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/AME/Gr.B'/30% LDCE/25-26 Dated.22.12.2025

All PHODs/CHODS,
CWM -CRWS/BPL, WRS/KTT DRM(P)-JBP, BPL, KTT,
Sr.DME/JBP-BPL, KTT, NKJ, ET DEE/Const.-KTT, SPO/RE-KTT
Sr.DME/Dsl-NKJ ET Sr.DEE/G-JBP BPL KTT
Co-ordinating Officers- Secy. to PCME

Sub:- Notification to fill up vacancies of AME- 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 **AME** 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 **AME in Mechanical departments** 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
AME	03	00	01	04	00	00	00	00

2. Eligibility Criteria:-

Post/Dept	Eligibility criteria
AME/ Mechanical	1. Non-ministerial Group 'C' staff of Mechanical Department of West Central Railway working in Level 6 & above, in Pay Matrix, with 5 years of non-fortuitous service in Level 6 and above (including non-fortuitous service rendered in the corresponding pre-revised grade pay) as on 01.01.2025 are eligible (Authority – RBE No. 216/2019). 2. In terms of Railway Board's letter No. E(GP)2019/2/25 dated 16.03.2022, Senior Technicians in Level-6 with requisite length of service are eligible for appearing in the LDCE.

	3. In terms of Railway Board's L.No.-E(GP)2005/2/87 dt. 18.08.2015 (RBE No- 92/2015), Loco Pilot (Shunting)II from running cadre having grade pay 2400 are also to be considered for the post of AME (Gr. B) while fulfilling other eligibility conditions as on 01.01.2025. 4. The employees who are trained in dual traction are eligible for AME (Gr. B Mechanical) selection or AEE (Gr. B Electrical) selection and they can seek further promotion only in the respective wing either in Mechanical or Electrical. 5. Accordingly, the concerned employee should exercise clear option by giving the declaration that "***I have opted to appear in selection for the post of AME and will not apply for the post of AEE***" in the remarks column (appearing at the end of application in HRMS). In case no such declaration is given in the remarks field of online application in HRMS by the concerned employee, the application submitted first (as per time stamp of submission of application in HRMS) by the employee either for post of AME or AEE will be considered.

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 **cut off 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/leave or 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 :-

a) Written examination through Centralized Computer Based Objective Type Exam- CBT.
b) Medical Test – As per Para 530 (a) & 532(1) of IRMM Vol.1, 2000 (III Edition).
c) 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 $1/3^{rd}$ 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 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, for the post of AME having ST reserved vacancy notified, hence the pre-selection training to eligible volunteers belonging to ST 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 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.

Pre selection Training will be conducted ONLINE/ OFFLINE for those reserved community ST 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. **Tenatative Calender:**

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 ST 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**:
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 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

22/12/2025

(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.

AME (Annexure-'A')

SYLLABUS FOR PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH 30% LDCE IN MECHANICAL DEPARTMENT

Paper will be of two parts one part will be of General questions comprising questions from General Knowledge, Quantitative aptitude, Applied Mechanics, General Science Information Technology and EnHM.and other sections Comprising of questions from establishment , financial rules and Stores will be and Technical questions from four streams of Mechanical Department. Questions on PU are included in workshop segment. Question on Rajbhasha will be of optional nature of fifteen marks

Section A

GENERAL PORTION-

GENERAL KNOWLEDGE

This section would contain questions of general interest and importance which is acquired by general observation and reading without specific text book study. Subjects of national importance as well as achievements of railways will also be covered. The standard of General Knowledge shall not be more rigorous than Matriculation.

Quantitative Aptitude

- Arithmetic & Statistical Operations Graphs, Fractions, Percentage, Sampling & Averages
- Geometry-Area & volume upon Higher Secondary/Class 12 Standard
- Algebra, simultaneous equations etc upon Higher Secondary/Class 12 Standard
- Questions on General quantitative aptitude

Applied Mechanics

Various Engineering materials and their properties, Bearings, Stress & Strain, Fatigue, Hardness, Corrosion & Surface finish.

