

## East Central Railway

Office of the  
General Manager (P)  
Hajipur.

### NOTIFICATION

Dated: 17.07.2018

No. ECR/HRD/Gaz/254/APO(Gr. B)LDCE-30%/2018

Secy to GM: For kind information of GM  
General Manager (P) CORE/Allahabad  
AGM/ECR/HJP  
All PHODs/CHODs, ECR/HJP  
CAO/Con./North & South/ MHX/PNBE  
CAO/WP/PNBE  
SDGM/ECR/HJP  
PFA/ECR/HJP  
DRMs/ECR- DNR,MGS, SEE, SPJ & DHN  
CWM- PD/MGS, WS/MGS, CRW/HRT  
Sr. DPOs/ECR- DNR,MGS, SEE, SPJ & DHN  
Chairman/RRB/Patna & MFP  
Chairman/RRC/ Digha Ghat/Patna  
Dy. CPO (Con.)/MHX/PNBE  
Addl. Registrar/RCT/PNBE  
DGM (Law)/ECR/HJP at PNBE  
Dy. CMM/ GHJ & SPJ  
Principal/ZRTI/ECR/ Muzaffarpur & Bhuli  
APO (Rect.)/ECR/HJP  
APO/M&E & APO/ESM/ECR/HJP  
SPO/MPP/HJP (for uploading on website)  
All Extra Divisional Units.

Sub:-Limited Departmental Competitive Examination for the post of Assistant Personnel Officer (Gr. 'B') in Pay Band ₹ 9300-34800/- (PB-2) Grade Pay- ₹ 4800 (6<sup>th</sup> CPC)/ in Level-8 as per 7<sup>th</sup> CPC against 30% quota

With the approval of General Manager, it has been decided to hold a LDCE for forming a panel against 3 vacancies (UR-03, SC-NIL & ST-NIL) for the post of Assistant Personnel Officer (Group 'B', 30% quota) for E.C. Railway as per details given below:-

(1) TENTATIVE PROGRAM OF WRITTEN EXAMINATION AND VIVA-VOCE -Will be notified in due course.

(2) Eligibility (As on 04.05.2017):-

- a) Permanent Group 'C' employees (including those who are working in other Railways/ Units/Construction or project organisation having lien and seniority on E. C. Railway) who have rendered not less than 05 years non-fortuitous service in the pay band ₹ 9300-34800/- (PB-2) Grade pay ₹ 4200/- (as per 6<sup>th</sup> CPC) and above as on 04.05.2017, are eligible to apply against this notification.  
However, those Gr.'C' employees who have been provided Grade Pay 4200/- or above in PB-2 (9300-34800) under ACP /MACP are not eligible to volunteer for selection.

The cut-off date of eligibility for candidates for 30% LDCE quota selection is 04.05.2017 which is the same as in the selection of APO (70% quota).

- b) As per Railway Board's letter No. E(GP)2005/2/74 dt 13.03.08 (RBE 40/08), 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 by 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.
- c) Candidate who has come on own request transfer/mutual transfer and joined this Railway after cut-off date i.e. 04.05.2017 will not be eligible to appear in the selection.

(3) STAFF OF VARIOUS DEPARTMENTS WHO ARE ENTITLED TO APPLY -

The LDCE is open to the volunteers from the following categories of permanent Group 'C' staff who fulfil the eligibility/ criterion mentioned in para (2) above:

- (i) All permanent Group 'C' staff of Personnel Department.
- (ii) All permanent Group 'C' MINISTERIAL STAFF of the following departments:-
- General Administration Department,
  - Medical Department,
  - RPF Department ,
  - Cash & Pay office ,
  - Civil Engineering, Mechanical Engineering, Electrical Engineering and Signal & Telecom Engineering Departments (excluding staff of drawing wing)
  - Operating Department.
  - Commercial & Stores departments and Statistical Branch of Accounts Department:- (All Group 'C' ministerial staff of these department provided they submit their written undertaking to the effect of that they will seek their further advancement in Group 'B' service for the post of Assistant Personnel Officer only, NOT in the Group-'B' service in their respective departments)
  - Permanent Group- 'C' employees of Legal Branch of General Administration and Commercial (Claims) Department i.e., LS provided they submit option for their further advancement in Group 'B' service for the post of Assistant Personnel Officer only, NOT in the Group 'B' service of Assistant Law Officer, Assistant Commercial Manager of their normal AVC.



