EAST CENTRAL RAILWAY

Office of the
General Manager(P)
Hajipur

File No. ECR-HQ0PERS(OPTG)/0010/2024 (Comp. No. 297842) dt. 18.11.2024

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

Sub :- Selection for the post of **Assistant Operations Manager (Group-'B')** in Level-8 of Pay Matrix, (Pay Band Rs. 9300-34800/- (PB-2) Grade Pay –4800/- as per 6th CPC) against 70% quota.

Ref :- (i) Railway Board's letter No. E(GP)2024/2/28 dated : 27.09.2024 & 08.10.2024.
(ii) Railway Board's letter No. E(GP)2024/2/37 dated : 06.11.2024

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With approval of General Manager/ECR, it has been decided to hold a selection for formation of the panel against **18** vacancies for the post of **Assistant Operations Manager (Group-'B') against 70% quota** over E.C. Railway, through centralized CBT by NAIR in terms of Railway Board letter No. E(GP)2024/2/28 dated : 27.09.2024, as per details given below : -

Selection	UR	SC	ST	Total	PwBD (*)
AOM (Gr."B")/70%	16	01	01	18	01 (LD)

(*) Horizontal Reservation for Locomotor Disability (LD) – One Arm (OA)/One Leg (OL), Leprosy Cured, Acid Attack victims as per Railway Board's letter No. E(GP)/2022/2/20 dated 18.08.2022 & 14.11.2022.

Note # Successful PwBD candidates in the written test (CBT) will be subject to medical examination in safety category by the Railway medical authority prior to viva-voce.

1. (a) Written Examination through CBT :- 09 March, 2025 (Tentative)
   (b) Venue, Time & Viva-voce :- will be notified in due course.

2. <u>Eligibility (As on 01.01.2025)</u>

(i) All Permanent Non-ministerial Group-'C' staff & Running staff/employees (Non ministerial staff) of Operating Department working/holding lien in Operating Department of East Central Railway, who have rendered not less than 03 years non-fortuitous service in Level-6 of Pay Matrix (Pay Band of Rs. 9300-34800/-(PB-2) Grade Pay-Rs.4200/- as per 6th CPC) and above including Goods Guard/Train Manager of Operating Department/E.C.Railway working in Pay Band Rs. 5200-20200/- (PB-1) Grade Pay Rs. 2800/- (equivalent to the stationary post in Pay Band Rs. 9300-34800/-(PB-2) Grade Pay-Rs.4200/- & above as per RBE No. 92/2015 dated : 18.08.2015) as on 01.01.2025, 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 are eligible to apply for the above mentioned selection to the post of AOM (Group-'B').

Cont. at P-2.....

Ajeet 18/11/24

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NB :- However, those Gr."C" employees who have been provided G.P. Rs. 4200/- or above in PB (9300-34800) under ACP/MACP are not eligible to volunteer for the above written examination.

(ii) As per Railway Board's letter No. E(GP)/2005/2/74 dated : 13.03.2008 (RBE No.40/2008), in case of person transferred at own request to New Unit in the same category of posts, and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility, wherever a minimum length of service is prescribed as a condition for promotion in the new unit, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.

(iii) In terms of Railway Board's letter No.E(GP)2024/2/28 dated : 08.10.2024, it has been decided by the Board that henceforth, in respect of 70% selections to Group "B" posts, all employees who are eligible and who volunteer for the selection, should be considered without any limitation of number. Hence, the employees who are fulfilling the eligibility criteria for the post may submit their application.

(iv) All the volunteer who fulfill the above mentioned conditions of eligibility will get chance to compete in the above examination, without any restrictions to the number of eligible candidates to be allowed for appearing the examination.

(v) In terms of Railway Board's letter No. E(GP)2024/2/09 dated : 14.10.2024, an employee who has been medically de-categorized should have rendered the requisite eligibility service in the relevant grade (s) after absorption in the alternate post for being eligible for promotion to Group "B" posts. These instructions pertain only to reckoning eligibility for promotion to Group "B" Posts.

(vi) As advised in RBE No. 102/2019 dated : 25.06.2019, the time spent by railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".

(vii) The volunteers who have completed 3 years of Non-fortuitous service in the current seniority unit of the cadre as on 01.01.2025 are only eligible to apply. The same may be verified and ensured by the Personnel Officer/Establishment officer concerned while forwarding the applications.

(Viii Eligible staff who desire to volunteer for the above 70% Selection may submit their application through proper channel to their respective Personnel Branch officer.

(ix) Eligible staff working in the Construction/Project Organization on deputation, training and any Ex-cadre Organization and having lien and seniority in ECR, who desire to volunteer for the above 70% Selection 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.

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(x) 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.

