

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

No. ECR-HQOPERS(SEL)/5/2022/AOM(Gr.'B')/30%

Date: 20.05.2022

NOTIFICATION

Secy./Ett./Rly. Bd/New Delhi
Secy. to GM- for kind information of GM
Dy.Secy to AGM- for kind information of AGM
PS-I to PCPO- for kind information of PCPO
General Manager (P) CORE/Allahabad
CAO/Con/North/MHX & CAO/Con/South/MHX,
PCOM/ECR/HJP, PCCM/ECR/HJP & PCSO/ECR/HJP,
SDGM/ECR/HJP,
DRM/ECR-DNR, DDU, DHN, SEE & SPJ.
Dy. CPO/Con/MHX, Dy.CPO/HQ/ECR/HJP,
Sr. DCMs/DCMs/ECR-DNR, DDU, DHN, SEE & SPJ
Sr.DOMs/DOMs/ECR-DNR, DDU, DHN, SEE & SPJ,
Sr.DPO/ECR-DNR, DDU, DHN, SEE & SPJ,
CWM/PD/ECR/MGS, WS/SPJ & CRW/HRT,
Additional Registrar, RCT/Patna. Principal/ZRTI/E.C.Rly/Bhuli & MFP
APO(MPP)/ECR/HJP- for uploading on WEBSITE.
CAM/DHN, CPM/RE/HJP
All Extra Divisional Units & General Secretary/ECRKU

Sub:- Limited Departmental Competitive Examination (LDCE) for the post of AOM (Group-'B')
in level-8 as per 7th CPC against 30% quota.

With the approval of General Manager, it has been decided to hold a LDCE for forming a panel
against 05 vacancies (UR- 03, SC- 01 & ST- 01) for the post of AOM (Group-'B', 30% quota) for
E.C. Railway. The details are given below:-

(I) TENTATIVE PROGRAMME OF PRE-QUALIFYING, MAIN EXAMINATION & VIVA-VOCE

(A) Date of Pre-qualifying examination (100 Marks/Objective type MCQ):- Will be notified in
due course.

(B) Date of Main examination (100 Marks/Descriptive type):- Will be notified in due course.

(C) Venue } :-
(D) Duration } Will be notified in due course.
(E) Viva-voce } :-

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(2) ELIGIBILITY (As on 01/11/2020):

(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 Organization on deputation having lien and seniority on East Central Railway, completed minimum 5 years non-fortuitous service in the grade/grades as on 01.11.2020 are eligible to apply for the above mentioned LDCE for selection to the post of AOM(Group-'B').

(b) However, those Gr. 'C' employees who have been provided grade pay 4200/- in PB-2 as per 6th 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 01.11.2020, 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 cut-off date i.e 01.11.2020 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 as per their merit based on their performance in Written Exam/Viva-voce Test/Record of Service as per extant instruction of Railway Board.
- (6) **Syllabus:**

In terms of RBE No. 53/2019, dt. 19.03.19, the Written Examination will be held in two stages viz. Pre-qualifying Examination and Main Examination as elaborated below:-

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6.1- Pre-qualifying Examination:

- (a) There shall be a Pre-qualifying single paper examination of 100 marks which shall have 100% Objective type Multiple Choice Question only.
- (b) The distribution of marks will be as under:

Technical Subject	40 marks
General Knowledge including Optional Questions on Official Language Policy	30 marks
Establishment & Financial Rules	30 marks

Note: There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer. No corrections of any type (viz. cutting, overwriting, scoring off a ticked answer & ticking another answer, erasing, modifying the answer in any way) will be permitted. Zero marks will be awarded in such cases of corrections.

6.2- Qualifying Marks:

The candidates scoring 75% marks and above in the Pre-qualifying Examination shall be eligible for appearing in the Main Examination and for this, number of candidates should be restricted to 5 times the number of respective vacancies in order of merit.

6.3- Main examination:

The Pre-qualifying Examination will be followed by one descriptive type paper on professional subject comprising of 100 marks and the qualifying marks in the written examination will be 60% and above.

- (7) Total marks and qualifying marks under the heading "Viva-Voce and Record of service" are as under:-

<u>Head</u>	<u>Maximum Marks</u>	<u>Qualifying Marks</u>
Record of Service -	25	30, in which 15 marks for Record of service will be essential.
Viva-voce test -	25	
	Total 50 marks	

- (8) The question paper will be bi-lingual, i.e both in Hindi and English. It will be 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 syllabus for selection to the post of AOM (Gr-'B') against 30% quota is attached at Annexure-"B".
- (10) (a) The Controlling Officers should give the wide publicity of this notification amongst the eligible staff under their control and ensure submission of applications by the candidates in the prescribed Proforma (Specimen Copy enclosed as Annexure-"A").

- (b) The last date for submission of the application by candidates is 20.06.2022.