- (4) An employee under item no. (g) and (h) above volunteers for the above selection APO (Group-'B') must submit his/ her OPTION seeking advancement either in Group 'B' post of APO or in his/her permanent Gazatted cadre within 30 days from the date of announcement of the final result of the above LDCE. An option to this effect, once exercised, will be treated as final.
- (5) All the volunteers who fulfill the above mentioned conditions of eligibility will get the chance to appear in the said LDCE, without any restrictions to the number of eligible candidates to-be allowed for appearing in the examination.
- (6) The candidates, who qualify the written examination and found fit in prescribed Medical category, will only be called for Viva-voce. The placement of the candidates in the panel will be based on their performance in written examination/ Viva-voce/ Record of service as per extant instructions of Railway Board.

(7) Syllabus:

The written examination for selection to the post of APO (Gr 'B') 30% will consist of two papers with maximum marks of 150 and qualifying marks of 90 in each paper. Out of 150 marks, professional subject will carry 100 marks. In terms of Railway Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016, question(s) worth 15 marks out of a total of 150 marks in Paper-I will be on the subject of official language policy and rules, which will not be compulsory to attempt.

- (i) The written examination will consist of TWO PAPERS on the subject. Total marks & qualifying marks are indicated below:-

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

- (ii)-- Total marks & qualifying marks of Viva-voce:-

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

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- (8) The question paper will be bilingual (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.
- (9) The controlling officer 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 performa (specimen copy enclosed at Annexure-'A') within 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 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 Controlling officer/ Personnel Branch Officers through Controlling Officers should be sent in a bunch so as to reach PS-II to Dy. CPO (Gaz.)/ECR/ Hajipur, 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 performa or without signature of controlling officer and counter signature of Personnel Branch officer will not be entertained.

- (10) A copy of syllabus relating to Professional Subject (Establishment) and Financial Rules 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 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 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 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 suitable action.



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./HJP by 24.08.2018 indicating 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 as on 04.05.17					
							GP 2800	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)096/2/23 dtd: 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 No. 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\\_Railwayboard\\_Directorate\\_Establishment\\_E\(GP\)Master Circular](http://www.indianrailways.gov.in_Railwayboard_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.

Hindi version will follow.

- DA: (i) Performa (Annexure 'A')  
(ii) Syllabus (Annexure 'B')

  
(Dilip Paswan)  
SPO/Gaz.  
for General Manager (P)

## ANNEXURE 'A'

PROFORMA FOR APPLYING AGAINST NOTIFICATION NO. ECR/HRD/Gaz/254/APO(Gr. B)LDCE-30%/2018  
DATED: 17.07.2018 FOR APO (Gr. 'B') LDCE 30% QUOTA

1.	NAME IN FULL (In block letter)			
2.	Designation & Station			
3.	Working under			
4.	Educational qualification			
5.	Date of Birth			
6.	Date of appointment to Railway Service			
7.	Whether the candidate belongs to SC/ST community (if yes, A copy of Case /Tribe certificate duly attested by a Gazetted Officer should be enclosed with application).			
8.	Date of appointment/Promotion to the following grades on regular basis (as per 6 <sup>th</sup> CPC)	DD	MM	YYYY
(a)	In Pay Band ₹ 9300-34800 (PB-2) Grade Pay ₹ 4200/-			
(b)	In Pay Band ₹ 9300-34800 (PB-2) Grade Pay ₹ 4600/-			
9	Length of non-fortuitous service (regular promotion) to the following grades as on 04.05.2017	Year (s)	Month (s)	Day (s)
(a)	In Pay band -I Grade Pay ₹ 2800/-			
(b)	In Pay band -II Grade Pay ₹ 4200/-			
(c)	In Pay band -II Grade Pay ₹ 4600/-			
10	Present Pay & Scale & Date of promotion (regular) to present scale			
11	Choice of language to answer the questions (English or Hindi): The candidate should indicate his/her choice, either any one of the above two language.			

## DECLARATION BY THE CANDIDATE:-

I do hereby declare that the above particular furnished by me are true to the best of my knowledge and belief. I further undertake that in the event of any entry being found incorrect or improper, my candidature shall be liable to be cancelled at any stage of the above selection.

## FULL SIGNATURE OF THE CANDIDATE

(A) Forwarding of application (filled-up) furnished by the candidate to the 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)/Hajipur.

