East Central Railway
Accounts Department

Office of the
PFA
Hajipur

No. ECR/Fin/Gr.-B/Sel/30%/2025-26 Date: 24.12.2025

NOTIFICATION – AFA/ADFM-30% /2025-26

Sub.: Promotions to Group'B' posts on Indian Railways through Centralized Computer Based Test (CBT) - Conduct of 30% LDCE for the vacancy cycle 01.01.2025 - 31.12.2026 (including anticipated vacancies upto 30.06.2027).

Ref.:- (i) Rly.Bd's L.No. E(GP)2024/2/28 dated 27.09.2024
(ii) Rly. Bd's L.No.- E(GP)/2024/2/37 (3477173) New Delhi dated 12.12.2025.
(iii) RRB Ajmer's L.No.-GBS/RRB/CBT/2025-26/30%/LDCE dated 15.12.2025.

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With the approval of competent authority, it has been decided to form a panel of AFAs/ADFMs (Group- 'B') in Pay Scale of Rs. 9300-34800/- and Grade Pay Rs. 5400/- in PB-2 (L-9 in VII CPC) from amongst the eligible Group- 'C' staff of Accounts Department through LDCE (CBT) against 30% vacancy.

1. The vacancy position of LDCE (30%) is as under:-

Vacancy Cycle	2025-26			
Vacancy Assessment Period	UR	SC	ST	Total
01/01/2025 to 31/12/2026 (including anticipated vacancies upto 30.06.2027).	05	01	01	07
Total	05	01	01	07

2. **The cut-off date for determining eligibility of candidates is 01.01.2025**, as per the instruction given in Para 6.1.1 of Updated Master Circular No. 68.

3. **Mode of Examination- CBT (Computer Based Test)**

The examination will consist of :-
a) Objective type multiple choice question CBT
b) Medical fitness for Gr.'B' posts &
c) Viva-voce.

3.1 As per Rly. Bd.'s letter no.- E(GP)2022/2/4 New Delhi dt. 10.11.2022, the Centralized Computer Based Test (CBT) for LDCE 30% will be one stage only and will comprise of single paper of 150 marks comprising 100% objective type Multiple Choice Questions with following distribution of marks followed by Viva-voce test :-

a (i)	Professional Subject	Questions
	General Principles of Govt. Accounting and Audit with Special Reference to Railways	15
	Books and Budget including Traffic Book	15
	Traffic Accounts and Statistics	15
	Establishment	15
	General Expenditure	15
	Workshop Accounts	15
	Stores Accounts	15
		105
a (ii)	General Knowledge including optional questions of 15 marks on Official Language Policy and Rules	40
a (iii)	Management Accounting and Financial Justification for expenditure	30
	Total :-	**175**
Given that there are overlapping topics among the professional subjects, the questions set may pertain to more than one subject area. The distribution of marks as shown above is thus broadly indicative.		

N.B. i) Qualifying Marks : 90 Marks

ii) Duration : 03 Hours

iii) Question Paper will have 175 questions, out of which 150 questions are to be attempted.

iV) In terms of Board's letter no. E(GP)2022/2/4 dtd 28.06.2022 and 28.10.2022, the Question paper will be of 150 marks. Qualifying marks will be 60% and above with relaxation as per extant instructions for reserved category candidates for reserved posts.

v) One mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3rd of marks allotted for each questions will be deducted for every wrong answer.

(Authority: Rly. Bd.'s L.No.- E(GP)2022/2/4 dated 28.06.2022, dtd. 22.07.2022, 22.09.2022 & 10.11.2022)

3.2 Only the candidates who qualify in the CBT will be called for subsequent viva-voce subject to being found medically fit as per provision shown in IRMM Para 529(I), 530(b) and 532(2). Medical & viva-voce of the successful candidates will be conducted by East Central Railway and the final panel will be prepared from amongst those who qualify, strictly on the basis of merit, subject to the no. of vacancies.

Viva-Voce and Record of Service

Record of Service & Viva-Voce	Maximum Marks	Qualifying Marks
Viva-Voce	25	30* (*Including minimum 15 marks in record of service)
Record of Service	25	
Total	50	

3.3 The CBT will be "Without Books".

3.4 There will be no grading of successful candidates, as 'Outstanding', 'Very Good' etc. The names will be arranged in order of merit on the basis of the total marks obtained by each of the candidates.

3.5 The syllabus for the Centralized Computer Based Test (CBT) is detailed at Annexure -'A'. (Authority:- Rly Bd's letter no- E(GP)2022/2/4 New Delhi dated 07.12.2022).

4. The tentative Programme of Centralized Computer Based Test (CBT) will be as under :-

(a)	Date of CBT examination	08.03.2026 (Sunday)
(b)	Time	**To be announced later.**
(c)	Centre & Venue	

5. The panel formed from this selection will be provisional subject to outcome of Judgements of Hon'ble High Court/Supreme Court of India on reservation matters.

6. Eligibility Conditions:

For Group 'B' selections (30% LDCE quota), Group 'C' employees of Accounts Department working in P.B.-2 (Rs. 9300 - 34800) with Grade pay of Rs. 4200/Level - 6 in 7th CPC Pay Matrix and above with 05 years of non-fortuitous service in the grade (including non-fortuitous service rendered in the corresponding pre-revised grades) in Accounts Department and who have qualified in the Appendix-3 IREM Examinations will be eligible. The eligibility conditions should have been fulfilled **as on 01.01.2025.**

7. Scribe and compensatory Time to PwBD employees:

In terms of Railway Board's letter No. E(NG)I/2022/PM4/9 dated 09.12.2022 (RBE No. 162/2022), the facility of scribe and/or compensatory time shall be granted solely to those eligible PwBD employees having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent Railway medical authority.

8. Syllabus for the CBT :

The syllabus for this 30% LDCE in respect of Group-'B' post of AFAs/ADFMs in Accounts Department would be as modified vide Rly. Bd.'s letter No. E(GP)2022/2/4 dated 07.12.2022 and has been detailed as Annexure-'A'. Any change in syllabus for LDCE 30% examination as advised by Rly Bd. or RRB/Ajmer in future will be communicated accordingly. Candidates are advised to visit Railway Board website or RRB/Ajmer website for further information.

Note: 1. Optional Questions on Official Language policy and Official Language Rules in the LDCEs shall be included in terms of provision contained in Para 204.3 of IREM Vol-I.

2. The relaxation for CBT as admissible for SC/ST candidates will be provided as per extant rules.
3. CBT for 30% LDCE for a particular department for Zones/PUs will be held on the same day across Indian Railways. Thereafter no request for a supplementary exam shall be entertained in any condition.
4. **Any change in Syllabus of LDCEs or in the pattern of examination as advised by Rly. Bd. or RRB/Ajmer will be communicated in due course.**

a. Viva-Voce Test
Personality Address Leadership And Academic/Technical Qualifications — 25 Marks

b. Record of Services — 25 Marks

Note: Out of total 50 marks as under 8 (a) and 8 (b) above, the candidate under UR will require 30 marks including at least 15 marks in the Record of service to qualify and SC/ST candidates will require 18 marks including at least 15 marks in the Record of Service to qualify.

9. There will be pre selection training to eligible volunteers belonging to SC/ST community. The details of the pre-selection training will be notified in due course after finalization of the list of eligible volunteers for the selection.

10. Candidates who qualify CBT examination will be subject to medical examination of prescribed standards before the Viva-Voce and only those who qualify in the medical examination shall be called for the Viva-Voce.

11. Date of Submission of Application :-

(i) The eligible employees should submit their application only through HRMS. The application received through proper channel only on HRMS will be entertained. It is mandatory to fill each and every column with correct information.