The cut-off date of eligibility for candidates for 70% selection is 01.01.2025.

(3) Normally, there is no provision for holding absentee written examination. However, in exceptional circumstances, where sufficient and satisfactory reason/proof beyond control of candidates are 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 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 03 days from the date of CBT by NAIR.

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.

(4) The above selection will be based on the candidate's performance both in CBT Examination, Record of Service as well as viva-voce. The candidates, who qualify in the CBT Examination followed by medical test of specified 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 Examination, Viva-voce & Record of service as per extant procedure of Railway Board's instruction.

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.

(5) <u>CBT/Written Examination</u> :-

The CBT/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) & 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:-

(i)	One paper on Professional Subject including optional questions of 10 marks on Official language policy & Rules	:-	70 marks
(ii)	Establishment and Financial rules	:-	30 marks
	Total	:-	100 marks
(iii)	Qualifying marks	:-	60 marks.
(iv)	Duration of examination	:-	02 Hours.

All Objective type questions will carry equal marks. In terms of Railway Board's letter No. E(GP)/2024/2/28 dated : 08.10.2024 (RBE No. 93/2024 dated : 08.10.2024) there shall be no negative marking in written examinations held as part of Selections (70%) where the final panels are made on seniority basis.

Since AOM is safety post, no relaxation is admissible to SC/ST candidates as per extant rules.

(6) **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	

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Ajay 18/11/24

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(7) Syllabus :- The syllabus as prescribed by Railway Board vide letter No. E(GP)2022/2/4 dated 07.11.2022 for 70% selection for Group 'B' post of AOM in Operating Department, copy of syllabus for above selection is attached as Annexure-'C'.

(8) The controlling Officers should give wide publicity of this notification amongst the eligible staff/employees under their control and ensure submission of applications by the candidates in the prescribed Proforma (specimen copy enclosed as Annexure-'A') within the stipulated time mentioned below.

The last date for submission of the application by candidates duly countersigned by their controlling officer to the concerned Personnel Branch officer is ***02.12.2024. The filled-up applications should be scrutinized properly by associate Personnel Branch with the service records to avoid any factual errors and future complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'P' Branch Officer. All the applications received by the Personnel Branch Officers through controlling officers should be sent in a bunch so as to reach Dy. CPO/Gaz./ECR/Hajipur, on or before 09.12.2024 positively.*** Applications forwarded after the last date will not be entertained under any circumstances. It may please be noted that application other than in prescribed Performa or without signature of controlling officer and checked & counter signature of Personnel Branch Officer will not be entertained.

(9) In case, service particulars furnished by the volunteers/certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteers will be liable to cancelled at any stage during & even after the above selection process.

(10) TRAINING OF SC/ST CANDIDATES:-

Since, there is reserved post of SC/ST in the vacancy assessment, Pre-promotion training will be imparted to only SC/ST candidates as per RB's letter no. E(GP)2010/2/39 dated 28.08.2019 (RBE No.142/2019).

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022, before conducting CBT/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. PCOM will nominate the JAG or above officer of **Operating** Department as an 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. Date & Venue will be notified later with the final list of the SC /ST candidates.

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 Dy.CPO(Gaz.)/ECR/HJP as well as PCOM/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 PCOM):

(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 the unwillingness to attend the coaching, if any, from the eligible SC/ST employees.
(iii) To co-ordinate and arrange sparing of the eligible SC/ST candidates.
(v) To chalk out coaching schedule.

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Ajeet 18/11/24

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(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 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/HJP office 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 to Dy.CPO/Gaz/HJP within three days of completion of said training.

(11) The Controlling/Authorized officer should ensure to issue individual sparing letter/identity slip duly attesting specimen signature of the candidate on the sparing letter/identity slip with direction to attend the CBT/Written examination (date will be advised in due course). The candidates without proper sparing letter/identity slip will not be allowed to appear in the examination.

(12) ACTION TO BE TAKEN ON RECEIPT OF APPLICATION BY 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.

(c) ***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.***

(d) 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 proforma addressed to Dy. CPO/Gaz./HQ by **09.12.2024** indicating therein the total number of applications forwarded. (The details should be sent in soft copy in (MS/Excel format also as in the performa as **Annexure"B"**). The applications rejected may be intimated to the individuals giving reasons thereof by the concerned staff held.

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Ajeet 12/11/24

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(13) 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.

Please acknowledge receipt.

DA : (i) Proforma (Annexure-'A')
(ii) Proforma (Annexure-'B')
(iii) RB' letter No. E(GP)2022/2/4 dated : 07.11.2022 (Syllsbus)/ (Annexure-'C')

Ajeet 18/11/24
(Ajeet Kumar)
APO(Gaz.)
For General Manager(P)/HJP

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Annexure 'A'

PROFORMA OF APPLICATION AGAINST NOTIFICATION FOR THE SELECTION OF POST OF AOM/(Gr.'B') 70% QUOTA.

