

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

File No.: ECR-HQOPERS(SEL)/0009/2025 (354408)

dt. 24.12.2025

Secy to GM/ECR: For kind information of GM.
PS-I to AGM: For kind information of AGM.
Secy to PCPO: For kind information of PCPO.
General Manager (P) CORE/Allahabad & GM(P)/N.E.Rly/GKP
CAO/Con/South/MHX & CAO/Con./North/MHX
SDG.M, PCCM, PCOM & PCSO/ECR/HJP
All DRMs/Sr. DOMs/Sr. DPOs/DOMs/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
APO/MPP/HJP - For upload on Website.
General Secretary, ECROA, ECRPOA, ECREU & All Extra Divisional Units.

Sub: - LDCE for the post of Assistant Commercial Manager (Group-'B') in Pay Level-8
of pay matrix as per 7th CPC against 30% quota.

Ref: - Railway Board's letter No. E(GP)2024/2/37, dated 12.12.2025

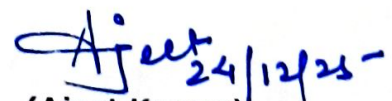
In terms of Railway Board's letter under reference, notification for selection to the Group 'B' post of Assistant Commercial Manager (ACM) against 30% quota for the vacancy cycle 2025-26 has been issued on 24.12.2025 and is now live on HRMS. Last date for submitting application through HRMS is 07.01.2026.

A copy of the said notification (with all annexures) as well as a copy of User Manual for entire processing of application through HRMS is attached herewith for ready reference and further wide circulation to all concerned staff/officials including those working in the Construction/Project Organization on deputation, training and any Ex-cadre Organization having lien and seniority in ECR.

Authorized nominated Railway officials may be advised to scrutiny and forward the applications of willing candidates to the concerned next authority on day-to-day basis.

It may also be ensured that the applications of eligible candidates after due scrutiny only may be forwarded to the authority at HQ/HJP by 13.01.2026, so that further necessary action can be possible within time frame.

DA:- As above.



(Ajeet Kumar)
APO/Gaz.

For General Manager (P)/ECR/HJP

East Central Railway

Office of the
General Manager (P)
Hajipur

File No.:ECR-HQ0PERS(SEL)/0009/2025 (354408)

ALL CONCERNED

Sub:- LDCE for the post of Assistant Commercial Manager (Group-'B') in Pay Level-8 of pay matrix as per 7th CPC against 30% quota.

Ref:- Railway Board's letter No. E(GP)2024/2/37, dated 12.12.2025

With the approval of Competent Authority, it has been decided to hold a LDCE for forming a **panel against 03 vacancies** for the post of ACM (Gr.-'B') against 30% quota over E.C.Railway, as per details given below: -

LDCE	UR	SC	ST	Total	PwBD
ACM (Gr.'B') 30%	02	01	Nil	03	Nil

(1) (a) **Tentative date Of Examination (CBT):- 08.03.2026**

(b) **Venue of Examination (CBT)& Date of Viva Voce: - Will be notified in due course**

(2) **Eligibility:- (As on 01.01.2025)**

- (a) All permanent Group- "C" staff working in Commercial Department including ministerial staff who have opted for further advancement in the branch (including those who are working in other Railway/Units/Construction or Project Organisation having lien and seniority on any Division/Unit of East Central Railway). The Chief Law Assistant/Legal Cadre are also eligible to apply. All the above staff working in minimum of Pay Level-6 (Grade Pay Rs.4200/- Pay Band Rs. 9300-34800/-) having completed minimum 05 years of non-fortuitous service in above grade/grades as on 01.01.2025 are eligible to volunteer to appear in the selection against LDCE.

NB:-However, Those Gr.'C' employees who have been given financial up-gradation in Pay Level- (Grade Pay 4200/- or above in PB-2 (9300-34800/-) under ACP/MACP are not eligible to volunteers for the above (LDCE) examination.

- (b) **The cut-off date of eligibility for candidates for 30% LDCE is 01.01.2025, which is same as in the earlier part selection of 70% Quota.**
- (c) As per Railway Board's letter No. E(GP)2005/2/74 dt.13.03.08(RBE 40/2008) in case of persons transferred at his own request to a new unit in the same category of post 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.
- (d) Those Railway employees who have come own request transfer/mutual transfer and joined E. C. Railway after the cut-off date i.e. 01.01.2025 will not be eligible to appear in this examination.

(3) SCHEME OF SELECTION

The selection will consist of (A) Written Examination (CBT) (B) Medical Examination (C) Viva-voce and record of service.

