



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

Dated.22.12.2025

All PHODs/CHODs-WCR
DRM (P) JBP, BPL, Kota CWM-CRWS/BPL & WRS/Kota
GM(P)- CORE/PYRJ; Registrar- RCT/BPL
Chairman/RRB, BPL
Dy.CPO/HQ, Dy.CPO/IR, CPRO, DGM(G) – HQ/JBP
Co-ordinating Officer -Secy. to PCPO /HQ/JBP.

Sub:- Notification to fill up vacancies of APO- 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 **APO** 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 **APO in Personnel 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
APO	01	00	00	01	00	00	00	00

2. Eligibility Criteria:-

Post/Dept	Eligibility criteria
APO Personnel	1. Group 'C' employees working in substantive post of Ministerial Cadre in Pay Level-6 and above in the pay matrix, with 5 (Five) 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 (Fortuitous service will not be counted. Authority – RBE No. 216/2019):- a) All Group 'C' staff of Personnel Department.

[Handwritten signature]

	b) Ministerial Group 'C' staff of Compilation and Statistical Branches, Stores, Transportation (Traffic), Commercial Department (including PRO office) and RPF. c) Stenographers of all Departments, except Accounts Deptt. d) Chief Law Assistants. e) Ministerial Group 'C' staff working in cadre post in any other departments of WCR 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) 2. In respect of Ministerial staff of Commerical, Stores, Statistical and Compilation departments as well as Law assistants/Chief Law Assistants and stenographers who fulfill the conditions of eligibility as mentioned above and are eligible for promotion to the post of APO in addition to their normal avenue of promotion to Group B posts will have to exercise option in writing within one month from the date of their empanelment of APO as to whether they want to progress in Group B posts of APO or in other Group B posts for which avenue is available for them in their department. The option once exercised is treated as final and cannot be withdrawn/ altered subsequently. (Authority – Master circular 68, Para 6.3.3)
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3. Other Eligibility Conditions:-

- 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.
- The eligibility condition should have been fulfilled as on 01.01.2025 in terms of para 6.1.1 of Master Circular No.68.
- 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.
- 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.
- 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".
- Staff whose lien is maintained on W. C. Rly. are only eligible.
- 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 (b) & 532(2) 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' posts 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.

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 selection is 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 signature uploaded in the system and get it approved.
- g) Eligible staff on deputation, training, Sick/leave or 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 Para 2(ii) pre-selection training is not required if there is no reserved vacancy and candidates are appearing in the selection/LDCEs against unreserved vacancy.

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 HQs.	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/ST employees for the written test (CBT) will be conducted by the Division/Workshop/HQ	Not applicable as no reserved vacancy notified
Tentative date of written examination (CBT)	08.03.2026

15. 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). 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.

- c) 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.
- 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 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 railnetwebsite 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.

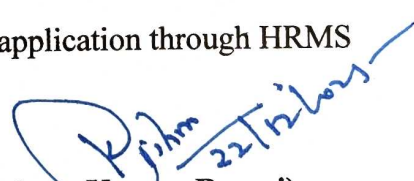
Please acknowledge receipt of this notification.

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

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.

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)