(ii) Physical application / application received through other channel will not be entertained. Processing of all applications and related correspondence is to be done on e-office.

(iii) The detailed instructions to the candidates to submit the online application through HRMS in enclosed herewith as **Annexure- I.**

(iv) The last date for the submission of applications of the eligible employees through HRMS is 09.01.2026. The application received after 09.01.2026 shall not be entertained.

(v) The reserved community employees are advised to check whether their community certificates is available in employees details. If the certificate is not available, the system prompts him to upload the certificate and the same can be done by raising an ESS request by employee himself/herself and gets it approved.

(vi) The system doesn't allow the application to be submitted if the photo and signature of the employee are not available in the system. In such cases, the employee has to go to ESS and get the current photo and signature uploaded in the system and gets it approved.

(vii) The eligible employees are advised to immediately login into HRMS and ensure that on Login into HRMS, they are able to see the Notification of the post against which they need to apply. In case an employee is not able to apply/see the notification in HRMS, he needs to immediately correct his details in HRMS through ESS module and get it approved.

(viii) In case an ineligible employee applies through HRMS, his request can be rejected at any stage of selection or thereafter. Disciplinary action would also be taken against him.

(ix) Staff whose lien/seniority is maintained on this Railway and who are on deputation/leave/sick should also be notified to enable them to submit their application through HRMS.

The time line for conducting the selection (CBT) against 30% LDCE vacancies is as under :-

Last date of submission of application by the applicant in their respective office	Submission of application in PFA Office/ECR.	Issue of final eligibility list
09.01.2026	**13.01.2026**	**23.01.2026**

The notification is also available on this Railway's website – https://ecr.indianrailways.gov.in.

While forwarding the applications, unit/Controlling officer should certify that no application is left out with them. **List of the eligible candidates in Annexure-II may also be provided in hard as well as in soft copy in excel sheet through e-mail at afaadmnecr@gmail.com or as notified subsequently.**

12. The Controlling Officer will check the correctness of all the particulars of applications with the service records and other relevant records and a certificate may be given by the controlling officer in this regard that all the data furnished by the candidate has been checked and verified. The applications received without such certifications will summarily be rejected.

13. The controlling/Authorized Officer should ensure issuance of individual sparing letters duly attesting specimen signature and photographs of the candidate on the sparing letter. The candidates without sparing letter will not be allowed to appear in the Centralized Computer Based Objective Type examination (CBT).

14. The list of controlling officers is provided at **Annexure-'B'.**

15. As per Railway Board's letter No. E(GP)2024/2/37 (3477173) dated 12.12.2025, the applications for the aforesaid LDCE shall be invited through HRMS. For the purpose, the application module on HRMS shall be live by 15.12.2025 or date notified for the same for all Filed Units. **In case of any queries/assistance needed by the Field Units in this regard, they may contact HRMS team of CRIS.**

16. Further instruction from Railway Board / RRB Ajmer regarding application through HRMS will be communicated in due course.

DA:- (i) Annexure-I
(ii) Annexure-II
(iii) Syllabus (Annexure -'A')
(iv) List of Controlling Officers (Annexure-'B')

Dy.FA&CAO/G
For PFA/ECR

Copy for information & necessary action:-

(i) Secretary/Railway Board/New Delhi
(ii) Pr.ED(Accounts)/Railway Board/New Delhi
(iii) Chairman/RRB/Ajmer
(iv) Secy. to GM: for kind information to GM
(v) Secy. to PFA: for kind information to PFA
(vi) PS-II to PFA/Con./MHX for kind information to PFA/Con./MHX
(vii) Secy. To PCPO: for kind information to PCPO
(viii) FA&CAO/G, FA&CAO/WST, FA&CAO/F&B, FA&CAO/Con.MHX
(ix) FA&CAO/RWP/Bela
(x) Jt. Director Finance/CCA/Railway Board
(xi) CPM/RE/DNR/GKP/RNC/KKK. CMA/DHN
(xii) Dy.CVO/Accounts/ECR/HJP
(xiii) GM/Fin./ RVNL/New Delhi, Mumbai
(xiv) Principal/ZRTI/MFP
(xv) Dy. FA&CAO/G, TA, S&W, F&B, B&B, Cash & Pay and Taxation, Con/MHX, Dy.CS & AO, Sr.AFA/S&W(IC).
(xvi) Sr. DFM/DHN/DNR/DDU/SEE/SPJ, Sr. AFA/W/SPJ, Sr.AFA/GELF, AFA/CRW/HRT, AFA/PD/DDU
(xvii) Sr. AFA/AFA/C&P, S&W, TA, FIN., Exp. And Audit & Insp., RE/DNR,
(xviii) Sr. AFA/AFA/Admn./Books/Budget/EGA/ENGA/PF/Audit/Pension/NPS
(xix) General Secretary/ECRKU/SC & ST/OBC Association
(xx) Sr.EDPM/HJP for necessary action and publishing on the Website.
(xxi) Notice Board.

For PFA/ECR

Annexure- 'A'

Syllabus for 30% LDCE

As per Rly Bd's letter no- E(GP)2022/2/4 New Delhi dated 07.12.2022, the syllabus for 30% LDCE CBT is as under :-

1. Professional Subjects :

I. General Principles of Govt. Accounting and Audit with Special Reference to Railways
II. Books and Budget including Traffic Book.
III. Traffic Accounts and Statistics
IV. Establishment
V. General Expenditure
VI. Workshop Accounts
VII. Stores Accounts

2. Management Accounting and Financial Justification for expenditure.

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ANNEXURE-'B'

List of Controlling Officers

S. No	Unit	Controlling Officers
1.	HQ/General Accounts	Dy.FA&CAO/G
2.	HQ/Traffic Accounts	Dy.FA&CAO/TA
3.	HQ/Store Accounts	Dy.FA&CAO/S&W
4.	Divisions	Sr.DFM
5.	CRW/HRT	AFA/CRW/HRT
6.	WS/SPJ	AFA/WS/SPJ
7.	PD/DDU	AFA/PD/DDU
8.	PFA/Con.	Dy.FA&CAO/Con./MHX
9.	WPO/Patna	AFA/WP/PNBE
10.	GELF/Patna (including MEW & DMH)	AFA/GELF/PNBE
11.	On Deputation	Through Proper Channel

ANNEXURE - I

User Manual for Group B Notification - 30% and Application processing facility in HRMS

Version 1

Date of issue:16/12/20205

User Manual for Group B Notification - 30% and Application processing facility in HRMS

This manual details the steps to be followed for

1) Issuing Group B notification-30% by HQ
2) Application against notification of Group B- 30% by eligible applicants
3) Processing of applications by Units and HQ.

User roles involved.

1) Role GZA - Officer of Personnel Department in HQ - This user role performs following functions
    a) Issuing Notification
    b) Creating Custodians for individual Units in the zones
    c) Creation of HQ recipients

2) Applicant - The eligible employee who applies for the notification issued.

3) Unit Custodian - He is created by Officer of Personnel department in HQ. He will have the role of GZV.
    He scrutinizes the applications pertaining to a unit he/she is mapped to

4) Role GZV - HQ recipient - He / She is the gazetted clerk/Verification authority.
    He / She process/distributes the applications received at zonal HQ for further checking or processing.

