File No.ECR-HQ0PERS(Gaz)/17/2024-O/o Dy.CPO/Gaz/HQ/ECR

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

Secy. to GM- for kind information of GM
AGM/ECR/HJP
All PHODs/CHODs, ECR/Hajipur
CAO/Con/S & N/MHX
SDGM/ECR/HJP
CPO/A/ECR/HJP
DRMs/ECR- DNR, DDU, DHN, SEE & SPJ
CWM(PD)/MGS, CRW/HRT & WS/SPJ
Sr. DPOs/ECR- DNR, DDU, DHN, SEE & SPJ
Dy.CPO(IR&W)& Dy. CPO(MPP)/ECR/HJP,
Addl. Registrar/RCT/Patna
DGM(Law)/ECR/Patna,
Sr.LOs/LOs/ECR
APO/MPP/HJP (For uploading on website)
All Extra Divisional Units.

Sub: Selection for the post of Law Officer (Group'B') in Level-08 of Pay Matrix.

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With the approval of Competent Authority, it has been decided to hold a selection for formation of the panel against **05**vacancies **(UR-03, SC-01& ST- 01)** for the post of **Law Officer**(Group 'B') over E.C.Railway, as per details given below: -

Selection	UR	SC	ST	Total	PwBD (*)
Law Officer (Gr. 'B')	03 (Three)	01 (One)	01 (One)	05 (Five)	01 (One)

(*) Horizontal Reservation in promotion to the persons with Benchmark Disability (PwBD):- One vacancy for LDas per Rly. Bd's L/No. E(GP)/2022/2/20 dated: 18.09.2022& 14.11.2022.

(1) Schedule of Examination:- To be notified separately.

(2) Eligibility Criteria:-Chief Law Assistant in Level 7 in the pay matrix (Rs. 44900-142400), who have rendered not less than 2 years non-fortuitous service in the grade, as on 09.02.2024 are eligible to appear in the above selection as per extant Rule.

(3) The above selection will be based on candidate's performance both in written examination, Viva-Voce and record of service. The candidates who qualify in the 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 candidate in the panel will be based on their overall performance in the written examination, Viva-Voce and record of service as per extant procedure.

(4) The list of candidates who are eligible to appear in the said selection is enclosed herewith and marked as Annexure- 'A' and Annexure- 'B' (Stand-by) in order to seniority. Annexure- 'A' containing 23 names in the main list.Annexure-'B' contains 08 names in the standby list. Only 08 eligible candidates are available for standby list.

Contd…….

Representation, if any against the seniority position, omission/commission of any name may be sent to Dy. CPO(IR&W)/ECR/HJP through proper channel with a copy to Dy. CPO(Gaz)/ECR/HJP within 15 days from the date of issue of notification. No representation will be entertained after stipulated period in any circumstances.

The candidate must submit their willingness/unwillingness by**01.07.2024** and Controlling Officers should ensure to send the same to this office by **03.07.2024**. If any candidate fails to furnish his willingness/unwillingness, his claim will not be entertained.

(5) Normally there is no provision for holding absentee written examination. However, in exceptional circumstances where sufficient and satisfactory reasons/proof beyond control of candidate is 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 written examination with the approval of competent authority. It will be responsibility of the candidate to advise reasons of absence through controlling officer to Dy.CPO/Gaz/E.C.Railway/Hajipur within 03 days from the date of 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.

"It is the responsibility of the controlling officer to spare the candidates in time so that they are able to appear in the written exam."

(6) The Personnel Officers of the Divisions/Units are requested to depute Personnel Inspectors to obtain willingness/unwillingness on the prescribed proforma enclosed as Annexure-C from the candidates (including on deputation/leave/sick). If any candidate refuses to submit his willingness/unwillingness, the deputed Personnel 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 willingness/unwillingness forms should reach to Dy.CPO/Gaz/ECR/HJP by **03.07.2024**positively, so that a final list of willing eligible 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.

(7) Written Examination: The written 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). The written examination shall comprise of one paper which shall have 100% objective type multiple choice questions only. The question paper will be of 100 marks and the distribution will be as under:-

a) One Paper on Professional Subject including optional question of 10 marks on official language policy & Rules.	70 Marks
b) Establishment and Financial Rules	30 Marks
c) Qualifying marks	60 Marks
d) Duration of examination	02 Hours

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

Best amongst failure scheme for candidates belonging to reserved categories in non-safety category posts will continue as per existing instructions.

Contd…….

(8) Record of service and Viva-Voce:-

	Max Marks	Qualifying Marks
Viva-Voce	25	30 (including at least 15 marks in the record of service)
Record of Service	25	

(9)Syllabus:-In terms of Board's letter no.E(GP)2015/2/20 dated 14.12.2016 (RBE No. 151/2016) & letter no. E(GP)2005/3/69 dated: 04.12.2023 (RBE No. 134/2023), Copy of syllabus for the above selection is attached as **Annexure-'D'**.

