

# EAST CENTRAL RAILWAY

Office of the  
General Manager (P)  
Hajipur

## NOTIFICATION

No. ECR/HRD/GAZ/254/ACM/Gr.'B')/30%/2018

Dated. 17.07.2018

Secy. to GM- for kind information of GM  
PS-I to AGM- for kind information of AGM,  
General Manager (P) CORE/Allahabad  
CAO/Con/North/MHX & CAO/Con/South/MHX,  
COM/ECR/HJP,CCM/ECR/HJP,CSO/ECR/HJP, SDGM/ECR/HJP,  
DRM/ECR-DNR, MGS, DHN, SEE & SPJ.  
Dy. CPO/Con/MHX,Dy.CPO/HRD/ECR/HJP,  
Sr. DCMs/DCMs/ECR-DNR, MGS, DHN, SEE & SPJ  
Sr.DOMs/DOMs/ECR-DNR,MGS,DHN,SEE & SPJ,  
Sr.DPO/ECR/ DNR, MGS, DHN, SEE & SPJ,  
CWM/PD/ECR/MGS, WS/SPJ & CRW/HRT,  
Dy.GM(Law)/ECR/Biscoman/Patna,  
Assistant Registrar, RCT/Patna  
Principal/ZRTI/E.C.Rly/Bhuli&MFP  
CAM/DHN, CPM/RE/HJP, ~~SPJ/MFP~~ *by not uploading*  
All Extra Divisional Units.  
General Secretary/ECR KU

**Sub:- Limited Departmental Competitive Examination (LDCE) for the post of Assistant Commercial Manager(Group-'B') in Pay Band Rs. 9300-34800/- (PB-2) Grade Pay Rs.4800/- (6<sup>th</sup> CPC)/in level-8 as per 7<sup>th</sup> CPC against 30% quota.**

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With the approval of General Manager, It has been decided to hold a LDCE for forming a panel against 03 vacancies (UR- 03, SC- NIL & ST- NIL) for the post of Assistant Commercial Manager (Group-'B', 30% quota) for E.C. Railway. The details are given below:-

**(1) TENTATIVE PROGRAMME OF WRITTEN EXAMINATION & VIVA-VOCE:**

Will be notified in due course.

**(2) ELIGIBILITY (As on 01/07/2016):**

- (a) Permanent Group 'C' staff working in the Commercial Department, including ministerial staff who have opted for further advancement in the branch (including those who are working in other Railway/ Units/Construction or Project Organisation having lien and seniority on E.C.Railway). The Law Supdt./Law Asstts. are also eligible to apply. All the above staff working in minimum of Grade Pay Rs. 4200/- Pay Band Rs.9300-34800/- (PB-2) having **5 years of non-fortuitous regular service in the grade (including non-fortuitous service rendered in the corresponding pre-revised grades)** as on 01.07.2016 are eligible to apply for the aforesaid LDCE for selection.

The cut-off date of eligibility for candidates for 30% LDCE is 01.07.2016 which is the same as in selection of 70% quota.

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- (b) Those Gr. 'C' employees who have been provided grade pay 4200/- in PB-2 as per 6<sup>th</sup> CPC (Rs. 9300-34800) under ACP/MACP are not eligible to volunteer for the above written examination.
- (c) As per Railway Board's letter No. E(GP)2005/2/74 dated 13.03.2008(RBE 40/2008), in case of persons transferred on own request to a new unit in the same category of posts, and assigned bottom seniority therein, the service rendered such employees 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.
- (d) Candidate who has come on own request transfer/mutual transfer from other Railway and joined to this Railway after cutoff date i.e 01.07.2016 will not be eligible to appear in the selection.
- (3) Eligible staff who desire to volunteer for the above LDCE may submit their application through proper channel to their respective Personnel Branch Office where they hold lien.
- (4) All the volunteers who fulfill the above-mentioned conditions of eligibility will get the chance to compete in the said LDCE, without any restrictions to the number of eligible candidates to be allowed for appearing in the examination.
- (5) The above selection will be based on the candidate's performance in written examination, viva-voce test and Records of service. Only the candidates, who qualify in the written examination, and found medically fit for Safety Category of ACM (Gr.'B') as prescribed in Indian Railway Medical Manual will only be called for Viva-voce test. The placement of the candidates in the panel will be based on their performance in Written Exam./Viva-voce Test/Record of Service as per extant instruction of Railway Board.
- (6) **Syllabus:**
- (I) The written examination for selection to the post of ACM (Gr.'B') 30% will consist of two paper with maximum marks of 150 and qualifying marks of 90 in each paper, Out of 150 marks. profession subject will carry 100 marks. In terms of Railway Board's letter No. Hindi-2010/OL-1/ 10/4 dt 14.12.2016, question(s) worth 15 marks out of a total of 150 marks in paper-1 will be on the subject of official language policy and rules, which will not be compulsory to attempt.

