

पूर्व मध्य रेल

कार्यालय
मंडल रेल प्रबन्धक (का0)
समस्तीपुर

सं0- का/254/राज/परि/भाग-VI/सम0

दिनांक :- 05.01.2024

वरिष्ठ मंडल परिचालन प्रबंधक
पूर्व मध्य रेल, समस्तीपुर।

Sub:- Selection for the post of Assistant Operations 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(SETT)/2/2023 dt.04.01.2024

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/परिचालन 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।

कृते मंडल रेल प्रबन्धक(का0)
समस्तीपुर

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 Operations Manager (Group-'B') in Pay Band Rs. 9300-34800/- (PB-2) Grade Pay-Rs.4800 against 70% quota as a special drive.

With approval of General Manager/ECR, it has been decided to hold a selection for formation of the panel of 08 persons for the post of Assistant Operations 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 (*)
AOM (Gr. 'B') 70%	05 (Five)	02 (Two)	01 (One)	08 (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: 25th 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 Operating 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 35 names [24 employees as per 3X formula + 11 twice failed employees] in the main list and 35 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

Contd.....

File No.ECR-HQ0PERS(SETT)/2/2023-O/o Dy.CPO/Gaz/HQ/ECR
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 Operating Department who are eligible to appear in the selection to the post of AOM(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/Main 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
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. | |
| 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.....

File No.ECR-HQ0PERS(SETT)/2/2023-O/o Dy.CPO/Gaz/HQ/ECR

-3-

Since, AOM is safety post, hence no relaxation is admissible to SC/ST candidates as per extent rule.

(7-a) 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. PCOM will nominate JAG or above officer of commercial department as an 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 PCOM/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 PCOM):**

- To inform in writing through special messenger to the eligible SC/ST employee regarding date, time & venue of coaching.
- To obtain in writing unwillingness to attend the coaching, if any, from the eligible SC/ST employees.
- To co-ordinate and arrange sparing of the eligible candidates.
- 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:-**

- To arrange their sparing from duty by insisting their controlling officers in their own interest.
- 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.
- 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.
- 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.

(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.

Contd.....

- (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....>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 19:39:36

Reason: Approved (Alok Srivastava)
SPO(Gaz.)

For General Manager(P)/ECR/HJP

I/110384/2024

Annexure-A

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

Sl No.	Name (Sr/Smt./MD)	Desig.	Comm.	Station	Division/Unit	DOB	DOA
1	NAWAL KISHORE PANDEY	Chief Controller	UR	DHN	DHN	19.09.64	11.11.86
2	VIJAY ANAND TIRKEY	Chief Controller	ST	BRKA	DHN	16.03.68	01.08.91
3	Vasudeo Oraov	Mail Exp. TM	ST	GAYA	DDU	02.11.64	19.12.86
4	JAGDAMBA PRASAD	Station Supdt.	SC	MBI	SPJ	03.01.64	02.05.91
5	VIVEK KUMAR	CTNL	UR	CON / MHX	SEE	01.05.67	13.10.90
6	B P Chandra	Mail Guard	ST	MFP	SPJ	02.02.65	19.08.87
7	Satya Prakash Tiwari	Mail Guard		NKE	SPJ	01.06.65	09.10.86
8	AWADHESH KR CHOWDHARY	Chief Controller	UR	BRKA	DHN	19.06.64	31.03.86
9	VIJAY KUMAR VERMA	Chief Controller	UR	DHN	DHN	02.02.64	26.12.86
10	ADITYA KUMAR	Chief Controller	UR	BRKA	DHN	01.11.64	22.07.87
11	MISIR EKKA	Mail Express Guard	ST	DNR	DNR	02.01.67	26.11.90
12	B.P.Singh	TI	ST	HJP	HQ	13.08.66	03.12.97
13	R.D.Roy	TI	UR	HJP	HQ	02.11.65	03.12.97
14	WARNAN JAIBANS EKKA	Chief Controller	ST	BRKA	DHN	25.08.73	03.12.97
15	Manoj Singh	CHC	UR	HJP	HQ	18.07.71	29.12.97
16	B.N.PRASAD	TI	ST	KVC (Tem)	SEE	01.07.68	10.09.98
17	RAJIV KUMAR.AGARWAL	Station Supdt.		SPJ	SPJ	25.07.64	17.11.87
18	RAMANUJ KUMAR	Chief Controller	UR	DHN	DHN	08.11.70	03.12.97
19	ARUN KUMAR - I	Chief Controller	UR	DHN	DHN	31.01.66	03.12.97
20	ASIS KUMAR HALDER	Chief Controller	UR	DHN	DHN	18.02.66	01.08.91
21	Vinay Kumar Singh	Station Superintendent	UR	DNR	DNR	01.12.65	28.08.92
22	Subodh Kumar	CHC	<u>UR</u>	RE/DNR	HQ	11.03.73	06.12.97

