

पूर्व मध्य रेल

कार्यालय
मंडल रेल प्रबन्धक (का0)
समस्तीपुर
दिनांक- 05.01.2024

सं0- का/254/गज/V/पार्ट-V/कार्मिक

1. मुख्य चिकित्सा अधीक्षक/समस्तीपुर
2. वमई(समन्वय)/समस्तीपुर
3. वमयॉइ(समाडि)/समस्तीपुर
4. वमयॉइ(डीजल/लोको शेड)/समस्तीपुर
5. वमविई(सामान्य)/समस्तीपुर
6. वमविई(ओपी)/समस्तीपुर
7. वमविई(टीआरडी)/समस्तीपुर
8. वमसिदुई/समस्तीपुर
9. वमपचाप्र/समस्तीपुर
10. वमवाप्र/समस्तीपुर
11. वमसंधि/समस्तीपुर
12. वमसाप्र/समस्तीपुर
13. मुकार्याधी/प्रशासन
14. मुख्य कर्मचारी कल्याण निरीक्षक/सम0
15. कार्याधी/मरेप्र सेल

Sub:- Selection for the post of Assistant Personnel Officer (Group 'B') in Level-8 of Pay Matrix, { Pay Band Rs. 9300-34800/- (PB-2) Grade Pay 4800/- as per 6th CPC} against 70% quota.

Ref:- GM(P)/HJP's letter No. ECR-HQ0PERS(SEL)/37/2023 dt.04.01.2024

संदर्भित पत्र की छाया प्रति संलग्न कर आपके पास भेजी जा रही है, तदनुसार कर्मचारियों का आवेदन (Annexure 'A') प्रोफर्मा में भरवाकर दिनांक 25.01.2024 तक इस कार्यालय में भेजे जाने की व्यवस्था की जाय, ताकि समय से मुख्यालय हाजीपुर भेजा जा सके।

संलग्नक:- यथोपरि।

(प्रकाश कुमार सिंह)
सकाधि-।

कृते मंडल रेल प्रबन्धक(का0)
समस्तीपुर

प्रतिलिपि :- मुकार्याधी/प्रशासन संवर्ग - कृपया आवेदनो की जाँच कर प्रोफर्मा दिनांक 25.01.2024 को राजपत्रित संवर्ग में देवे ताकि समय से मुख्यालय/हाजीपुर को सुपूर्द किया जा सके।

4117
05/01/24
कृते मंडल रेल प्रबन्धक(का0)
समस्तीपुर

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

Secy. to GM- for kind information of GM
General Manager(P)/CORE/Prayagraj
AGM/ECR/HJP
All PHODs/CHODs, ECR/Hajipur
CAO/Con(N&S)/MHX/ECR/PNBE
CPO/Law & Cons/MHX/PNBE
CAO/WP/PNBE
SDGM/ECR/HJP
PFA/ECR/HJP
DRMs/ECR- DNR, MGS, DHN, SEE & SPJ
CWM –PD/MGS, WS/SPJ & CRW/HRT
Chairman/RRB/Patna & MFP, CPD/RE/DNR
Dy. CPO/ IR&W and Dy. CPO/MPP/ECR/HJP
Chairman/RRC/Patna
Sr. DPOs/ECR- DNR, MGS, DHN, SEE & SPJ
Addl. Registrar/RCT/Patna
DGM(Law)/ECR/HJP at Patna
Dy.CMM/GHZ & SPJ
Principal/ZRTI/ECR/Bhuli & MFP
APO/ESM, APO/M&E and APO/Coord/ECR/HJP
APO/MPP/HJP (For uploading on website)
All Extra Divisional Units.

Sub:- Selection for the post of Assistant Personnel Officer (Group'B') in Level-8 of Pay Matrix, (Pay Band Rs. 9300-34800/- (PB-2) Grade Pay –4800/- as per 6th CPC) against 70% quota.

