पूर्व मध्य रेलवे
(निर्माण संगठन)

कार्यालय,
मुख्य प्रशासनिक अधिकारी (निर्माण)
पूमरे/महेन्द्रूघाट/पटना
दिनांक 20.11.2024

No.: ECR-HQ0CONS(ESTT)/462/2020(41094)

- **All Chief Engineers/Con/ECR/MHX, Patna.**
- **All CSTE/Con/ECR/MHX, Patna.**
- **CEE/Con/MHX, Patna.**
- **All Dy. CEs/Con/ ECR.**
- **All Dy. CSTEs/Con/ECR .**
- **All Dy. CEEs/Con/ECR.**
- **Dy. CME, Dy. CE & Dy. CEE/GLP/Patna.**

Sub: - Selection for the post of Assistant Personnel officer (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:- महाप्रबंधक (कार्मिक)/पूमरे/हाजीपुर का पत्र सं: **ECR-HQ0PERS(Gaz)/0062/2024** दि. **18.11.2024**

उपरोक्त विषय के आलोक में **Assistant Personnel officer (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** के तहत चयन से संबंधित संदर्भित नोटिफिकेशन की छायाप्रति सूचना एवं अग्रेत्तर आवश्यक कार्रवाई हेतु इस पत्र के साथ संलग्न कर प्रेषित की जा रही है।

अतः आप सर्व संबंधित से अनुरोध है कि उक्त नोटिफिकेशन को अपने अधीनस्थ कार्यरत कर्मचारियों के बीच वृहत प्रचार–प्रसार किया जाय एवं उक्त चयन हेतु कर्मचारियों द्वारा प्रस्तुत आवेदन की जॉच कर पात्र कर्मचारियों का आवेदन दिनांक 02.12.2024 तक इस कार्यालय में प्रेषित की जाय ताकि ताकि चयन की प्रकिया सुगमता पूर्वक समपन्न करायी जा सके।

सूचनार्थ एवं अग्रिम कार्रवाई हेतु सादर प्रेषित।

संलग्नकः यथोपरि।

Signed by
Subhash Chandra Kumar
Date: 20-11-2024 18:27:59
(सुभाष चन्द्र कुमार)
सहायक कार्मिक अधिकारी/निर्माण
कृते मुख्य प्रशासनिक अधिकारी/निर्माण

प्रतिलिपि :– निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु सादर प्रेषित।

- महाप्रबंधक(कार्मिक)/पूमरे/हाजीपुर।
- सचिव/CAO/Con/North को CAO/Con/North महोदय के सादर सूचनार्थ।
- सचिव/CAO/Con/South को CAO/Con/South महोदय के सादर सूचनार्थ।
- सचिव/CAO/GLP, Patna को CAO/GLP, Patna महोदय के सादर सूचनार्थ।
- CAO/CON/RSP/MHX, Patna महोदय के सादर सूचनार्थ।
- सभी CSWI/Con/MHX.
- Ch. OS/R & D/Pers,/Con/MHX.
- CA/Personnel - for uploading on Website of Construction Organisation.
- नोटिस बोर्ड।

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

No. ECR-HQ0PERS(Gaz)/0062/2024

Secy. to GM- for kind information of GM
General Manager(P)/CORE/Prayagraj
AGM/ECR/HJP
All PHODs/CHODs, ECR/Hajipur
CAO/Con(N&S)/MHX/ECR/PNBE
CPO/Law & Cons/MHX/PNBE
CAO/WP/PNBE
SDGM/ECR/HJP
PFA/ECR/HJP
DRMs/ECR- DNR, DDU, DHN, SEE & SPJ
CWM –PD/DDU, WS/SPJ & CRW/HRT
Chairman/RRB/Patna & MFP, CPD/RE/DNR
Dy. CPO/ IR&W and Dy. CPO/MPP/ECR/HJP
Chairman/RRC/Patna
Sr. DPOs/ECR- DNR, DDU, DHN, SEE & SPJ
Addl. Registrar/RCT/Patna
DGM(Law)/ECR/HJP at Patna
Dy.CMM/GHZ & SPJ
Principal/ZRTI/ECR/Bhuli & MFP
APO/ESM, APO/M&E and APO/Coord/ECR/HJP
APO/MPP/HJP (For uploading on website)
All Extra Divisional Units.