Contd.... P/2

P/2

(a) Written Examination (CBT)

In terms of Railway Board's letter No. E(GP)2024/2/37 (3477173) dated 12.12.2025, the written examination will be conducted in the form of Centralised Computer Based Objective Type Examination (CBT) by RRB/Ajmer tentatively on 08.03.2026. As per Railway Board's letter No. E(GP)2022/2/4 dated 28.06.2022, there shall be a single paper of 150 marks comprising 100% objective type Multiple Choice Questions consisting of 175 questions out of which 150 questions are to be attempted. All objective type questions carry equal marks. 1 mark will be allotted for every correct answer. There shall be negative marking for each incorrect answer and One-third (1/3rd) of the marks allotted for each question will be deducted for every wrong answer.

(i) Scribe and Compensatory Time to PwBD employees: -

In terms of Railway Board's letter No. E(NG)I2022/PM/4/9 (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 in write and that scribe is essential to write examination on his/her behalf from the competent Railway Medical Authority as per proforma enclosed as ANNEXURE – 'B'.

(ii) The distribution of marks will be as under: -

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 06.09.2022, the break-up of marks for individual topics for the written examination (CBT) consisting of 150 questions will be as detailed here under: -

Topic	No. of questions	Marks
Technical (Professional) subject	85 questions (Including 5 optional questions)	80 marks
General Knowledge and Official Language Policy & Rules	55 questions (Including 15 optional questions on Official Language Policy & Rules)	40 marks
Establishment & Financial Rules	35 questions (Including 5 optional questions)	30 marks

(iii) Qualifying marks : 90

(iv) Duration : 3 Hours

(b) Medical Examination:

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 06.03.2023, employees who qualify in the written examination (CBT) by securing 60% or more marks shall be shortlisted, to the extent of five times the number of respective vacancies (community-wise), in order of merit, for the prescribed Medical Examination in Safety Category for promotion to Gr. 'B' post of ACM, as per the Railway Medical Manual. Only those candidates who are declared medically fit in the prescribed Medical Examination shall be called for the Viva-voce in accordance with extant instructions.

(c) Viva-Voce & record of service:

The following marks are allotted for Viva-voce and record of service :

	Maximum Marks	Qualifying Marks
Viva-voce	25	30
Record of service	25	(Including at least 15 marks under record of service)

(d) Empanelment:

The placement of the candidates in the panel will be based on their performance in Written examination, Viva-voce test and Record of service as per extant instructions of Railway Board and will be strictly as per merit, restricted the same to the number of assessed vacancies.

(4) Syllabus for the Written Examination (CBT):

In terms of Rly. Bd's Letter No. E(GP)2022/2/4 dated 07.11.2022, copy of syllabus for above selection is attached as ANNEXURE - 'A'.

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(5) Submission of applications through HRMS:

- (a) The applications for the aforesaid LDCE shall be invited through HRMS.
- (b) Physical applications will not be entertained.
- (c) The detailed instructions to the candidates to submit applications through HRMS is enclosed as ANNEXURE – 'C'.
- (d) The last date for the submission of application by the eligible employees is **07.01.2026**.
- (e) The reserved community employees are advised to check whether their community certificate is available in employee 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 get it approved.
- (f) 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.
- (g) Staff working in the Construction/Project Organization on deputation, training, leave/sick and any Ex-cadre Organization and having lien and seniority in any Division/Unit of ECR, should also be notified to enable them to submit their applications through HRMS. It is the personal responsibility of the personnel Officers/Controlling Officers of the Units of such staff to ensure that the notification reaches to all the eligible employee well in time.
- (h) The employees, who have responded to this notification, are also equally responsible to attend the written examination through CBT tentatively scheduled on 08.03.2026.

(6) TRAINING OF SC CANDIDATES: -

In terms of Railway Board's letter no. E(GP)2022/2/4 dated 18.10.2022, before conducting written examination, mandatory pre-promotional training classes of 60 hrs./15 working days to all SC eligible candidates will be arranged by the department concerned. PCCM/ECR/HJP will nominate a JAG or above officer of Commercial Department as an in-charge of pre-promotional training for the SC candidates. The in-charge of pre-promotional training will intimate the date and venue of the pre-promotional training to the eligible SC candidates in due course.

If any SC candidate refuse to undergo pre-promotional training, a written undertaking should be obtained from him/her and the same may be sent to Dy.CPO(Gaz.)/ECR/HJP as well as PCCM/ECR/HJP. The Controlling Officers should ensure that the SC candidates under their control are spared without fail on time to participate in such training.

The SC candidates are also advised to insist their controlling officers, in their own interest to spare them for the said training.

(a) Duty of the in-charge of Pre-promotional training (Nominated by PCCM):-

- (i) To inform in writing through special messenger to the concerned SC employee with details of date, time & venue of training.
- (ii) To obtain in writing unwillingness for training, if any, from the concerned SC employees.
- (iii) To arrange sparing of the candidates and liaison with respective Controlling Officers/Supervisors.
- (iv) To chalk out training schedule and adhere to it.
- (v) To ensure maintenance of daily attendance of SC candidates on the attendance sheet, who attend the training.
- (vi) After completion of such training, the in-charge of the pre-promotional training will give a written report along with all supporting documents/papers including attendance sheet of SC participants to Dy.CPO(Gaz.)/ECR/HJP, immediately after completion of pre-promotional training for records and further action. On receipt of compliance report of pre-promotional training, written examination will be conducted.