General Science

- Mechanics: Newton's Laws of Motion, Velocity & Acceleration, work, energy, power, Archimedes Principle etc.
- Temperature & its measurement
- Mechanics Velocity & Acceleration, work done & horse power etc upon Higher Secondary/Class 12 standard
- Heat & Work, Expansion of Solids Liquids & Gases
- IC Engines, Gas Turbines, Heat Recovery & Thermal Efficiency, Supercharging & Intercooling
- Ohm's Law, Coulombs Law, Faraday's Laws, Voltage, Current & Resistance, wet & dry batteries, power factor
- Simple Motors & Dynamos-Principle & working, transformer, relay, fuse, circuit breakers
- Power Supply, AC & DC, Rectification

INFORMATION TECHNOLOGY

Familiarity with Personal Computer Specs- Processor, RAM, Hard Disk, Floppy, CD, Multimedia etc.

- Basic MS Word, Excel and Power Point

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- Basic Local Area Networks: Servers, Hubs, Switches, Structured Cabling, Nodes, Network applications
- Using Internet: Email, Browsing, Searching
- General Information on various portals used in Indian Railways including GEM,UDM,IREPS,FMM,E Office etc.

EnHM

- Environment, Quality Management Systems ISO 9000 & ISO 14000
- Environment management system (ISO 14001),
- solid waste management rules
- CTE (Consent to Establish) CTO, (Consent to operate)
- Water act, air act,
- hazardous waste management act
- water policy of Indian Railways

Section B

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

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Division & Workshop Management, Diesel Locomotives, Carriage & Wagon and Workshops,

PART-A (Stores Rules)

STORES

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

PART-B-Professional Portion-

DIVISIONAL WORKING & OPERATIONS MANAGEMENT

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

DIESEL LOCOMOTIVES

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- Basic Features and troubleshooting of HHP locomotives
- Preventive maintenance schedules
- Latest design improvements in diesel locomotives to reduce failures on line.
- Features of GE Locomotives
- Design improvements in bogies to make them fit for high speed operation
- Air Brake system of diesel locos including working of compressors and vigilance control devices and their maintenance
- Cooling water system of diesel engines
- Fuel oil system of diesel engines
- Control of lubricating oil consumption
- Safety devices used on diesel engines and locomotives
- Trouble shooting on locomotives running on the railways
- Fuel Economy on diesel locomotives
- Thermal loading of engine components
- Under gear maintenance
- Suspension bearings, wheels
- Electric Systems of Diesel Locomotive
- Load Box Testing
- MEMU ,DEMUs-types, systems & trouble shooting
- Basics of DPRS (Distributed Power Rolling Stock)
- Introduction to GM Locomotives and its systems

CARRIAGE & WAGON

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

- Wagon Stock-preventive maintenance including ROH in depots and POH Schedule in shops ,Ride Index, Anti Telescopic features
- IRCA Rules for reject able defects
- ICF & LHB Coach Bodies and their maintenance in sick line/shops
- Generic details of train set
- Casnub Bogie & its modifications for high speed
- Corrosion repairs to caching and goods stock
- Couplers & Draw gear, Train Parting , Brake Binding & measures to avoid the same
- Water availability in coaches
- Fire prevention on Trains
- Air Brake System-Twin Pipe & single pine. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches
- Passenger amenity items
- OBHS , CTS and other coach cleaning systems

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Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.

2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.

3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.

4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.

5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.

6. Financial & Cost Control in Railway 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

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AME

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.

