

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur
Dated. 26.07.2016
27

No. ECR/HRD/GAZ/254/ACM/Gr.'B')/30%/2014

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.

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. CPO/Con/MHX,Dy.CPO/HRD/ECR/HJP,

Dy.GM(Law)/ECR/Biscoman/Patna,

Assistant Registrar, RCT/Patna

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

CAM/DHN, CPM/RE/HJP, ADO 1 mpp & uploading on NET.

All Extra Divisional Units.

General Secretary/ECRKU

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/- against 30% quota.**

It has been decided with the approval of the competent authority to hold LDCE for forming a panel against 02 vacancies (UR- 02, SC- NIL & ST- NIL) of Group-'B' post of Assistant Commercial Manager against 30% quota over E.C. Railway. The details are given below:-

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

- | | | | |
|-----|--------------------------------------|----|--|
| (A) | Date and Time of written examination | :- | 1 st Paper - 26.11.2016
2 nd Paper - 27.11.2016 |
| (B) | Venue | :- | To be notified later. |
| (C) | Duration | :- | 03 hours of each paper. |
| (D) | Viva-Voce | :- | Separate advice will be issued. |

(2) **ELIGIBILITY:-**

- (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 having lien an seniority on E.C.Railway. The Law Supdt./Law Asstts. are also eligible to apply. All the above staff working in the grade minimum of Grade pay Rs. 4200/- Pay Band Rs.9300-34800/- (PB-2) having **minimum 5 years non-fortuitous service** in the grade as on 01.11.2013 are eligible to apply for the above mentioned LDCE for selection.

The cut-off date of eligibility for candidates for 30% LDCE is 01.11.2013 which is same as in selection of 70% quota.

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(A.1) As per Railway Board's letter No. E(GP)2005/2/74 dated 13.03.2008(RBE 40/2008), in case of persons transferred at his own request to a new unit in the same category of posts, and assigned bottom seniority therein, the service rendered by them 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.

- (3) Eligible staff working in the construction/Project Organization, on deputation, on Training and/or any ex-cadre organization desire to volunteer for the above LDCE may also submit their application through their respective Personnel Branch Officer, where they hold lien. The concerned division/Unit further transmit notice to the staff who are on deputation after releasing from their divisions/Units.
- (4) Eligible staff who desire to volunteer for the above LDCE may submit their application through proper channel to their respective Personnel Branch Officer where they hold lien.
- (5) 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.
- (6) 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.
- (7) 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.
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PAPER - I

Professional subject,	150*	90	03 Hours.
General Knowledge			
&/ or Rajbhasha.			

(10% Marks of professional marks should be on Rajbhasha, official language policy & rules which will not be compulsory.)

PAPER - II

Professional subject,	150*	90	03 Hours.
Establishment &			
Financial Rules.			

[* Out of 150 marks, the professional subject will carry 100 marks.]

The Total Marks & Qualifying marks in Viva-Voce test is indicated below:-

(8) Head	Maximum Marks	Minimum-Qualifying marks
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Record of service -	25	→ 30, in which 15 marks of 'Record of Service' will be essential.
Viva-voce Test -	25	

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- (9) The question paper will be bi-lingual, i.e. both in Hindi and English. It will be option to candidate's choice to write in any one of these languages. The candidate should clearly indicate his choice of language in the space of the application format.
- (10) 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.
- (11) The **controlling Officers** should give wide publicity of this notification amongst the eligible staff 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. **The last date for submission of the application by candidates duly countersigned by their controlling officer is 26/08/2016.**

The filled -up applications should be scrutinized properly by associated Personnel Branch and verified with 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 should be sent in the bunch so as to reach to **Dy.CPO/Gaz./ECR/HJP**, on or before **08/09/2016** positively. **Applications forwarded after the target date will not be entertained under any circumstances.** It may please be noted that application other than in prescribed Proforma, having incomplete information or without signed by controlling officer and countersigned by Personnel Branch Officer will not be entertained.

- (12) In case, service particulars furnished by the volunteers & certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteers will be liable to be cancelled at any stage of above LDCE and suitable departmental action will be initiated against him/her.

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

It may be noted that before conducting written examination, mandatory Pre-selection coaching classes of 3-4 weeks (21 working days) for SC/ST eligible candidates in terms of Railway Board's letter No. E(MPP)96/3/23 dated 21.07.2000, will be arranged by the department concerned. CCM will nominate the in-charge of Pre-Selection Coaching. The in-charge will also intimate the date and venue of the pre-selection coaching in due course.