Sub:- Selection for the post of Assistant Personnel Officer (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.

*****

With approval of General Manager/ECR, it has been decided to hold a selection for formation of the panel against **05** vacancies for the post of **Assistant Personnel officer** (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 (*)
APO (Gr. 'B') 70%	04	NIL	01	05	01

(*) Horizontal Reservation in promotion to the persons with Benchmark Disability (PwBD):- One vacancy for Low vision (LV) as per Rly. Bd's L/No. E(GP)/2022/2/20 dated 18.08.2022 & 14.11.2022.

1. (a) Written Examination through CBT: 09.03.2025 (Tentative).
   (b) Venue, Time & Viva-voce: will be notified in due course.

2. **Eligibility (As on 01.01.2025)**

(i) Permanent Group 'C' employees 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 as on 01.01.2025, are eligible to apply for the above mentioned selection.

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 IREM Vol. I, Para 203.2, if any junior employee is called in the selection who fulfills the laid down service conditions, his/her seniors in the cadre, who have not completed 03 years service condition in Level-6 of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2) Grade Pay-Rs.4200/- as per 6th CPC) and above will also be eligible to be called for selection, if applied.

(iii) 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 this Railway 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.

(iv) 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.

(v) 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.

(vi) If any candidate is subsequently found ineligible for the above selection, at any stage, his/her candidature will be rejected.

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

(viii) 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.

(ix) 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. STAFF OF VARIOUS DEPARTMENTS WHO ARE ELIGIBLE TO APPLY:-

A. The selection is open to the volunteers from the following categories of permanent Group-'C' staff working/holding lien in East Central Railway, who fulfill the conditions mentioned in Para (2) above:-

(i) All permanent Group 'C' staff of Personnel Department. excluding teaching staff.
(ii) All permanent Group 'C' MINISTERIAL STAFF of the following department:-

(a) General Administration Department (GM's office)
(b) Medical Department & Security Department.
(c) Cash & Pay office.

(d) Civil Engineering, Mechanical Engineering, Electrical Engineering & Signal & Telecommunication Departments (excluding staff of Drawing wing)

(e) Operating Department.

(f) Commercial, Stores Department & Statistical Branch of Accounts Department:-(All Gr.'C' ministerial staff of these departments, provided they submit their written undertaking to the effect that they will seek their further advancement in Group-'B' service in their respective departments.)

(g) Permanent Group-'C' employees of Legal Branch of General Administration and Commercial(Claims) Departments i.e. LS/CLA/LA, provided they submit options for their further advancement in Gr.'B' service for the post Assistant Personnel Officer only, NOT in Group-'B' services of Assistant Law Officer/Assistant Commercial Manager of their normal AVC.

(h) All Private Secretary/Gr.-II (excluding Accounts Department), who fulfills the eligibility criteria (i.e. 03 years non-fortuitous service in Group-'C' in Level-6 of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2)Grade Pay-Rs.4200/- as per 6th CPC) & above.

B. In case any employee under item no. (f), (g) and (h) above volunteers for the selection of APO (Gr.'B'), his/her "OPTION" seeking advancement either in Group-'B' post of APO or advancement in his/her permanent Gazetted cadre, should be exercised within 30 days from the date of announcement of the final result of the above selection. An option to this effect, once exercised, will be treated as final.

C. All the volunteers who fulfill the above-mentioned conditions of eligibility will get the chance to appear in the said selection, without any restrictions to the number of eligible candidates to be allowed for appearing in the CBT/Written examination.

4. 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.

5. The above selection will based on the candidate's performance in CBT/Written examination, viva-voce and Record of Service. The candidates, who qualify in the CBT/Written examination followed by medical test of specified category will only be called for the Viva-voce. The number of candidates to be called for Viva-voce will be restricted to six times of the number in order of merit. The placement of the candidates in the panel based on their performance in written exam/viva-voce/Record of service will be as per extant instructions.

6. **CBT/Written Examination :** 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)	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. As per 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 CBT/Written examinations held as part of Selections (70%) where the final panels are made on seniority basis.

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

7. **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	

8. **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 APO in Personnel Department including syllabus for Establishment & Financial Rules is enclosed as Annexure-'C'.

9. The controlling Officers should give wide publicity of this notification amongst the eligible 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.

10. 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.