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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_____Chairperson	Officer/Civil Surgeon/Chief		District	Medical

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)

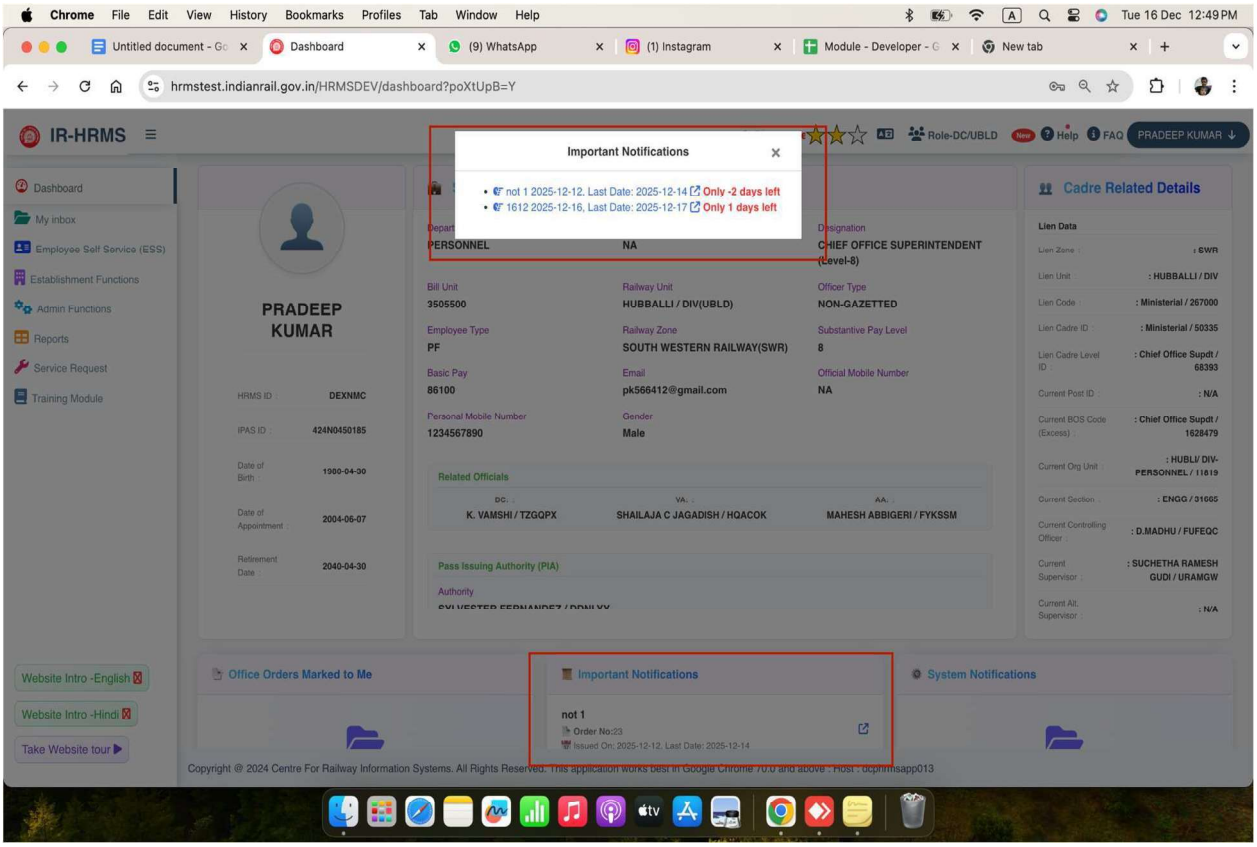
(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