Stages of the program

Various stages pertaining to the facility are given below

1) Creating a Notification
2) Application by emplyoee
3) Processing of Applications

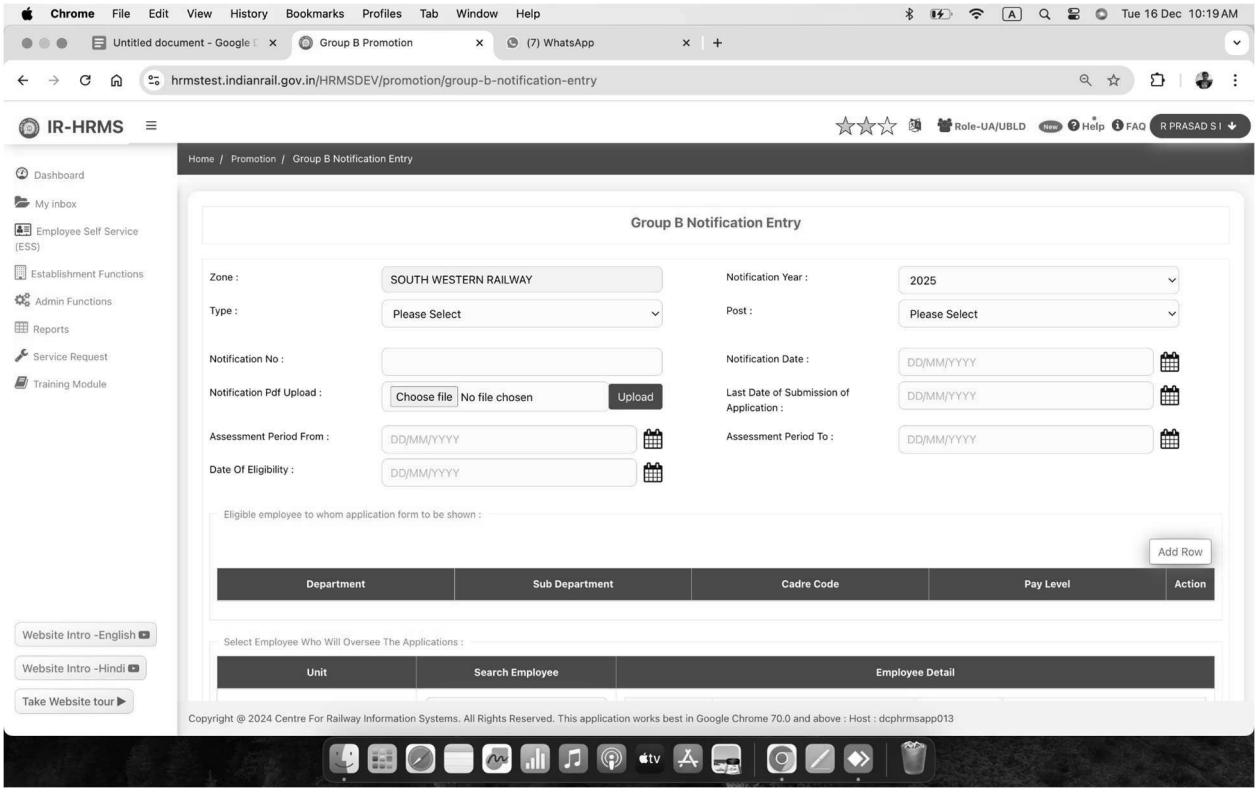
1) Creating a Notification - User role GZA

The role of GZA is created by Unit Admin (UA). This can be given to a gazetted officer of personnel department in HQ.

The user GZA logs in and follows the path as

Login → Establishment Functions → UDIP → Group B applications → **Group B notification entry.**

After going through above path, the screen looks as below.



This screen has four sections in it.

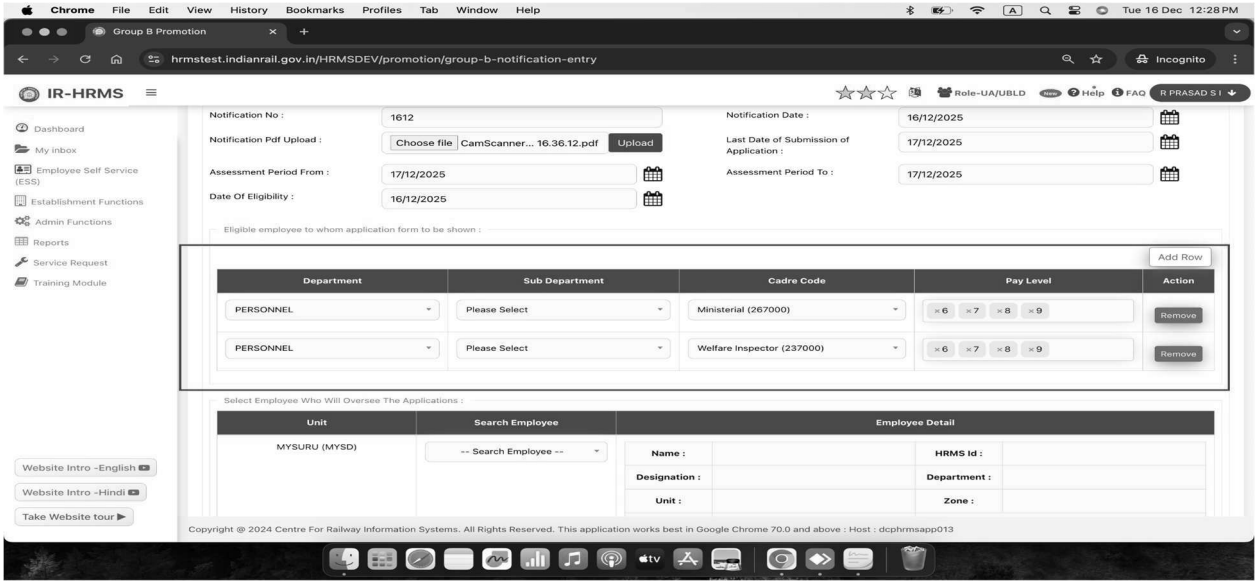
The first section as seen above is the place where the user enters the details of notification like the year, the department for which the notification is being created for assessment period, last date of notifications and type. In the 'Type' dropdown, the user has to select appropriate values.

The user also has to enter the date of eligibility and upload the pdf of the notification.