With approval of General Manager/ECR, it has been decided to hold a selection for formation of the panel against **05** vacancies for the post of **Assistant Personnel officer (Group 'B')** against **70% quota** over E.C. Railway 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 (*)
APO (Gr. 'B') 70%	04 (Two)	01 (One)	NIL	05 (Five)	01 (one)

(*) Horizontal Reservation in promotion to the persons with Benchmark Disability (PwBD):-
One vacancy for Low vision (LV) as per Rly. Bd's L/No. E(GP)/2022/2/20 dated 18.08.2022 & 14.11.2022.

- (a) Main Examination through CBT: 25th February, 2024.
 - (b) Venue, Time & Viva-voce: will be notified in due course.
 - (c) The 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)

Permanent Group 'C' employees who have rendered not less than 03 years non-fortuitous service in Level-6 of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2) Grade Pay-Rs.4200/- as per 6th CPC) and above as on 01.01.2023, are eligible to apply for the above mentioned selection.

(2)

As per IREM Vol. I, Para 203.2, if any junior employee is called in the selection who fulfills the laid down service conditions, his/her seniors in the cadre, who have not completed 03 years service condition in Level-6 of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2) Grade Pay-Rs.4200/- as per 6th CPC) and above will also be eligible to be called for selection, if applied.

The cut-off date of eligibility for candidates for 70% selection is 01.01.2023.

3. STAFF OF VARIOUS DEPARTMENTS WHO ARE ELIGIBLE TO APPLY:-

A. The selection is open to the volunteers from the following categories of permanent Group-‘C’ staff who fulfill the conditions mentioned in Para (2) above:-

- (i) All permanent Group ‘C’ staff of Personnel Department. excluding teaching staff.
- (ii) All permanent Group ‘C’ MINISTERIAL STAFF of the following department:-
 - (a) General Administration Department (GM’s office)
 - (b) Medical Department & Security Department.
 - (c) Cash & Pay office.
 - (d) Civil Engineering, Mechanical Engineering, Electrical Engineering & Signal & Telecommunication Departments (excluding staff of Drawing wing)
 - (e) Operating Department.
 - (f) Commercial, Stores Department & Statistical Branch of Accounts Department:- (All Gr.’C’ ministerial staff of these departments, provided they submit their written undertaking to the effect that they will seek their further advancement in Group-‘B’ service in their respective departments.)
 - (g) Permanent Group-‘C’ employees of Legal Branch of General Administration and Commercial(Claims) Departments i.e. LS/CLA/LA, provided they submit options for their further advancement in Gr.’B’ service for the post Assistant Personnel Officer only, NOT in Group-‘B’ services of Assistant Law Officer/Assistant Commercial Manager of their normal AVC.
 - (h) All Private Secretary/Gr.-II (excluding Accounts Department), who fulfills the eligibility criteria (i.e. 03 years non-fortuitous service in Group-‘C’ in Level-6 of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2) Grade Pay-Rs.4200/- as per 6th CPC) & above.

B. In case any employee under item no. (f), (g) and (h) above volunteers for the selection of APO (Gr.’B’), his/her “OPTION” seeking advancement either in Group-‘B’ post of APO or advancement in his/her permanent Gazetted cadre, should be exercised within 30 days from the date of announcement of the final result of the above selection. An option to this effect, once exercised, will be treated as final.

C. All the volunteers who fulfill the above-mentioned conditions of eligibility will get the chance to appear in the said selection, without any restrictions to the number of eligible candidates to be allowed for appearing in the written examination.

4. The above selection will be based on the candidate’s performance in CBT/Written examination/Main Examination, viva-voce and Record of Service. The candidates, who qualify in the CBT/Written examination/Main Examination followed by medical test of specified category will only be called for the Viva-voce. The number of candidates to be called for Viva-voce will be restricted to six times of the number in order of merit. The placement of the candidates in the panel based on their performance in written exam/viva-voce/Record of service will be as per extant instructions.

5. CBT/Written Examination/Main Examination :

The CBT/Written examination/Main 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/Main 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:-

(3)

- | | | |
|-------|---|--------------|
| (i) | Professional Subject including optional questions of 10 marks on Official language policy & Rules | :- 70 marks |
| (ii) | Establishment and Financial rules | :- 30 marks |
| | Total | :- 100 marks |
| (iii) | Qualifying marks | :- 60 marks. |
| (iv) | 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.

