

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/ACM/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.DCM -JBP, BPL &Kota, Sr.DOM -JBP, BPL & Kota,
Dy.CPO/HQ, Dy.CPO/IR - HQ/JBP
Co-ordinating Officer - Dy.CCM(PS)/HQ/JBP.

Sub:- Notification to fill up vacancies of ACM- 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 **ACM** 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 **ACM in Commercial 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
ACM	00	01	00	01	00	00	00	00

2. Eligibility Criteria:-

Post/Dept	Eligibility criteria
ACM Commercial.	1. Group 'C' Ministerial/Non-Ministerial staff of commercial 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).

(Handwritten signature)

	2. Law assistants / Chief Law Assistants are eligible for promotion to the post of ACM in addition to their normal avenue of promotion to the post of APO/ALO etc. depending upon the option they exercise. The option can be exercised after an employee gets selected to any of the gazetted cadre. Such an option should be exercised within 30 days of the result of the selection by the employee in writing and option once exercised should be treated as final. (Authority – Master circular 68, Para 6.3.3)
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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 para 203.2) 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 :-

- 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' 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 ACM 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 conducted 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 inform 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.

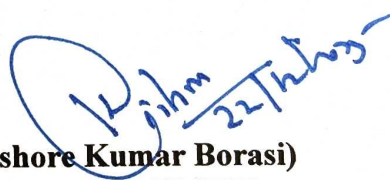
Please acknowledge receipt of this notification.

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

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

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)

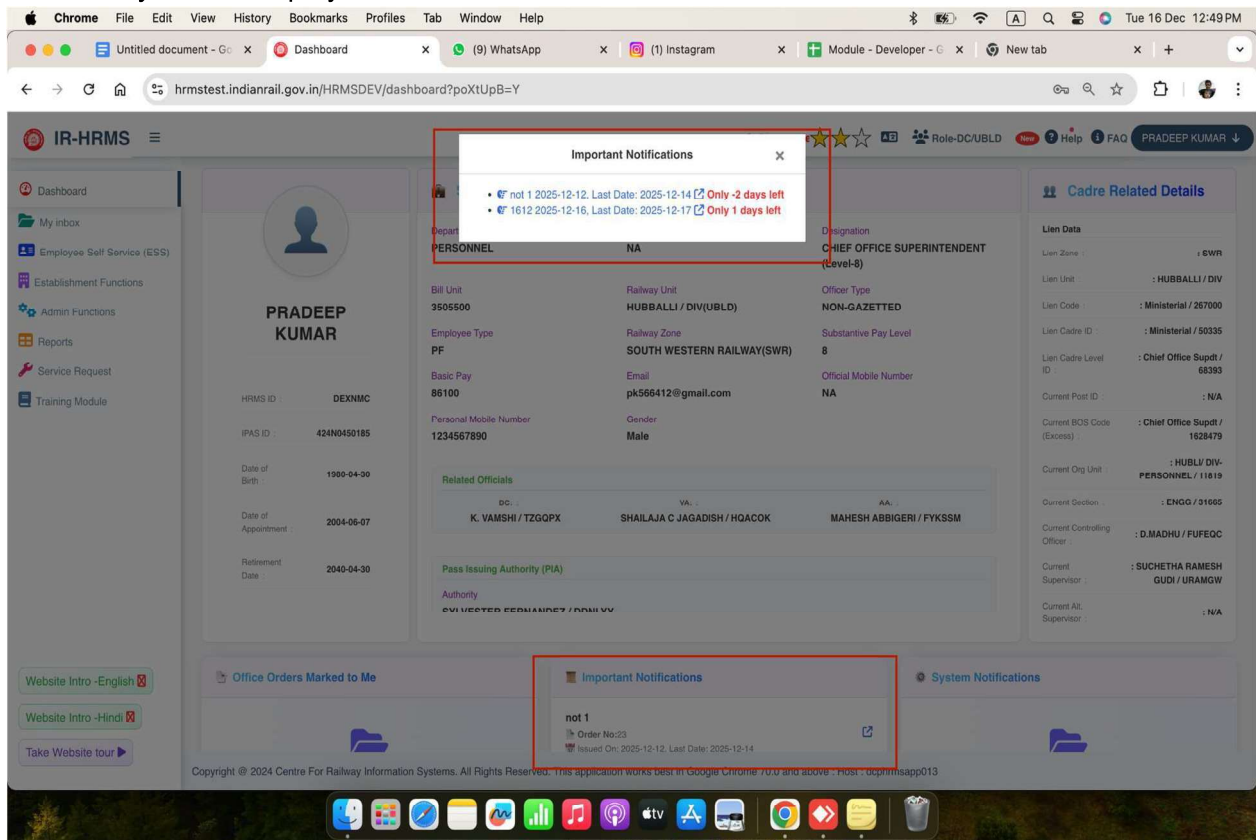
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