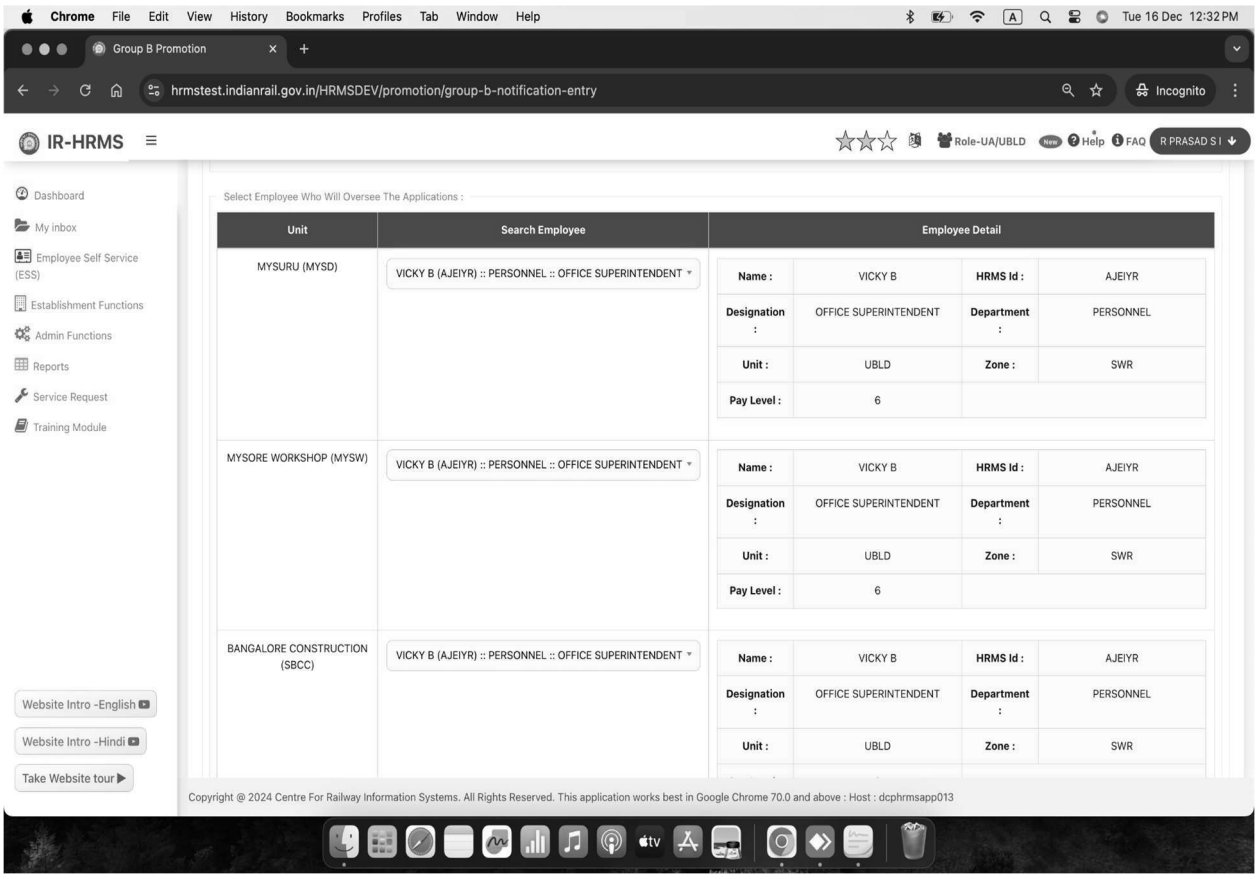
The second section deals with adding the cadres who are eligible for this particular notification.

In this screen, the user - GZA selects the cadre and the pay levels who are eligible for the notification. At present based on pay level, employee can see the notification. Later in 2nd phase, based on Cadre codes and levels that are mentioned in this section only will be able to see the notification and apply against the same. The other levels will not be able to see the notification.

The screen looks as below.

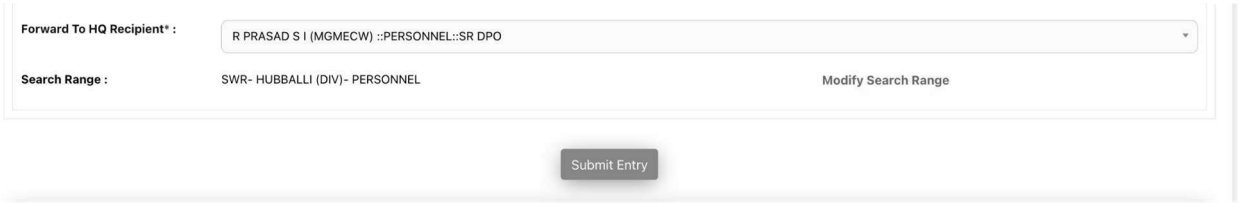


Once the eligible cadres are entered the user GZA moves to next section where she / he creates the unit custodians for the application. These users will receive all the applications for the selected notification.



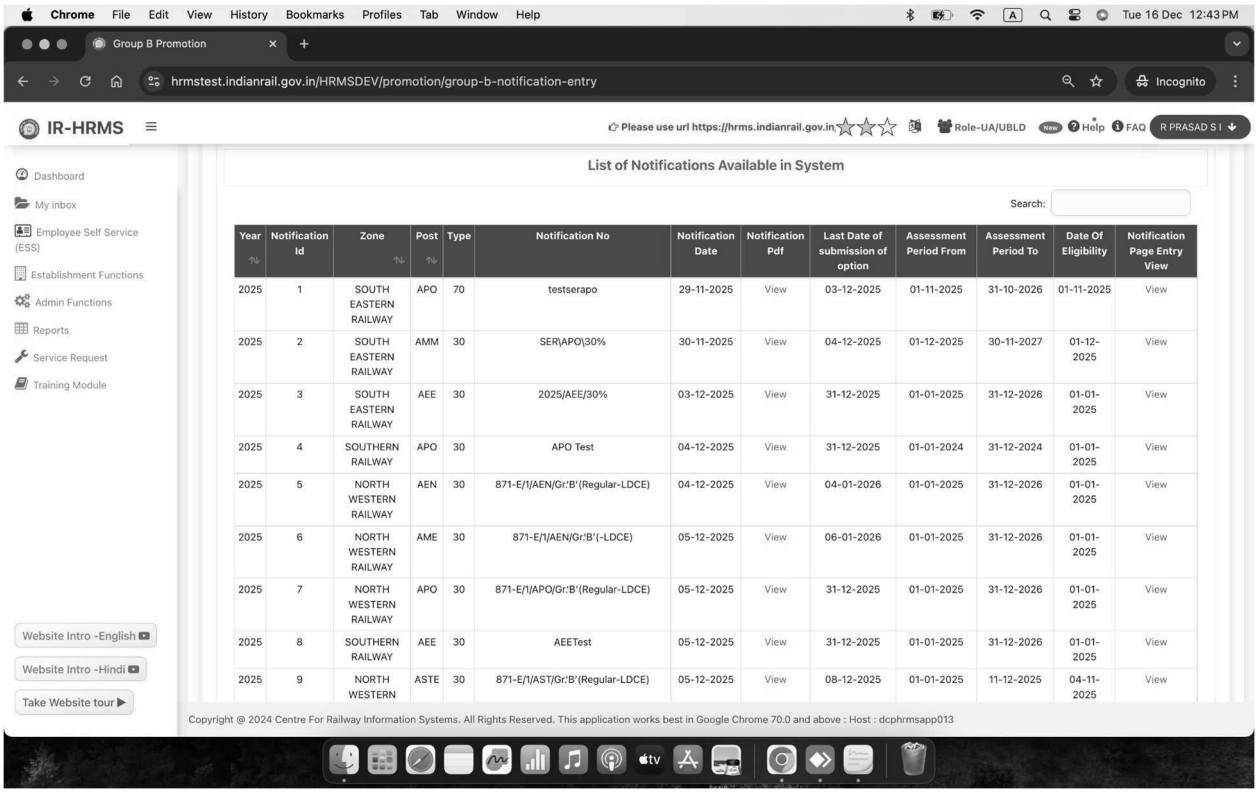
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Here, for each of the units available in the zone as per HRMS database, the GZA will be able to create a custodian. As mentioned above this custodian will receive all the applications for processing in his inbox. Once this step is done, the user will designate a user as GZV or the HQ Recipient who will initiate the wokflow for the applications received from Units for the scrutiny at HQ.



Once all the sections are completed, the GZA clicks on submit entry. This is a single step process.By doing this, a new notification is created. User will not be able to create a same notification again.

There is another table below the submit button which shows the details of all the notifications created through this module. This is for the information of the user.