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- (c) The Controlling officers are also advised that applications submitted by the candidates (in prescribed proforma) must be forwarded to concerned Personnel Branch/ Unit office within stipulated time.
- (d) The applications should be scrutinized properly in Personnel Branch with the Service Record to avoid any factual errors and further complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'Personnel' Branch Officer.
- (e) All the scrutinized applications should be sent in a bunch through special messenger to Dy.CPO/Gaz./ECR/HJP on or before 04.07.2022 positively. Applications forwarded after the target date will not be entertained under any circumstances.

It may also be noted that application other than in prescribed proforma, having incomplete information or without signed by controlling officer and countersigned signed by Personnel branch officer will not be entertained.

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

Proforma:

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(12)

TRAINING OF SC/ST CANDIDATES:-

It may be noted that before conducting the written examination, mandatory Pre-Selection coaching of 3-4 weeks (15-20 working days & should not be less than 60 hours) for eligible SC/ST candidates will be arranged by the department concerned in terms of Railway Board's letter No. E(GP)2010/8/39 dated 28.08.2019. PCOM/ECR/HJP is requested to nominate a JAG or above officer of Operating Department as an in-charge of Pre-Selection coaching for the SC/ST candidates. The in-charge of Pre-Selection coaching will intimate the date and venue of the Pre-Selection coaching to the eligible SC/ST candidates in due course.

If any SC/ST candidate refuse to undergo Pre-Selection coaching, a written undertaking should be obtained from him/her and the same may be sent to Dy. CPO (Gaz.)/ECR/HJP as well as PCOM/ECR/HJP. The Controlling Officers will ensure that the SC/ST candidates under their control should be spared well in time without fail to participate in such coaching.

The SC/ST candidates may also be 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 (Nominated by PCOM):-

- (i) To inform in writing through special messenger to the concerned SC/ST employee with details of date, time & venue of coaching.
- (ii) To obtain in writing unwillingness for coaching, if any, from the concerned SC/ST employees.
- (iii) To arrange sparing of the candidates and liaison with respective Controlling Officers/Supervisors.
- (iv) To chalk out coaching schedule and adhere to it.
- (v) To ensure maintenance of daily attendance of SC/ST candidates on the attendance sheet, who attend the coaching.
- (vi) After completion of such coaching, the In-charge of the Pre-Selection coaching will give a written report along with all supporting documents/papers including attendance sheet of SC/ST participants to Dy.CPO(Gaz.) /ECR/HJP immediately after completion of Pre-Selection coaching for records and further action. On receipt of compliance report of Pre-Selection coaching, written examination will be conducted.

(13.2) Duty of Controlling Officer:-

To spare the candidates under their control well in time without fail with direction to participate in the coaching.

(13.3) Duty of concerned SC/ST applicant:-

- (i) To manage their sparing from duty by insisting their Controlling Officers in their own interest.
 - (ii) 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 be deemed for refusal for such coaching.
 - (iii) 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 entitle them to additional coaching classes.
 - (iv) No appeal will be entertained by GM(P)/ECR/HJP after completion of Pre-Selection coaching.
- (14) The eligible staff should also be advised that no absentee 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.

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- (16) The concerned Personnel Branch Officer & Controlling Officers should ensure the submission of service records and ACRs/APARs last 05 years and DAR/SPE/Vigilance clearance in respect of staff declared qualified for the viva-voce in due course immediately after publication of the result of main examination through special messenger to Dy.CPO/Gaz./ECR/HJP.
- (17) The above 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 time to time. The said Master Circular is available on website www.indianrailways.gov.in....>ministry of railway...>railway board ..>Railway Board Directorates...>Establishment...>E(GP)circular Master Circular. The department/ division/unit should ensure the compliance of instructions of item 15 of Master Circular- 68.

This notification may be downloaded from this railway's website www.ecr.indianrailways.gov.in→ Hajipur HQ→ Personnel → recruitment /selection notification.

Please acknowledge receipt.

DA:- Annexure -'A' & 'B'.

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20/05/22

APO/Gaz

For General Manager(P)/HJP

Annexure 'A'

PROFORMA OF APPLICATION AGAINST NOTIFICATION FOR THE POST OF AOM (Gr.'B') 30% QUOTA

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 with application.) :-
10. 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			

11. Length of non-fortuitous service (Regular Promotion) to the following grade as on 01.11.2020.

	As on 01.11.2020	Year(s)	Month(s)	Day(s)
(a) In PB-I GP-2800 (for running staff only)				
(b) In PB-II GP-4200				
(c) In PB-II GP-4600				

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 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/Smt. _____ Designation _____ received within the target date is hereby forwarded to his/her Personnel Branch Officer for verification with the service record available and for onward transmission to the General Manager (P)/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 01.11.2020 should be indicated invariably in the following format.

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

It is certify that the Service Particulars/Bio-Data furnished by Shri/Smt. _____, Designation _____ in the prescribed proforma (Bio-data) 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 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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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/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/- (6th CPC)/in level-8 as per 7th CPC against 30% quota.

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

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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