EAST CENTRAL RAILWAY

Office of the
General Manager(P)
Hajipur

No. ECR-HQ OPERS(ET)/18/2020- /ACM/Gr.'B'/2023 Dated: 16.01.2023

Secy. to GM- for kind information of GM
General Manager (P) CORE/Allahabad
CAO/Con/South & North/MHX/Patna.
SDGM/ECR/HJP & PFA/ECR/HJP
PCCM/PCOM & PCSO/ECR/HJP
All DRMs/ECR & All Sr. DCMs/DCMs/ECR
CAM/DHN.CWM/PD/ECR/DDU & WS/SPJ & CRW/HRT
All Sr.DPOs/ECR,Dy.CPO/GAZ/ECR/HJP & SPO/Con (IC)/MHX/Patna
Addl. Registrar/RCT/Patna & Principal/ZRTI/E.C.Rly/Bhuli & MFP
APO/MPP/ECR/HJP – for uploading on website
All Extra Divisioanl Units. & General Secretary/ECRKU

Sub:- Selection for the post of Assistant Commercial Manager (Group-'B') in Pay Band Rs. 9300-34800/- (PB-2) Grade Pay-Rs.4800 against 70% quota.

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With approval of General Manager/ECR, it has been decided to hold a selection for formation of the panel of 08 persons for the post of Assistant Commercial Manager (Group-'B') against 70% quota over E.C. Railway, as per details given below: -

Selection	UR	SC	ST	Total	PwBD (*)
ACM (Gr. 'B') 70%	5 (Five)	02 (Two)	01 (One)	08 (Eight)	01 (One)

(*) One vacancy for Locomotor Disability (LD)- One Arm (OA)/One Leg (OL), Leprosy Cured, Acid Attack victims as per Rly. Bd's L/No. E(GP)/2022/2/20 dated 18.08.2022 & 14.11.2022.

As decided by Railway Board vide L/No. E(GP)2022/2/4 dated 28.06.2022 & 04.10.2022, that 70% selection for promotion to Group 'B' posts in all Organised departments in the vacancy cycle beginning from 01.01.2023 to 31.12.2024 are to be conducted through the Centralised Computer based Objective type examination by NAIR.

1. DATE & VENUE OF EXAMINATION & VIVA-VOCE:- will be notified in due course.

2. Eligibility (As on 01.01.2023)

The list of eligible Group 'C' employees of Commercials Department (rendered not less than 03 years of non-fortuitous service as on 01.01.2023 in scale Rs. 5000-8000, V-PC/PB-2 Rs. 9300-34800/- with Grade Pay Rs. 4200/- VI-PC/Pay Matrix Level- 6 of VII PC & above), who are eligible to appear in the 70% selection and standby list are enclosed herewith and marked as Annexure- "A" and Annexure- "B" respectively containing 26 names [24 employees + 2 twice failed employees] in the main list and 26 names in the standby list in order of seniority. They may be asked to be in readiness to appear for written examination which will be held through Centralised CBT on 22.01.2023 as per Rly. Bd's L/No. E(GP)2022/2/4 dated 18.10.2022. The notification may be got noted from the employees concerned enlisted in Annexure 'A' and Annexure 'B'.

Normally there is no provision for holding absentee/supplementary written examination. However, in exceptional circumstances where sufficient and satisfactory reasons/proof beyond control of candidatesare available, (viz. either the candidate under RMC or he was not spared by his controlling officer due to administrative reasons), only such candidates may be allowed to appear in absentee/supplementary written examinationwith approval of the competent authority. It will be responsibility of the candidate to advice reasons of absence through controlling officer to Dy.CPO(Gaz.)/E.C.Railway/Hajipur within 02 days from the date of CBT/written examination. In case of failure to comply the above instructions by the candidate, he/she will not be allowed to appear in the absentee written examination, if held.Schedule of Supplementary examination will be notified in due course.