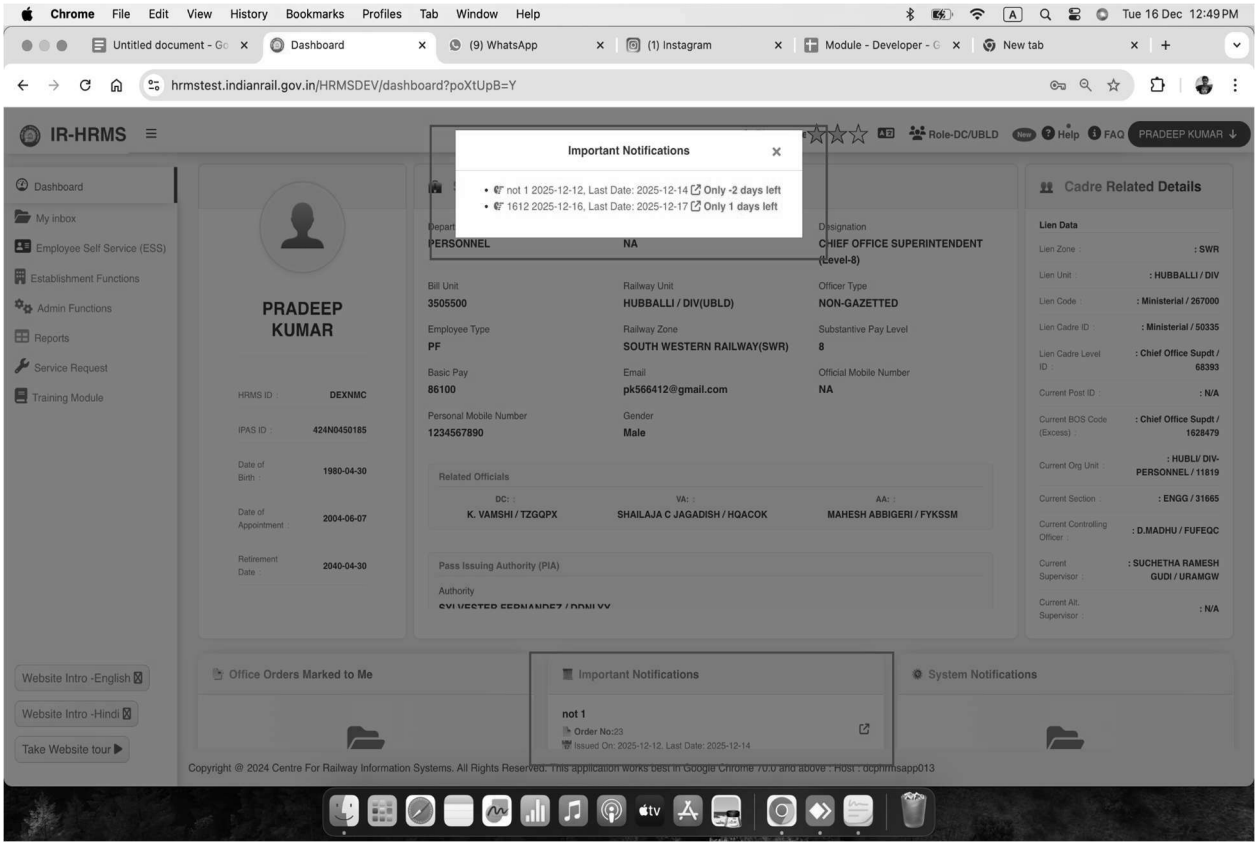
This is how a notification can be created by GZA. Along with creation of notification, he has now created the roles of unit custodian for individual unit and GZV for HQ who will be processing the

applications. By clicking the links (in blue) user can see the notification and details recorded at the time of entry of notification.

The next step will show how the employee can apply against the notification.

2)Application against the Notification by the Employee

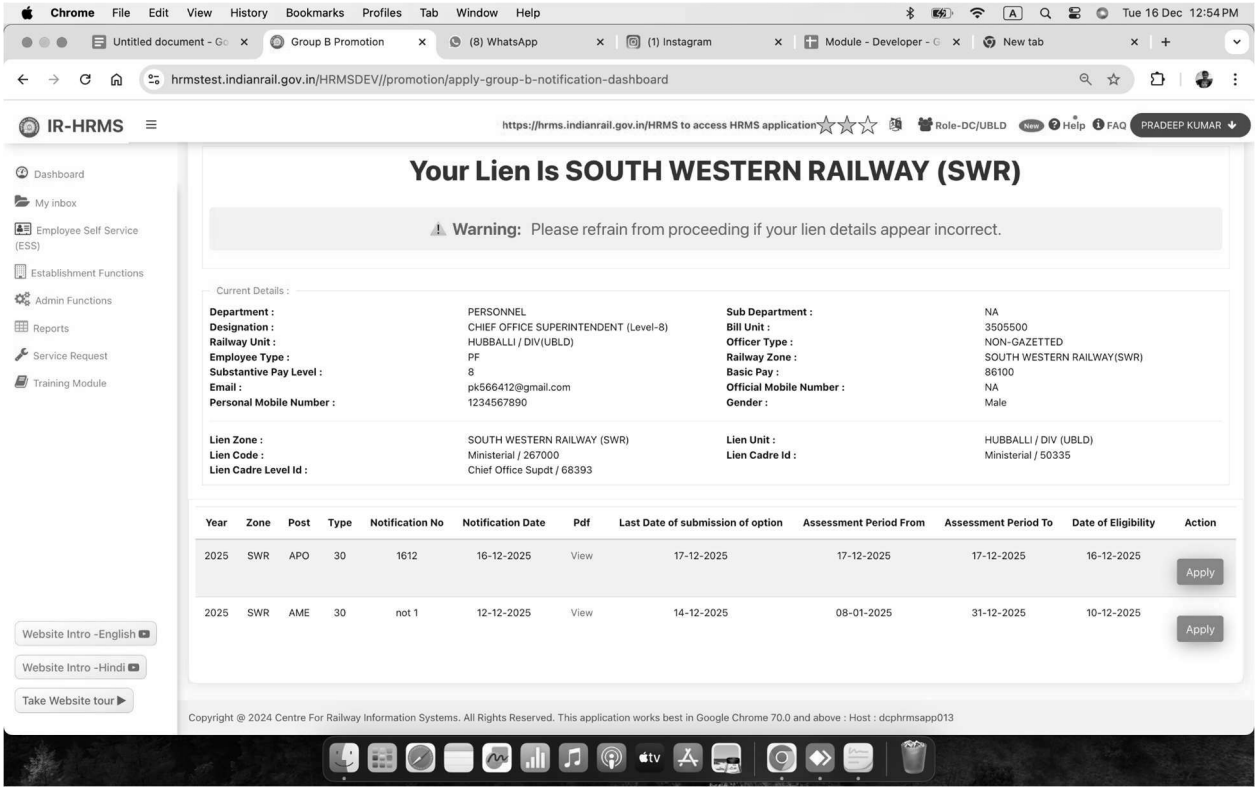
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

