer Based objective type examination (CBT). LDCE will be one stage only and will comprise of only 01 paper with the following set up:-

- a) Single paper of 150 marks comprising 100% Objective type Multiple Choice Question with following distribution of marks:-

Topic	Questions	Marks
Technical (Professional) subject	85 Questions (including 5 optional questions)	80 Marks
General Knowledge & Official language Policy & Rules	55 Questions (includes 15 optional questions on official languages Policy & Rules)	40 Marks
Establishment & Financial Rules	35 Questions (including 5 optional questions)	30 Marks

(b) Qualifying Marks-

90

(c) Duration-

3 Hours

- (ii) Questions paper will have 175 questions, out of which 150 questions are to be attempted.

- (iii) There shall be negative marking for incorrect answers and 1/3rd of marks allotted to each question will be deducted for every wrong answer.

6. Scribe and Compensatory Time to PwBD employees:

In terms of Railway Board's letter No. E(NG)I/2022/PM4/9 dated 09.12.2022 (RBE No. 162/2022), the facility of scribe and/or compensatory time shall be granted solely to those eligible PwBD employees having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination (CBT) on his/her behalf from the competent Railway medical authority as per proforma enclosed as **Annexure –'B'**.

7. Medical fitness:-

The candidates who qualify in the written test will be subjected to Medical examination for Group 'B' (Technical) posts 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.

8. Finalization of Panel: -

Final Panel will be drawn on the basis of overall performance in the selection (Centralized CBT and viva-voce) and according to applicable rules and provisions of Para 204 of IREM Vol.1.

Mere passing the written examination would not make a candidate eligible for promotion to the Group B post. In order to qualify, apart from passing medical examination, a

candidate must secure 30 marks out of 50 marks in “viva-voce” and “record of service” put together (including at least 15 marks out of 25 marks in “record of service”).

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 as **Annexure-A** for information and guidance.

10. Submission of Application through HRMS:

- a) Applications for the aforesaid LDCE selectionis invited through HRMS only from the volunteers who fulfil the eligibility conditions as on **01.01.2025** as mentioned in this notification.
- b) Physical applications will not be entertained.
- c) The detailed instructions to the candidates to submit the online application through HRMS is enclosed as **Annexure-C**.
- d) **The last date for submission of application by the eligible employees is 06.01.2026.**
- e) The reserved community employees are advised to check whether their community certificate is available in employee details, if the certificate is not available, the system prompts him to upload the certificate and the same can be done by raising a ESS request by employee himself/herself and get it approved.
- f) The system will not allow to submit the application, if the photo and signature of the employee are not available in the system. In such cases, the employee has to go to ESS and get the current photo and signatureuploaded in the system and get it approved.
- g) Eligible staff on deputation, training, Sick/leaveor working on ex-cadre basis including RE/Construction/Project etc and having lien and seniority in WCR should submit their application through HRMS only.

11. Application Process & Scrutiny:

- a) 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 and the responsibility will be fixed for incorrect or incomplete certification on the officials who are certifying and verifying the applications.
- b) The Personnel Officer/Cadre controlling officer/Establishment officer concerned should reject the applicant not eligible at their level duly specifying the reason for rejections.
- c) Role of “*Unit Custodians*” is assigned to an officer of a each unit who will receive applications submitted by the applicants and will forward the applications to the appropriate authorities for scrutiny to concern sections. Once scrutiny is completed by unit, any Gaz officer of that unit can send the applications to HQ.
- d) It may also be noted that application other than HRMS will not be entertained.

12. Pre-selection Coaching/Training –

As per RBE No. 142/2019, for the post of AOM/ATM having SC reserved vacancy notified, hence the pre-selection training to eligible volunteers belonging to SC category only will be organized for 15-20 working days with a minimum 60 hours which may be arranged by Concerned Department at Division/Unit/HQ level before the examination (CBT) is held. This training to SC 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.

Pre selection Training will be conducted ONLINE/ OFFLINE for those reserved community SC candidates who will select "Yes" in the option for Pre selection Training in the application form in HRMS. In case, option not filled by the candidate in HRMS, it will be treated as "Yes" for training, unless refusal given in writing to controlling officer before start of training.

13. Duties of Officers at different Level:-

Nodal officer for Department are nominated as co-ordinating person for all activities related to this Selection.