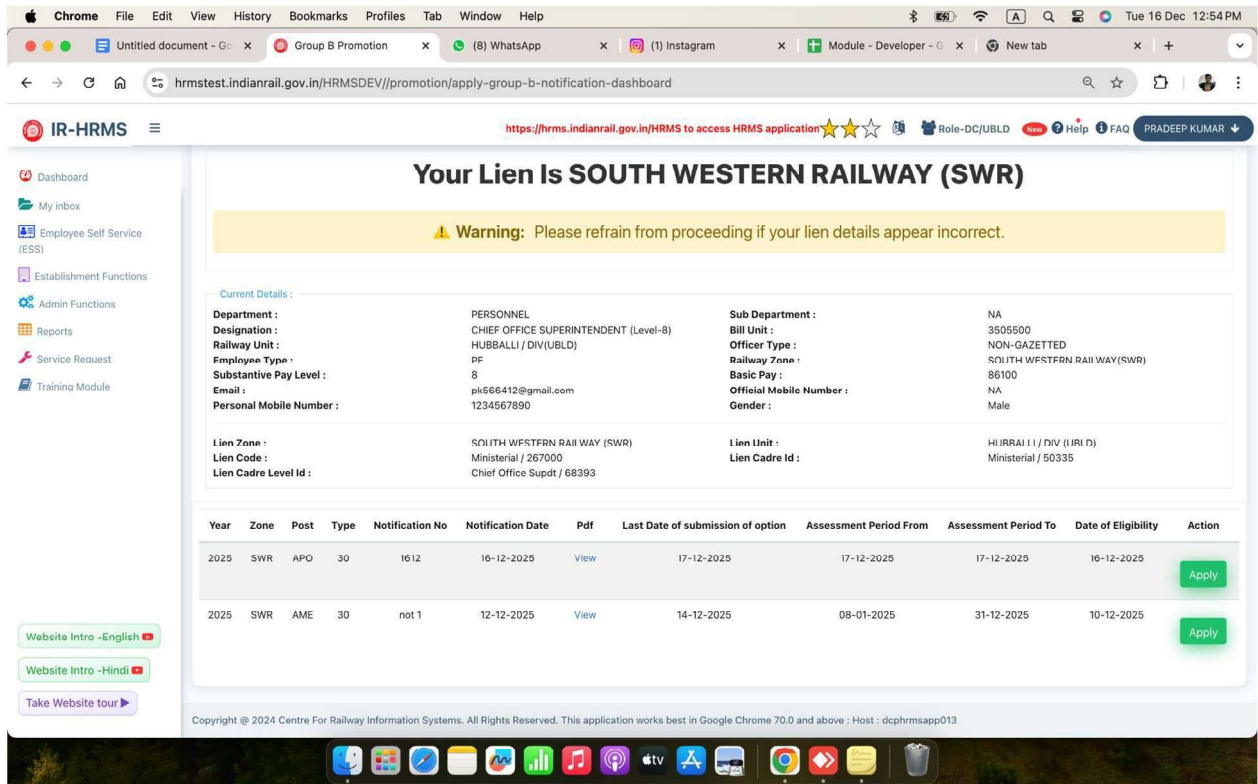
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

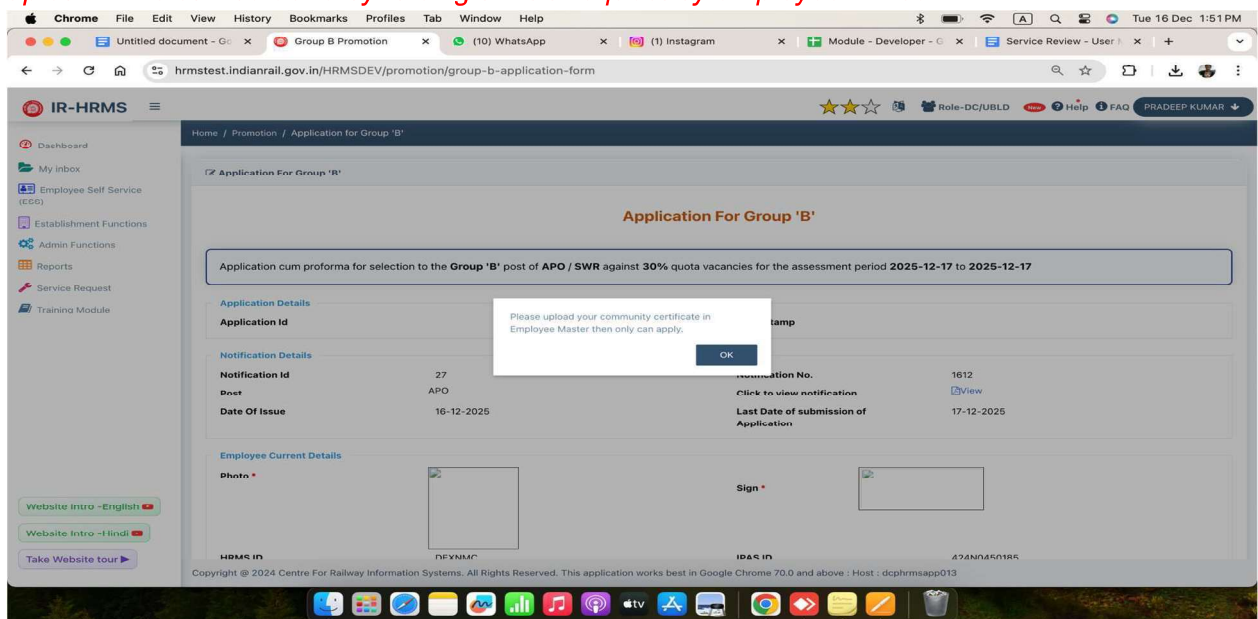
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee 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
 - Post: APO
 - Date Of Issue: 16-12-2025
 - Notification No.: 1612
 - Click to view notification: [View](#)
 - 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: 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 footer contains copyright information: 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 like CTI + NR, Mobile No., and Help. The main heading 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.