I/110384/2024

Sl No.	Name (Sri/Smt./MD)	Desig.	Comm.	Station	Division/Unit	DOB	DOA
23	RAJESH KUMAR	TI	UR	Safty/ SEE	SEE	28.12.64	15.07.94
24	Satrughana Prasad Singh	Station Superintendent	UR	DHWN	DNR	25.01.64	26.08.92
25	SK Nayak	SS	ST	SYJ	DDU	04.12.67	29.11.89
26	Vijay Kumar	SS	SC	GAYA	DDU	10.07.64	29.11.89
27	Narendra Kumar	SS		DDU	DDU	18.02.67	26.08.92
28	Rajesh Kumar Singh	SS		DDU	DDU	23.07.64	11.03.87
29	Abhimanyu Ram	SS	SC	KWD	DDU	13.08.69	29.11.89
30	Sudhir Kumar	SS	SC	IMGE	DDU	09.06.66	29.11.89
31	Munna Rajak	SS	SC	DOS	DDU	01.08.65	29.11.89
32	Sunil Kumar	Station Superintendent	SC	PNBE	DNR	25.02.64	28.08.89
33	Dilip Kumar Choudhary	Station Superintendent	SC	JHD	DNR	01.01.68	26.11.90
34	AN Kumar	SS	SC	DDU	DDU	10.11.64	05.12.97
35	Brijanandan Prasad	SS	SC	MPO	DDU	10.06.67	15.02.93

(Total 35 Candidates)

Digitally Signed by Alok
Srivastava
Date: 04-01-2024 19:40:36
Reason: Approved

I/110385/2024

Annexure-"B"

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

Sl No.	Name (Sri/Smt./MD)	Desig.	Comm.	Station	Division/Unit	DOB	DOA
1	AWADHESH KUMAR	Station Superintendent	UR	RNQ	DHN	09.01.64	07.02.86
2	Ramu Das	SS	SC	SEB	DDU	15.08.64	29.11.89
3	Shyam Babu Chaudhary	SS	SC	GAYA	DDU	15.03.65	24.12.97
4	Akshaybar Kumar	SS		DDU	DDU	01.07.64	09.04.87
5	Sanjay Kumar Singh	SS		GRRU	DDU	25.06.64	14.09.90
6	Shiv Bihari Chaudhary	SS		DDU	DDU	10.01.65	14.09.90
7	RAM CHARAN BHARTI	Station Superintendent	SC	OBRA	DHN	05.09.65	29.12.88
8	Victor Minz	Mail Express Guard	ST	PNBE	DNR	20.12.64	26.11.90
9	Kishor Prasad	Mail Express Guard	SC	DNR	DNR	04.01.67	22.09.89
10	Ajay Kumar	SS		DDU	DDU	15.01.65	14.09.90
11	Binod Kumar Paswan	SS	SC	DDU	DDU	03.01.65	31.05.99
12	Narendra Kumar Das	Station Superintendent	SC	HTZ	DNR	05.05.66	29.11.89
13	Indradeo Choudhary	Station Superintendent	SC	WZJ	DNR	21.01.66	05.07.90
14	Mithilesh Kumar	Station Superintendent	UR	RJPB	DNR	02.01.67	02.12.97
15	Arbind Kumar	Station Superintendent	SC	TI/HQ/DND	DNR	20.01.67	04.12.97
16	K.K.Pandey	Mail Express Guard	UR	DNR	DNR	05.01.64	18.03.87
17	RAM CHANDER BAGOTIA	Station Superintendent	SC	CPDR	DHN	12.03.65	02.04.86
18	GENA LAL RAM	Station Superintendent	SC	CRP	DHN	06.02.64	02.04.86
19	SHYAM SUNDAR CHAUDHARY	SS	SC	PHLG	SEE	16.02.64	13.10.90
20	PREM KUMAR RAVIDAS	SS	SC	KGG	SEE	30.10.65	17.10.90
21	ABHAY KUMAR	CTNL	SC	SEE	SEE	15.05.68	01.01.97/ 04.10.02
22	K. K. SAH	Mail Guard	ST	MFP	SEE	01.01.65	08.03.91
23	Satyendra Prasad	SS		DDU	DDU	27.05.65	06.02.92
24	Suresh Kumar Prasad	SS		HJP	DDU	04.11.65	05.11.90
25	Shah Ehsanuddin Ahmed	SS		DDU	DDU	02.09.69	13.03.96
26	ANANT KUMAR BAITHA	Station Supdt.	SC	BTH	SPJ	15.01.68	30.11.94
27	RANJEET ORAON	Station Supdt.	ST	PGC	SPJ	05.07.65	14.09.87
28	LALBABU ROUT	Station Supdt.	SC	NKE	SPJ	09.11.65	10.11.85
29	Paulush Hembrom	SS	ST	NBG	DDU	09.11.71	26.12.96
30	Inderjit Sah	SS	ST	CDMR	DDU	02.06.71	27.12.96
31	A.K. Gond	SS	ST	DDU	DDU	11.02.73	26.12.96