14. Tentative Calendar:-

Date of notification	22.12.2025
Application to be submitted by the candidates within target date and time (Closing date & time)	06.01.2026
"Unit Custodians will receive applications submitted by the applicants and will forward the applications to the appropriate authorities for scrutiny to concern sections.	09.01.2026
Once scrutiny is completed by unit, any Gaz officer (Personnel Officer/Cadre controlling officer/Establishment officer) of that unit can send the applications to HQrs.	16.01.2026
Final list of eligible candidates will be published on WC Railway website 10.150.2.19	23.01.2026
Pre Selection Training of SC employees for the written test (CBT) will be completed by the Division/Workshop/HQ on or before	20.02.2026
Tentative date of written examination (CBT)	08.03.2026

15. Other Important Instructions:

- 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).**
- 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). It would be the responsibility of the officer concerned to bring the notification to the notice of such employees, copy of which has to be sent to this office for record.
- The concerned Personnel/Establishment Officers & Controlling Officers should ensure the submission of service records and 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 (CBT) 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.
- 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 their concerned department.**

- e) Copies of this notification should also be given to local branches of the recognized Union and Associations for their information.
- f) Staff should keep themselves in readiness for the written examination (CBT) and should also visit WCR's railnet website 10.150.2.19/WCR official website and RRB Ajmer's website for any further updates.
- g) This notification can also be seen on WCR website. All the Divisions/Units & applicants are advised to regularly visit above mentioned websites for update in the matter.
- h) 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 Divisions/Units/Depot/Controlling/Reporting office at frequent intervals for any updates.
- i) This Notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at later date.

For any enquiry, candidates may contact the Railway Phone No. 015-54737.

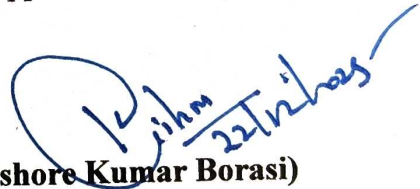
Please acknowledge receipt of this notification.

Encl: As above.

Annexure - A- Syllabus

Annexure - B- Scribe Declaration

Annexure - C - Instructions to the employees to submit application through HRMS


(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.

Director Estt (GC), Railway Board, New Delhi– for kind information please.

Genl. Secy/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.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Annexure - 'A'

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

6. SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORTATION AND COMMERCIAL) DEPARTMENTS

A. TRAFFIC (TRANSPORTATION)

I. GENERAL Hierarchical set up and line of control of Operating Department at the Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and Analysis of Operating Performance along with compilation of Statistical Data.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

- Engine Utilization aspects requiring special attention: -.
 - ❖ Engine Crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
 - ❖ Power Plan: Assessment of Loco Requirement.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of Maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of Locomotives.
 - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transshipment Points.
- Causes of Yard and Section Congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders - Principles and Procedures.
- Rules regarding Carriage of Explosive and other General Goods.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
- Observance of Civil ban and Carriage of Contraband Goods etc,
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
- Running of Unit Trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated Day Loading.
 - Rationalization Scheme of movement of Freight Traffic for avoiding congestion by specific routes.
 - Merry-Go-Round (MGR) System.
 - Engine on Load (EOL) System.
 - Mini/Two Point/Multi Point Rake System.
 - Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

- Consignments.
- Maximum Moving Dimensions. Wagon Census.
- IT applications: -
 - ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)
 - ✓ ICMS and Coaching Operations Information System(COIS)
 - ✓ COA
 - ✓ CMS
 - ✓ SATSANG
 - ✓ RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics

- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

- Responsibility and function of Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station Staff in Working of Trains.
- Various Systems of Working of Trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling Systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight Trains.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
 - Improved Signaling and Inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay Inter-locking
 - Solid State Interlocking/Electronic Interlocking
 - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
 - Wheel Impact Load Detector (WILD)
 - End of Train Telemetry (EOTT) and its functions.
 - Centralised Traffic Control (CTC)
 - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP, SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.

Annexure-B

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr./Ms/Mrs. _____
(name of the candidate), S/o /D/o a resident of _____ (Village/PO/PS/District/State),
aged ____ yrs, a person with _____ (nature of disability/condition), and to
state that he/she has limitation which hampers his/her writing capability owing to
his/her above condition. He/she requires support of scribe for writing the
examination.

