

पूर्व मध्य रेल

कार्यालय  
मंडल रेल प्रबन्धक (का0)  
समस्तीपुर

सं०— का/254/राज/भाग—VI/वाणिज्य/सम०

दिनांक :— 05.01.2024

वरिष्ठ मंडल वाणिज्य प्रबंधक  
पूर्व मध्य रेल, समस्तीपुर।

**Sub:-** Selection for the post of Assistant Commercial Manager (Group 'B') in Pay Band Rs. 9300-34800/- (PB-2) Grade Pay 4800 against 70% quota as a Special drive.

**Ref:-** GM(P)/HJP's letter No. ECR-HQ0PERS(SEL)/10/2023 dt.04.01.2024

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संदर्भित पत्र की छाया प्रति संलग्न कर आपके पास भेजी जा रही है, Annexure 'A' में अंकित कर्मचारियों, यदि समस्तीपुर मंडल में कार्यरत हो, का Willing/Unwilling आवेदन (Annexure 'C') प्रोफर्मा में भरवाकर दिनांक 11.01.2024 तक इस कार्यालय में भेजे जाने की व्यवस्था की जाय, ताकि समय से मुख्यालय भेजा जा सके।

संलग्नक:— यथोपरि।

(प्रकाश कुमार सिंह)  
सकाधि—।

कृते मंडल रेल प्रबन्धक(का0)  
समस्तीपुर

प्रतिलिपि :- मुकार्याधी/वाणिज्य संवर्ग — कृपया आवेदनो की जाँच कर प्रोफर्मा दिनांक 11.01.2024 को राजपत्रित संवर्ग में देवे ताकि दिनांक 15.01.2024 को मुख्यालय/हाजीपुर को सुपूर्द किया जा सके।

4/1/24  
05/01/24  
कृते मंडल रेल प्रबन्धक(का0)  
समस्तीपुर

ECR-HQ OPERS (SETT)/9/2023/ACM(Gr.'B')/70% (217999)

Secy (Estt)/Railway Board, New Delhi.  
Secy. to GM- for kind information of GM,  
General Manager (P) CORE/Allahabad & GM(P)/N.E.Rly/GKP  
CAO/Con./South/MHX & CAO/Con./North/MHX  
SDGM, PCCM, PCOM & PCSO/ECR/HJP  
All DRMs/Sr. DOMs/Sr. DPOs/DOMs/ECR  
CAM/DHN, CWM/PD/ECR/DDU & WS/SPJ, CPO/Law& Con/Patna  
Dy. CPO/Gaz/ECR/HJP & Dy. CPO/Con/MHX, PO/RCT/Patna  
Principal/ZRTI/E.C.Rly/Bhuli & MFP  
APO/MPP/HJP - For upload on Website.  
All Extra Divisional Units & General Secretary/ECRKU

Sub:- Selection for the post of Assistant Commercial Manager (Group-'B') in Pay Band Rs. 9300-34800/- (PB-2) Grade Pay-Rs.4800 against 70% quota as a special drive.

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With approval of General Manager/ECR, it has been decided to hold a selection for formation of the panel of 10 persons for the post of Assistant Commercial Manager (Group-'B') against 70% quota over E.C. Railway, as per details given below as a Special drive through centralized CBT by NAIR in terms of Railway Board letter No. E(GP)2022/2/4 dated 14.12.2023, as per details given below: -

Selection	UR	SC	ST	Total	PwBD (*)
ACM (Gr. 'B') 70%	08 (Eight)	01 (One)	01 (One)	10 (Eight)	01 (One)

(\*) Horizontal reservation for Locomotor Disability (LD)- One Arm (OA)/One Leg (OL), Leprosy Cured, Acid Attack victims as per Rly. Bd's L/No. E(GP)/2022/2/20 dated 18.08.2022 & 14.11.2022.

- (a) Main Examination through CBT: 25<sup>th</sup> February, 2024.  
(b) Venue & Time: will be notified in due course.  
(c) The extra round of Special examination shall be governed by the extant instructions governing promotion to Group 'B' posts. However, there shall be no Supplementary examination for this special 70% Selection.

## 2. Eligibility (As on 01.01.2023)

The list of eligible Group 'C' employees of Commercial Department (rendered not less than 03 years of non-fortuitous service as on 01.01.2023 in scale Rs. 5000-8000, V-PC/PB-2 Rs. 9300-34800/- with Grade Pay Rs. 4200/- VI-PC/Pay Matrix Level- 6 of VII PC & above), who are eligible to appear in the 70% selection and standby list are enclosed herewith and marked as Annexure- "A" and Annexure- "B" respectively containing 41 names [ 30 employees as per 3X formula + 11 twice failed employees ] in the main list and 41 names in the standby list in order of seniority. They may be asked to be in readiness to appear for written examination which will be held soon through Centralised CBT which will be notified in due course. The notification may be got noted from the employees concerned enlisted in Annexure 'A' and Annexure 'B'.