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Reservation in promotion to the persons with Benchmark Disability (PwBD)- Promotion from Group 'C' to Group 'B' post applicable as per the Railway Board letter no. E(GP)2022/2/20 dated 18.08.2022 & 14.11.2022.

(3) The above selection will be based on candidate's performance both in CBT/Written examination, viva-voce and Record of Service. The candidates who qualify in the CBT/Written examination followed by medical test and found fit in the requisite medical category will only be eligible for viva-voce test.

The placement of the candidates in the panel will be based on their performance in the CBT/Written examination, Viva-voce & Record of service as per extant instruction of Railway Board. The candidature of the candidates is accepted provisionally. In case, any candidate is subsequently found ineligible for the above selection at any stage, his/her candidature will be rejected without any further notice.

(4) The cut-off date of eligibility for candidates both for 70% selection and corresponding 30% LDCE (to be notified later) is **01.01.2023.**

The main & stand-by list of candidates of Commercials Department who are eligible to appear in the selection to the post of ACM(Gr.'B') against 70% quota are enclosed and marked as Annexure- 'A' and Annexure- 'B' respectively in order of seniority.

Representation, if any, against the seniority position, omission/commission of any name may be sent to Dy.CPO(HQ)/ECR/HJP through proper channel with a copy to Dy.CPO(Gaz.)/ECR/HJP within 02 days from the date of issue of notification. No representation will be entertained after stipulated period in any circumstances.

The controlling officers should give wide publication to this notification amongst the eligible staff under their control and ensure submission of willingness/unwillingness & required details in prescribed proforma (Annexure-C) of all the eligible candidates enlisted.

The willingness/unwillingness with required details/information of all the eligible candidates enlisted in Annexure-"A" and Annexure- "B" may be sent to their controlling officer within the stipulated time. The last date for submission of willingness/unwillingness by the eligible candidates duly countersigned by their controlling officer to Dy.CPO/Gaz/ECR/HJP is 19.01.2023.

(5) Sr. DPOs/Personnel Officers of the Divisions/Units are requested to ensure that the Staff Welfare Inspector/Sectional Staff Welfare Inspector are deputed to obtain willingness/unwillingness with required details/information on the prescribed proforma (Annexure- "C") from the candidates(including staff on deputation/leave/sick)of Annexure- 'A' & 'B' and got verified from the concerned 'P' Branch. If any candidate refuses to provide willingness/unwillingness, the deputed Staff Welfare Inspector should submit a written report regarding non-submission of option by the candidate. Such candidates will be treated as unwilling for the above selection.

Above exercise should be completed within the target date and all the relevant papers should reach to Dy. CPO(Gaz.)/ECR/HJP by**19.01.2023**positively, so that a final list of eligible willing candidates may be published.

The controlling officers are also requested to co-ordinate with the Personnel Officers and staff to complete the above exercise within time frame.

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(6) CBT/Written Examination:- The examination will be conducted as per guidelines/instructions contained in Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019) & E(GP)2022/2/4 dated 07.10.2022. The CBT/Written examination shall comprise of one paper which shall have 100% objective type multiple choice question only. The paper will be of 100 marks and the distribution will be as under:-

a) Professional Subject including optional questions of 10 marks on Official language policy & Rules:- 70 marks
b) Establishment and Financial rules:- 30 marks
c) Total:- 100 marks
d) Qualifying marks:- 60 marks with relaxation as per extant rules.
e) Duration of examination:- 02 Hours.

All Objective type questions will carry equal marks. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

Since the most of ACM is safety category, hence no relaxation is admissible to in prescribed medical examination as per extant rule.

(6-a) Viva-voce & Record of service:-

	Maximum Marks	Qualifying Marks
Viva-voce	25	30 (including at least 15 marks in the Record of Service)
Record of service	25	

(7) Syllabus:-In terms of Rly. Bd's Letter No. E(GP)2022/2/4 dated 07.11.2022, copy of syllabus for above selection is attached as Annexure-'D'.

