EAST CENTRAL RAILWAY

Office of the
General Manager(P)
Hajipur

Secy (Estt)/Railway Board, New Delhi.
Secy. to GM- for kind information of GM,
Secy. to AGM- for kind information of AGM,
General Manager (P) CORE/Allahabad &GM(P)/N.E.Rly/GKP
CAO/Con/South/MHX & CAO/Con./North/MHX, CPD/RE/DNR
SDGM, PCCM, PCOM & PCSO/ECR/HJP
All DRMs/Sr. DOMs/Sr. DPOs/ Sr DCMs/ DOMs/ECR/DCMs/ECR
CAM/DHN, CWM/PD/ECR/DDU, WS/SPJ & CRW/HRT, CPO/Law& Con/Patna
Dy. CPO/IR&W/ECR/HJP & SPO/Con/MHX, PO/RCT/Patna
Principal/ZRTI/Bhuli & MFP
APO/MPP/HJP - For upload on Website.
All Extra Divisional Units & General Secretary/ECRKU

Sub :-LDCE for the post of Assistant Operations Manager (Group-'B') in Level-8 of Pay Matrix as per 7th PC against 30% quota as special drive.

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With the approval of General Manager, it has been decided to hold a selection LDCE for forming a **panel of 02 persons** for the post of AOM (Gr.-'B') against 30% quota over E.C.Railway, as per details given below:-

LDCE	UR	SC	ST	Total
AOM (Gr.'B') 30%	02	Nil	Nil	02

As decided by Railway Board vide L/No. E(GP)2022/2/4 dated 14.03.2024, 14.12.23, 28.06.2022, 06.09.2022 & 04.10.2022, that 30% LDCE 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 as a special drive.

(1) (a) **Tentative date Of Examination (CBT):- 23.06.2024**
(b) **Venue of Examination (CBT)& Date of Viva Voce :- Will be notified in due course**

(2) **Eligibility:-(As on 01.01.2023)**

(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 4200/- & above as per RBE No. 92/2015) including those working in other Railways/Units/Construction or Project Organisation on deputation having lien and seniority on any Division/Unit of East Central Railway who have completed minimum 05 years of non-fortuitous service in above Grade/Grades as on 01.01.2023 are eligible to volunteer to appear in selection against LDCE.
NB:-However, Those Gr.'C' employees who have been given financial up-gradation in Grade Pay 4200/- or above in PB-2 (9300-34800/-) under ACP/MACP are not eligible to volunteers for the above (LDCE) examination.

(b) The cut-off date of eligibility for candidates for 30% LDCE is 01.01.2023, which is same as in the earlier part selection of 70% Quota as special drive.

Contd…. P/2

(c) As per Railway Board's letter No. E(GP)2005/2/74 dt.13.03.08(RBE 40/08) in case of persons transferred at his own request to a new unit in the same category of post 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.

(d) Those Railway employees who have come own request transfer/mutual transfer and joined E. C. Railway after the cut-off date i.e. 01.01.2023 will not be eligible to appear in this examination.

(3) 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 their lien.

(4) Eligible staff working in the Construction/Project Organization on deputation, training and any Ex-cadre Organization and having lien and seniority in any Divisiion/Unit of ECR, who desire to volunteer for the above LDCE may also submit their application through proper channel i.e. their respective Personnel Branch officer, where they hold lien. The concerned Divisions/Units should send copy of notice to the staff who are on deputation after being released from that Divisions/Units.

(5) When an employee is holding an ex-cadre post, details of his/her post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned. It may be ensured that wide publicity is given to this notification amongst all the eligible staff. It is the personal responsibility of the personnel Officers/Controlling Officers of the Units to ensure that the notification reaches to all the eligible employee well in time.

(6) 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.

(7) The above LDCE will be based on the candidate's performance in written examination, viva-voce & record of service. Only the candidates, who qualify in the examination and found medically fit for Safety category of AOM (Gr.B) as prescribed in Indian Railway Medical Manual will be called for Viva-voce test. The placement of the candidates in the panel will be based on their performance in written examination, Viva-voce test and Record of service as per extant instructions of Railway Board and will be strictly as per merit.