(3) The above selection will be based on candidate's performance both in CBT/Written/Main examination, viva-voce and Record of Service. The candidates who qualify in the CBT/Written/Main examination followed by medical test and found fit in the requisite medical category will only be eligible for viva-voce test. The placement of the candidates in the panel will be based on their

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performance in the CBT/Written/Main examination, viva-voce & Record of service as per extant instruction of Railway Board. The candidature of the candidates is accepted provisionally. In case, any candidate is subsequently found ineligible for the above selection at any stage, his/her candidature will be rejected without any further notice.

(4) The cut-off date of eligibility for candidates is 01.01.2023.

(5) The main & stand-by list of candidates of Commercial Department who are eligible to appear in the selection to the post of ACM(Gr.'B') against 70% quota are enclosed and marked as Annexure- 'A' and Annexure- 'B' respectively in order of seniority. Representation, if any, against the seniority position, omission/commission of any name may be sent to Dy.CPO(IR&W)/ECR/HJP through proper channel with a copy to Dy.CPO(Gaz.)/ECR/HJP within 02 days from the date of issue of this notification. No representation will be entertained after stipulated period in any circumstances.

The controlling officers should give wide publication to this notification amongst the eligible staff under their control and ensure submission of willingness/unwillingness & required details in prescribed proforma (Annexure-C) of all the eligible candidates enlisted.

The willingness/unwillingness with required details/information of all the eligible candidates enlisted in Annexure- "A" and Annexure- "B" may be sent to their controlling officer within the stipulated time. The last date for submission of willingness/unwillingness by the eligible candidates duly countersigned by their controlling officer to Dy.CPO/Gaz/ECR/HJP is 15.01.2024.

(6) Sr. DPOs/Personnel Officers of the Divisions/Units are requested to ensure that the Staff Welfare Inspector/Sectional Staff Welfare Inspector are deputed to obtain willingness/unwillingness with required details/information on the prescribed proforma (Annexure- "C") from the candidates (including staff on deputation/leave/sick) of Annexure- 'A' & 'B' and got verified from the concerned 'P' Branch. If any candidate refuses to provide willingness/unwillingness, the deputed Staff Welfare Inspector should submit a written report regarding non-submission of option by the candidates. Such candidates will be treated as unwilling for the above selection.

Above exercise should be completed within the target date and all the relevant papers should reach to Dy.CPO(Gaz.)/ECR/HJP by 15.01.2024 positively, so that a final list of eligible willing candidates may be published.

The controlling officers are also requested to co-ordinate with the Personnel Officers and staff to complete the above exercise within time frame.

(7) CBT/Written Examination/Main Examination:- The examination will be conducted as per guidelines/instructions contained in Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019) & E(GP)2022/2/4 dated 07.10.2022. The CBT/Written examination shall comprise of one paper which shall have 100% objective type multiple choice question only. The paper will be of 100 marks and the distribution will be as under:-

- |   |           |
|---|-----------|
| a) Professional Subject including optional questions of<br>10 marks on Official language policy & Rules:- | 70 marks  |
| b) Establishment and Financial rules:-  | 30 marks  |
| c) Total:-  | 100 marks |
| d) Qualifying marks:- 60 marks with relaxation as per extent rule.  |           |
| e) Duration of examination:- 02 Hours.  |           |

All Objective type questions will carry equal marks. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

Contd.....

Since the post of ACM is safety category, hence no relaxation is admissible to in prescribed medical examination as per extent rule.

(7a) Viva-voce & Record of service:-

	Maximum Marks	Qualifying Marks
Viva-voce	25	30 (including at least 15 marks in the Record of Service)
Record of service	25	

(8) Syllabus:-In terms of Rly. Bd's Letter No. E(GP)2022/2/4 dated 07.11.2022, copy of syllabus for above selection is attached as Annexure-'D'.

**(9) TRAINING OF SC/ST CANDIDATES:**

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022, before conducting written examination, mandatory Pre-selection coaching classes of 60 hours/15 working days to all SC/ST eligible candidates will be arranged by the department concerned. PCCM will nominate JAG or above officer of commercial department as and in-charge(s) of pre-selection coaching for the SC/ST Candidates. The in-charge(s) will also intimate the date and venue of the pre-selection coaching to the eligible SC/ST candidates in due course.