- (II) The written examination will consist of **TWO PAPERS** on the subject, total marks & qualifying marks are indicated below: -

<b>SUBJECT</b>	<b>MAXIMUM MARKS</b>	<b>QUALIFYING MARKS</b>	<b>DURATION OF EXAM</b>
<b><u>PAPER - I</u></b>			
Professional subject, General Knowledge &/ or Rajbhasha.	150	90	03 Hours
<b><u>PAPER - II</u></b>			
Professional subject, Establishment & Financial Rules.	150	90	03 Hours

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(III) Head	Maximum Marks	Minimum-Qualifying marks
Record of service -25	50	30
Viva-voce Test-25		(With at least 15 marks of Record of Service)

- (7) The question paper will be bi-lingual, i.e. both in Hindi and English. It will be the candidate's choice to write in any one of these languages. The candidate should clearly indicate his/her choice of language in the space of the application format.
- (8) The question paper for the written test should have a practical basis i.e. it should be designed to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge. Syllabus for the LDCE is enclosed as **Annexure-B**.
- (9) The Controlling Officers should give wide publicity of this Notification amongst the eligible employees under their control and ensure submission of applications given by the candidates in the prescribed Proforma (Specimen Copy enclosed as **Annexure-A**) within the stipulated time as mentioned below:-

**The last date for submission of application by candidates duly countersigned by their controlling officer to the concerned Personnel Branch is 17.08.2018.** The filled-up applications should be scrutinized properly by associated Personnel Branch verifying the details from the Service Record 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 Controlling Officer/Personnel Branch Officer through Controlling officers should be sent in the bunch so as to reach to PS-II to Dy.CPO/Gaz./ECR/HJP, on or before **24.08.2018** positively. Applications forwarded after **24.08.2018** will not be entertained. It may please be noted that application other than in prescribed Proforma, having incomplete information or without signature of controlling officer and countersigned by Personnel Branch Officer will not be entertained.

- (10) A copy of syllabus relating to Professional Subject and Financial Rule is enclosed as Annexure-'B' for wide circulation amongst the eligible candidates.
- (11) In case the service particulars furnished by the volunteers and certified to be in order by the concerned authorities are found incorrect/false subsequently, the candidature of such volunteer will be cancelled at any stage and suitable departmental action will be initiated against him/her.
- (12) **ACTION TO BE TAKEN ON RECEIPT OF APPLICATION BY CONCERNED PERSONNEL OFFICERS/CADRE CONTROLLING OFFICER:-**
  - 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 item of the application. Without such certification, applications will summarily be rejected and the responsibility will be fixed for incorrect or incomplete certification against the officer who certifies the same. The Personnel Officer/Cadre Controlling Officer should invariably write "Checked and Verified" in each and every application after checking and verifying the details with signature and date of certification (the date of certification should invariably put in the application).



In case, the Personnel/Cadre Controlling officer 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.

- b) It may please be noted that Controlling Officer/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 office 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 **24.08.2018** indication therein the total number of applications forwarded, (The details should be sent in soft copy in MS Excel format also). The applications rejected may be intimated to the individual employees giving reasons thereof.

**Proforma:**

1	2	3	4	5	6	7	8	9	10		
Sl No	Name of the employee	Desig.	DOB	DOA	Working Under	Community (UR/SC/ST)	Date of Regular promotion to Grade Pay		Total Service in (GP) Rs.4200/- & above in Comm. Deptt as on 01.07.2016		
							GP 4200	GP 4600	Year (s)	Month(s)	Day (s)

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

In terms of Railway Board's letter No. E (MPP) 96/3/23 dt. 21.07.2000, SC/ST candidates are required to undergo training for 3-4 weeks (21 working days) Date for training & venue will be notified later with the final list of the SC/ST candidates.

- (14) The eligible employees should also be advised that no supplementary written examination will be held for the absentees under any circumstance. As per rule, there is no provision of absentee exam in LDCE.
- (15) The instructions and Master Circulars 68 governing promotion from Gr.C to Gr.B have been issued by Railway Board. The said master circular is available on website [www.indianrailways.gov.in](http://www.indianrailways.gov.in) Railway Board Directorate Establishment E GP) Master Circular. The Department/Division/Unit should ensure the compliance of instruction of item no. 15 of Master Circular 68.

Please acknowledge receipt.

Hindi Version will follow.

DA:- (i) Annexure 'A',  
(ii) Annexure 'B'

  
(Dilip Paswan)  
SPO/Gaz.