2) The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3) This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer	Civil Surgeon/Chief District Medical Officer	Chairperson		

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the _____ (District) _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

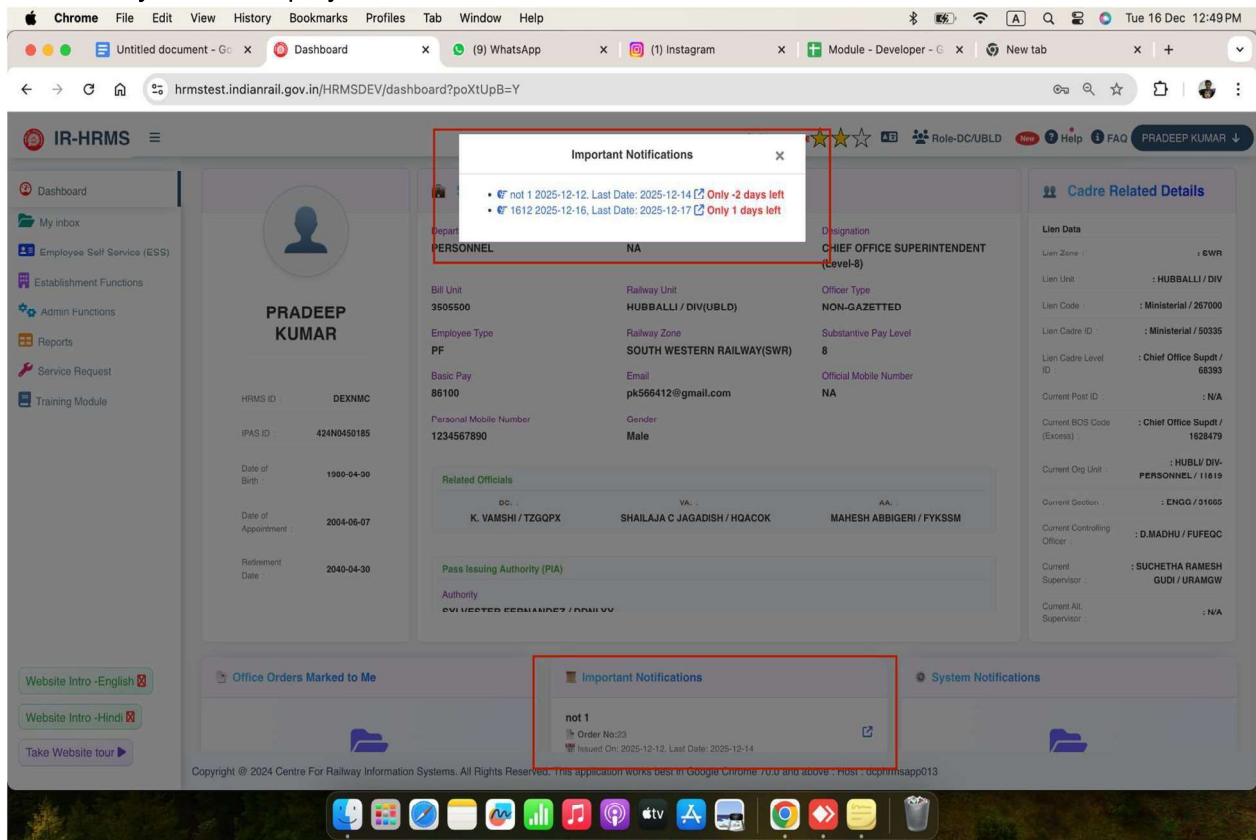
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