(8) **Pattern of Examination:**

(i) The Examination will be conducted as per guidelines/instructions contained in Railway Board letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019), E(GP)2022/2/4, dt. 28.06.2022, 06.09.2022 & 11.11.2022.

The CBT/Written examination shall comprise of only one paper which shall have 100% objective type multiple choice question only. The paper will be of 150 marks and the distribution will be as under:-

a) Technical (Professional) subject:	80 marks
b) General knowledge including optional questions of 15 marks on official language Policy & Rules:	40 marks
c) Establishment and Financial rules:-	30 marks
d) Qualifying marks:-	90 marks
e) Duration of examination:-	03 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.

Contd…. P/3

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

Head	Maximum Marks	Qualifying Marks
Record of Service -	25 ┐ Total	30 in which 15 marks for Record
Viva-voce test -	25 ┘ 50 marks	of service will be essential.

(9) **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-'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 12.04.2024.**

(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 by 15.04.2024.

(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 to avoid any factual errors.

(e) All the scrutinized applications should be sent in a bunch through special messenger to **Dy.CPO/Gaz. /ECR/ HJP on or before 19.04.2024 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 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.

(12) ACTION TO BE TAKEN ON RECEIPT OF APPLICATIONBY CONCERNED PERSONNEL OFFICERS/CADRE CONTROLLING OFFICERS:-

(a) The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars of the applications with the Service Records and other relevant records and certify the correctness of each column of the application. Without such certification, application received will summarily be rejected and the responsibility will be fixed for incorrect or incomplete certification against the Officer who will certify/verify. The Personnel Officer/Cadre Controlling Officer should invariably write "Checked and verified" in each and every application after checking and verifying the details duly attesting their signature and date of certification (the date of certification should invariably put in the application).

In case, the Personnel/Cadre Controlling Officers do not put the date after certification or merely forward the application without checking and verifying the details, the matter would be brought to the notice of PCPO and concerned PHOD for taking action against him.

(b) It may please be noted that Controlling Officers/heads of the Units have no discretion to entertain any application beyond the last date. **The applications of the employees who are eligible, should only be forwarded after verifying the other relevant particulars and ineligible application should not be forwarded.**

(C) The Personnel Officer/Cadre Controlling Officer should forward the scrutinized and checked applications in one bunch together under one covering letter furnishing **the details in the following pro forma addressed to Dy.CPO/Gaz./HQ by 19.04.2024** indicating therein the total number of applications forwarded. (The details should be sent in soft copy in (MS Excel format also as in the form given in item-D below). The applications rejected may be intimated to the individuals giving reasons thereof by the concerned Unit/Divn where lien and seniority of concerned staff held.

Contd…. P/4

Proforma:-

Sl. No.	Particular/details of candidates	To be filled
1.	Name of applicant	
2.	IPASS Number	
3.	HRMS ID	
4.	Designation	
5.	Mobile No.	
6.	Email.ID (clearly)	
7.	Place of posting	
8.	Division/workshop/unit	
9.	Controlling officer	
10.	DOB (DD/MM/YYYY)	
11.	DOA (DD/MM/YYYY)	
12.	Community (UR/SC/ST)	
13.	Date of regular promotion to Grade pay (4200/- & 4600/-)	
14.	Total service in (GP) Rs. 4200/- & above in Commercial Deptt. As on 01.01.2023	
15.	Belongs to PwBD (40% or more), if yes mention category and attach certificate.	
16.	If a PwBD, whether entitled to Scribe (Yes/No).	
17	Whether came in present unit on own request transfer basis or Mutual transfer basis? (mention 'Yes' or 'No')	Own request transfer :- Mutual transfer :-
18	If came in present unit in on Own request basis or Mutual transfer basis, following details must be mentioned :-	

Name of the the Railway/Division/unit came from	Pay level nad date of seniority fixed in present unit on own request transfer basis.	Pay level and date of seniority fixed in present unit on mutual transfer basis

(13) TRAINING OF SC/ST CANDIDATES:-
As there is no reserved vacancy available, Pre-selection training is not required as per para (ii) RBE No. 142/2019 dated : 28.08.2019.