Best amongst failure scheme for candidates belonging to reserved categories (SC) in non-safety category posts will continue as per existing instructions.

6. 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	

7. **Syllabus:-** The syllabus as prescribed by Railway Board vide letter No. E(GP)2022/2/4 dated 07.11.2022 for 70% selection for Group 'B' post of APO in Personnel Department including syllabus for Establishment & Financial Rules is enclosed as Annexure-'B'.
8. The controlling Officers should give wide publicity of this notification amongst the eligible employees under their control and ensure submission of applications by the candidates in the prescribed Proforma (specimen copy enclosed as Annexure-'A') within the stipulated time mentioned below.

The last date for submission of the application by candidates duly countersigned by their controlling officer to the concerned Personnel Branch officer is **25.01.2024**. The filled-up applications should be scrutinized properly by associate Personnel Branch with the service records to avoid any factual errors and future complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'P' Branch Officer. All the applications received by the Personnel Branch Officers through controlling officers should be sent in a bunch so as to reach Dy. CPO/Gaz./ECR/Hajipur, on or before **30.01.2024** positively. Applications forwarded after the last date will not be entertained under any circumstances. It may please be noted that application other than in prescribed Performa or without signature of controlling officer and checked & counter signature of Personnel Branch Officer will not be entertained.

9. In case, service particulars furnished by the volunteers/certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteers will be liable to cancelled at any stage during & even after the above selection process.

10. ACTION TO BE TAKEN ON RECEIPT OF APPLICATION BY CONCERNED PERSONNEL OFFICERS/CADRE CONTROLLING OFFICERS :-

- (a) The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars of the applications with the Service Records and other relevant records and certify the correctness of each column of the application. Without such certification, application received will summarily be rejected and the responsibility will be fixed for incorrect or incomplete certification against the Officer who will certify/verify. The Personnel Officer/Cadre Controlling Officer should invariably write "Checked and verified" in each and every application after checking and verifying the details duly attesting their signature and date of certification (the date of certification should invariably put in the application).

(4)

In case, the Personnel/Cadre Controlling Officers do not put the date after certification or merely forward the application without checking and verifying the details, the matter would be brought to the notice of PCPO and concerned PHOD for taking action against him.

- (b) It may please be noted that Controlling Officers/heads of the Units have no discretion to entertain any application beyond the last date. **The applications of the employees, who are eligible, should only be forwarded after verifying the other relevant particulars and ineligible application should not be forwarded.**
- (c) The Personnel Officer/Cadre Controlling Officer should forward the scrutinized and checked applications in one bunch together under one covering letter furnishing the details in the following proforma addressed to Dy. CPO/Gaz./HQ by **30.01.2024** indicating therein the total number of applications forwarded. (The details should be sent in soft copy in (MS/Excel format also as in the form given in item-D below). The applications rejected may be intimated to the individuals giving reasons thereof by the concerned staff held.

(d) **Proforma :-**

Sl.No.	Particulars/details of candidates	To be filled									
1.	Name of applicant										
2.	IPASS Number										
3.	HRMS ID										
4.	Designation										
5.	Mobile No.										
6.	Email ID										
7.	Place of posting										
8.	Division/workshop/Unit										
9.	Controlling officer										
10.	DOB (DD/MM/YYYY)										
11.	DOA (DD/MM/YYYY)										
12.	Community (UR/SC/ST)										
13.	Date of regular promotion to Grade pay (4200/- & 4600/-)										
14.	Total service in (GP) Rs. 4200/- & above as on 01.01.2023										

11. TRAINING OF SC CANDIDATES:-

Since, there is reserved post of SC in the vacancy assessment, Pre-promotion training will be imparted to only SC candidates as per RB's letter no. E(GP)2010/2/39 dated 28.08.2019 (RBE No.142/2019)

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 eligible candidates** will be arranged. Date & Venue will be notified later with the final list of the SC candidates.