If any SC/ST candidate refuses to undergo pre-selection coaching, a written undertaking should be obtained from him/her and the same may be sent to Dy CPO/Gaz/ECR/HJP as well as PCCM/ECR/HJP. The controlling officers should ensure that the SC/ST candidates under their control are spared without fail on time to participate in the coaching. The SC/ST candidates are also advised to insist their controlling officers, in their own interest, to spare them for the said coaching.

**(9.1) Duty of the in-charge of Pre-selection Coaching (To be nominated by PCCM):**

- (i) To inform in writing through special messenger to the eligible SC/ST employee regarding date, time & venue of coaching.
- (ii) To obtain in writing unwillingness to attend the coaching, if any, from the eligible SC/ST employees.
- (iii) To co-ordinate and arrange sparing of the eligible candidates.
- (iv) To chalk out coaching schedule.

**(9.2) Duty of Controlling Officer:-**

To spare the candidates under their control without fail in time with the direction to participate in the pre-selection coaching as well as to appear in the written examination also.

**(9.3) Duty of concerned SC/ST applicant:-**

- (i) To arrange their sparing from duty by insisting their controlling officers in their own interest.
- (ii) If any problem occurs in sparing, the candidate should report in writing to concerned in-charge of Pre-Selection coaching on the same date. No representation will be entertained in case of failure to report to the concerned in-charge of pre-selection coaching and it will deemed to be refusal for the same.
- (iii) Failure of concerned SC/ST employees to avail pre-selection coaching on any account including leave etc. will be considered on their part and no supplementary coaching will be organized in any circumstances.
- (iv) No appeal will be entertained by GM(P)/ECR/HJP office after completion of pre-selection coaching.

After completion of pre-selection coaching, the in-charge of the pre-selection coaching will give a written report along with all supporting papers including attendance sheet of SC/ST participants to Dy.CPO/Gaz/HJP latest by 16.02.2024 for records and further action

Contd.....

- (10) Concerned Personnel Branch officer & controlling officers should ensure submission of up-dated service records and APARs of last 05 years and DAR/Vig. Clearance in respect of staff declared qualified for the viva-voce in due course/immediately after publication of the result of examination through special messenger to SPO/Gaz/ECR/HJP.
- (11) The above selection will be held as per procedure laid down in Master Circular- 68, governing promotion from Gr. 'C' to Gr. 'B' issued by Railway Board and the instructions issued from time to time. The said master circular is available on website [www.indianrailways.gov.in](http://www.indianrailways.gov.in)....>ministry of railway...>railway board .....> Directorate...>Establishment...>E(GP) Master Circular. The department/division/unit should ensure the compliance of instructions of item No.-15 of Master Circular- 68.

Please acknowledge receipt.

DA : Annexure- 'A', 'B', 'C' & 'D'

Digitally Signed by Alok  
Srivastava

Date: 04-01-2024 12:04:51 (Alok Srivastava)

Reason: Approved SPO(Gaz.)

For General Manager(P)/ECR/HJP

I/410377/2024

## ANNEXURE-A

**Main list of eligible candidates for appearing in the selection to  
the post of ACM (Gr. "B") against 70% quota**

Sl No	Name (Sh/Smt/Md.)	Community	Desig.	Divn/Unit	Station	DOB	DOA
1	M.Z.A.Rizavi	UR	CCI	SEE	SEE	05/01/1965	23/08/1995
2	Meghu Uraon	ST	CIT	DNR	PNBE	16/01/1964	28/08/2001
3	RUDRA NAND JHA	UR	CCI	DHN	DHN	17/01/1967	28/11/2001
4	AMARJIT TIRKEY	ST	CCI	DHN	BRKA	07/01/1968	01/01/2002
5	MERRY ANJALI TOPPO	ST	CTI	SEE	MFP	03/03/1967	30/05/2003
6	Dinesh Prasad	UR	CCS	DDU	AUBR	02/02/1964	15/07/2003
7	Sri Jawed Alam	UR	CS(P)	DNR	DNR	23/02/1967	28/08/2003
8	Sri Prem Jeet Kumar	SC	BS	DNR	JHD	05/01/1964	28/08/2003
9	Sri S.C.Singh	UR	CSP	DNR	PNBE	02/01/1968	28/08/2003
10	Sri S.N.Singh	UR	CTI	DNR	PG	09/01/1964	28/08/2003
11	Sri Dharmdeo Kumar	SC	GSS	DNR	PNBE	04/08/1964	01/11/2003
12	ARUN KUMAR	UR	CS	SPJ	Deputed at LUD	07/02/1965	01/11/2003
13	Sri Subhash Paswan	SC	CS(P)	DNR	PPTA	22/03/1966	01/11/2003
14	U.N.Paswan	SC	CS	DNR	PNBE	03/01/1964	01/11/2003
15	YOGENDRA KUMAR	SC	C.S	SEE	KUE	01/05/1968	18/11/2003
16	Ajay Kumar Uppadhaya	UR	CCI	HQ	HJP	12/10/1965	10/06/2005
17	Ganesh Kumar Bhagat	OBC	CCI	HQ	HJP	04/02/1964	11/10/2004
18	ARVIND KUMAR	SC	Ch. OS	DHN	DHN	25/12/1965	23/12/2004
19	Shashi Bhusan Pd.	UR	CLA	HQCLA	PCCM/Claim	30/12/1964	24/12/2004
20	Sri Kameshwar Prasad	SC	CRS	DNR	DNR	01/11/1969	06/03/2005
21	Ram Subhash (SC)	SC	CLA	HQCLA	DRM/DDU	15/10/1965	12/07/2005
22	Narendra Kr. Singh	UR	CLA	HQCLA	DRM/DNR	30/09/1964	12/07/2005