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(b) Duty of Controlling Officer: -

To spare the candidates under their control without fail in time with direction to participate in the pre-promotional training as well as to appear in the written examination also.

(c) Duty of concerned SC 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-promotional training on the same date. No representation will be entertained in case of failure to report to the concerned in-charge of pre-promotional training and it will be deemed to be refusal for the same.
 - (iii) Failure of concerned SC employees to avail Pre-promotional training on any account including leave etc. will be considered on their part and no supplementary training will be organized in any circumstances.
 - (iv) No appeal will be entertained by GM(P)/ECR/HJP after completion of pre-promotional training.
 - (v) After completion of pre-promotional training, the in-charge of the pre-promotional training will give a written report along with all supporting papers including attendance sheet of SC participants to Dy.CPO/Gaz/HJP latest by 27.02.2026 for records and further action.
- (7) The eligible staff should also be advised that no absentee written examination would be held for the absentees under any circumstances. As per rule, there is no provision of absentee exam in LDCE.
- (8) The concerned Personnel Branch Officer & Controlling Officers should ensure the submission of service records and ACRs/APARs of last 05 years and DAR/SPE/Vigilance clearance in respect of staff declared qualified for the viva-voce in due course/immediately after publication of the result of written examination through special messenger to Dy.CPO/Gaz/ECR/HJP.
- (9) The above selection will be held as per procedure laid down in Master Circular No. 68, governing promotion from Gr. 'C' to Gr. 'B' issued by Railway Board and the instructions issued time to time. The said Master Circular is available on website www.indianrailways.gov.in → Ministry of Railway ...> Railway Board> Railway Board Directorates... > Establishment...> E(GP)circular → Master Circular. The department/division/unit should ensure the compliance of instructions of item 16 of Master Circular- 68.

Note: This notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at later date.

Please acknowledge receipt.

- DA:-**
- (i) ANNEXURE - 'A' – Syllabus
 - (ii) ANNEXURE - 'B' – Scribe declaration
 - (iii) ANNEXURE - 'C' – Instructions to the employees to submit application through HRMS

Digitally signed by
AJEET KUMAR

Date: 24-12-2025

17:20:27

APO/GAZ

For General Manager(P)/HJP

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, Canons 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

6. SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORTATION 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.

- 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 & Transshipment 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

- 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

- 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.

- 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.

- 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.

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

Annexure-B

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of (Vill/ PO/PS/District/State), aged.....yrs, a person with..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto_____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature &Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic /PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist /Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert as nominated by the Chairperson (if any)
(Signature &Name)				
Chief Medical officer/Civil Surgeon /Chief District Medical Officer..... Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____ a candidate with _____ (nature of disability/condition) appearing for the _____ (name of examination) bearing Roll No. _____ at _____ (name the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

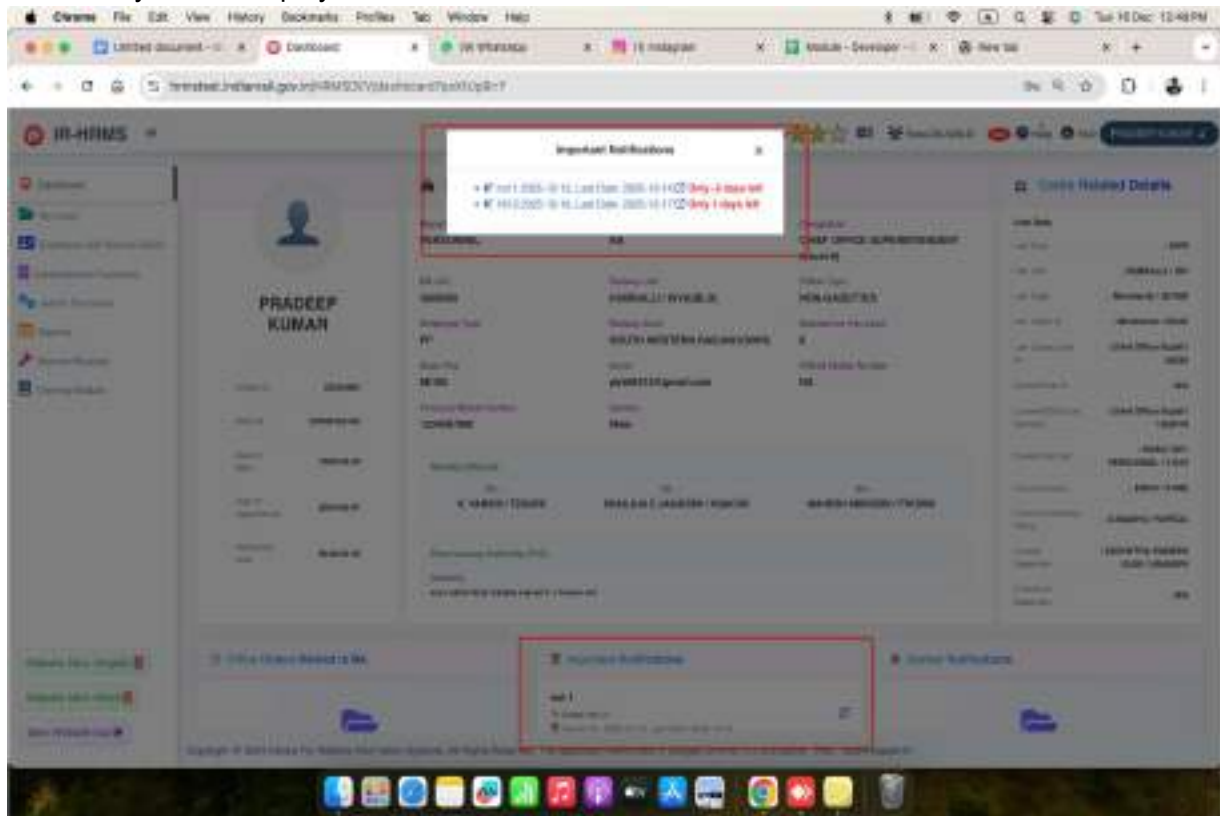
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