SIGNATURE OF THE CONTROLLING OFFICER  
(With Official Seal & Date)

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

Note: If the volunteer comes under the circumstances mentioned in item no. 2(b) of the notification, the service rendered by immediate senior employee as on 04.05.2017 should be indicated invariably in the following format:

No	Name (S/Shri) of Immediate senior	Desig.	Pay Band (II) & GP	Year (s)	Month (s)	Day (s)
			Level 5 in 7 <sup>th</sup> CPC (PB-II, GP- 2800 in 6 <sup>th</sup> CPC)			
			Level 6 in 7 <sup>th</sup> CPC (PB-II, GP- 4200 in 6 <sup>th</sup> CPC)			
			Level 7 in 7 <sup>th</sup> CPC (PB-II, GP- 4600 in 6 <sup>th</sup> CPC)			

It is certified 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) /Hajipur for further necessary action.

SIGNATURE OF THE PERSONNEL OFFICER  
(With office seal & certification date)

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

**SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT.**

**PAPER-1**

**Part I:**

**50 Marks**

Official Language &  
General Knowledge

**Part II:**

Professional Subject

**100 Marks**

**Professional Subject:**

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.

2. Manpower Planning & Recruitment:

(a) Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc Zero-based calculation of requirement/creation.

(b) Recruitment:

(i) Recruitment at various levels and methods of recruitment:

- Functioning of Railway Recruitment Boards.
- Recruitment at Zonal Railways including recruitment of artisan staff. Concept of Lead period, normal attrition while placing indent.
- Railway Recruitment Cell (RRC) - role and functions.
- Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guide quota appointments etc.
- Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS).

(ii) Recruitment to various Group 'A' Railway Services.

(iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.

(iv) Reservation in recruitment, horizontal and vertical reservation reservation roasters etc.

(c) Apprentices Act, 1961 and its Implementation.

- (d) Absorption of medically de-categorized staff in alternative posts.
  - (e) Concept of Deputation, Foreign Service etc. and its impact on Pension, Foreign Service Contribution.
3. Training and Development:
- a. Basic concept of training and human resource development.
  - b. Training and Development of Railway employees.
    - i. Training of Group C employees.
    - ii. Functioning of Zonal Training Schools and other training institutions.
    - iii. Training of Gazetted Officers in Railways as well as non-Railways institutions.
    - iv. Various Railway Training Institutes like NAIR, IREEN etc.
  - c. Future developments in Railways, the changing roles of Railway personnel and the need for on the job training, multi skilling etc.
4. Pay and Allowances:
- a. Preparation of Pay Bill, Computerization of Pay Bill, AFRES, PRIME, I-Pass Concept etc.
  - b. Pay in the Government i.e. Pay bands, Grade pay etc.
  - c. Principles of pay fixation in case of appointment and promotion. Pay fixation in case of functional and non functional promotions etc.
  - d. Fundamental Rule (FR) & Fixation, Instances of pay protection etc.
  - e. Various allowances admissible to the Railway employees including allowances to the running staff.
5. Seniority and Promotion:
- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
  - b. Provision of reservation for Schedule Caste and Scheduled Tribe employees. Maintenance of various reservation rosters.
  - c. Relaxations available to SC/ST candidates for promotion in safety and non-safety category posts and procedure for de-reservation of posts.
  - d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc. Impact of Vigilance investigation during and after Selection.
  - e. NBR, sealed cover procedure etc.
6. Organization and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters. Maintenance of records-Service Registers, Personal Files and preparation of claims of Pay Bill, etc. Computerization of



records and personnel management functions (Human Resource Management System) - benefits, challenges and implementation. Computerization of official record and its retrieval.

7. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.
8. Disciplinary & Appeal Rules (1968), Railway Services Conduct Rules (1966) & Schedule of Disciplinary Powers. Various judgements of Supreme Court on D&AR (1968) and Railway Services Conduct Rules (1966)
9. Pass Rules.
10. Retirement benefits:
  - a. Pension Rules (new and old), Provident fund rules, Leave encashment rules, Gratuity rules etc.
  - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical resignation etc).
  - c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits.
  - d. Pension adalats, timely settlement and redressal of grievances related to settlement.
  - e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.
11. Leave Rules and joining time.
12. Reimbursement of tuition fees and legal expenses.
13. Medical assistance to Railway employees and retired Railway employees. RELHS & its membership.
14. Right to Information Act, 2005.

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PAPER-II

**Part I:**

**50 Marks**

Establishment Rules &  
Financial Rules

**Part II:**

**100 Marks**

Professional Subject

**Professional Subject:**

1. Industrial Relations, Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
2. Labour legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.
3. Contract Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013.
4. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
5. Engagement of casual labour and substitutes, policy and procedure thereof.
6. Grievance redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme, Societies and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.

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