

Selections

Do's

- ✓ The number of vacancies should be correctly assessed and approved before issuing notification for selection.
- ✓ Notification should clearly indicate category wise (SC/ST/UR) breakup.
- ✓ Authority approving issue of notification must ensure that Personnel department (RP cell) has examined and vetted the community wise break up of vacancies. This is to ensure that vacancies are as per applicable Post based Roster.
- ✓ Pre-promotional training of stipulated duration for SC/ST candidates should be ensured.
- ✓ If a change is introduced in the condition of eligibility after the call for applications or after the selection has started ensure that opportunity is given to all candidates who may have become eligible according to the revised conditions of eligibility.
- ✓ Selection committee should be constituted as per Railway Board's guidelines.
- ✓ Copy of latest Railway Board instructions/guidelines should be made available by the Personnel department to selection committee members at the time of nomination itself.
- ✓ Members of selection committee especially question paper setter and evaluator should ensure that they have received latest instructions/guidelines before setting the paper or starting the evaluation work.
- ✓ Paper setter should provide model answers for uniform and faster evaluation.
- ✓ Answer sheets should be coded as soon as written test is over.
- ✓ The answer sheets with dummy numbers/codes and those without any visible identification signs (like 'jai', 'om' etc) only should be evaluated.
- ✓ Evaluation of corrected answers to objective questions is disallowed (RBE 126/08). Instructions to this effect should be printed on question paper as well as on the copies. Corrections to objective type questions include: Cutting; Overwriting; Erasing; Scoring off a ticked answer in multiple choice question and ticking another answer; modifying the answer in any way;
- ✓ Evaluation of answer sheets should be in indelible ink and in no case should a lead pencil be used.
- ✓ Marks awarded by the evaluator for each question should be tabulated on the top sheet.
- ✓ Decimal marks whenever awarded should be correct to the first decimal and the same should not be rounded off. The total marks too should not be rounded off.
- ✓ Delay in evaluation by more than two months should be brought to the notice of DRM or HOD. Delays of more than three months should be brought to the personal notice of the General Manager.

- ✓ Marks sheet indicating code nos. and marks obtained duly signed should be given to the personnel branch.
- ✓ Evaluated answer books along with model answer should be handed over to Personnel department.
- ✓ Result of written examination should be declared and widely circulated.
- ✓ Selection committee should ensure that the correct procedure and establishment rules have been followed. Role of member of Personnel Department is very critical in this regard.
- ✓ Marks awarded for records of service etc should be based on details of ACR gradings, awards etc duly worked out and such detail should be part of selection proceedings.
- ✓ Ensure that the evaluation chart prepared is signed by all the members of the selection committee.

Don'ts

- ✗ Do not nominate an officer in the Selection Board/Committees, if his name is borne on the agreed/secret list.
- ✗ Do not change the constitution of the Selection Board/ Committee for a Selection except when unavoidable.
- ✗ Vacancies should not be altered once the notification is issued.
- ✗ Do not allow delays between various stages of Selection process, particularly between Written Test, evaluation of answer sheets, viva Voce and publication of result.
- ✗ Do not have the evaluation of Answer Sheets done by someone else unofficially.
- ✗ Do not use a lead pencil for allotting marks.
- ✗ Don't do corrections in marks once given by erasing, cutting, overwriting etc.
- ✗ Evaluator is not permitted to review their evaluation and to award marks keeping in mind the percentage of pass marks with a view to bringing more candidates into zone of viva-voce. Marking should be strictly as per content and correctness of answers.
- ✗ Do not give marks for questions attempted in excess of the number of questions required to be answered.
- ✗ Do not forget to date your signature in the selection proceedings.
- ✗ Do not announce selection panels piecemeal, to the extent possible.