(10) TRAINING OF SC/ST CANDIDATES:-

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022, before conducting written/main 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. AGM will nominate JAG or above officer as an incharge(s) of pre-selection coaching. The in-charge(s) will also intimate the date and venue of the pre-selection coaching to the eligible SC/ST candidates in due course.

If any SC/ST candidate refuses to undergo pre-selection coaching, a written undertaking should be obtained from him/her and the same may be sent to the Dy.CPO/Gaz/ECR/HJP as well as AGM/ECR/HJP. 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.

(10.1)Duty of the in-charge of Pre-selection Coaching (To be nominated by the concerned PHOD):

(i) To inform in writing through special messenger to the eligible SC/ST employee regarding date, time & venue of coaching.
(iii) 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.

(10.2) 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 main examination also.

(10.3) 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 preselection coaching.

Contd…….

After completion of coaching, the in-charge of the pre-selection coaching will give a written report along with all supporting papers including attendance sheet of SC/ST participants which must be sent to Dy.CPO/Gaz/HJP in due course.

(11) The controlling/authorized officer should ensure the issue of individual sparing letter/identity slip (in prescribed format) duly attesting specimen signature of the candidate on the sparing letter/identity slip. The candidates without proper sparing letter/identity slip (only in prescribed format only) will not be allowed to appear in the examination. Prescribed sparing letter/identity slip is attached as **Annexure-'E'**.

(12) On being selected, the candidates will require to exercise option within 30 days of the result of the selection in writing that they will continue in legal cadre only and will not claim for their further advancement in any other general post like ACM or APO. Option once exercised should be treated as final as per Railway Board's letter no. E(GP)2000/2/84 date30.01.2001.

(13) All the controlling officers are requested to notify the contents of this notification to all concerned employees working under their control.

DA: - (i) Annexure-'A' & 'B'
(ii) Annexure-'C'
(iii)Annexure- 'D'
(iv) Annexure- 'E'

Digitally Signed by Alok Srivastava
Date: 14-06-2024 12:22:40
Reason: Approved

SPO/Gaz
for General Manager(P)

ANNEXURE- A

List of eligible candidates for the selection of Law Officer (Group 'B')

Sl. No.	Name (Sri)	Community	Desig.	Working under &Place of Posting	DOB
1	ShashiBhusan Pd.	UR	CLA	PCCM/Claim	30.12.1964
2	Ram Subhash	SC	CLA	DRM/DDU	15.10.1965
3	Narendra Kr. Singh	UR	CLA	DRM/DNR	30.09.1964
4	Chandrashekhar	UR	CLA	DRM/SEE	06.04.1966
5	Ranjeet Kr. Sinha	UR	CLA	DRM/SPJ	01.06.1967
6	Niranjan Kr. Jha	UR	CLA	DRM/SPJ	12.06.1976
7	Awadhesh Kumar Sinha	UR	CLA	DGM/Law	05.11.1966
8	Deepak Kumar	UR	CLA	PCCM/Claim	15.12.1979
9	Bipul Kumar	UR	CLA	PCPO/HJP	23.12.1979
10	Govind Kumar	UR	CLA	DGM/LawCLA/ECR (presently Manager/Law on deputation at NHSRCL)	07.01.1978
11	Arun Kumar Singh	UR	CLA	PCPO/HJP	05.05.1976
12	Sunil Kumar	UR	CLA	DRM/DNR	15.01.1973
13	Raj Kumar	UR	CLA	DGM/Law	03.04.1976
14	Manish Kumar	UR	CLA	PCCM/Claim	02.04.1977
15	AmrendraNathVishawas	UR	CLA	DRM/SEE	01.03.1983
16	Rajendra Kumar	UR	CLA	DRM/DHN	01.05.1977
17	Munendra Kumar	SC	CLA	DRM/DDU	11.09.1983
18	Mohan Singh	ST	CLA	PCCM/Claim	02.05.1978
19	Niraj Kumar	UR	CLA	DGM/Law	17.12.1975
20	Adarsh Kumar	UR	CLA	CAO/CON.	02.10.1986
21	Ranjit Kumar	UR	CLA	RCT/Patna	08.06.1975
22	Manish Chandra	UR	CLA	DRM/DHN	06.02.1979
23	Ravi Prakash	UR	CLA	DRM/DDU	05.05.1979

(Twenty three names only)

ANNEXURE- B

Reserved list of candidates for the selection of Law Officer (Group 'B')

Sl. No.	Name (Sri)	Community	Desig.	Working under &Place of Posting	DOB
1	Bali Ram Prasad	UR	CLA	PCCM/Claim	24.02.1976
2	Vikas Kumar	UR	CLA	CAO/CON.	01.03.1983
3	Bijendra Kr. Yadav	UR	CLA	PD/DDU	06.05.1973
4	Ravindra Kumar	UR	CLA	PCPO/HJP	23.01.1981
5	Priyanka	UR	CLA	DGM/Law	14.01.1986
6	Ramesh Kr. Mishra	UR	CLA	CAO/Con.	10.05.1982
7	Vikrama Ram	SC	CLA	DRM/DHN	08.10.1976
8	Sunil Kumar	SC	CLA	PCCM/Claim	05.01.1989

(Eight names only)

ANNEXURE- C

To,

The General Manager (P)
E.C.Railway,
Hajipur.