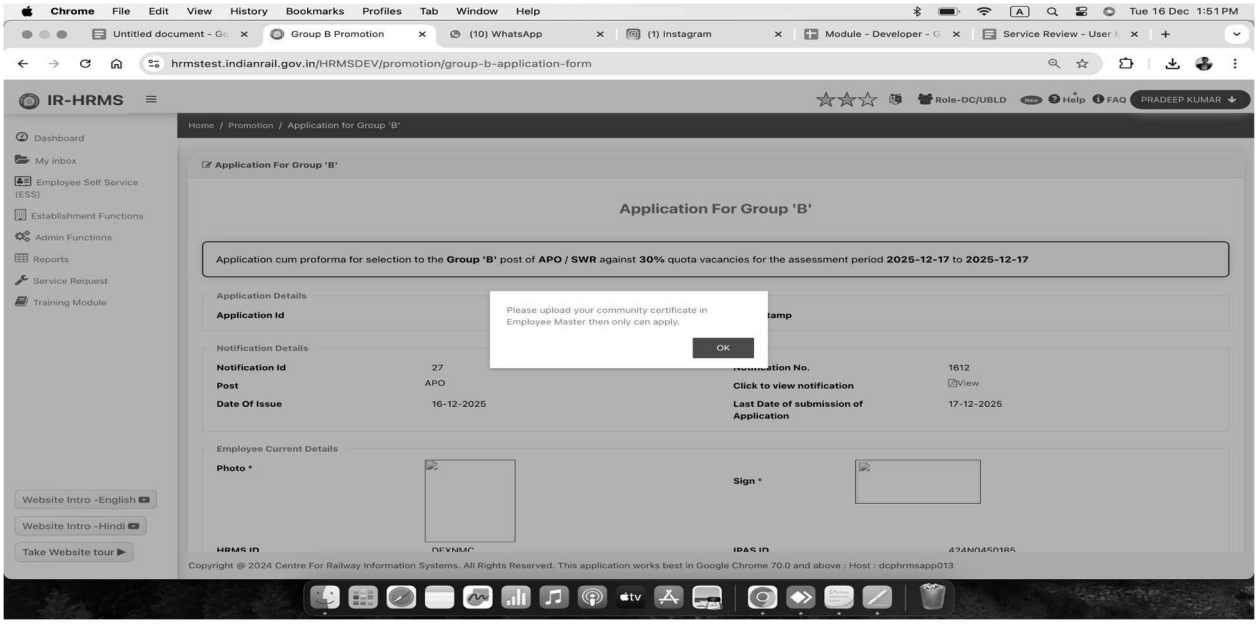
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway.The employee can apply against any notification by clicking on the 'Apply' button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**



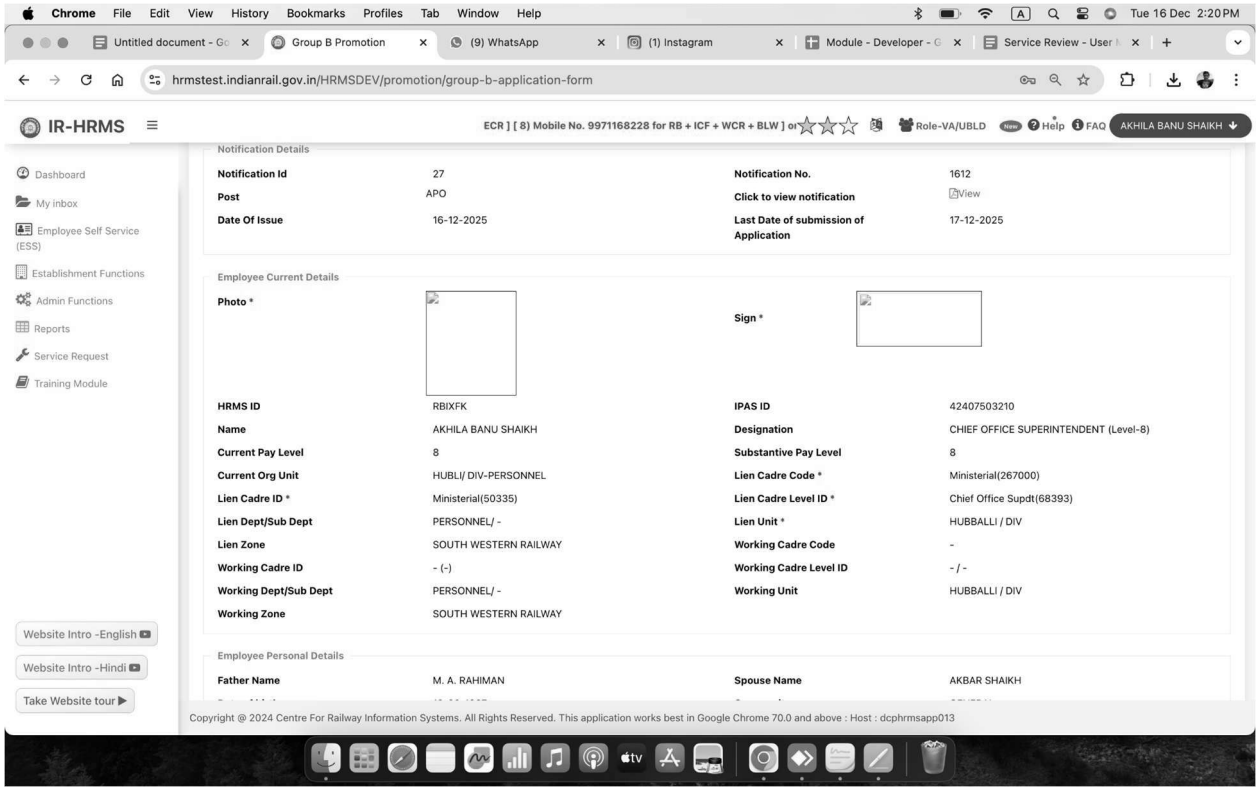
Once the employee clicks on ‘Apply’ button, the page for application opens up.

“*If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself.*”



The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.
If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.



The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

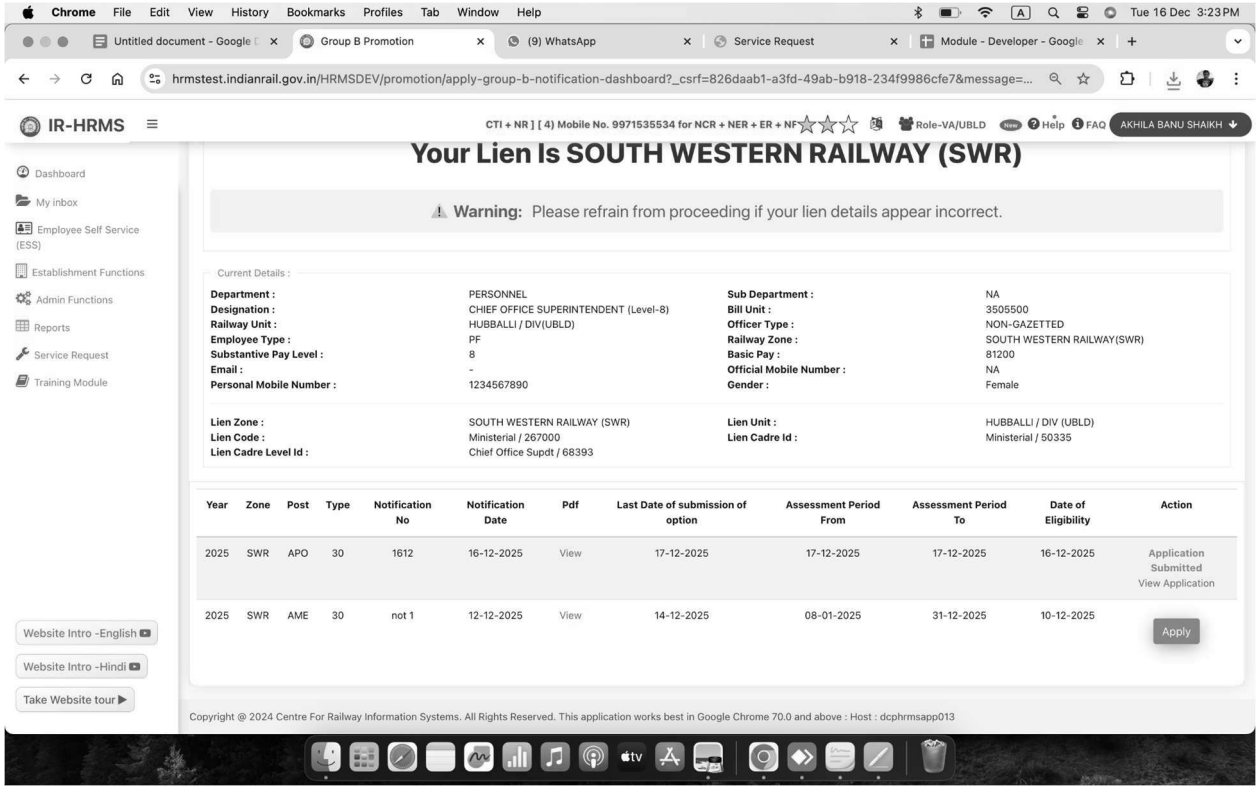
a) Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
b) If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
c) Employee has to enter the details of promotion i.e date of past promotion and the length of service in each grade.

d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
e) If the employee is medically decategorised, the details of the same has to be entered.
f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.



