

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

No. ECR-HQ0PERS(COML)/0023/2024 (Comp. No. 298808)

Secy. to GM- for kind information of GM,
Dy.Secy. to AGM – for kind information of AGM.
PS-I to PCPO- for kind information of PCPO.
PCCM/ECR/HJP, PCOM/ECR, SDGM/ECR/HJP, PFA/ECR/HJP.
CAO/Con/South & North/MHX,
CAO/WPO/Patna, CAO/GLP/Patna.
DRM/ECR-DNR, DDU, DHN, SEE & SPJ.
Sr. DCMs/DCMs/ECR-DNR, DDU, DHN, SEE & SPJ.
Sr.DPOs/ECR- DNR, DDU, DHN, SEE & SPJ.
CAM/DHN, CWM/PD/ECR/DDU, WS/SPJ & CRW/HRT.
Chairman RRB/Patna & MFP. Chairman/RRC/Patna.
Principal/ZRTI/E.C.Rly/Bhuli & MFP.
Dy.CPO/GAZ&IR&W/HJP, SPO/Con/MHX/Patna.
APO(MPP)/ECR/HJP- for uploading on WEBSITE.
All Extra Divisional Units. & General Secretary/ECROA, ECRPOA & ECREU

Sub :- Selection for the post of Assistant Commercial 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: - This office notification of even No. dated 18.11.2024 and letter of even no. dated 20.01.2025.

It is intimated that Computer Based Test (Main Examination) for Group 'B' Selection for ACM 70% quota is to be held on 04.05.2025 and 18.05.2025, with 50% of candidates appearing on each date. Additionally, a supplementary Examination is to be conducted on 01.06.2025.

Now, details of Exam date/shift/centre alongwith procedure for downloading necessary documents required at the time of appearing at the Examination Centre like e-call letter, relieving letter, proforma etc and other important instructions for the candidate is enclosed herewith for information to the candidates.

If the candidates find any difficulty on technical issues concerning uploading of photograph and downloading of E-call letter, can take the assistance of Helpdesk Number 8076548656 from 9.30 hrs to 18.00 hrs.

It is requested to sensitize the all controlling officer of the candidates to ensure that the photograph pasted on the admit card is duly signed by the respective controlling officer.

Therefore, it is requested to kindly make wide publicity of above instructions amongst the eligible candidate working under your control and spare to them well in time for CBT, so that the said examination may be conducted smoothly.

DA:- As above.

Signed by

Ajeet Kumar

Date: 25-04-2025 15:42:53

(Ajeet Kumar)

APO/Gaz

For General Manager (P)

2: General Instructions for Candidates

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

INFORMATION OF CBT DATE & INSTRUCTIONS TO CANDIDATES

Candidates shall carefully read the instructions given below, and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of the candidature.

Candidates should also keep checking the RRB/Ajmer website (<https://rrbajmer.gov.in>) for latest updates and keep their registered mail id/HRMS linked mobile no. in working condition.

The eligibility list and other details are based on the data provided by Zonal Railways/PUs. Hence, candidates are allowed to appear for CBT purely on a provisional basis. At later stages of selection, detailed verification of eligibility will be done and discrepancy is noticed, if any, that may lead to candidature cancellation, in spite of clearing the CBT.

1. Candidates to note the following timings:

Date of Main Exam	04.05.2025	
E-Call Letter Download Corrections through Helpdesk only	From 16.00 hrs. of 25.04.2025 till 23.59 hrs of 03.05.2025 Corrections will be allowed only up to 15.00 hrs of 28.04.2025	
Date of Main Exam	18.05.2025	
E-Call Letter Download Corrections through Helpdesk only	From 16.00 hrs. of 09.05.2025 till 23.59 hrs of 17.05.2025. Corrections will be allowed only up to 15.00 hrs of 12.05.2025	
Date of Supplementary Exam	01.06.2025	
E-Call Letter Download Corrections through Helpdesk only	From 16.00 hrs. of 23.05.2025 till 23.59 hrs of 31.05.2025. Corrections will be allowed only up to 15.00 hrs of 25.05.2025	
Process for E-Call Letter Download	For candidate login: User ID is HRMS ID Password as OTP received on HRMS linked Mobile Number	
Shift	Morning Shift-I	Afternoon Shift-II
Post	AFA, AOM, ACM, AEE and AMM	APO, AME, ASTE and AEN
Reporting Time	08:00 hrs	13.00 hrs
Gate Closing Time	09:15 hrs	14.15 hrs
Exam Start Time	10:00 hrs	15.00 hrs
Exam End Time (General)	12:00 hrs	17.00 hrs
Exam End Time (for Eligible Pwbd)	12:40 hrs	17.40 hrs

