# EAST CENTRAL RAILWAY

Office of the General Manager (P) Hajipur

## NOTIFICATION

No. ECR/HRD/GAZ/254/AOM (Gr.B)/30%/2018

Dated 25.07.2018

Secy. to GM- for kind information of GM,

PS-I to AGM - for kind information of AGM

General Manager (P) CORE/Allahabad,

CAO/Con/South/MHX & CAO/Con./North/MHX

PCOM/ECR/HJP, PCCM/ECR/HJP, CSO/ECR/HJP, SDGM/ECR/HJP

DRM/ECR-DNR, MGS, DHN, SEE & SPJ

Dy.CPO/HRD/ECR/HJP, Dy.GM(Law)/MHX/Patna

Sr. DOMs/DOMs/ECR-DNR, MGS, DHN, SEE & SPJ

Sr. DCMs/DCMs/ECR-DNR, MGS, DHN, SEE & SPJ

Sr.DPO/ECR/ DNR, MGS, DHN, SEE & SPJ.

CWM/PD/ECR/MGS, WS/SPJ & CRW/HRT

Additional Registrar, RCT/Patna,

Principal/ZRTI/E,C.Rly/Bhuli & MFP

CAM/DHN, CPM/RE/HJP

SPO/Con(IC)/MHX/Patna

SPO(MPP)/ECR/HJP- for uploading on NET.

All Extra Divisioanl Units.

General Secretary/ECRKU

Sub:- Limited Departmental Competitive Examination (LDCE) for the post of AOM (Group-'B') in Pay Band Rs. 9300-34800/- (PB-2) Grade Pay Rs.4800/-(6<sup>th</sup> CPC)/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 07 vacancies (UR- 05, SC- 01 & ST- 01) for the post of Assistant Operations 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 01/05/2016):

(a) All non ministerial Group'C' staff of Operating Department in Pay Band Rs.9300-34800/- (PB-2) with Grade pay Rs. 4200/- & above and all running staff of Operating Department in Pay Band Rs. 5200-20200/- (PB-1) with Grade pay Rs. 2800/- (equivalent to the stationary post in Pay Band Rs. 9300-34800/- (PB-2) with Grade pay Rs. 4200/- & above as per RBE No. 92/2015) including those working in other Railways/Units/Construction or Project Organisation on deputation having lien and seniority on East Central Railway, who have completed minimum 5 years non-fortuitous service in the above grade/grades as on 01.05.2016 are eligible to apply for the afore mentioned LDCE for selection to the post of AOM (Group-'B').

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(b) However, 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.

The cut-off date of eligibility for candidates for 30% LDCE is 01.05.2016, which is same as the earlier part selection of 70% quota

- (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 01.05.2016 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 AOM (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 Writteh 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 AOM (Gr. B<sup>2</sup>) 30% will consist of two paper 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-1/10/4dt 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: -

quantifing marks are ma	retted delott.		
SUBJECT	MAXIMUM MARKS	QUALIFYING MARKS	DURATION OF EXAM
PAPER – I Professional subject, General Knowledge &/ on Rajbhasha.	150	90	03 Hours
PAPER –II Professional subject,	150	90	03 Hours
Establishment & Financial Rules.		-40°	A -

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- (III) Head Maximum Marks

  Record of service 25

  Viva-voce Test-25

  Minimum-Qualifying marks

  30

  (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. <u>Syllabus for the LDCE is enclosed as Annexure-B.</u>
- (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 23.08.2018. 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 31.08.2018 positively. Applications forwarded after 31.08.2018 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:-
- 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).

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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 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 31.08.2018 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:

OA Working Under	UR/SC/ST Joining/prot	notion to	Rs		as on 🔾
		0.11	Year (s)	Month(s)	Day (s)
	Onger	Grade GP GP	Grade Pay  GP GP GP		Grade Pay   Operating Deptt

# (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\_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'

SPO/Gaz

For General Manager (P)

## PROFORMA OF APPLICATION AGAINST NOTIFICATION NO. ECR/HRD/GAZ/254/AOM/Gr. 'B"/30%/2018 Dated: 25.07.2018. FOR AOM (Gr. 'B') LDCE 30% QUOTA.

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

Date of appointment/promotion to the following grade on regular basis (6th PC):

	Day	Month	Year
(a) In PB-I GP-2800(for running staff only)			
(b)In PB-II GP-4200			_
(c)In PB-II GP-4600			

Length of non-fortuitous service (Regular Promotion) to the following grade as on 01.05.2016.