2)Application against the Notification by the Employee

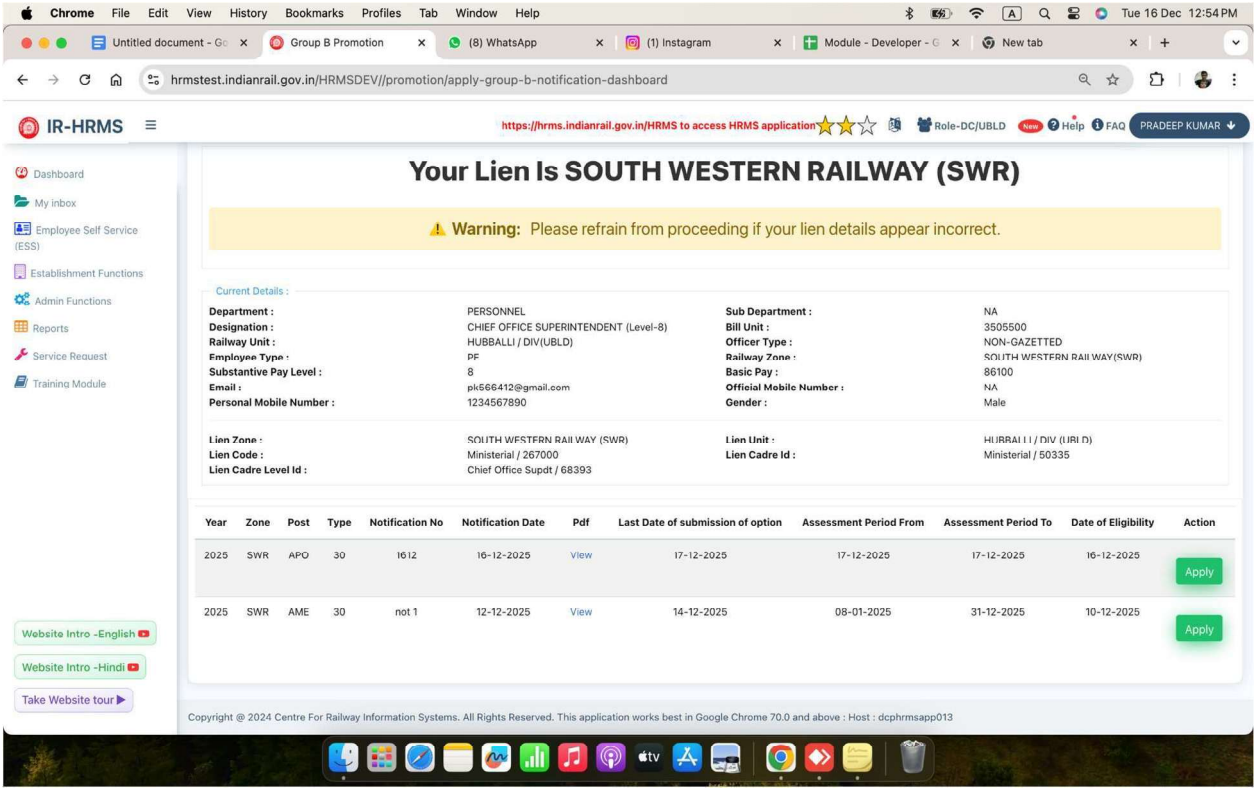
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

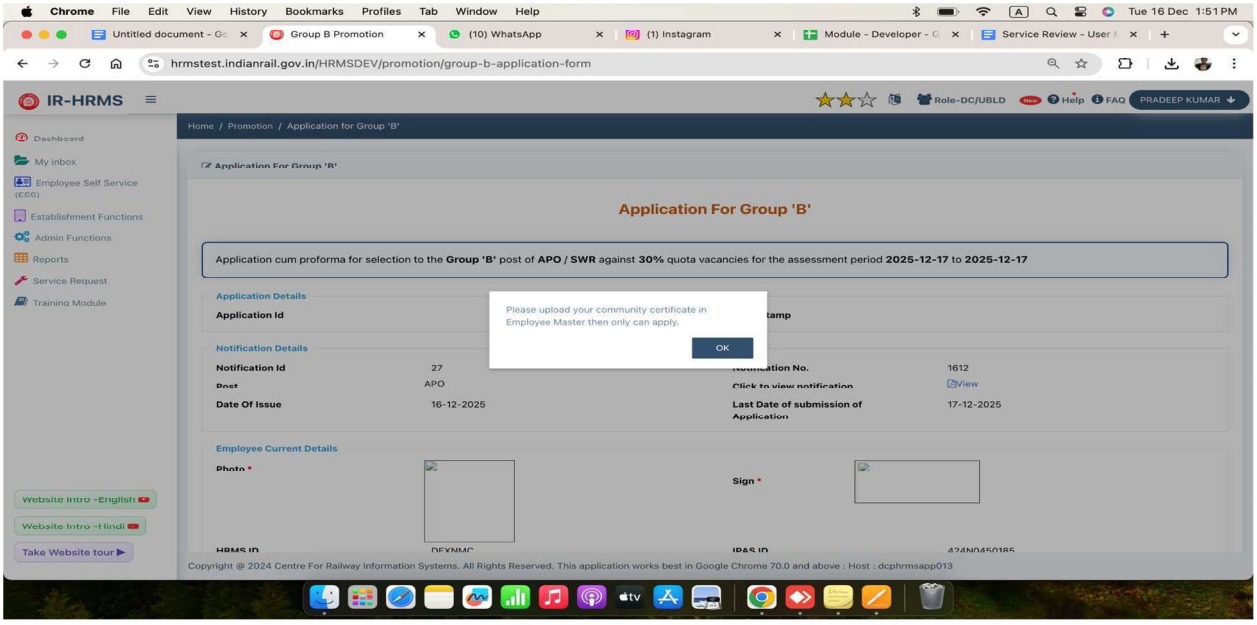
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee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