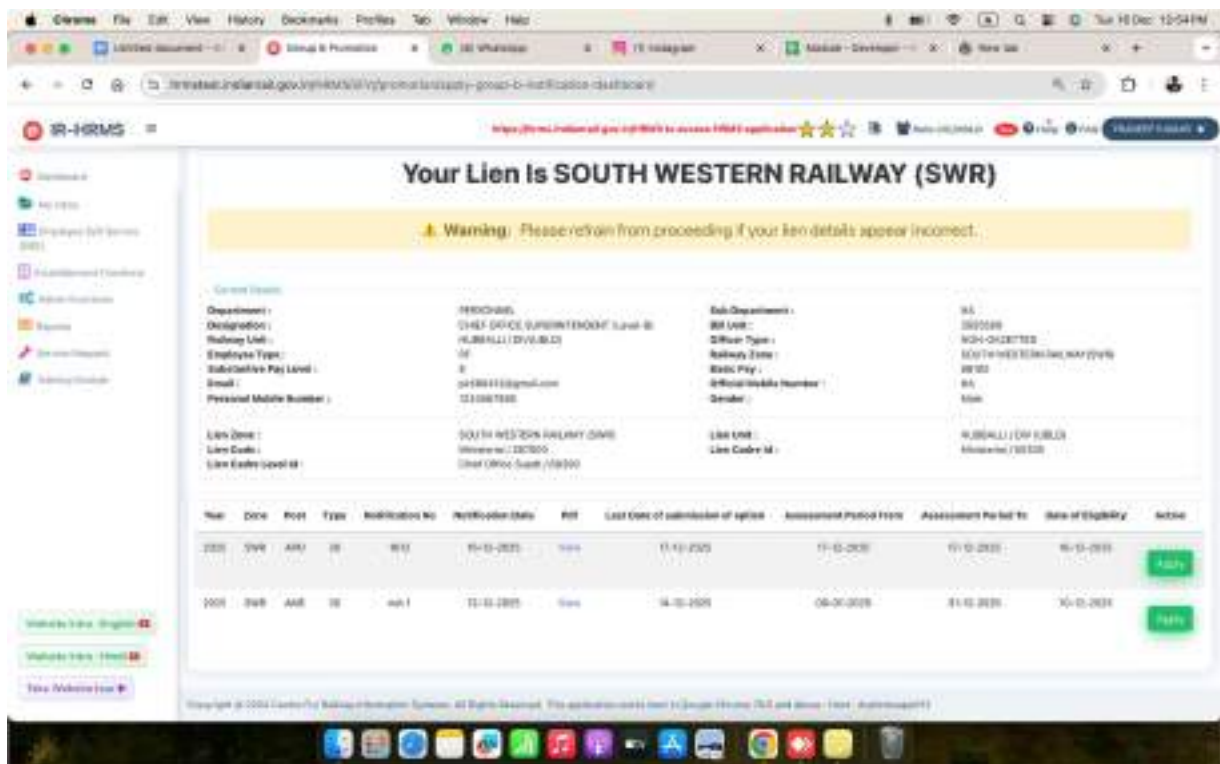
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