	As on	Year(s)	Month(s)	Day(s)
(a) In PB-I GP- 2800(for running staff only)	01.05.0016			
(b)In PB-II GP-4200	01.05.2016			
(c)In PB-II GP-4600				-

- 12. Present pay & scale & Date of promotion to present scale. :-
- 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/Si	mt	Des	ignation	ге	ceived with	in the target	date i	5 hereby	forwarded to
his/her	Personnel Bran	ch Offi	cer for verificati	ion with the s	ervice recor	d available a	nd for	onward to	ransmission to
the Ge	neral Manager (I	)/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 01.05.2016 should be indicated invariably in the following format.

Sl.No.	Name(S/Shri) of immediate senior	Designation	Pay Band & GP	Year	Month	Day
		10	In PB-1 GP 2800 (for running staff only)		1	
	11.		In PB-II GP 4200			
			In PB-II GP 4600			

The above mentioned candidate is eligible to appear in the said selection as per Notification and his/her applications are 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 OPERATIONG DEPARTMENT FOR AOM(Gr.'B') AGAINST 30% SELECTION

## PAPER- I:

# PROFESSIONAL SUBJECT

#### PAPER- I

150 Marks

# PROFESSIONAL SUBJECT

#### (1)General

Hairarchial set up and line of control of operating department at the Divl./Zonal and Railway (a) Board level.

### (2) TRAFFIC, TRAIN AND POWER CONTROL ORGANISATION

- Objectives and functional set-up of Control offices.
- Functions of Control Organisation pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks (Engg., TRD etc) management, Management during Accident & unusual Situations/Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Section Controllers, TNCs, Recorders and their Co-ordination with Lobbies, Station & Yards.
- Freight Train Operation (FTO) & Freight Train Ordering Principles with without co-ordination with Crew Lobbies.
- Special instructions during abnormal conditions of working and during emergencies like Cyclone, Civil Disturbances, Accidents etc.
- Daily performance reporting from station/Yard/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 &Crew scheduling.
- Factors affecting wagib & Engine utilization and methods of improvements.
- Working pertaining to issue of caution from Nominated and Notice Stations.
- Liaison/Co-ordination with Control Establishments of other departments like Engg.,TRD,Traction Control, Signaling Control etc.

#### (3)FREIGHT TRAIN OPERATIONS:-

- Functioning of Crew and Guard Lobbies.
- Integrated Lobbies.
- Shunting operations in Yards or Road side stations.
- Working of Marshalling yards & Transhipment points.
- Cause of yard and section congestion and remedial strategies.
- All Indian Marshalling order and Railway-wise Marshalling orders principles and procedures.
- Rules regarding carriage of Explosives and other General Goods.
- Priority Schedule.
- Indent Allotment and supply of Freight stock at stations.
- Wagon Stock Management for loading and unloading operations.
- Imposition of Operating Restrictions on Wagon Loading and acceptance of wagon 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.
- Crew Management.

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- Engine Utilization aspects requiring special attention:-
  - Engine Crew and Train Crew Schedule. (i)
  - Rules regarding Outstation and Home station rest, etc to ensure observation of 10 (ii) Hour Rule or Rules applicable from time to time. (iii)
  - Movement of Dead Locomotives.
  - Management of maintenance Schedule of Locomotives. (iv)
  - Shed and Traffic Outage of Locomotives. (v)
- 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. (i)
  - (ii) Block train operations.
  - (iii) Nominated day loading
  - Rationalisation scheme of movement of Freight Traffic for avoiding congestion by (iv) specific routes.
  - (v) Merry-Go-Round (MGR) System.
  - (vi) Engine on - load(EOL) system.
  - Mini rake system (vii)
- Supervision and control over movement of special type of stock, ODC consignments.
- Maximum Moving dimensions.
- Wagon Census.
- Uses of computer:-
  - Freight Operations Information System (FOIS) (i)
  - Coaching Operations Information System(COIS) (ii)
  - (iii) Rake Management System(RMS)
  - (iv) Terminal Management System(TMS)
  - (v) Computerized Train Charting.
- Relevant Rules and important Policy guidelines.
- C&W examination for Intensive, Round Trips, Premium and close circuit rakes.
- Sickness and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs.
- Working of Traveling traffic cranes for handling heavy consignments at intermediate stations.
- Detaching of Sick Wagons at en route Stations and their repair and
- Inter change transactions- junction returns of Inter Railway Inter change traffic.
- Weighment of rakes.
- MIL RAIL
- Permissible Axle Loads & Heavy Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons.