(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 concerned Personnel Branch Officer & Controlling Officers should ensure the submission of service records and ACRs/APARs of 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 written examination through special messenger to SPO/Gaz/ECR/HJP.

(16) 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.

(17) Application received after the target date should not be entertained and the same should be disposed off at the Division/Extra Divisional level by rejecting them on account of late receipt under advice to this office.

Please acknowledge receipt.

DA:- (i) Proforma of application (Annexure 'A').
(ii) Syllabus (Annexure 'B')

Digitally Signed by Alok Srivastava
Date: 21.03.2024 16:52:47
Reason: Approved

SPO/GAZ
for General Manager(P)/HJP

File No.ECR-HQ0PERS(OPTG)/3/2024-O/o Dy.CPO/Gaz/HQ/ECR

Annexure 'A'

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

1. Information regarding candidate:

Sl. No.	Particular	Filled by candidates
1	Name of applicant (In Block letter)	
2	IPASS Number	
3	HRMS ID	
4	Designation	
5	Mobile No.	
6	Email.ID	
7	Place of posting	
8	Division/workshop/unit	
9	Lien at	
10	Controlling officer	
11	DOB (DD/MM/YYYY)	
12	DOA (DD/MM/YYYY)	
13	Educational Qualification	
14	Community (UR/SC/ST) (if SC/ST, a copy of caste/Tribe Certificate duly attested by a Gazetted officer should be enclosed with application	
15	Belongs to PwBD (40% or more), if yes mention category and attach certificate.	
16	If a PwBD, whether entitled to Scribe (Yes/No)	
17	Whether came in present unit on own request transfer basis or Mutual transfer basis ? (mention 'Yes' or 'No')	Own request transfer :- Mutual transfer :-
18	If, came in present unit on own request basis or Mutual transfer basis, following details must be mentioned :-	

Name of the the Railway/Division/unit came from	Pay level and date of seniority fixed in present unit on own request transfer basis	Pay level and date of seniority fixed in present unit on mutual transfer basis

2. Date of appointment/promotion (on regular basis) and Length of non-fortuitous service (on regular basis) as on 01.01.2023.

Grade	Date of appointment/ promotion (on regular basis) [in DD/MM/YYYY]	Length of non-fortuitous service (on regular basis)			
		As on	Year(s)	Month(s)	Day(s)
(a)In PB-II GP-4200					
(b)In PB-II GP-4600					

3. Present pay & level (GP) & Date of promotion to present scale/grade. :-

4. 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 improper, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

SIGNATURE OF THE CANDIDATE (in HINDI) SIGNATURE OF THE CANDIDATE (in ENGLISH)

(A) Forwarding of application (filled-up) furnished by the candidate to the Personnel Branch Officer by his/her controlling officer :-

The application is in 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 01.01.2023** should be indicated invariably in the following format.

Sl. No.	Name(S/Shri) of immediate senior	Designation	Pay leves(GP)	Year(s)	Month(s)	Day(s)
			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 checked and 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 application is hereby forwarded to GM (P)/Hajipur for further necessary action.

Digitally Signed by Alok Srivastava
Date: 21-03-2024 17:10:54
Reason: Approved

SIGNATURE OF THE CADRE ('P' BRANCH) OFFICER (With office seal & date)

Note:- The application with any column unfilled will be summarily rejected

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 *Wo*rkshops/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, *M*aintenance 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 Ll 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, A*v*erage 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/*G*uards 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, GS*T*/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 *W*agons, 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 Rail*w*ays 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.
- *V*ande 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 Railway*s*.
- 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 Surve*y.*
- 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 o**f 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.