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

12. TRAINING OF ST CANDIDATES:-

Since, there is reserved post of ST in the vacancy assessment, Pre-promotion training will be imparted to only SC 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 written examination, mandatory Pre-selection coaching classes of 60 hours/15 working days to all **ST eligible candidates** will be arranged. Date & Venue will be notified later with the final list of the ST candidates.

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 → About Indian Railways → Railway Board Directorates → Establishment →E(GP) Circular → Master Circular 68.

Encl:- (i) Proforma (Annexure-'A')
(ii) Proforma (Annexure-'B')
(iii) Syllabus (Annexure-'C')

Signed by
Ajeet Kumar
Date: 18-11-2024 18:32:48

(Ajeet Kumar)
APO/Gaz
for General Manager(P)

Annexure 'A'

PROFORMA OF APPLICATION FOR APO (Gr.'B') 70% QUOTA AGAINST NOTIFICATION No. ECR-HQ0PERS(Gaz)/0062/2024 dated 18.11.2024

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

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 envolved)	
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-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 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)

(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(iii) 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 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.

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

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

Centralised CBT for APO/Gr. 'B' selection against 70% for the vacancy cycle 2025-26															Annexure-B			
Particularls of eligible applicants																		
S.No	Post Name	Name of the applicant (S/Shri)	I-pass No.	HRMS ID	Design.	Mobile No.	Email ID	Place of Posting	Div./ workshop/ Unit	Controlling Officer	Dt 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)	PwBD or Not (Yes/ No)	PwBD Catego ry, if any	Whether a PwBD requiring scribe
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	APO																	
2	APO																	
3	APO																	
4	APO																	
5	APO																	
6	APO																	
7	APO																	
8	APO																	
9	APO																	
10	APO																	

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.

Syllabus for Financial Rules:

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

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

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

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

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

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

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

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

9. Delegation of Powers.

10. Losses, Frauds and Embezzlements.

11. General Financial Rules

12. Government e-Market (GeM)

13. Classification of Railway Revenue (Earnings)

14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax

16. Organization of CGA and C&AG

17. Any other topic felt necessary from time to time

SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

a) Organization, objectives and functions of Personnel Department.

b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.

c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

a) Classification of Services and Categories;

b) General qualifications, conditions & rules for appointment; Medical fitness;

c) Safety, Non-safety & Essential Categories;

d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;

e) Railway Recruitment Boards & Railway Recruitment Cells;

f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

a) Appointment, Seniority & Lien;

b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;

c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;

d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;

e) Procedures of Selection, Suitability and Trade Tests;

f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;

g) Rules of Transfer (Inter Railway & Inter Divisional);

h) Deputation;

i) Types of Leave; Rules & Joining Time; Encashment of leave;

j) Pass Rules; AILTC;

k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;

l) HOER;

m) PME & Mandatory Health Check-up;

n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;

b) Manpower planning; Book of Sanctions & Scale-check;

c) Supernumerary posts & Redeployment;

d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;

e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;

f) Duty Rosters; Link Diagram; Crew Link & Power Plan;

g) Work-charged posts;

h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;

i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65

j) Training Modules for different posts,

k) Training under Apprentices Act, Online Training,

l) Performance Appraisal - APARS & SPARROW.

m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

a) Formal & informal interaction with recognised trade unions and associations;

b) PNMs, Staff Councils & PREM at various levels;

c) Role of JCM and Labour Tribunals & Labour Commissioner;

d) Facilities and privileges to trade unions & associations.

e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

a) Staff Grievances Redressal Mechanisms;

b) SBF, Railway Institutes, Railway schools & colleges, scholarships,

c) Ex-gratia payment,

d) Incentive Bonus Scheme;

e) Sports Incentives & cultural competitions, extra-curricular activities;

f) Excursions, tours and holiday camps; co-operative Societies;

g) Medical assistance;

h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.

b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

a) Retirement rules, types & benefits;

b) Old and New Pension schemes; Final Settlement rules under various circumstances;

c) Qualifying Service;

d) Pension & Family Pension, Provident Fund Rules;

e) Commutation, Gratuity, GIS, Leave Salary;

f) Other-than-Normal Retirement (ONR) cases;

g) ARPAN, Pension Adalats & Pensioners' Associations & representations;

h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;

b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

a) Service Law;

b) Handling legal cases (in CATs and Courts);

c) RTI & CIC matters; other statutory commissions / bodies;

d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.