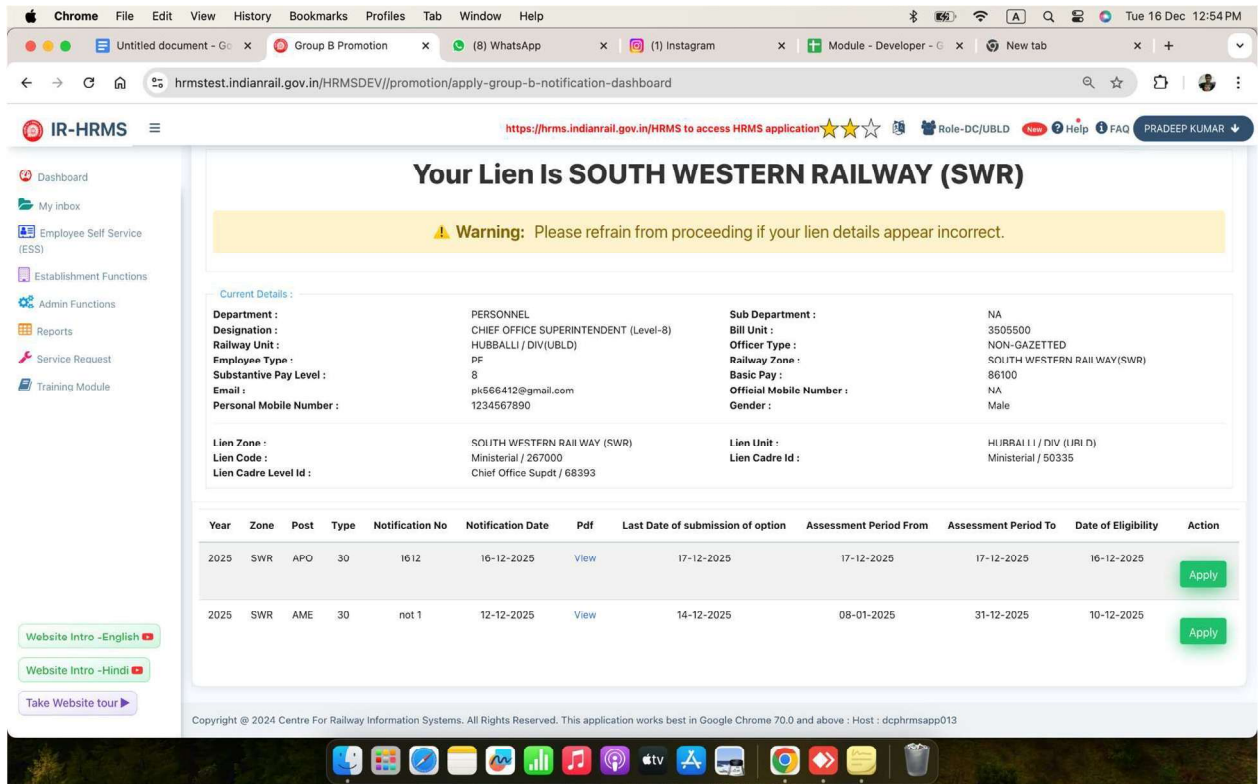
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

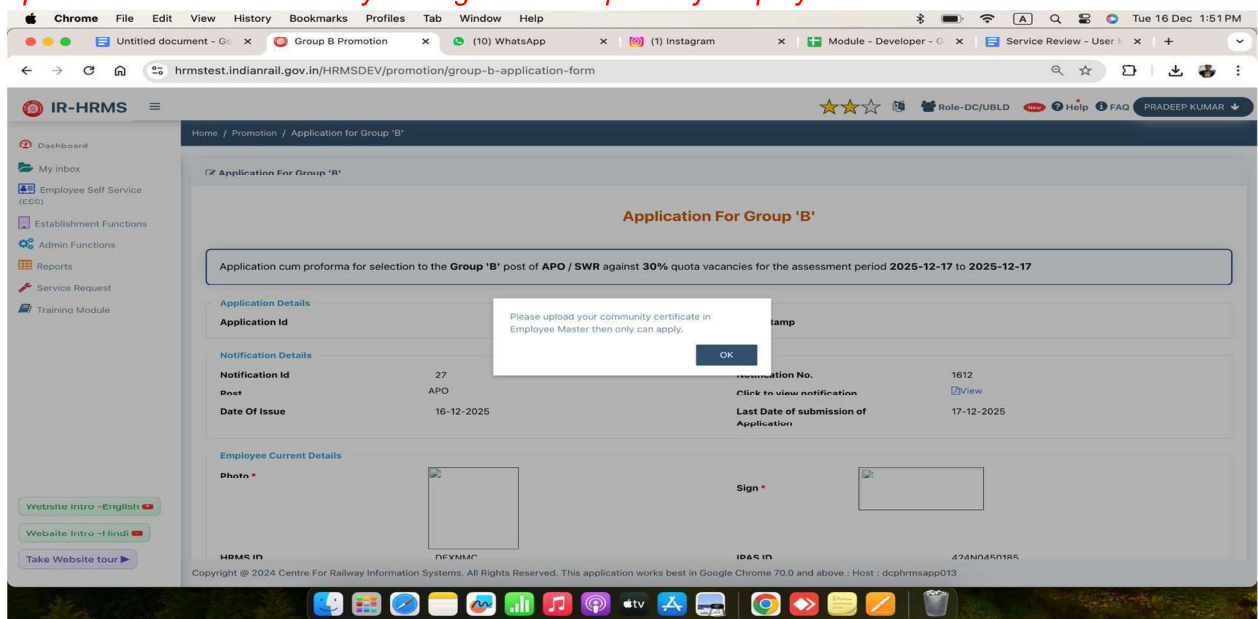
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway. The employee can apply against any notification by clicking on the 'Apply' button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**