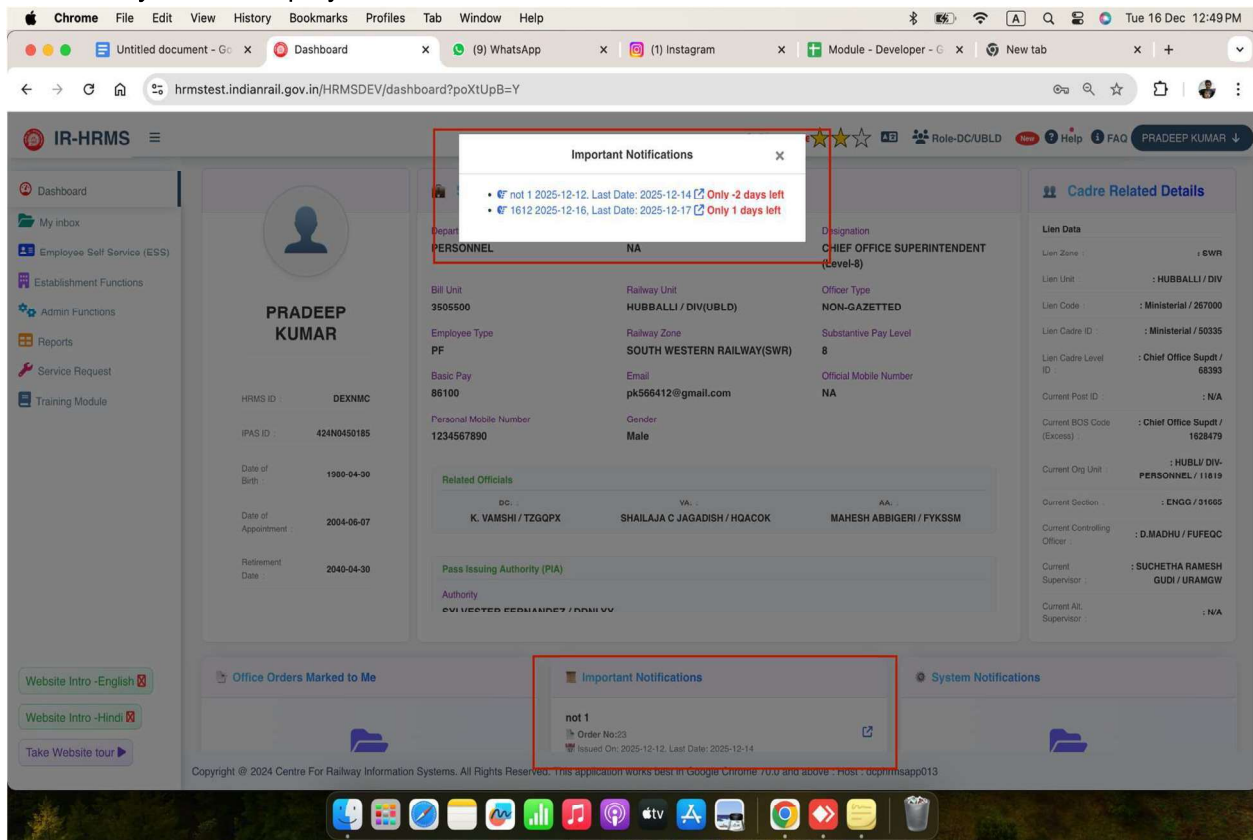
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

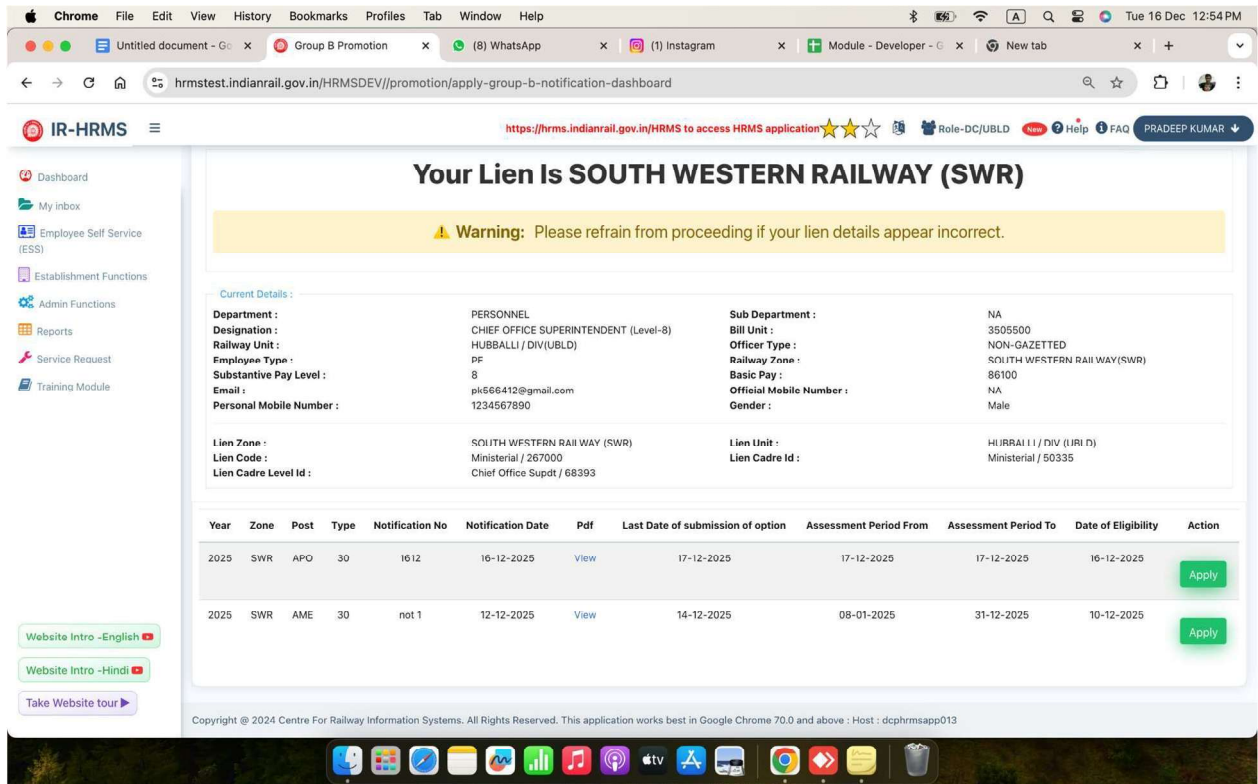
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

