

EAST CENTRAL RAILWAY

Office of the  
General Manager (P)  
Hajipur

Dated: 19.11.2019

No. ECR/HRD/GAZ/254/AOM/Gr.'B')/30%/2019

Secy./Estt./Rly. Bd./New Delhi

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

CBI, ACB, Dr.S.K.Singh Path Bailey Road, Patna- 800 022

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

DRMs/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.DPOs/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

APO(MPP)/ECR/HJP- for uploading on WEBSITE.

All Extra Divisioanl Units.

General Secretary/ECR KU

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)/in level-8 as per  
7<sup>th</sup> CPC against 30% quota.

Ref: This office notification of even no. dt. 21.10.2019.

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In continuation to above notification for the post of AOM (Gr-'B') against 30% quota, it was  
also notified that the Syllabus in above notification will issued in due course. Now, the syllabus is  
enclosed as Annexure-'B' after approval of Competent Authority.

The Divisions/Units are requested for wide circulation of the above syllabus enclosed, as  
Annexure-'B'. The last date for submission of the application by candidates is extended upto  
05.12.2019. It is also requested to all the scrutinized applications should be sent in a bunch through  
special messenger to Dy.CPO/Gaz./ECR/HJP on or before 12.12.2019 positively by Personnel Branch  
Officers. Applications forwarded after the target date will not be entertained under any circumstances.

Other contents in said notification will remain unchanged.

Encl: As Annexure- 'B'.

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(Prakash Kumar Singh)  
APO/Gaz.  
for General Manager(P)

# Syllabus of LDCE-Group B (30%) AOM

Annexure B

## 1. GENERAL

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

## 2. 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 Line Clear.
- Classification of stations, Standards of Interlocking, Signaling systems, Equipment and their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity and Measures for augmenting it, MAUQ, Token less working, Centralized 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 and Air Brake Systems along with Continuity test.
- Precautions to be taken on Ghat sections.

## 3. TRAFFIC, TRAIN AND POWER CONTROL ORGANISATION

- Objectives and functional set- up of Control offices.
- Functions of Control Organization 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 Controller, Dy. Chief Controllers, Section Controllers, TNCs, Recorders and their Co-ordination with Lobbies, Stations and Yards.
- Freight Train Operations (FTO), Freight Train Ordering Principles with or without co-ordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, Accidents etc.
- Daily performance 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 Engine and Wagon 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 Engg, TRD, Traction Control, Signaling Control etc.

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4. PASSENGER TRAIN OPERATIONS

- 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 Punctuality.
- Augmentation of Train Loads for meeting traffic requirements.
- Running of tourist coaches, Special carriages and Special trains.
- Planning and running of Holiday specials, 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 and Rake Links.
- Commuter Service Operations.

5. FREIGHT TRAIN OPERATIONS

- Functioning of Crew and Guard Lobbies.
- Integrated Lobbies.
- Shunting operations in Yards and Road side stations.
- Working of Marshalling Yards and 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 Explosives and 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, Carriage of contraband goods etc.
- Important Documents/Registers maintained in Yards and at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act 1989 etc.
- Crew Management.
- Engine utilization aspects requiring special attention:-
  - Engine Crew and Train Crew Schedule.
  - Rules regarding Outstation and Home Station rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time.
  - Movement of Dead Locomotives.
  - Management of maintenance Schedule of Locomotives.
  - Shed and Traffic Outage of Locomotives.
- 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 System.
  - Mini Rake System.
- Supervision and control over movement of Special type of Stock, ODC consignments.
- Maximum Moving Dimensions.
- Wagon Census.

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- **Usage of Computer**
  - Freight Operations Information System (FOIS).
  - Coaching Operations Information System (COIS).
  - Rake Management System (RMS).
  - Terminal Management System (TMS).
  - 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 Travelling Traffic Cranes for handling heavy consignments at intermediate stations.
- Detaching of Sick Wagons at en route stations and their repair and clearance.
- Interchange Transactions- Junction returns of Inter Railway Interchange 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.

### **6. ACCIDENTS AND SAFETY ORGANISATION**

- 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 of accidents.
- Accident Relief Medical Equipment (ARMEs) and Accident Relief Trains (ARTs)
- Role and Responsibilities of various officials and Departments during Accidents.
- Responsibility of the Control Organization, Station Masters and Traffic 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.

### **ACCIDENT PREVENTION**

- Psycho analysis in case of accidents attributed to human failures.
- Improved mechanized aids to prevent human error like:
  - Improved signaling and Interlocking Arrangement.
  - SM's Central and inter cabin control over route.
  - Track circuit and Axle Counters.
  - Route Relay Interlocking.
  - Automatic Cab Warning System and Automatic Braking System.
- Refresher Courses, Safety Camps and Safety Campaigns.

### **7. PLANNING ON THE RAILWAYS**

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

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8. **GENERAL KNOWLEDGE INCLUDING OFFICIAL LANGUAGE POLICY**

- It would contain questions on subject of interest as well as importance. The question should be based as to test the knowledge of candidates which is acquired through general observation/general reading without a specific study or detailed knowledge of text books. The paper should also contain questions on topic of national importance, achievements of Railways as also questions which will test the awareness of the candidates to development that are taking place.
- A few questions on official language policy and official language rules will also be included as an option in General Knowledge portion of the paper.

9. **ESTABLISHMENT RULES**

**PERSONNEL MANAGEMENT**

- Organization of the Personnel Department in the Railways. The objectives of the Personnel Department, functions and policies of the Personnel Department. Role of Personnel Officer in the Headquarters and in the Divisions.
- Classification of services, Recruitment to Different services Group 'A' to 'D'. Recruitment of Artisan staff. Special Reservation in Railway Services. Role of the Railway Services Commissions in Recruitment. Recruitment other than through usual channels, Promotion Policy and Methods.
- Personnel Supervision- Leadership styles, formal and in formal leadership, leadership qualities, different leadership styles. Domestic or participative leadership style, advantages 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 Unions in Railways, Role of unrecognized unions and methods of dealing with them.
- Industrial Disputes and legislative Frame works, Causes of Industrial Disputes, basic remedies, 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
- The Factories Act, Special Rules for workshop staff in the Railways.
- The Workmen's Compensations Act, Ex-gratia Payment , Incentive Bonus Schemes.
- Pass Rules.
- Retirement benefits under the Provident Fund and Pension Scheme, Final Settlement.
- Welfare of the whole Family of Railway men, concept and practice obtaining on the Railways.

10. **FINANCIAL RULES**

- Parliamentary Control on Railway Finance - Public Accountability, canons of Financial Propriety.
- Financial Planning and Budgeting- Budgetary and Financial Reviews – Appropriation accounts.
- Rules of Allocation- Classification of expenditure, Control over expenditure, Responsibility, Accounting, Performance Budgeting, Exchequer Control, Financial Results of Working.
- Works Programme. Financial justification of Works. Surveys. Preparation of Estimates. Capital Budget. Control over Capital Expenditure. Productivity Test.
- Financial control over Stores Expenditure. Purchase and Stores procedure, Inventory Controls and A, B, C Analysis.
- Financial and Cost Control in Railway Workshop.
- Rules and Procedure relating to Tenders and contracts for execution of works and Procurement of Stores.
- Procedure for Possessing and finalizing Audit Objections and Draft Paras.
- Delegation Of Powers.
- Losses, Frauds and Embezzlements.

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