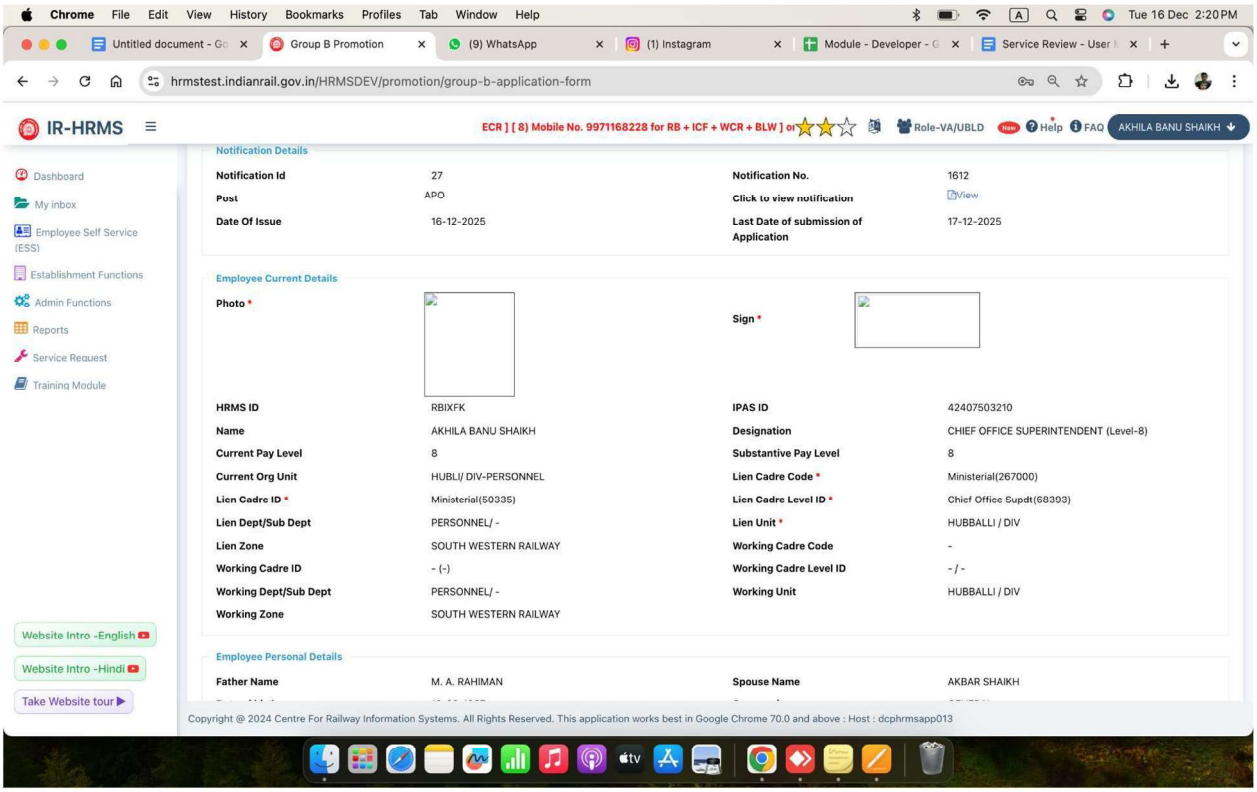
Once the employee clicks on ‘Apply’ button, the page for application opens up.