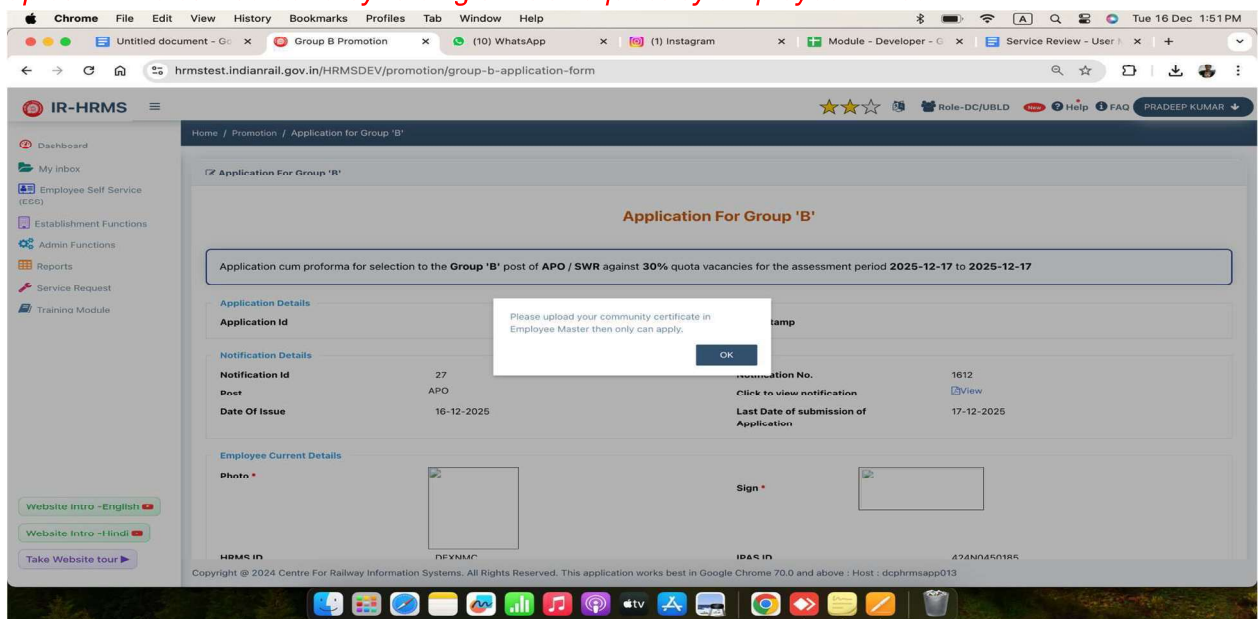
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee 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 hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form. The form is divided into several sections:

- Notification Details:** Notification Id: 27, Notification No.: 1612, Post: APO, Date Of Issue: 16-12-2025, Last Date of submission of Application: 17-12-2025.
- Employee Current Details:** Photo, Sign, 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 with navigation options like Dashboard, My inbox, Employee Self Service (ESS), Establishment Functions, Admin Functions, Reports, Service Request, and Training Module. The bottom of the form shows the copyright notice: Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above: Host : dcphrmsapp013.

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. 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 of information:

Department : PERSONNEL	Sub Department : NA
Designation : CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit : 3505500
Railway Unit : HUBBALLI / DIV(UBLD)	Officer Type : NON-GAZETTED
Employee Type : PF	Railway Zone : SOUTH WESTERN RAILWAY(SWR)
Substantive Pay Level : 8	Basic Pay : 81200
Email : -	Official Mobile Number : NA
Personal Mobile Number : 1734567890	Gender : Female

Below this, the "Lien" details are shown:

Lien Zone : SOUTH WESTERN RAILWAY (SWR)	Lien Unit : HUBBALLI / DIV (UBLD)
Lien Code : Ministerial / 267000	Lien Cadre Id : Ministerial / 50335
Lien Cadre Level Id : Chief Office Supdt / 68393	

The bottom section features a table of 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.