This completes the employees' part of submitting an application.
All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.

3)Processing of Application

The process of applications is done in two stages. One at the Unit level and secondly at the HQ level.

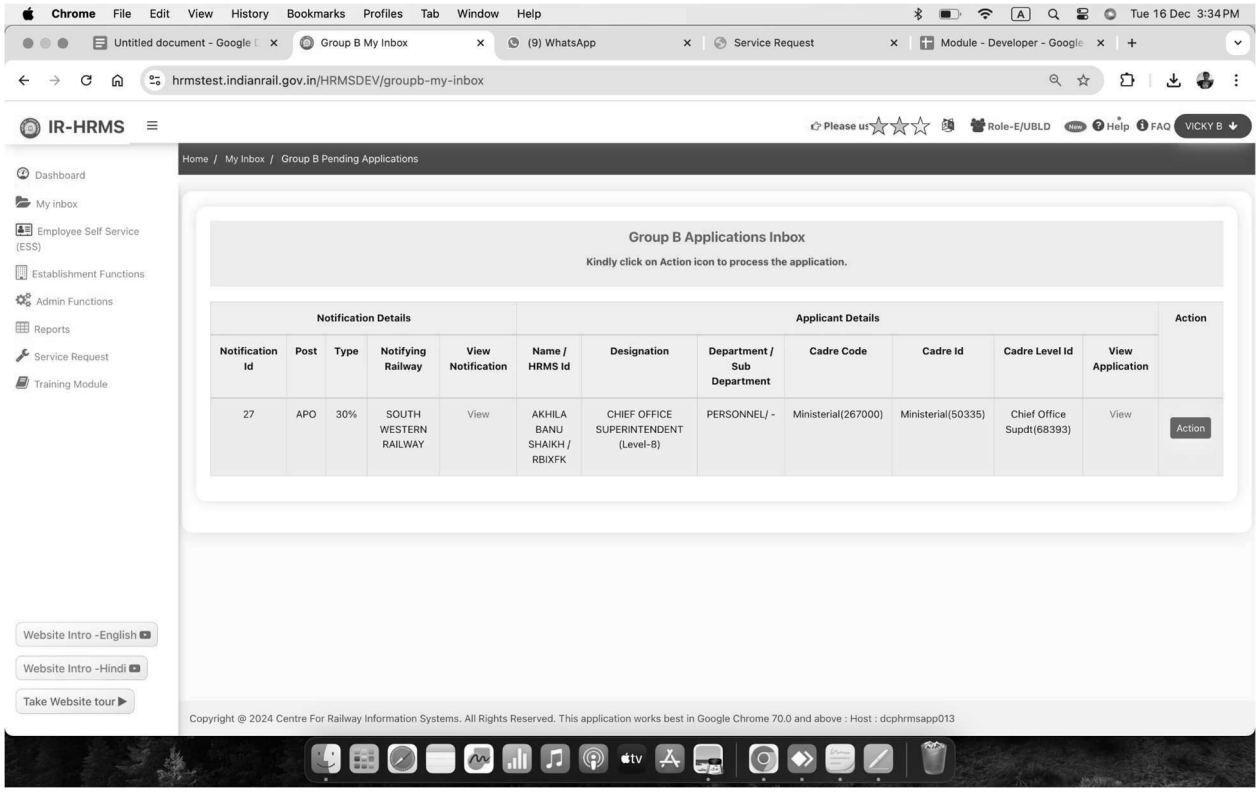
The Unit custodians defined by the GZA would be able to view and scrutinize the applications. He can send the application to appropriate authority for scrutiny to concerned section. Once Scrutiny is completed by unit , any gazetted officer can send the application to HQ.

The HQ recipient or the GZV then receives the applications and process for re scrutiny (if required) by initiating the workflow.

1)Process at Unit level

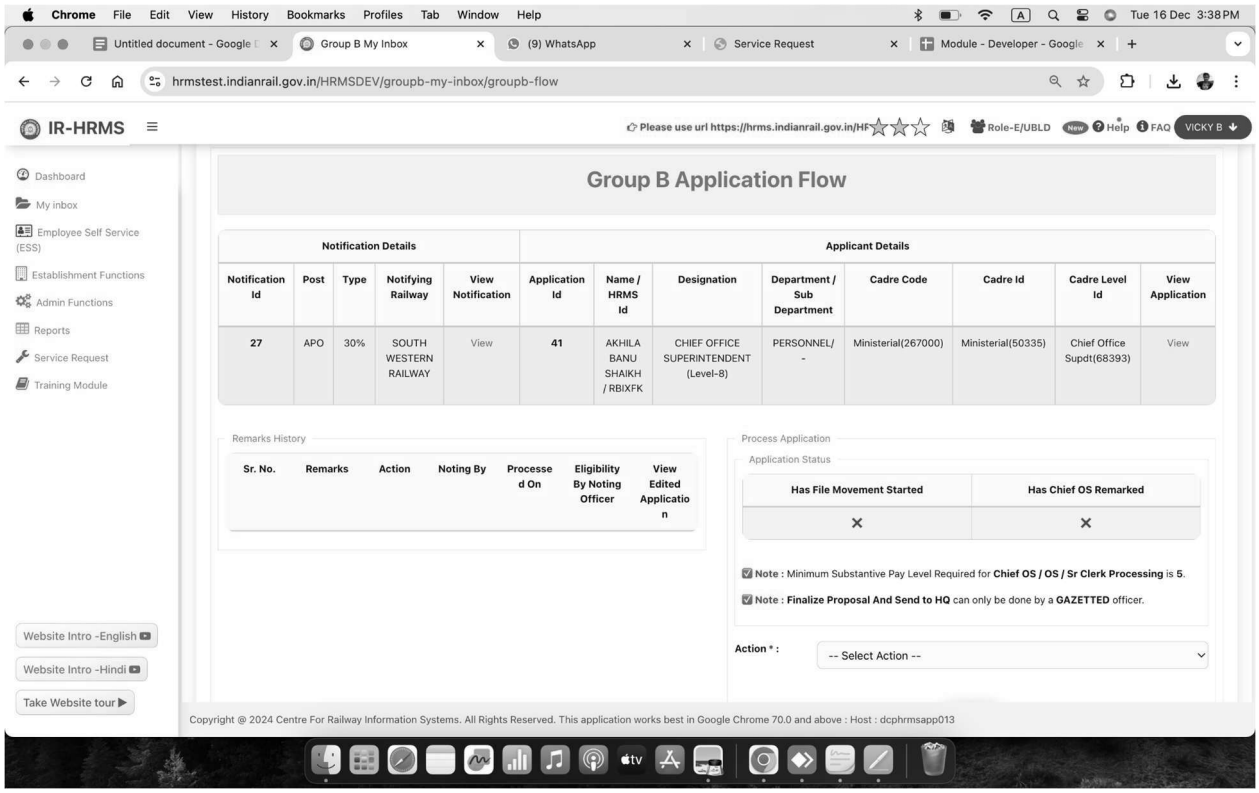
All the applications submitted by the employees will be available for scrutiny at the level of unit custodians who have been designated as such by GZA.
Once the unit custodian logs in to HRMS, the following path has to be navigated.