(It is mandatory to fill each and every column with correct information.)

(Ref. : ECR-HQ0PERS(OPTG)/0010/2024 (Comp. No. 297842) dated : 18.11.2024)

1. Information regarding candidate:

Sl. No.	Particular	Filled by candidates
1	Name of applicant (In Block letter)	
2	IPASS Number (11 digits)	
3	HRMS ID	
4	Designation	
5	Mobile No. (Registered with HRMS ID)	
6	Email.ID	
7	Place of posting	
8	Division/Workshop/Unit	
9	Division/Unit where lien held at	
10	Working under (Controlling Officer)	
11	Educational Qualification	
12	DOB (DD/MM/YYYY)	
13	Community (UR/SC/ST) (if SC/ST, a copy of caste/Tribe Certificate duly attested by a Gazetted officer should be enclosed with application	
14	(i) Date of initial appointment in Railway Service (ii) Designation at the time of initial appointment (iii) G.P/level at the time of initial appointment	
15	Date of Appointment (DD/MM/YYYY) (Regular appointment date after training, where mandatory training is evolved)	
16	Belongs to PwBD (40% or more), if yes mention category and attach certificate.	
17	If a PwBD, whether entitled to Scribe (Yes/No)	
18	To be filled up by those employees only, who were transferred to present division on Own request/Mutual transfer.	
19	Whether came in present unit on own request transfer basis or Mutual transfer basis ? (mention 'Yes' or 'No')	Own request transfer :- Mutual transfer :-

20	If, came in present unit on own request basis or Mutual transfer basis, following details must be mentioned :-			
	Transferred From		Transferred To	
	Division/Railway		Division/Railway	
	Designation		Designation	
	Pay Level		Pay Level	
			Joining date in present Railway/ Division	
	Effective date of Seniority	In level-6	Date :	
		In level-7	Date :	

21	To be filled up by those employees only, who were on deputation.	
	(a) Are you on Deputation (Yes/No)	(b) Parent Unit :-
	(c) Substantive Designation and Pay Level in your parent unit :-	(d) Officiating Designation and Pay Level :-

2. Date of appointment/promotion (on regular basis) and Length of non-fortuitous service (on regular basis) as on 01.01.2025.

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-I GP- 2800 (For Goods Guard/Train Manager Only)					
(b) In PB-II GP-4200					
(c) 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 and disciplinary action may be taken against me under the RS(D&A) rules-1968.

SIGNATURE OF THE CANDIDATE (in HINDI)

SIGNATURE OF THE CANDIDATE (in ENGLISH)

18/11/24

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(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(ii) of the notification the service rendered by immediate senior employee as on 01.01.2025 should be indicated invariably in the following format.

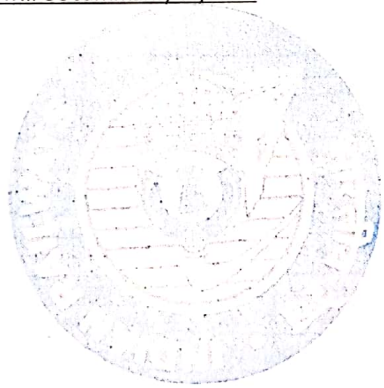
Sl. No.	Name(S/Shri) of immediate senior	Designation	Pay level(GP)	Year(s)	Month(s)	Day(s)
			In PB-II GP 4200			
			In PB-II GP 4600			

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.

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

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



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Centralized CBT for Gr. 'B' selection against 70% for the vacancy cycle 2025-26																			Annexure-"B"
Particulars of eligible applicants																			
SN	Post Name	Name of the applicant (S/Shri)	I-pass No.	HRMS ID	Desgn.	Mobile No.	Email ID	Place of Posting	Div./ workshop/ Unit	Controlling Officer	Date of Birth (DD/MM/ YYYY	Date of Appt.	Date of Promotion in Level-6	Date of Promotion in Level-7	Commu -nity (UR/SC /ST)	Pw BD or Not (Yes/No)	Pw BD Categ ory, if any	Whether a Pw BD requiring scribe
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	ADM																	
2	ADM																	
3	ADM																	
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5	ADM																	
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7	ADM																	
8	ADM																	
9	ADM																	
10	ADM																	

18/11/24

Annexure "C"

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.

Ajeet 18/11/24

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- 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.
- Wagon 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

13/11/24

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Consignments.

- Maximum Moving Dimensions. Wagon 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

18/11/24

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- 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, WTR, 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 Marshalling 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.

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- 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.

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- 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.

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Annexure "C"

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.

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Annexure "C"

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

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