I/110377/2024

23	Chandrashekhar	UR	CLA	HQCLA	DRM/SEE	06/04/1966	12/07/2005
24	Ranjeet Kr. Sinha	UR	CLA	HQCLA	DRM/SPJ	01/06/1967	12/07/2005
25	Sri Bhanu Chandra	UR	CRS	DNR	ARA	26/01/1964	01/11/2005
26	Sri Onkar Nath	SC	CRS	DNR	PNBE	14/04/1974	01/11/2005
27	Sri Sanjay Kumar	UR	BS	DNR	JAJ	12/02/1966	01/11/2005
28	Sri C.B.Prasad	SC	CRS	DNR	RJPB	15/01/1964	01/11/2005
29	SAKAL DEV PASWAN	SC	CTI	SEE	BJU	20/05/1964	18/12/2006
30	BIJAY KUMAR YADAV	UR	CTI	SEE	SEE	10/01/1965	18/12/2006
31	SHIVJEE PASWAN	SC	CTI	SEE	HJP	10/08/1967	18/12/2006
32	Mani Braik	ST	CIT	DNR	RJPB	08/05/1966	01/03/2007
33	Ajeet Kr. Bara	ST	C.S	SEE	NRPA	14/02/1966	03/03/2007
34	Vivekanand Nand Marandi	ST	C.S	SEE	HJP	15/08/1971	03/03/2007
35	HARINDRA KUMAR RAM	SC	C.S	SEE	DOL	18/01/1966	03/03/2007
36	Mahendra Choudhari	SC	CIT	DNR	KEU	03/08/1966	26/02/2007
37	Kailash Pd.Singh	UR	CCI	SEE	NNA	27/02/1964	29/03/2007
38	RAM BARAN TIWARI	UR	CRS	SEE	ZRTI/MFP	16/04/1964	19/07/2007
39	H.K. Das	SC	CIT	DNR	RJPB	12/07/1965	26/02/2007
40	MANIK CHAND	UR	CS	SPJ	DBG	08/01/1969	02/11/2007
41	A. K. Hambaram	ST	CIT	DNR	KEU	17/11/1968	06/11/2007

(41 Candidate only)

Digitally Signed by Alok  
Srivastava  
Date: 04-01-2024 20:05:48  
Reason: Approved

I/110376/2024

## ANNEXURE-B

Standby list of eligible candidates for appearing in the selection to  
the post of ACM (Gr. "B") against 70% quota