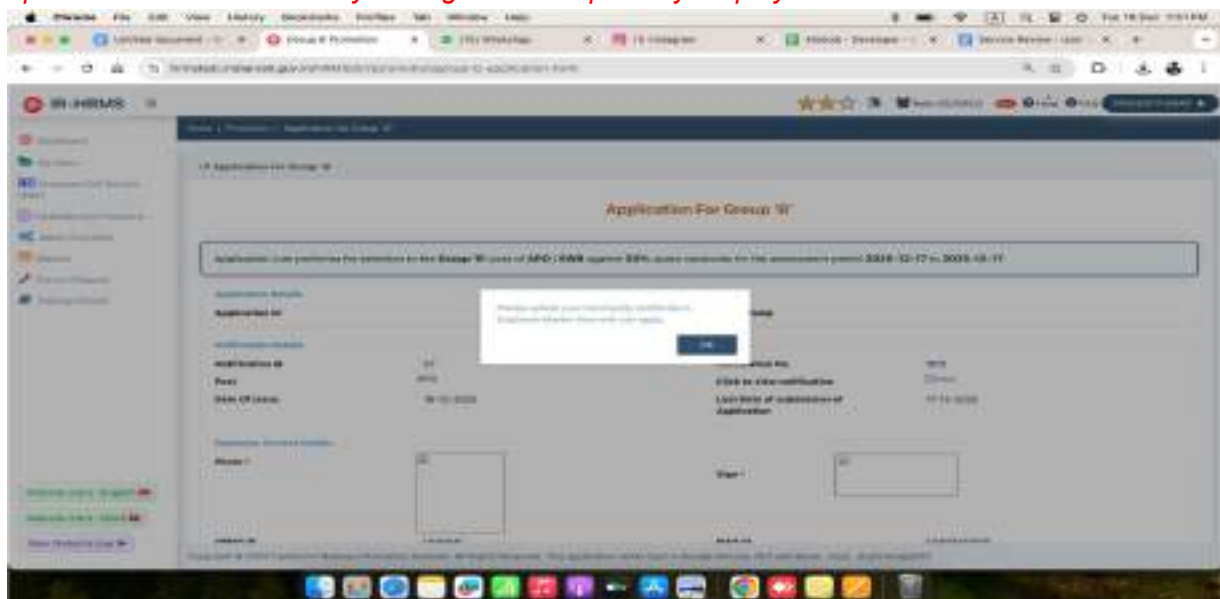
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee 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 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 screenshot displays the IR-HRMS application interface. At the top, there's a navigation bar with the application name 'IR-HRMS' and a user profile section showing 'NCR' and 'NCR' with a star icon. Below this, there's a sidebar with various menu items like 'Dashboard', 'My Info', 'Employee Self Service', 'Performance & Awards', 'Request', 'Leave Request', and 'Training Module'. The main content area is divided into two columns. The left column contains 'Employee General Details' with fields for Name, Address, Contact No., Email, and various IDs. The right column contains 'Notification Info' with fields for Notification No., Click to view notification, and Last Date of submission of Application. At the bottom, there's a footer with copyright information and a disclaimer.

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

- Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
- If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
- 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.

SR-HRMS

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

Warning: Please refrain from proceeding if your lien details appear incorrect.

Current Details		New Details	
Designation :	PROCDR	Ref Designation :	RA
Designation :	CHIEF OFFICE SOUTHWESTERN Railway	Ref Unit :	SWR
Employee ID :	10000000000000000000	Ref Type :	SWR-CHIEF OFFICE
Employee Type :	SR	Ref Zone :	SWR-CHIEF OFFICE
Subordinate Pay Level :	0	Ref City :	RA
Email :	10000000000000000000	Ref Mobile Number :	10000000000000000000
Personal Mobile Number :	10000000000000000000	Ref Gender :	Female
Line Zone :	SOUTHWESTERN RAILWAY (SWR)	Line Code :	SWR-CHIEF OFFICE
Line Code :	SWR-CHIEF OFFICE	Line Code ID :	SWR-CHIEF OFFICE
Line Code Level :	SWR-CHIEF OFFICE		

Year	Zone	Post	Type	Notification No.	Notification Date	SR	Last Date of submission of application	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2020	SWR	CHIEF	SR	1000	10-10-2020	True	10-10-2020	10-10-2020	10-10-2020	10-10-2020	Application Submitted (View Application)
2021	SWR	CHIEF	SR	1001	10-10-2021	True	10-10-2021	10-10-2021	10-10-2021	10-10-2021	Application Submitted (View Application)

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.

**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 employee
- 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.

The screenshot shows the 'Group B Notification Entry' form in the IR-HRMS system. The form is divided into several sections for data entry. The top section includes fields for Zone (SOUTH WESTERN RAILWAY), Notification Year (2025), Type (Please Select), Post (Please Select), Notification No., Notification Date (DD/MM/YYYY), Notification Pdf Upload (Choose file, No file chosen, Upload), Last Date of Submission of Application (DD/MM/YYYY), Assessment Period From (DD/MM/YYYY), Assessment Period To (DD/MM/YYYY), and Date Of Eligibility (DD/MM/YYYY). Below this is a table for 'Eligible employee to whom application form to be shown' with columns for Department, Sub Department, Cadre Code, Pay Level, and Action. There is an 'Add Row' button. Below the table is a section for 'Select Employee Who Will Oversee The Applications' with columns for Unit, Search Employee, and Employee Detail. The footer contains copyright information and a note about the application's compatibility with Google Chrome 70.0 and above.