Login → My inbox → Other pending tasks → Group B applications.



After navigating to above path, the screen looks as above. He will see the application details, the pdf of the application. the user clicks on ‘Action’ button to process further,

On clicking on ‘Action’ button, the user will see the following screen



Here, the user will be able to act on the application.
For the purpose of ensuring a thoroughness in checking and forwarding the application, two indicative flags have been given.

a) Has the file movement started - This flags the movement of application- whether it started or not.
b) Has Chief OS remarked - This flag ensures that the application has been scrutinized by a senior official from personnel department/Concerned person.

At this stage, after receiving the application, the custodian can forward the application to anyone similar to a workflow after adding the remarks.

Once the application is forwarded, application will be available to recipient in his inbox for processing.

All the users who receive the application for processing will be able to
a) View the application in their inbox.
b) Edit the application and offer remarks and
c) Mark the eligibility/non eligibility of the application and

d)forward the application to another user.

Processing of applications (whenever eligibility is ascertained) has been authenticated with a transaction password to increase the security. The Transaction OTP needs to be entered on such occasion. Once section remarks on eligibility and send the application to concerned APO for final Decision, APO can agree / disagree and send the application to HQ or can return the application for reexamination or clarification. Once he finalizes the eligibility and send the application to HQ, workflow ends at Unit level.

The workflow ends only when a Gaz officer marks the eligibility of the application and forwards it to HQ.

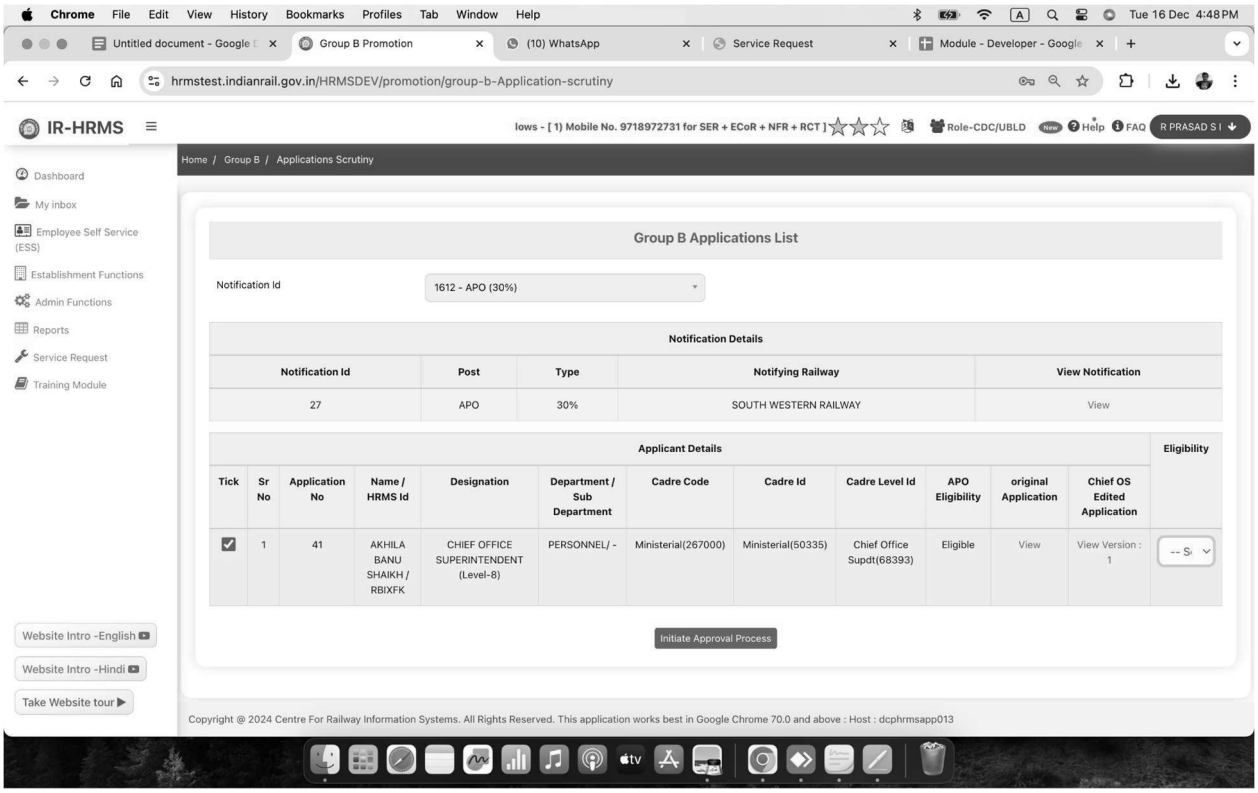
With this the role of unit custodians end. The applications will now be available for process in HQ with GZV login.

2)Process at HQ level

The process of application scrutiny at HQ level is done by user role GZV as designated by GZA at the time of notification creation.

GZV logs in → Establishment Functions → Group B applications → Group B application scrutiny.

He will then have to select the notification to see and process the applications received in HQ. He can wait for last date to process all application against a notification for processing them in a batch (in a single workflow). Or he can process in multiple batches too to save time.



As can be seen from above, the user GZV will now be able to see individual applications forwarded to him by the units. He will also see the original application and the subsequent edited applications of the employee as done by the unit during scrutiny. He can then initiate a workflow process for approval by selecting the required application/s and making a recommendation of eligibility or non eligibility . Once the GZV sends the proposal, this will be available to recipient in his inbox under promotions tab.

The proposal can only be approved by a Gaz officer in HQ.

Reports

Two types of reports have been provided for tracking the status of applications.

1)Report - Status of Applications Pending at HQ - This report is visible to both GZA and GZV roles.
This can be accessed at Login → Establishment Functions → UDIP →Group B applications.

This report gives details of all the applications which were received at HQ and the status of applications where they are pending.

2)Track Group B Notification status/Change Custodian - This report is visible to GZV role.

This can be accessed at Login → Establishment Functions → UDIP →Group B applications.

This report gives the status of all applications . The workflow remarks of each application can also be seen.
In addition, GZV of HQ will be able to change the custodian for any application as long as the application is not forwarded to HQ. This can be used in situations where the unit custodians are unable to process the applications received by then.

—----------END OF MANUAL—----------

		Centralised CBT for Gr.B posts against 30% LDCE quota for the vacancy cycle 2025-26																	Annexure-II
		Format of particulars of eligible applicants to be sent to RRB Ajmer																	
Sl. No.	Railway	Post Name	Name of the applicant	I-PAS	HRMS ID	Designation	HRMS Linked Mobile No.	Email ID	Place of posting	Division/ workshop/ Unit	Controlling officer	DOB (DD/MM/YYYY)	Community (UR/SC/ST)	PwBD or not (Yes/No)	If Yes, PwBD category	If a PwBD, whether entitled to scribe (Yes/No)	Weather eligible for compensatory time (Yes/No)	Proposed Exam City	Remark
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]	[18}	[19]	[20]

Note 1: (Column-5) I-PAS No. should be of 11 digits. In case the employee ID is less than 11 digits, equal number of zeroes may be pre-fixed to make it 11 digit.