# Operating Statistics

- Definition, meaning and methods of compilation of the Fundamental and Derived units.
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses.
- Operating Ratio.

# 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.

A few questions on official language policy and official language rules will also be included in the paper of general knowledge.

# Paper-II

# PROFESSIONAL SUBJECT

# 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/Asst. Guard before starting and while on run and during abnormal/unusual situations.
- Role and 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.
- Stations working Rules and Block Working.
- Level crossings.
- Line capacity and measures for augmenting it MAUQ, Tokenless working, Centralised Traffic Control, Doubling, Automatic Block, IBS/IBH.
- 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.
- Vacuum Brake & Air Brake systems along with Continuity Test.
- Precautions to be taken on Ghat sections.

#### 2. PASSENGER TRAINS OPERATION:

- General principles and methodology of Time Tabling of passenger trains.
- Consultative machinery for revision of Time Table at Divisional, Zonal and Rly.Board level.
- Publication of working Time Tables, Public Time Tables and sheet Time Tables.
- Punctuality of passenger carrying trains.
- Factors affecting punctuality of passenger carrying trains and methods of improving the punctuality.
- Augmentation of train loads for meeting traffic requirements.
- Running of Tourist coaches, special carriages and special trains.
- Planning and Running of Holiday special, Mela specials, Tourist specials etc.
- Introduction of new trains extension of train run introduction of through and sectional coaches.
- Preparation of engine links and Driver Guard links & Rake Links.
- Computer Service Operations.

### ACCIDENTS AND SAFETY ORGANISATION: 3.

- Accidents, Types and their classification, causes and their prevention.
- Functioning of Railway Safety organization.
- Chief Commissioner of Railway Safety and his functions.
- Rules of reporting accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains(ARTs).
- Role and Responsibilities of various officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Trafic staff on the affected Section.
- Accident enquiries and DAR action against staff held responsible for accidents.
- Review and analysis of Accidents for taking corrective measures.
- Disaster Management & Implementations of High Level Committee's report on Disaster Management on Indian Railways.

# ACCIDÊNTS PREVENTION

- Psycho analysis in case of accidents attributed to human failures.
- Improved mechanized aids to prevent human error like.
  - Improved signalling and inter-locking arrangement, (i).
  - (ii) SM's central and Inter cabin control over route
  - (iii) Track circuit and Axle counters.
  - (iv) Route Relay inter-locking
  - Automatic cab warning system and automatic braking system. (v)
- Refresher Courses, Safety camps and safety campaigns.

# PLANNING ON THE RAILWAYS.

- Set up and functions of Planning Wingh on IR.
- Corporate Plan and Annual Plan.

# FINANCIAL & ESTABLISHMENT RULES.

# ESTABLISHMENT RULES

### Personal Management:

- 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
- 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.
- Inspection of loco sheds, C&W Depots, stations and Engineering Offices.

# LABOUR RELATIONS AND WELFARE, UNION AND THEIR RULES

- Important recognized Trade Union in Railways, Role of unrecognized unions and method of dealing with them.
- Industrial Disputes and the legislative Frame works, Causes of Industrial Disputes, basis remedies, 2. the Industrial disputes Act-1947, strike, lock-out and lay-offs, handling of grievances at Divisions and in the Head Quarters, handling of grievances by Labour enforcement Officers.
- The Hours of Employment Regulations, Overtime, job-analysis and its techniques. 3.
- The Factories Act, Special Rules for workshop staff in the Railways.
- The workmen compensation Act, Ex-gratia payment, Incentive Bonus schems. 5.
- 6.
- 7. Retirement benefits under the provident fund and Pension Scheme, Final Settlement.
- Welfare for the whole family of railway men, concept and practice obtaining on the Railways.

# FINANCIAL RULES

- Parliamentary control over Railway finance-public accountability, canons of financial propriety. 1.
- Financial planning and Budgeting-Budgetary and financial Reviews-Appropriation accounts.
- Rules of Allocation Classification of expenditure- control over expenditure- Responsibility, accounting- performance Budgeting- Exchequer General Financial Results of working.
- 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.
- Financial and cost control in Railway Workshop.
- Rules and procedure relating to tenders and contracts for execution of procurement of stores.
- 8. Procedure for processing and finalizing the Audit Objection and Drafting.
- Delegation of powers.
- Losses, Frauds and embezzlements.

# RECOMMENDED READING (FINANCIAL RULES)

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