“*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 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.

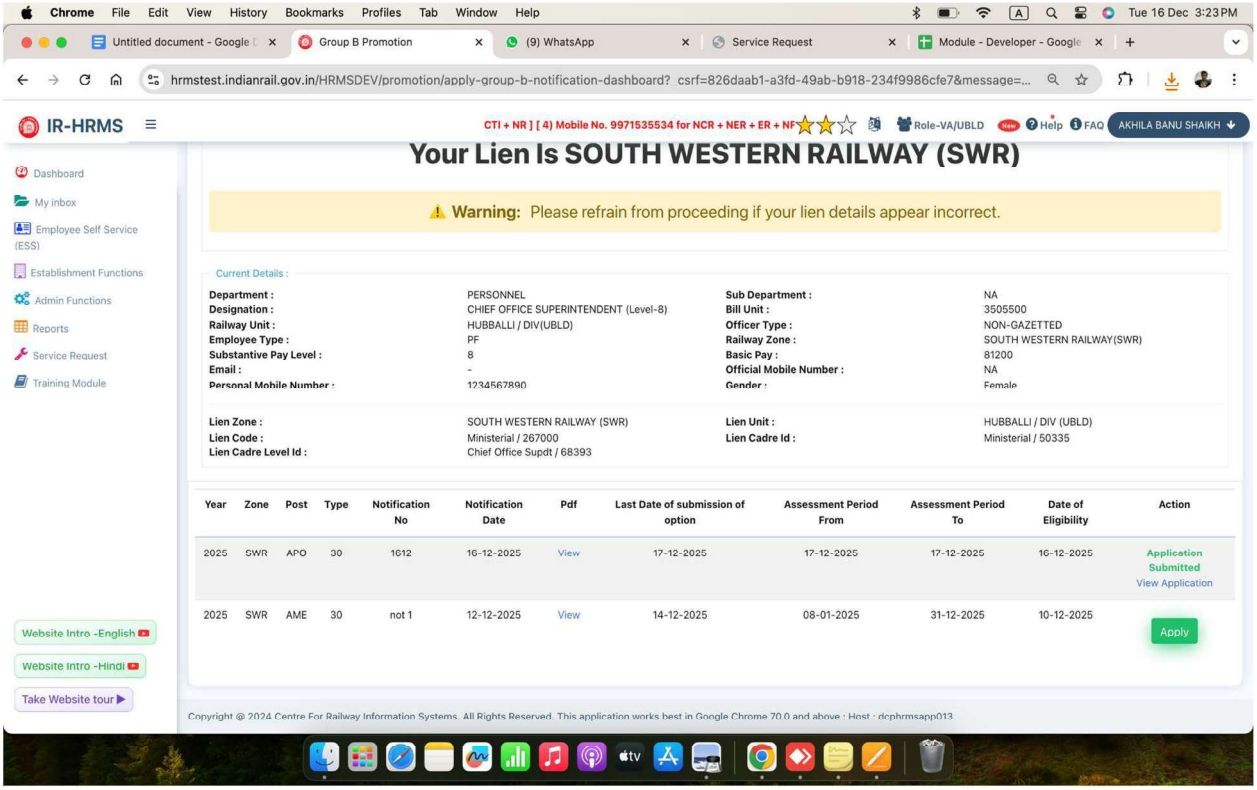
a) Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
b) If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
c) Employee has to enter the details of promotion 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.



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.