Sub : Selection to the post of Law Officer (Gr. B)
Ref: Your notification no. ECR-HQ0PERS(Gaz)/17/2024dated14.06.2024

Sir,

1. I …….. Designation ……. Station ……. . Hereby acknowledge the receipt of the above notification.
2. I …….. (willing/unwilling) to participate in the above selection.
3. I am also …….. (willing/unwilling) to participate in the pre-selection coaching (only for SC/ST candidates).
4. Other details/information for Gr. 'B' Selection are given below:-

Sl.No.	Particular	Filled by candidate
01	Name of applicant	
02	Date of Birth	
03	IPASS Number	
04	HRMS ID	
05	Designation	
06	Place of posting	

Your faithfully

Date : Signature of the candidate

Sl. No. ……in Annexure ……..

Forwarded by

Signature of the Controlling Officer
Designation:
Stamp:

Signature of concerned (P) Branch Officer
Designation:
Stamp:

ANNEXURE-D

SYLLABUS FOR SELECTION FOR GROUP 'B' POST OF LAW OFFICER (Gr. 'B')

a) Professional Subject including Official language policy

1. Constitution of Inidia

Part-III(Article 12 to Article 35), Part IV (Article 36 to Article 51), Article-285, 299, 300, 309, 310 and 311, Part VII (Article 342 to 351)

2. Indian Contract Act, 1872

The complete Act

3. Arbitration and Conciliation Act, 1996 as amended in 2016

The complete Act

4. The Right to Fair compensation and transparency in Land acquisition Rehabilitation and Resettlement Act. 2013

The complete Act

5. The Railways Act 1989

Chapter-II, Chapter-IV, Chapter-IVA, Chapter-VI, Chapter-VII, Chapter-IX, Chapter-XII, Chapter-XIII, Chapter-XIV and Section 137, 142, 143, 144,145,146, 147, 148, 149, 151,156,161, 164, 166, 167, 179, 192 and 193.

6. The Railway Claims Tribunal Act, 1987

The complete Act

7. Civil Procedure Code

- Sections9,10,11, 20, 60, 79, 80, 96, 97, 100, 113, 114 and 115
- Order IV
- Order VI-Rule 1,2,3,4 and 5
- Order VIII-Rule 1, 2, 3, 4 and 5
- Order XXVII- Rules 1 and 2
- Order XLI- Rules 1,2 and 3A
- Order XLIII-Rules 1 and 2
- Order XLVIII-Rules 1 and 3

8. Administrative Tribunal Act, 1985

The complete Act & Rules

9. Consumer Protection Act, 1986

The complete Act & Rules

10. Personal Laws

Provisions for valid marriage, adoption, divorce, inheritance

11. Environment Law & Provisions

(i) Law pertaining to pollution of water and air
(ii) Law relating to Forest and water bodies
(iii) Jurisdiction and function of National Green Tribunal
(iv) Functions of State Pollution Board
(iv) Disposal of Industrial Waste & Bio-waste

12. Labour Laws

Factories Act, Employees' compensation Act, Payment of Wages Act. Minimum Wages Act and Industrial Dispute Act & Rules therein

13. Other Provisions

Partnership Act, Limitation Act, Different types of Mortgages, General Conditions of Contract (GCC), IRS conditions of contract for Stores Department amended from time to time, Motor Vehicles Act, MSME Act.

14. Railway Servants (Discipline & Appeal) Rules, 1968 and Railway Services (Conduct) Rules, 1966

The complete Rules

15. Right to Information Act, 2005

The complete Act &Rules

16. The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal Act), 2013

Sections 3, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 26, 27.

17. Workmen's compensation Act, 1923.

The complete Act &Rules

18. Official Language Policy and Official Language Rules.

b) Establishment and Financial Rules

- **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.

- **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.

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ANNEXURE- E

EAST CENTRAL RAILWAY

O/o .....

.....
(Name of the office)

No. ……..……(Relevant file Number) Date ……(Issuing date)

To

.....

.....

Sub: Sparing of staff to appear in Departmenttal Examination for …….

Ref.: Letter No. …… dated …….

Name:-

Designation :-

Name of exam :-

Venue of exam :-

Date of exam :-

Reporting Time :-

Signature of the candidate:-

Signature Attested

Photograph of the candidate:-

Photograph Attested

(Signature of issuing Authority)

With Name, Designation & Office Seal