(8) TRAINING OF SC/ST CANDIDATES:

It may be noted that in terms of Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022,before conducting written examination, mandatory Pre-selection coaching classes of 60 hours/15 working days to all **SC/ST eligible candidates** will be arranged by the department concerned. PCCM will nominate the in-charge(s) of pre-selection coaching. The in-charge(s) 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.

(8.1) Duty of the in-charge of Pre-selection Coaching (To be nominated by PCCM):

(i) To inform in writing through special messenger to the eligible SC/ST employee regarding date, time & venue of coaching.
(ii) To obtain in writing unwillingness to attend the coaching, if any, from the eligible SC/ST employees.
(iii) To co-ordinate and arrange sparing of the eligible candidates.
(iv) To chalk out coaching schedule.

(8.2) Duty of Controlling Officer:-

To spare the candidates under their control without fail in time with the direction to participate in the pre-selection coaching as well as to appear in the written examination also.

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

(i) To arrange 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 deemed to be refusal for the same.

(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 no supplementary coaching will be organized in any circumstances.

(iv) No appeal will be entertained by GM(P)/ECR/HJPoffice after completion of pre-selection coaching.

After completion of pre-selection 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 toDy.CPO/Gaz/HJP latest by **10.02.2023** for records and further action.

(09) Concerned Personnel Branch officer & controlling officers should ensure submission of up-dated service records and APARs of last 05 years and DAR/Vig. Clearance in respect of staff declared qualified for the viva-voce in due course/immediately after publication of the result of examination through special messenger to SPO/Gaz/ECR/HJP.

(10) The above selection will be held as per procedure laid down in Master Circular- 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 No.-15 of Master Circular- 68.

Please acknowledge receipt.

DA : Annexure- 'A', 'B', 'C'& 'D'

16/1/23

SPO(Gaz.)
For General Manager(P)/ECR/HJP

Annexure-'A'

Main list of eligible staff for appearing in selection to the post of ACM Gr.-'B' against 70 % quota.

S.No	Name (Sri/Smt/Ms.)	Designation	Present Place of Posting	Division /Unit	Community	DOB	DOA
1	M.Z.A.Rizavi	CCI	SEE	SEE	UR	05/01/1965	18/06/1993
2	Meghu Uraon	CIT	PNBE	DNR	ST	16/01/1964	29/03/1985
3	Rudra Nand Jha	CCI	DHN	DHN	UR	17/01/1967	02/11/1992
4	Amarjit Tirkey	CCI	BRKA	DHN	ST	07/01/1968	04/08/1986
5	Merry Anjali Toppo	CTI	MFP	SEE	ST	03/03/1967	14/12/1989
6	Dinesh Prasad	CCS	AUBR	DDU	UR	02/02/1964	02/11/1992
7	Jawed Alam	CS(P)	DNR	DNR	UR	23/02/1967	02/11/1992
8	B.K.Kumar	BS	PNC	DNR	SC	21/08/1965	19/08/1988
9	S.N.Singh	CTI	PG	DNR	UR	09/01/1964	02/11/1992
10	Prem Jeet Kumar	BS	JHD	DNR	SC	05/01/1964	26/11/1990
11	S.C.Singh	CSP	PNBE	DNR	UR	02/01/1968	12/08/1996
12	Dharmdeo Kumar	GSS	PNBE	DNR	SC	04/08/1964	18/03/1987
13	Arun Kumar	CS	Deputed at HJP	SPJ	UR	07/02/1965	02/11/1992
14	Sri Subhash Paswan	CS(P)	PPTA	DNR	SC	22/03/1966	30/11/1987
15	U.N.Paswan	CS	PNBE	DNR	SC	03/01/1964	12/08/1996
16	Yogendra Kumar	C.S	KUE	SEE	SC	01/05/1968	26/05/1992
17	Ram Rai Jonko	CIT	BRKA	DHN	ST	24/07/1963	26/06/1989
18	Ajay Kumar Uppadhaya	CCI	HJP	HQ	UR	12/10/1965	02/11/1992
19	Ganesh Kumar Bhagat	CCI	HJP	HQ	OBC	04/02/1964	26/04/1984
20	Arvind Kumar	Ch. OS	DHN	DHN	SC	25/12/1965	10/12/1986
21	Shashi Bhusan Prasad	CLA	HJP	HQ	UR	30/12/1964	17/09/1990
22	Ganga Sagar Mandal	CCI	BJU	SEE	ST	05/11/1965	12/12/2002
23	Kameshwar Prasad	CRS	DNR	DNR	SC	01/11/1969	26/06/1996
24	Ram Subhash	CLA	DRM/DDU	HQ	SC	15/10/1965	09-06-1989
25	Narendra Kumar Singh	CLA	DRM/DNR	HQ	UR	30/09/1964	24/04/1993
26	Chandrashekhar	CLA	DRM/SEE	HQ	UR	06/04/1966	02-05-1995