Sl No	Name (Sh/Smt/Md.)	Community	Desig.	Divn/Unit	Station	DOB
1	SUBHASH CHANDRA	SC	CTTI	SPJ	MFP(N)	21/09/1967
2	SHATISH KUMAR	UR	CTTI	SPJ	RXL	03/06/1964
3	Akshaya Kumar	OBC	CCI	HQ	HJP	10/06/1968
4	Pankaj Priyadarshi	OBC	CCI	HQ	HJP	01/03/1978
5	Ramendra Choudhary	OBC	CCI	HQ	HJP	04/01/1967
6	Umakant Chaudhary	SC	CCI	HQ	HJP	02/02/1973
7	ANTHONEY TIGGA	ST	CIT	DHN	BRKA	04/03/1965
8	ARUN KUMAR	SC	CTI	SEE	MFP	05/06/1964
9	Baby kumari	SC	C.S	SEE	HJP	05/08/1975
10	CHAND SHEKHAR URAON	ST	CS	SPJ	SHC	09/01/1965
11	INDRA DEO BAITHA	SC	CIT	DHN	BRKA	12/06/1965
12	MUNNA PRASAD	SC	CTI	SEE	BJU	03/01/1978
13	Sri B.K.Mahto	SC	CRS	DNR	PNBE	01/01/1965
14	ESHWAR PRASAD SINGH	ST	CTTI	SPJ	SHC	05/03/1968
15	Sudhir Kumar Singh	UR	CCI	HQ	HJP	19/01/1970
16	Ashok Kumar	OBC	CCI	HQ	HJP	08/08/1971
17	Wishwajeet	UR	CCI	HQ	HJP	15/01/1968
18	Prafull Kumar	OBC	CCI	HQ	HJP	14/12/1965
19	Ashok Kumar	OBC	CCI	HQ	HJP	13/08/1975
20	Pankaj Kumar	OBC	CCI	HQ	HJP	15/10/1977
21	Rajan Kumar Sinha	OBC	CCI	HQ	HJP	05/01/1971

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22	Motilal Gupta	OBC	CCI	HQ	HJP	15/06/1965
23	Pawan Kumar	SC	CCI	HQ	HJP	15/12/1965
24	Arbind Kumar Ram	SC	Ch.OS	HQ	HJP	10/02/1964
25	Satya Prakash Singh	UR	CCI	HQ	HJP	07/08/1964
26	Pradeep Kumar	UR	CCI	HQ	HJP	01/08/1974
27	UDAI PRAKASH PD.	ST	CS	SPJ	BTH	24/02/1964
28	SATTO PASWAN	SC	CS	SPJ	SKI	06/12/1964
29	KUMARI SHALINI S.LAL	SC	CS	SPJ	Sr.DCM Office	10/05/1976
30	SUNIL KUMAR RAI	UR	CS	DHN	DHN	29/07/1970
31	KUMAR KAMESHWAR SINGH	UR	CS	SPJ	SGL	31/03/1966
32	Ashok Kumar Anil	SC	CCI	DDU	BBU	22/07/1968
33	SANJIV KUMAR	UR	CRS	DHN	DHN	01/01/1970
34	SHASHANK SHEKHAR THAKUR	UR	CRS	DHN	DHN	08/04/1970
35	SATYA NARAYAN KALUNDIA	ST	CRS	DHN	DHN	01/03/1966
36	Kameshwar Prasad	SC	CTI	DDU	DOS	02/04/1966
37	Chandrakant Kumar	SC	CTI	DDU	DDU	14/12/1964
38	CHANDESHWAR RAM	SC	CIT	DHN	GMO	10/11/1966
39	S.N.Choudhari	SC	C.S	SEE	MFP	25/11/1971
40	Gopal Pandit	ST	C.S	SEE	NNA	05/06/1964
41	Niranjan Kr. Jha	UR	CLA	HQCLA	DRM/SPJ	12/06/1976

(41 Candidate only)

Digitally Signed by Alok  
Srivastava  
Date: 04-01-2024 20:08:02  
Reason: Approved

I/110374/2024 To,

The General Manager (P)  
East Central Railway,  
Hajipur

Sub: Selection to the post of ACM (Gr.'B') against 70% quota.

Sir,

1. I.....Designation.....Station.....  
.....hereby acknowledge the receipt of the above notification.
2. I am .....(willing/unwilling)to participate in the above selection.
3. Other details/information for Gr.'B' Selection are given below:-

Sl. No.	Particular	Filled by candidate												
01	Name of applicant													
02	IPASS Number	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
03	HRMS ID													
04	Designation													
05	Mobile No.													
06	Email.ID													
07	Place of posting													
08	Division/workshop/unit													
09	Controlling officer													
10	DOB (DD/MM/YYYY)													
11	Community (UR/SC/ST)													
12	Whether belong to PwBD (more than 40%), if yes, chose the correct sub category i.e. LD-OA/OL, Leprosy cured, Acid Attack Victims with a copy of certificate.													
13	Whether a PwBD requiring scribe (Yes/No)													

Your's faithfully

Dated:

Signature of the candidate

Sl No. of Annexure 'A':

Forwarded by

Sl No. of Annexure 'B':

Signature of the controlling officer

Designation:

Stamp:

Signature of concerned (P) Branch officer

Designation:

Stamp:

Digitally Signed by Alok  
Srivastava

Date: 04-01-2024 20:20:24

Reason: Approved

**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.