Department	Sub Department	Cadre Code	Pay Level	Action
------------	----------------	------------	-----------	--------

Unit	Search Employee	Employee Detail
------	-----------------	-----------------

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.

Notification No : 1612

Notification Date : 16/12/2025

Notification Pdf Upload : Choose file CamScanner... 16.36.12.pdf Upload

Assessment Period From : 17/12/2025

Last Date of Submission of Application : 17/12/2025

Date Of Eligibility : 16/12/2025

Eligible employee to whom application form to be shown :

Department	Sub Department	Cadre Code	Pay Level	Action
PERSONNEL	Please Select	Ministerial (267000)	> 6 > 7 > 8 > 9	Remove
PERSONNEL	Please Select	Welfare Inspector (237000)	> 6 > 7 > 8 > 9	Remove

Select Employee Who Will Oversee The Applications :

Unit	Search Employee	Employee Detail
MYSURU (MYSU)	-- Search Employee --	Name : Designation : Unit : HRMS Id : Department : Zone :

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.

Select Employee Who Will Oversee The Applications :

Unit	Search Employee	Employee Detail
MYSURU (MYSU)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR
MYSORE WORKSHOP (MYSW)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR
BANGALORE CONSTRUCTION (SBCC)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR

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 workflow for the applications received from Units for the scrutiny at HQ.

Forward To HQ Recipient* :

R PRASAD S I (MGMECW) ::PERSONNEL::SR DPO

Search Range :

SWR - HUBBALLI (DIV)- PERSONNEL

Modify Search Range

Submit Entry

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.

Group B Promotion

hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-notification-entry

IR-HRMS

Please use url https://hrms.indianrail.gov.in

Dashboard

My inbox

Employee Self Service (ESS)

Establishment Functions

Admin Functions

Reports

Service Request

Training Module

Website Intro -English

Website Intro -Hindi

Take Website tour

List of Notifications Available in System

Search:

Year	Notification Id	Zone	Post	Type	Notification No	Notification Date	Notification Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date Of Eligibility	Notification Page Entry View
2025	1	SOUTH EASTERN RAILWAY	APO	70	testserapo	29-11-2025	View	03-12-2025	01-11-2025	31-10-2026	01-11-2025	View
2025	2	SOUTH EASTERN RAILWAY	AMM	30	SER\APO\30%	30-11-2025	View	04-12-2025	01-12-2025	30-11-2027	01-12-2025	View
2025	3	SOUTH EASTERN RAILWAY	AEE	30	2025\AEE\30%	03-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	4	SOUTHERN RAILWAY	APO	30	APO Test	04-12-2025	View	31-12-2025	01-01-2024	31-12-2024	01-01-2025	View
2025	5	NORTH WESTERN RAILWAY	AEN	30	871-E/1/AEN/Gr:B'(Regular-LDCE)	04-12-2025	View	04-01-2026	01-01-2025	31-12-2026	01-01-2025	View
2025	6	NORTH WESTERN RAILWAY	AME	30	871-E/1/AEN/Gr:B'(-LDCE)	05-12-2025	View	06-01-2026	01-01-2025	31-12-2026	01-01-2025	View
2025	7	NORTH WESTERN RAILWAY	APO	30	871-E/1/APO/Gr:B'(Regular-LDCE)	05-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	8	SOUTHERN RAILWAY	AEE	30	AEE Test	05-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	9	NORTH WESTERN RAILWAY	ASTE	30	871-E/1/AST/Gr:B'(Regular-LDCE)	05-12-2025	View	08-12-2025	01-01-2025	11-12-2025	04-11-2025	View