16/11/23

Annexure-'B'

Stand by list of eligible staff for appearing in selection to the post of ACM Gr.-'B' against 70 % quota.

S.No	Name (Sri/Smt/Ms.)	Designation	Present Place of Posting	Division /Unit	Community	DOB	DOA
1	Ranjeet Kr. Sinha	CLA	DRM/SPJ	HQ	UR	01/06/1967	30-09-1993
2	Naresh Kumar	CIT	PPTA	DNR	SC	27/10/1963	07/11/1987
3	Vijay Lal Choudhari	CIT	DNR	DNR	SC	15/01/1963	18/01/1988
4	Sri Sanjay Kumar	BS	JAJ	DNR	UR	12/02/1966	25/05/1999
5	Sri Bhanu Chandra	CRS	ARA	DNR	UR	26/01/1964	16/12/1983
6	Sri Onkar Nath	CRS	PNBE	DNR	SC	14/04/1974	13/04/1999
7	Sri C.B.Prasad	CRS	RJPB	DNR	SC	15/01/1964	12/04/1999
8	Sakal Dev Paswan	CTI	BJU	SEE	SC	20/05/1964	05/09/1987
9	Bijay Kumar Yadav	CTI	SEE	SEE	UR	10/01/1965	26/05/1984
10	Shivjee Paswan	CTI	HJP	SEE	SC	10/08/1967	11/06/1991
11	Mani Braik	CIT	RJPB	DNR	ST	08/05/1966	03/12/1990
12	Mahendra Choudhari	CIT	KEU	DNR	SC	03/08/1966	18/01/1988
13	H.K. Das	CIT	RJPB	DNR	SC	12/07/1965	12/03/1990
14	A. K. Hambaram	CIT	KEU	DNR	ST	17/11/1968	08/09/1989
15	Ajeet Kumar Bara	C.S	NRPA	SEE	ST	14/02/1966	19/08/1992
16	Vivekanand Nand Marandi	C.S	HJP	SEE	ST	15/08/1971	16/09/2002
17	Rajesh Kumar	C.S	UTS/ PNBE	SEE	SC	26/01/1977	20/09/1995
18	Harindra Kumar Ram	C.S	DOL	SEE	SC	18/01/1966	02/01/1988
19	Kailash Prasad Singh	CCI	NNA	SEE	UR	27/02/1964	05/06/1991
20	Ram Baran Tiwari	CRS	ZRTI/MFP	SEE	UR	16/04/1964	28/09/1992
21	Manik Chand	CS	DBG	SPJ	UR	08/01/1969	31/03/1999
22	Ridhi Nath Prasad	CLA	DGM/Law	HQ	UR	16/10/1976	16/05/2005
23	Subhash Chandra	CTI	MFP(N)	SPJ	SC	21/09/1967	11/02/1987
24	Sathish Kumar	CTI	RXL	SPJ	UR	03/06/1964	30/11/1982
25	Akshaya Kumar	CCI	HJP	HQ	OBC	10/06/1968	28/05/1999
26	Pankaj Priyadarshi	CCI	HJP	HQ	OBC	01/03/1978	16/04/2001

ANNEXURE –'C'

To,

The General Manager (P)
East Central Railway,
Hajipur

Sub: Selection to the post of ACM(Gr.'B') against 70% quota.