Note:- Any changes in the above schedule will be notified on the Website of RRB/Ajmer (<https://rrbajmer.gov.in>)

1. No candidate will be allowed to enter the test center after the gate closing time.
2. Computer Based Test (CBT) for each post will be held in a single shift. The duration of CBT will be 120 minutes for 100 questions.
3. The candidate can view the question paper in Hindi & English languages and answer the questions.
4. As per Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, there shall be no negative marking in written examinations as part of Selections (70%) where the final panels are made on a seniority basis.
5. Candidates would be provided Rough Sheet(s). Candidate should also write his/her name and Roll Number on the rough sheet(s) provided for rough work. The Rough sheet(s) will have to be returned to Invigilator after the Exam.
6. Candidates should report at the assigned CBT Centre/Venue on the specified date and time as indicated on the front page of their E-call letter.
7. In case of any exigencies, candidates should be ready to move to the CBT test centre (new different than allotted) at short notice.

8. No request for change of examination date/centre is permitted to the candidates under any circumstances. However, RRB/Ajmer reserves the right to change the examination date of candidate(s) or order re-examination for any or all the candidates. The decision of RRB/Ajmer in all the matters shall be final and binding.
9. The candidate must upload the photograph with a clear front view of the candidate without cap and sunglasses. The size of the Photograph should be up to 250 KB.
10. Candidate must also bring two color photographs (size 35 mm x 35 mm), with clear front view of the candidate without cap and sunglasses, for appearing in the CBT.
11. The candidates are instructed to download and take clear print out (front and back pages) of E-call letter from the website. CBT call letters will not be sent to candidate by post.
12. Correction or issue of duplicate call letter would be done, only after the concerned Railways/PUs are convinced of it being a critical discrepancy/variation from the details submitted in the Application form. A call letter is only a permission to appear for the CBT and in no way guarantees selection of the candidate on the Railway. Railway/PU/RRB-Ajmer are not responsible for any misinterpretation / inadvertent error. In the event of any dispute about interpretation, the English version of the call letter will be treated as final.
13. The E-Call Letter is provisional. It is only permission to appear in the CBT examination. Issuing this E-Call Letter does not in any way indicate that Railway/PU/RRB-Ajmer is otherwise satisfied with application form, details and documents. The E-Call Letter does not confer any right to be eligible for the post. The candidature is purely provisional and is liable to be cancelled at any stage of selection or thereafter.
14. Candidates are hereby informed that the number of candidates being called for CBT is the total candidates declared eligible by the units. Hence, merely qualifying in CBT does not entitle a candidate, for inclusion in the next stage of selection process.
15. The result of CBT would be declared by the respective Zonal Railways/PUs after due deliberations and approval through the procedure in vogue.
16. Railway/PU/RRB-Ajmer has not appointed any Agent/Coaching Centre on its behalf. Any unwarranted attempt of candidate to influence the CBT conduct/result will disqualify the candidate. Candidates are selected purely based on merit.
17. The decision of the Railway/PU/RRB-Ajmer regarding the outcome of the CBT and/or all matters relating to CBT is final and the same cannot be disputed. No further enquiry or correspondence will be entertained.
18. The candidate shall obey the instructions issued by the railway officials at the CBT venue. The candidate is also advised to maintain discipline during CBT, for smooth conduct of the CBT. Impersonation/malpractice/ indiscipline in the CBT will disqualify the Candidate and he/she will be debarred from all future railway selections. Candidate is also liable to be prosecuted under law and liable to be taken under disciplinary proceedings.
19. The candidates must comply with the The Public Examinations Act 2024 and the The Public Examinations Rules 2024 (Prevention of Unfair Means).
20. Any complaints / grievance / feedback related to the CBT test is to be brought to the notice of the Railway Centre-in-charge / ECA Site Supervisor immediately during the exam or within 30 minutes of the conclusion of exam at the centre itself. Complaints / grievance / feedback submitted on later date and time shall not be entertained.
21. Candidates will be frisked upon entry. Please avoid wearing any jewellery items. Backpacks/Luggage/food items/Mobile phone/Bluetooth enabled devices/calculators/ electronic or other gadgets like watch/stopwatch/time recorders are not allowed inside the CBT Centre.
22. Only the E-Call Letter and a Photo ID card will be allowed inside the exam hall/lab. Candidates should bring their own pen and drinking water in a transparent bottle.
23. There is no facility for the safekeeping of personal belongings outside the examination hall. Railway/PU/RRB-Ajmer/Exam Conducting Agency is not responsible for its loss.