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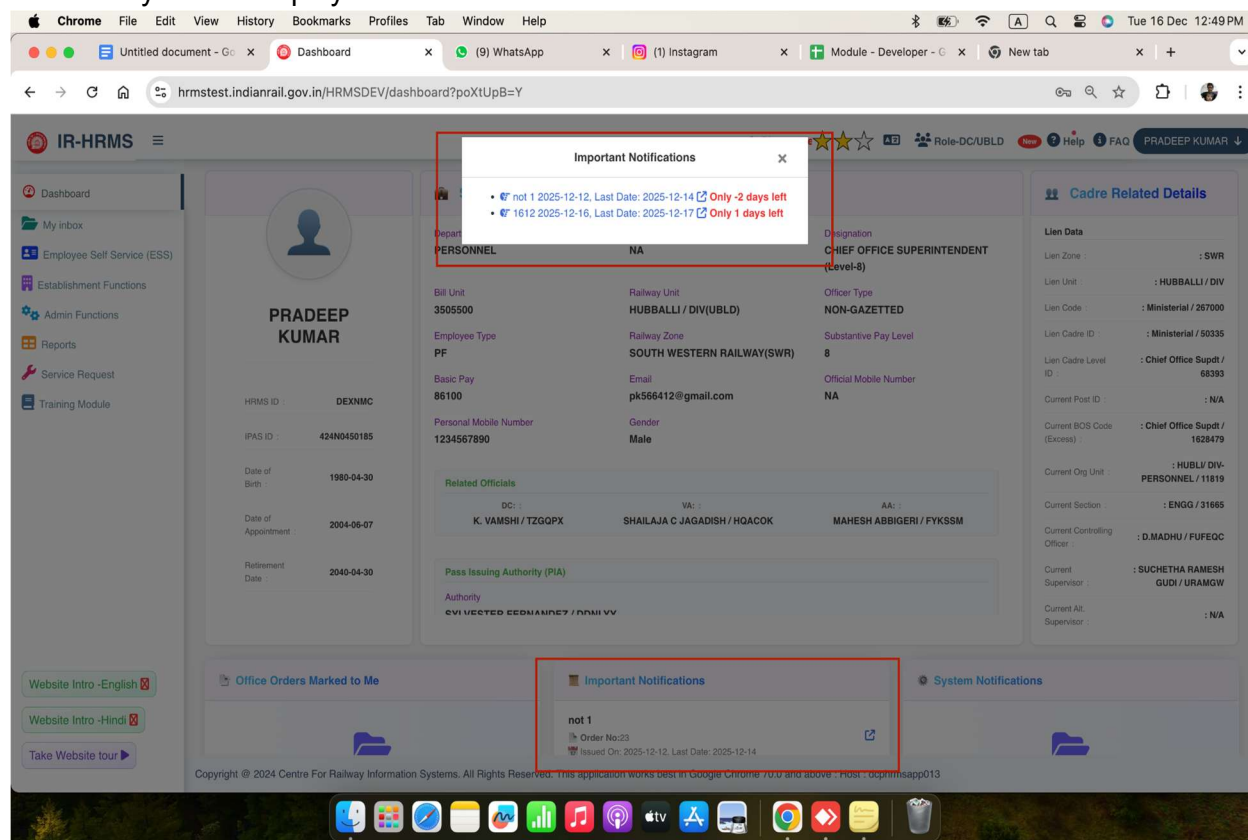
This is how a notification can be created by GZA. Along with creation of notification, he has now created the roles of unit custodian for individual unit and GZV for HQ who will be processing the

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.**

IR-HRMS | <https://hrms.indianrail.gov.in/HRMS to access HRMS application> | Role-DC/UBLD | Help | FAQ | PRADEEP KUMAR

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

Warning: Please refrain from proceeding if your lien details appear incorrect.

Current Details:

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV(UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY(SWR)
Substantive Pay Level :	8	Basic Pay :	86100
Email :	pk566412@gmail.com	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Male
Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APO	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Apply
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

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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."

IR-HRMS | <https://hrms.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form> | Role-DC/UBLD | Help | FAQ | PRADEEP KUMAR

Application For Group 'B'

Application cum proforma for selection to the Group 'B' post of APO / SWR against 30% quota vacancies for the assessment period 2025-12-17 to 2025-12-17

Application Details

Application Id

Notification Details

Notification Id

Post

Date Of Issue

Employee Current Details

Photo

Sign

Please upload your community certificate in Employee Master then only can apply.

OK

Application No. 1612

Click to view notification [View](#)

Last Date of submission of Application 17-12-2025

HRMS IN

DEFNMC

HRMS IN

474N/A5/185

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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 screenshot shows the IR-HRMS application form for Group B Promotion. The form is displayed in a web browser window with the URL hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form. The form is divided into several sections:

- Notification Details:**
 - Notification Id: 27
 - Post: APO
 - Date Of Issue: 16-12-2025
 - Notification No.: 1612
 - Click to view notification: [View](#)
 - Last Date of submission of Application: 17-12-2025
- Employee Current Details:**
 - Photo:
 - Sign:
 - HRMS ID: RBIXFK
 - Name: AKHILA BANU SHAIKH
 - Current Pay Level: 8
 - Current Org Unit: HUBLI/ DIV-PERSONNEL
 - Lien Cadre ID: Ministerial(50335)
 - Lien Dept/Sub Dept: PERSONNEL/ -
 - Lien Zone: SOUTH WESTERN RAILWAY
 - Working Cadre ID: - (-)
 - Working Dept/Sub Dept: PERSONNEL/ -
 - Working Zone: SOUTH WESTERN RAILWAY
 - IPAS ID: 42407503210
 - Designation: CHIEF OFFICE SUPERINTENDENT (Level-8)
 - Substantive Pay Level: 8
 - Lien Cadre Code: Ministerial(267000)
 - Lien Cadre Level ID: Chief Office Supdt(68393)
 - Lien Unit: HUBBALLI / DIV
 - Working Cadre Code: -
 - Working Cadre Level ID: - / -
 - Working Unit: HUBBALLI / DIV
- Employee Personal Details:**
 - Father Name: M. A. RAHIMAN
 - Spouse Name: AKBAR SHAIKH

The form also includes a sidebar menu with options like Dashboard, My inbox, Employee Self Service (ESS), Establishment Functions, Admin Functions, Reports, Service Request, and Training Module. At the bottom, there are links for Website Intro in English and Hindi, and a Take Website tour button.