For General Manager (P)

**Annexure 'A'**

PROFORMA OF APPLICATION AGAINST NOTIFICATION NO. ECR/HRD/GAZ/254/ACM/Gr.'B'/30%/2018 Dated:  
17.07.2018. FOR ACM (Gr.'B') LDCE 30% QUOTA.

1. Name in Full (Block Letters) :-
2. Designation and station :-
3. Working under :-
4. Divn/Unit where lien held :-
5. PF No./NPS No. :-
6. Educational Qualification :-
7. Date of Birth :-
8. Date of appointment to Railway service :-
9. 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 with application.) :-

10. Date of appointment/promotion to the following grade on regular basis (6<sup>th</sup> PC):-

	Day	Month	Year
(a) In PB-II GP-4200			
(b) In PB-II GP-4600			

11. Length of non-fortuitous service (Regular Promotion) to the following grade as on 01.07.2016.

	As on	Year	Month	Days
(a) In PB-II GP-4200	01.07.2016			
(b) In PB-II GP-4600	01.07.2016			

12. Present pay & scale & Date of promotion to present scale. :-

13. Choice of language to answer the questions (English/Hindi). The candidate should indicate his/her choice, either any one of the above two language.

14. **DECLARATION OF THE CANDIDATE:-**

I do hereby declare that the above particulars furnished by me are true to the 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.

**SIGNATURE OF THE CANDIDATE (HINDI)      SIGNATURE OF THE CANDIDATE (ENGLISH)**

- (A) **Forwarding of application (filled-up) furnished by the candidate to the Personnel Branch Officer by his/her controlling officer:-**

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

**SIGNATURE OF CONTROLLING OFFICER**

**(With office seal & date)**

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

If the volunteer comes under the circumstances mentioned in Para 2 (c) of the notification the service rendered by immediate senior employee as on 01.07.2016 should be indicated invariably in the following format.

Sl.No.	Name(S/Shri) of immediate senior	Designation	Pay Band & GP	Year	Month	Day
			In PB-II GP 4200			
			In PB-II GP 4600			

It is certify that the Service Particulars/Bio-Data furnished by Shri/Smt. \_\_\_\_\_, Designation \_\_\_\_\_ in the prescribed proforma (Bio-data) 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 applications is hereby forwarded to GM (P)/Hajipur for further necessary action.

**SIGNATURE OF THE CADRE ('P' BRANCH) OFFICER**

**(With office seal & date)**

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

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SYLLABUS FOR LDCE- FOR PROMOTION TO GROUP 'B' POSTS IN THE  
COMMERCIAL DEPARTMENT FOR ACM(Gr.'B') AGAINST 30% SELECTION

PAPER- I:

**PROFESSIONAL SUBJECT**

- Booking of Goods Traffic- forwarding notes, Registration of indents, allotment rating and routing of traffic, misdeclaration, RR, weightment including punitive charges for overloading, empty tare weightment, classification of goods, loading and unloading transshipment, fee time for loading and unloading, booking of animals, dangerous and offensive goods, military traffic, RMC, etc., different charges like demurrage, warfage, stacking, stabling, etc.
- Freight Incentive Schemes, Terminal Management System, Goods-shed working, Trainload benefit, quick transit service, container service, load ability of wagons, higher capacity routes, Investment schemes like WIS, TIELS, Dynamic Pricing Policy.
- Out Agencies, City Booking Officers and other Ancillary services.
- Commercial Inspection.
- Siding-assisted and private siding-rules charges-Liberalised Siding Policy.
- Dedicated Freight Corridor.
- Other recent policy changes regarding freight.
- Sealing and labelling of wagons-delay in transit-diversion of wagon load traffic-disposal of seal defective wagons-transport of small traffic-repacking sheds and transshipment points.
- Delivery of consignments-undercharges-overcharges-refund of overcharges-delivery of consignment short of destination-disposal of consignments-over-carried-disposal of unclaimed and unconnected consignments.
- Station outstanding: Realisation and its clearance.

**GENERAL KNOWLEDGE**

It would contain questions on subject of interest as well as importance. Question should be based as to test the knowledge of candidates, which they would acquired general observation/reading without a specific study or detailed knowledge of text books. The Paper should also contain question on topic of national importance, achievements of Railways as also questions which will test the awareness of the candidates to development and are taking place.

**Paper-II:**

**Professional Subject:**

- Marketing and Sales activities at the level of Divisions and Headquarters-Claims prevention and claims statistics-public relations on railways-public complaints and their disposal-liability of railways in case of accident to a passenger train.
- Co-ordination of functions of various consultative committees at national, zonal and divisional levels.
- Liability of Railways as Carriers of goods and animals.
- Catering and vending services, Book stalls, etc.
- Indian Railways Conference Association-its functions.
- Commercial Statistics- their usefulness.
- Indian railways' Act-chapters relating to traffic facilities-working of railway, responsibility of railways as carriers and penalties and offences.