24. No companions are allowed for any candidates, male or female, at the CBT venue. Once a candidate enters the venue, they will not be permitted to leave until the exam is completed.
25. The candidates are informed that the candidates cannot cite previous or any other examination questions/answer as a basis/reference for their claim and the same will not be entertained.

26. **Assistance with Scribe for PWBD:-**

- 1) Only candidates who have opted for a scribe with permission from the relevant units will be allowed to appear in the CBT with a scribe. This option is available for candidates with benchmark disabilities, specifically those who are visually impaired or have conditions like cerebral palsy that affect their writing speed. Candidates with one arm can also avail themselves of this assistance for writing answers during the CBT.
- 2) Please note that strict monitoring will be enforced during the CBT. If any candidate using a scribe of their own choice is found involved in any malpractice, their candidature will be cancelled without notice.
- 3) Eligible PwBD candidates who are availing the facility of scribe will be allowed 40 minutes compensatory time for 120 minutes session of CBT. The examination duration will be 160 minutes for eligible PwBD candidates instead of 120 minutes.

27. **Important Notice: One-Time Mobile Number Update Opportunity:**

Candidates are being provided with a **one-time opportunity** to update their registered mobile number.

To avail of this facility, please follow the steps below:

1. Visit the official RRB Ajmer website: <https://rrbajmer.gov.in>
2. Log in using your:
 - **User Name:** HRMS ID
 - **Password:** Date of Birth in **DDMMYYYY** format
 - Follow the instructions to update Mobile Number

Ensure that you make the necessary changes within the given time frame.

2.1: Instructions for downloading E-Call Letter

Candidates can download E-Call Letter from RRB/Ajmer website <https://rrbajmer.gov.in> by using his/her HRMS ID as User Name and Password as OTP received on HRMS linked Mobile Number. Call letter will be live for different CBTs as under:

Exam	Call letter live from-to : Time & Date
Main Exam 1 Date- 04.05.2025	16.00 hrs. of 25.04.2025 till 23.59 hrs of 03.05.2025
Main Exam 2 Date- 18.05.2025	16.00 hrs. of 09.05.2025 till 23.59 hrs of 17.05.2025
Supplementary Exam Date- 01.06.2025	16.00 hrs. of 23.05.2025 till 23.59 hrs of 31.05.2025



2.2: Instructions regarding Question Paper Pattern

For the posts of AFA: 110 Questions (100 questions on professional subject and 10 optional questions on official language policy and rules) each carrying one mark and the candidate has to answer any 100 out of the 110 questions.

For posts of AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE – 110 Questions, each carrying one mark out of which 100 questions to be answered as per the distribution given below.

Part-A: 80 Questions (70 questions on Professional Subject and 10 optional questions on official language policy and rules **(To answer any 70)**)

Part-B : 30 Questions on Establishment and Financial rules – **(To answer 30)**

No Negative Marks

As per Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, there shall be no negative marking in written examinations as part of Selections (70%) where the final panels are made on a seniority basis.

Language: Bilingual (Hindi and English). The candidates can view the questions and options in both languages. In case of ambiguity/discrepancy, interpretation required, if any, **English version shall prevail.**

Instructions to Candidates - Subject Specific Instructions on candidate console

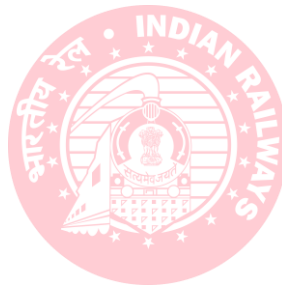
Name of the Post	Sections	Maximum number of questions to be attempted	Time (Minutes)	Marking
AFA	Professional subject: 110 Questions (100 + 10 Questions on official language policy & Rules)	100	120 (Compensatory 40 extra for eligible PwBD candidates)	(+) 1 for each correct answer
APO, ACM, AOM, ASTE, AEE, AME, AEN, AMM,	Professional subject: 80 Questions (70+10 Questions on official language policy & Rules)	70		
	Establishment and Finance rules: 30 questions	30		

Total Marks: 100, Qualifying marks: 60 %, relaxation as applicable for the relevant post & category

About Question Paper - Subject Specific Instructions on candidate console

1. As per Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, there shall be no negative marking in written examinations as part of Selections (70%) where the final panels are made on a seniority basis.