Once the employee clicks on 'Apply' button, the page for application opens up.

"If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself."



The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.

If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.

The screenshot shows the IR-HRMS application form for Group B Promotion. The form is displayed in a web browser window with the URL hrmtest.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form. The form is divided into several sections:

- Notification Details:**
 - Notification Id: 27
 - Post: APO
 - Date Of Issue: 16-12-2025
 - Notification No.: 1612
 - Click to view notification
 - Last Date of submission of Application: 17-12-2025
- Employee Current Details:**
 - Photo: [Placeholder for photo]
 - Sign: [Placeholder for signature]
 - HRMS ID: RBIXFK
 - Name: AKHILA BANU SHAIKH
 - Current Pay Level: 8
 - Current Org Unit: HUBLI/ DIV-PERSONNEL
 - Lien Cadre ID: Ministerial(50335)
 - Lien Dept/Sub Dept: PERSONNEL/ -
 - Lien Zone: SOUTH WESTERN RAILWAY
 - Working Cadre ID: - (-)
 - Working Dept/Sub Dept: PERSONNEL/ -
 - Working Zone: SOUTH WESTERN RAILWAY
 - IPAS ID: 42407503210
 - Designation: CHIEF OFFICE SUPERINTENDENT (Level-8)
 - Substantive Pay Level: 8
 - Lien Cadre Code: Ministerial(267000)
 - Lien Cadre Level ID: Chief Office Supdt(68303)
 - Lien Unit: HUBBALLI / DIV
 - Working Cadre Code: -
 - Working Cadre Level ID: - / -
 - Working Unit: HUBBALLI / DIV
- Employee Personal Details:**
 - Father Name: M. A. RAHIMAN
 - Spouse Name: AKBAR SHAIKH

The form also includes a sidebar menu with options like Dashboard, My inbox, Employee Self Service (ESS), Establishment Functions, Admin Functions, Reports, Service Request, and Training Module. At the bottom, there are links for Website Intro in English and Hindi, and a Take Website tour button.

The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

- Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
- If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
- Employee has to enter the details of promotion i.e date of past promotion and the length of service in each grade.

- d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
- e) If the employee is medically decategorised, the details of the same has to be entered.
- f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.

The screenshot displays the IR-HRMS application interface. At the top, a navigation bar includes the IR-HRMS logo, a user profile dropdown for AKHILA BANU SHAIKH, and various utility links like CTI + NR, Mobile No., and Help. The main header reads "Your Lien Is SOUTH WESTERN RAILWAY (SWR)". Below this, a yellow warning box states: "Warning: Please refrain from proceeding if your lien details appear incorrect."

The "Current Details" section is divided into two columns. The left column lists: Department (PERSONNEL), Designation (CHIEF OFFICE SUPERINTENDENT (Level-8)), Railway Unit (HUBBALLI / DIV (UBLD)), Employee Type (PF), Substantive Pay Level (8), Email (-), and Personal Mobile Number (1734567890). The right column lists: Sub Department (NA), Bill Unit (3505500), Officer Type (NON-GAZETTED), Railway Zone (SOUTH WESTERN RAILWAY (SWR)), Basic Pay (81200), Official Mobile Number (NA), Gender (Female), Lien Zone (SOUTH WESTERN RAILWAY (SWR)), Lien Code (Ministerial / 267000), Lien Unit (HUBBALLI / DIV (UBLD)), and Lien Cadre Level Id (Chief Office Supdt / 68393).

Below the details, a table lists submitted applications:

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APO	30	1012	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Application Submitted View Application
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

At the bottom, there are links for "Website Intro -English", "Website Intro -Hindi", and "Take Website tour". A copyright notice at the very bottom reads: "Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above · Host : dcphrmsapp013".

This completes the employees' part of submitting an application.

All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.