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10/11/20*

- Various ticketing schemes-Tatkal rules, concept of e-tickets, I-tickets, Scheme of Frequent Travel(SOFT), tickets through ATMs, Reservation and refund rules.
- Railway Claims Tribunal Act functioning of RCT and RRT.
- Unreserved Ticketing System (UTS), Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Railway Travel Service Agents (RTSA), etc.
- Various measures including Intensive Check Posts (ICPs) to combat ticketing frauds and ticketless travel.
- Categorization of railway stations depending upon passenger earnings.
- Halt Policy.
- Passenger Amenities-model stations-minimum essential amenities-recommended and desirable passenger amenities depending upon classification of station-works programme,etc.
- Integrated on-board services-bedroll distribution in AC coaches-cleanliness of coaches-on-board supply of newspapers, magazines and toiletries, 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 Centres, etc.
- Customer Care Training – a more customer friendly attitude among the frontline staff-on the job training, etc.
- Commercial Publicity-policies and implementation on zonal railways.
- Classification of earnings.
- Strategies of enhance sundry earning-parking contracts, STD/PCOs, Cyber Cafes, ATMs various kiosks,etc.
- Leasing Policy for Parcels.
- Rules regarding parcel booking, overloading and computerization of parcels, etc.

#### **FINANCIAL & ESTABLISHMENT RULES.**

##### **ESTABLISHMENT RULES**

###### **Personal Management:**

1. Organization of the Personnel Department in the Railways. The objectives of the personnel Department, functions and policies of the Personnel Department. Role of the Personnel officer in Headquarters and on the Divisions.
2. Classification of services, Recruitment to the different services Group 'A' to 'D' Recruitment of Artisan staff – special Reservation in Railway Services, Rules of the Railway Service Commissions in recruitment, Recruitment other than through usual channels, promotion policy and methods.
3. Personnel Supervision leadership styles, formal and informal leadership, leadership qualities, different leadership styles. Domestic or participative leadership style. Advantage of participation, Joint Council of Management, Negotiating Machinery scheme, zonal and Divisional Corporate Groups.
4. Inspection of loco sheds, C&W Depots, stations and Engineering Offices.

###### **LABOUR RELATIONS AND WELFARE, UNION AND THEIR RULES**

1. Important recognized Trade Union in Railways, Role of unrecognized unions and method of dealing with them.
2. Industrial Disputes and the legislative Frame works, Causes of Industrial Disputes, basis remedies, the Industrial disputes Act-1947, strike, lock-out and

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3. Lay-offs, handling of grievances at Divisions and in the Head Quarters, handling of grievances by Labour enforcement Officers.
4. The Hours of Employment Regulations, Overtime, job-analysis and its techniques.
5. The Factories Act, Special Rules for workshop staff in the Railways.
6. The workmen compensation Act, Ex-gratia payment, Incentive Bonus schemes.
7. Pass rules.
8. Retirement benefits under the provident fund and Pension Scheme, Final Settlement.
9. Welfare for the whole family of railway men, concept and practice obtaining on the Railways.

**FINANCIAL RULES**

1. Parliamentary control over Railway finance-public accountability, canons of financial propriety.
2. Financial planning and Budgeting- Budgetary and financial Reviews- Appropriation accounts.
3. Rules of Allocation – Classification of expenditure- control over expenditure- Responsibility, accounting- performance Budgeting- Exchequer General Financial Results of working.
4. Works program- Financial Justification of works surveys preparation of Estimate- Capital Budget Control over capital expenditure productivity test.
5. Financial control over store expenditure- purchase and stores procedure- Inventory control and A.B.C.
6. Financial and cost control in Railway Workshop.
7. Rules and procedure relating to tenders and contracts for execution ofn procurement of stores.
8. Procedure for processing and finalizing the Audit Objection and Drafting.
9. Delegation of powers.
10. Losses, Frauds and embezzlements.

**RECOMMENDED READING (FINANCIAL RULES)**

1. Indian Railway General Code Vol.I & II (Chapter III, IX, XVII).
2. Indian Railway Code for Account Deptt. Pt. (Chapter VIII)
3. Indian Railway Administration & Finance Introduction First Edition Chapter II, VII, & VIII.
4. Indian Railway Code for the Engineering Deptt, Chapter-II to V, IX to XIV.
5. Indian Railway Code for the Store Deptt. excluding chapter XV to XXX & XXXX.
6. Report of the Task Force on Budgetary Accounting and Management Practice Rlys.- First and second report.
7. Report by the Committee on Technique of Financial appraisal of Rly. Project.
8. Indian Railway Code for Mechanical Deptt. Chapter VIII to XII.

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