I/110385/2024

Sr No.	Name (Sri/Smt./MD)	Desig.	Comm.	Station	Division/Unit	DOB	DOA
32	ANUJ KUMAR	Chief Controller	UR	BRKA	DHN	02.08.65	14.09.90
33	SUBODH KUMAR PANDEY	Chief Controller	UR	DHN	DHN	17.02.71	26.05.99
34	MUNNA RUNDA	Mail Express Train Manager	ST	BRKA	DHN	15.03.64	22.08.89
35	ARVIND PRASAD SINGH	Mail Express Train Manager	UR	DHN	DHN	31.12.65	23.01.85

(Total 35 Candidates)

Digitally Signed by Alok
Srivastava
Date: 04-01-2024 19:41:43
Reason: Approved

I/110379/2024 To,

The General Manager (P)
East Central Railway,
Hajipur

Sub: Selection to the post of AOM (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></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 20:03:15

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

6. SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORTATION AND COMMERCIAL) DEPARTMENTS

A. TRAFFIC (TRANSPORTATION)

I. GENERAL Hierarchical set up and line of control of Operating Department at the Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and Analysis of Operating Performance along with compilation of Statistical Data.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

- Engine Utilization aspects requiring special attention: -.
 - ❖ Engine Crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
 - ❖ Power Plan: Assessment of Loco Requirement.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of Maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of Locomotives.
 - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transshipment Points.
- Causes of Yard and Section Congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders - Principles and Procedures.
- Rules regarding Carriage of Explosive and other General Goods.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
- Observance of Civil ban and Carriage of Contraband Goods etc,
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
- Running of Unit Trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated Day Loading.
 - Rationalization Scheme of movement of Freight Traffic for avoiding congestion by specific routes.
 - Merry-Go-Round (MGR) System.
 - Engine on Load (EOL) System.
 - Mini/Two Point/Multi Point Rake System.
 - Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

Consignments.

- Maximum Moving Dimensions. Wagon Census.
- IT applications: -
 - ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)
 - ✓ ICMS and Coaching Operations Information System(COIS)
 - ✓ COA
 - ✓ CMS
 - ✓ SATSANG
 - ✓ RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics

- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

- Responsibility and function of Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station Staff in Working of Trains.
- Various Systems of Working of Trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling Systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight Trains.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMES) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
 - Improved Signaling and Inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay Inter-locking
 - Solid State Interlocking/Electronic Interlocking
 - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
 - Wheel Impact Load Detector (WILD)
 - End of Train Telemetry (EOTT) and its functions.
 - Centralised Traffic Control (CTC)
 - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP, SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.