2. Only one question will be displayed on the computer screen at a time.
3. Each question will have 4 alternatives. The candidate is to select the most correct alternative.
4. The questions can be answered in any order.
5. The exam screen will continuously display the remaining time at the right-hand top of the question paper.
6. The candidate may ask the Invigilator about their doubts or questions before the commencement of the test. No queries shall be entertained after the commencement of the examination.
7. Rough sheet(s) shall be provided for the candidates for rough work. During the test rough work needs to be done only on these Rough Sheets. The candidate should write his/her Roll Number on the Rough Sheet and return it to the Invigilator before leaving the test venue.
8. The candidates are informed that the candidates cannot cite previous or any other examination questions/answer as a basis/reference for their claim and the same will not be entertained.



2.3 Instructions to candidates regarding debarment / disqualification

Candidate can be debarred /disqualified for any of the following reasons:

1. Creating a disturbance.
2. Impersonation - Attempting to take the examination for someone else.
3. Chit-chatting/indulging in conversation / Giving or receiving assistance of any kind during the examination & communication in any form to/from other candidates or outsiders.
4. Smoking or eating in the Examination Hall
5. Attempting to tamper with the operation of the computer or meddling with the system.
6. Attempting to use the calculator on the PC
7. Exchanging any papers, documents or any other material with other candidates
8. Leaving the test center without the permission from the invigilator.
9. Using prohibited aids, items not allowed, such as: Cell phones, Bluetooth devices, Pagers, Pieces of Paper (except his/her E-Call Letter, Identity Card), Digital diaries, any other electronic gadgets/devices, watch alarms, listening devices and recording or photographic devices.
10. Attempting to copy examination questions and / or examination responses (in any format) from the examination centre.
11. Attempting to access any unauthorized software/program during the examination.
12. Failing to follow directions given by invigilators.
13. Manhandling of invigilators or test centre staff.
14. Resorting to unfair means or trying to influence in any way the examination results shall be considered as a serious offence and any candidate found guilty of such offence on the report of any person duly authorized to conduct the examination shall be liable for rejection of candidature.
15. Candidates shall maintain silence while appearing for the exam. Any conversation or gesticulation or disturbance or attempt to change seats in the Examination Hall shall be deemed as unfair means.
16. If a candidate is found indulging in unfair means or impersonating, the candidature of such candidate shall be rejected.
17. The Site Supervisor of ECA in consultation with Railway Centre In-charge is authorized to debar the candidate(s) from the examination centre for any misconduct by the candidates.
18. Complaints /grievances /feedback, if any, to be pointed out at the time of the test or within 30 minutes after the conclusion of the test.

2.4: Instructions to candidates for Post Examination Process

1. **Downloading of Individual Response Sheet & Answer Keys:** Zonal Railways / PUs to inform the Candidates that they can download their individual Response Sheet and answer keys from RRB/Ajmer website <https://rrbajmer.gov.in> (under the caption **CBT for Gr. B selection / 70% Selection 2025-26**) by using HRMS ID as User Name and Password as OTP received on HRMS linked Mobile Number from **10.00 hrs of 04.06.2025 to 17.00 hrs of 06.06.2025**.
2. **Objection Tracker:** For raising objections, if any, to the responses / answer keys etc. will be live on RRB/Ajmer website (under the caption **CBT for Gr. B selection / 70% Selection 2025-26**) from **10.00 hrs of 04.06.2025 to 17.00 hrs of 06.06.2025**. Candidates can log-in to RRB/Ajmer website by using HRMS ID as Username and Password as OTP received on HRMS linked Mobile Number for the said purpose. **Candidates to be informed that while raising objection against any Question/Answer, reference/evidence if provided about previous CBT exam Question / Answer key, the same will not be entertained.**
3. Candidates are to be informed that this is the only window period to download their individual Response Sheet and to raise objections against the questions and given answer keys. No further extension of time or request in any form will be entertained for individual Response Sheet/objection tracking. Every objection raised by the candidates will be examined by the Competent Authority and his/her decision will be the final for awarding marks. No representation/request will be entertained on the final decision of the Competent Authority.
4. Candidates are also to be informed that Final Answer Keys with or without changes or modification will be published on RRB/Ajmer's website only after conclusion of the whole selection process by all Zonal Railways/Production Units.

<p><u>Note:</u> Any changes / modification in the above schedule / procedure will be notified by the RRB/Ajmer.</p>
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