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.

- Employee will have to check the details of initial appointment and if they are wrong, he has to enter the data manually.
- If the employee is on deputation, the details of the same has to be entered in the form after selecting the 'Yes' Radio button
- 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.

IR-HRMS CTI + NR [4] Mobile No. 9971535534 for NCR + NER + ER + NF

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

Warning: Please refrain from proceeding if your lien details appear incorrect.

Current Details :

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV (UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY (SWR)
Substantive Pay Level :	8	Basic Pay :	81200
Email :	-	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Female
Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APO	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Application Submitted View Application
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

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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.

The screenshot shows the IR-HRMS web application interface. The browser address bar displays 'hrmstest.indianrail.gov.in/HRMSDEV/groupb-my-inbox'. The page title is 'Group B Applications Inbox' with a red instruction: 'Kindly click on Action icon to process the application.' Below this is a table with two main sections: 'Notification Details' and 'Applicant Details'. The table contains one row of data for a pending application.

Notification Details					Applicant Details						Action	
Notification Id	Post	Type	Notifying Railway	View Notification	Name / HRMS Id	Designation	Department / Sub Department	Cadre Code	Cadre Id	Cadre Level Id	View Application	
27	APO	30%	SOUTH WESTERN RAILWAY	View	AKHILA BANU SHAIKH / RBIXFK	CHIEF OFFICE SUPERINTENDENT (Level-8)	PERSONNEL/ -	Ministerial(267000)	Ministerial(50335)	Chief Office Supdt(68393)	View	Action

At the bottom of the interface, there are links for 'Website Intro -English', 'Website Intro -Hindi', and 'Take Website tour'. The footer text reads: 'Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcphrmsapp013'.

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

IR-HRMS Please use url <https://hrms.indianrail.gov.in/HF> Role-E/UBLD Help FAQ VICKY B

Group B Application Flow

Notification Details					Applicant Details							
Notification Id	Post	Type	Notifying Railway	View Notification	Application Id	Name / HRMS Id	Designation	Department / Sub Department	Cadre Code	Cadre Id	Cadre Level Id	View Application
27	APO	30%	SOUTH WESTERN RAILWAY	View	41	AKHILA BANU SHAIKH / RBIXFK	CHIEF OFFICE SUPERINTENDENT (Level-8)	PERSONNEL/ -	Ministerial(267000)	Ministerial(50335)	Chief Office Suptd(68393)	View

Remarks History

Sr. No.	Remarks	Action	Noting By	Processed On	Eligibility By Noting Officer	View Edited Application
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Process Application

Application Status

Has File Movement Started	Has Chief OS Remarkd
X	X

Note : Minimum Substantive Pay Level Required for Chief OS / OS / Sr Clerk Processing is 5.

Note : Finalize Proposal And Send to HQ can only be done by a GAZETTED officer.

Action * : -- Select Action --

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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.

- Has the file movement started - This flags the movement of application- whether it started or not.
- 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

- View the application in their inbox.
- Edit the application and offer remarks and
- 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.

The screenshot displays the 'Group B Applications Scrutiny' interface. At the top, there's a notification dropdown set to '1612 - APO (30%)'. Below this, a table titled 'Notification Details' shows the notification ID (27), post (APO), type (30%), and notifying railway (SOUTH WESTERN RAILWAY). A 'View Notification' link is provided. Underneath, an 'Applicant Details' table lists applications. The first application is selected, showing details for AKHILA BANU SHAIKH / RBIXFK, a Chief Office Superintendent (Level-8) in the Personnel department. The table includes columns for application number, name, designation, department, cadre code, cadre level, APO eligibility, original application, and Chief OS Edited Application. An 'Initiate Approval Process' button is at the bottom. The footer contains copyright information for the Centre for Railway Information Systems.

Group B Applications Scrutiny												
Notification Details												
Notification Id	Post	Type	Notifying Railway						View Notification			
27	APO	30%	SOUTH WESTERN RAILWAY						View			
Applicant Details												
Tick	Sr No	Application No	Name / HRMS Id	Designation	Department / Sub Department	Cadre Code	Cadre Id	Cadre Level Id	APO Eligibility	original Application	Chief OS Edited Application	Eligibility
☒	1	41	AKHILA BANU SHAIKH / RBIXFK	CHIEF OFFICE SUPERINTENDENT (Level-8)	PERSONNEL / -	Ministerial(267000)	Ministerial(50335)	Chief Office Supdt(68393)	Eligible	View	View Version : 1	-- Si

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-----