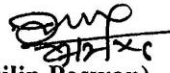
If any SC/ST candidate refuses to undergo pre selection coaching, a written undertaking should be obtained from him. The controlling officers should ensure that the SC/ST candidates under their control are spared without fail on time to participate in the coaching. The SC/ST candidates are also advised to insist their controlling officers, in their own interest, to spare them for the said coaching.


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- (13.1) **Duty of the in-charge of Pre-Selection Coaching (To be nominated by CCM):-**
- To inform in writing through special messenger to the concerned SC/ST employee with details of date, time & venue of coaching.
 - To obtain in writing unwillingness for coaching, if any, from the concerned SC/ST employees, who will not willing to appear in Pre-selection coaching.
 - To arrange sparing of the candidates and liasoning with respective controlling officer/Supervisor.
 - To chalk out coaching schedule and adhere to it.
 - To ensure maintenance of daily attendance sheet of SC/ST coaching candidates.
 - After completion of coaching, the in-charge of the pre-selection coaching will give a written report along with all supporting papers including attendance sheet, of SC/ST participants to Dy.CPO/Gaz/HJP latest by 21/11/2016 for records and further action.
- (13.2) **Duty of Controlling Officer:-**
- To spare the candidates under their control without fail on time with the direction to participate in the coaching.
- (13.3) **Duty of concerned SC/ST applicant:-**
- To manage their sparing from duty by insisting their controlling officers in their own interest.
 - If any problem occurs in sparing, the candidate should report in writing to concerned in-charge of Pre-Selection coaching on the same date. No representation will be entertained in case of failure to report to the concerned in-charge of pre-selection coaching and it will deemed to be refusal for the same.
 - Failure of concerned SC/ST employees to avail pre-selection coaching on any account including leave etc. will be considered on their part and will not entitled them to additional coaching classes.
 - No appeal will be entertained by GM(P)/ECR office after completion of pre-selection coaching.
- (14) The eligible staff should also be advised that no continuation written examination would be held for the absentees under any circumstances. **As per rule, there is no provision of absentee exam in LDCE.**
- (15) The controlling/authorized officer should ensure the issue of individual sparing letter/identity slip duly attesting specimen signature of the candidate on the sparing letter/identity slip. The candidates without proper sparing letter/identity slip will not be allowed to appear in the examination.
- (16) The above consolidated selection will be held as per procedure laid down in Master Circular No.68 governing promotion from Gr. 'C' to Gr. 'B' issued by Railway Board and the instructions issued from time to time. The said Master Circular is available on website www.indianrailways.gov.in....>ministry of railway...>railway board> Directorate... >Establishment...>E(GP) Master Circular. The department/division/unit should ensure the compliance of instructions of item 15 of Master Circular No.68.

Please acknowledge receipt.
Hindi Version will follow.

DA:- i) Annexure 'A',
ii) Annexure 'B' (Pages- 03)


(Dilip Paswan)

Assistant Personnel Officer/Gaz
For GM(P)/ECR/HJP

Annexure 'A'

PROFORMA OF APPLICATION TO BE FILLED UP BY THE VOLUNTEER FOR LDCE FOR THE POST OF ACM/GROUP 'B' AGAINST 30% QUOTA ATTACHED WITH THIS OFFICE NOTIFICATION NO. ECR/HRD/GAZ/254/ACM/Gr.'B'/30%/2014 DT.26.07.2016. ALL DETAILS SHOULD BE FILLED CLEARLY.

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.) :-

10. Date of appointment/promotion to the following grade on regular basis (6th 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 01.11.2013.

	As on	Year	Month	Days
(a) In PB-II GP-4200	01.11.2013			
(b) In PB-II GP-4600	01.11.2013			

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 even 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 the application (filled-up) furnished by the candidate to the cadre (Personnel branch) officer by his/her controlling officer:-
The proforma of Bio-data filled-up by the candidate, Shri/Smt. _____
Designation _____ received within the target date is hereby forwarded to his/her respective cadre (Personnel Branch) officer for verification with the service record available in his/her officer and for onward transmission to the General Manager(P)/ECR/HJP.

SIGNATURE OF CONTROLLING OFFICER

(With office seal & date)

- (B) To be furnished by the cadre (Personnel Branch) officer:-
If the volunteer come under the circumstances mentioned in item no.(A.1) of para 2 of the notification the service rendered by immediate senior employee as on 01.11.2013 should be indicated invariably in the under mentioned 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 furnished by Shri/Smt. _____
Designation _____ through the above proforma (Bio-data) have been verified with his/her service record and found correct and it has been forwarded to GM(P)/Hajipur for further necessary action.

SIGNATURE OF THE CADRE ('P' BRANCH) OFFICER

(With office seal & date)

Signature
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ANNEXURE-B

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

COMMERCIAL

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, loadability 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 labeling 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 over charges-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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- 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 of 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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