Sir,

1. I.....Designation.....Station.....

.....hereby acknowledge the receipt of the above notification.

2. I am .....(willing/unwilling)to participate in the above selection.

3. My information for Gr.'B' Selection are given below;-

Sl. No.	Particualar	Filled by candidates
01	Name of applicant	
02	IPASS Number	
03	HRMS ID	
04	Designation	
05	Mobile No.	
06	Email.ID	
07	Place of posting	
08	Division/workshop/unit	
09	Controlling officer	
10	DOB (DD/MM/YYYY)	
11	Community (UR/SC/ST)	
12	Whether a PwBD requiring scribe (Yes/No)	
13	Weather belong to PwBD/ if yes, choose the correct sub category i.e. LD-OA/OL, leprosy cured, Acid Attack Victims.	

Your's faithfully

Dated:

Signature of the candidate

Forwarded by

Signature of the controlling officer
Designation:
Stamp:

Signature of concerned (P) Branch officer
Designation:

17/11/09

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4 New Delhi, dt:07/11/2022

The General Managers,
All Indian Railways/PUs.

(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G)

Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of Centralized Computer Based Multiple Choice Objective type examination (CBT) in all departments having Organised Services

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above

M Saluja
07/11/22

(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
E.mail ID- meena.1964@gov.in

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.

2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.

3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.

4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.

5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.

6. The Railway Services (Conduct) Rules, 1966 and related instructions.

7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.

8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.

9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.

10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.

11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.

2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.

3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.

4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.

5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.

6. Financial & Cost Control in Railway Workshops/Sheds/Units.

7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.

8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.

9. Delegation of Powers.

10. Losses, Frauds and Embezzlements.

11. General Financial Rules

12. Government e-Market (GeM)

13. Classification of Railway Revenue (Earnings)

14. Information Technology in general with specific reference to Railway's IT Applications

15. Taxation matters with special focus on GST & Income Tax

16. Organization of CGA and C&AG

17. Any other topic felt necessary from time to time

6. SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORATION AND COMMERCIAL) DEPARTMENTS

A. TRAFFIC (TRANSPORTATION)

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

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances 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 Wagon & Engine 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 Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

- Engine Utilization aspects requiring special attention: -.
    - ❖ Engine Crew and Train Crew Schedule.
    - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
    - ❖ Power Plan: Assessment of Loco Requirement.
    - ❖ Movement of Dead Locomotives.
    - ❖ Management of Maintenance Schedule of Locomotives.
    - ❖ Shed and Traffic Outage of Locomotives.
    - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transhipment 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 Explosive and other General Goods.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- *W*agon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of 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.
- 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 (EOL) System.
    - ➢ Mini/Two Point/Multi Point Rake System.
    - ➢ Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

Consignments.

- Maximum Moving Dimensions. *W*agon Census.
- IT applications: -

  ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)

  ✓ ICMS and Coaching Operations Information System(COIS)

  ✓COA

  ✓CMS

  ✓ SATSANG

  ✓RTIS

- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics

- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, *W*TR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of *M*arshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. 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 before starting and while on run and during abnormal/unusual situations.
- Role & 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.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- 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.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
  - Improved Signaling and Inter-locking arrangement
  - SM's central and inter cabin control over route
  - Track circuit and Axle counters
  - Route Relay Inter-locking
  - Solid State Interlocking/Electronic Interlocking
  - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
  - Wheel Impact Load Detector (WILD)
  - End of Train Telemetry (EOTT) and its functions.
  - Centralised Traffic Control (CTC)
  - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP,SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transhipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.

- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.

- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.

- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.

- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.

- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.

- MGR and Ro-Ro Policies.

- Out Agencies, City Booking Offices and other Ancillary Services.

- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.

- Dedicated Freight Corridor.

- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.

- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.

- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.

- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.

- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate 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 Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot *M*odule), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.