Encl:- (i) Proforma (Annexure-'A')
(ii) Syllabus (Annexure-'B')

Digitally Signed by Alok
Srivastava
Date: 04-01-2024 19:07:08
Reason: Approved

(Alok Srivastava)
SPO/Gaz
for General Manager(P)

**PROFORMA OF APPLICATION FOR APO (Gr.'B') 70% QUOTA AGAINST NOTIFICATION
No. ECR-HQ0PERS(SEL)/37/2023 dated 04.01.2024**

1.	NAME IN FULL (in block letter)			
2.	IPASS Number			
3.	HRMS ID			
4.	Designation			
5.	Mobile No.			
6.	Email ID			
7.	Place of posting			
8.	Division/workshop/Unit			
9.	Controlling officer			
10.	Educational qualification			
11.	Date of Birth (DD/MM/YYYY)			
12.	Date of appointment to Railway service			
13.	Whether belong to PwBD (more than 40%), if yes, chose the correct sub category i.e. Low vision (LV)			
14.	Whether a PwBD requiring scribe (Yes/No)			
15.	Whether the candidate belongs to SC/ST community (if yes, a copy of caste/Tribe certificate duly attested by a Gazetted Officer should be enclosed.)			
16.	Date of appointment/promotion to be following grade on regular basis (as per 6 th CPC)	DD	MM	YYYY
(a)	In Pay Band -2 GP-4200			
(b)	In Pay Band -2 GP-4600			
17.	Length of non-fortuitous service (Regular Promotion) to the following grade as on 01.01.2023	Year (s)	Month (s)	Day (s)
(a)	In Pay Band -1 GP-2800			
(b)	In Pay Band -2 GP-4200			
(c)	In Pay Band -2 GP-4600			
18.	Present pay & scale & Date of promotion (regular) to present scale			

DECLARATION OF THE CANDIDATE:-

I do hereby declare that the above particulars furnished by me are true to be best of my knowledge and belief, I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

FULL SIGNATURE OF THE CANDIDATE

(A) Forwarding the application (filled-up) furnished by the candidate to be cadre (Personnel branch) officer by his/her controlling officer:-

The application in prescribed proforma duly filled-up by the candidate, Shri/Smt./Miss _____
Designation _____ received within the target date is hereby forward to his/her
Personnel Branch Officer for verification with the service record available and for onward transmission to the General Manager (P)/ECR/Hajipur.

SIGNATURE OF CONTROLLING OFFICER
(with office seal & date)

(B) Certificate to be furnished by the Personnel officer:-

It is certify that the service particulars/Bio-Data furnished by Shri/Smt. _____
Designation _____ in the prescribed proforma have been verified with his/her service record and found correct. The above mentioned candidate is eligible to appear in the said selection as per notification and his/her application is hereby forwarded to GM(P)/ECR/Hajipur for further necessary action.

SIGNATURE OF THE PERSONNEL OFFICER
(with office seal & date)

Note : The application with any column unfilled will be summarily rejected.

Digitally Signed by Alok
Srivastava

Date: 04-01-2024 19:08:23

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

SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- a) Organization, objectives and functions of Personnel Department.
- b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

- a) Classification of Services and Categories;
- b) General qualifications, conditions & rules for appointment; Medical fitness;
- c) Safety, Non-safety & Essential Categories;
- d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- e) Railway Recruitment Boards & Railway Recruitment Cells;
- f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- a) Appointment, Seniority & Lien;
- b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- e) Procedures of Selection, Suitability and Trade Tests;
- f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- g) Rules of Transfer (Inter Railway & Inter Divisional);
- h) Deputation;
- i) Types of Leave; Rules & Joining Time; Encashment of leave;
- j) Pass Rules; AILTC;
- k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;
- l) HOER;
- m) PME & Mandatory Health Check-up;
- n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

- a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- b) Manpower planning; Book of Sanctions & Scale-check;
- c) Supernumerary posts & Redeployment;
- d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
- g) Work-charged posts;
- h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- j) Training Modules for different posts,
- k) Training under Apprentices Act, Online Training,
- l) Performance Appraisal - APARS & SPARROW.
- m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
- b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
- c) Ex-gratia payment,
- d) Incentive Bonus Scheme;
- e) Sports Incentives & cultural competitions, extra-curricular activities;
- f) Excursions, tours and holiday camps; co-operative Societies;
- g) Medical assistance;
- h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.