पूर्व मध्य रेल

कार्यालय
मंडल रेल प्रबंधक (का0)
समस्तीपुर

सं0– का/254/गज/भाग–V/कार्मिक

दिनांक 26.12.2025

सभी शाखा अधिकारी
पूर्व मध्य रेल, समस्तीपुर।

Sub:- Selection for the post of Assistant Personnel Officer (Group 'B') in Level-8 of Pay Matrix as per 7th PC against 30% LDCE quota.

Ref:- GM(P)/HJP's letter No. ECR-HQ0PERS(Gaz)/0062/2024 dt. 24.12.2025

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संदर्भित पत्र के द्वारा APO (Group 'B') 30% LDCE कोटे के तहत अधिसूचना जारी कर सभी पात्र एवं इच्छुक कर्मचारियों को HRMS के माध्यम से आवेदन देने का निर्देश दिया गया है। उक्त अधिसूचना की प्रति इस पत्र के साथ संलग्न है, कृप्या अपने अधीनस्थों के बीच इसका व्यापक प्रचार–प्रसार करते हुये पात्र एवं इच्छुक कर्मचारियों को HRMS के माध्यम से आवेदन दिनांक **07.01.2026** तक देने का निर्देश है।

कृपया इसे उच्च प्राथमिकता देवें।

संलग्नकः– यथोपरि।

(मनोज पासवान)
सकाधि–।
कृते मंडल रेल प्रबंधक(का0)
समस्तीपुर।

प्रतिलिपि :–सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
1 सभी मुकार्याधी संवर्ग/कार्मिक– कृप्या संदर्भित पत्र के निर्देशानुसार कार्यवाही सूनिश्चित करें।

कृते मंडल रेल प्रबंधक(का0)
समस्तीपुर।

East Central Railway

Office of the
General Manager(P)
Hajipur

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

Date: 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.
SDGM/ECR/HJP & PFA/ECR/HJP,
General Manager(P)/Core/Allahabad
General Manager (HR)/NHSRCL/New Delhi
All PHODs/CHODs, ECR/Hajipur
CAO(Con)/(S&N)/MHX/ECR/Patna, CAO/WP/Patna
All PSUs, All DRMs/ECR, All Sr. DPO/ECRs/ECR
Chairman/RRB/Patna & MFP, CEE/Rly. Project/DNR
CWM/PD/ECR/DDU, WS/SPJ & CRW/HRT
Dy.CPO/IR&W, Dy.CPO/MPP & Dy. CPO/HQ/ECR/HJP
Chairman/RRC/Patna, Addl. Registrar/RCT/Patna
DGM(Law)/ECR/MHX/Patna, Dy.CMM/GHZ & SPJ
Principal/ZRTI/ECR/Bhuli & MFP, All Extra Divisional unit
General Secretary/ECROA, ECRPOA & ECREU,
All Extra Divisional Units & Others concerned Units.
APO/MPP/ECR/HJP:- For uploading on website.

Sub:- LDCE for the post of Assistant Personnel Officer (Group 'B') in Level-8 of Pay Matrix 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 Personnel Officer 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 24/12/25

(Ajeet Kumar)
APO/Gaz.
For General Manager (P)/ECR/HJP

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

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

ALL CONCERNED

Sub:- LDCE for the post of Assistant Personnel Officer (Group'B') in Level-8 of Pay Matrix 7th CPC against 30% quota.

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

*****

With approval of Competent Authority, it has been decided to hold a LDCE for formation of the panel against **02** vacancies for the post of **Assistant Personnel officer** (Group 'B') **against 30% quota** over E.C. Railways, as per details given below:-

LDCE	UR	SC	ST	Total
APO (Gr. 'B') 30%	02	NIL	NIL	02

(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' employees (Including those who are working in other Railways/Units/Construction or project organization having lien and seniority on E.C. Railway) who have completed a minimum of 05 years of non-fortuitous service in Level- 6 of Pay Matrix (Pay Band Rs. 9300-34800 (PB-2) with Grade pay Rs. 4200/- as per 6th CPC) & above (including non-fortuitous service rendered in the corresponding pre-revised 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 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 Quota 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 40/08) 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) STAFF OF VARIOUS DEPARTMENTS WHO ARE ELIGIBLE TO APPLY:-

A. The LDCE is open to the volunteers from the following categories of permanent Group-'C' staff who fulfill the eligibility/Criterion mentioned in Para (2) above:-

(i) All permanent Group 'C' staff of Personnel Department. excluding teaching staff.

Contd….. P/2

(ii) All permanent Group 'C' MINISTERIAL STAFF of the following department:-

(a) General Administration Department (GM's office)

(b) Medical Department & Security Department.

(c) Cash & Pay office.

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

(e) Operating Department.

(f) Commercial, Stores Department & Statistical Branch of Accounts Department:- (All Gr.'C' ministerial staff of these departments, provided they submit their written undertaking to the effect that they will seek their further advancement in Group-'B' service for the post of Assistant Personnel Officer only. NOT in the Group-'B' service in their respective departments.)

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

(h) All Private Secretary-II (excluding Accounts Department), who fulfills the eligibility criteria (i.e. 05 years non-fortuitous service in Group-'C'in Level-6of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2) Grade Pay-Rs.4200/- as per 6th CPC) & above.

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

(4) SCHEME OF SELECTION

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

(a) Written Examination (CBT)

In terms of Railway Board's letter No. E(GP)2024/2/37 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 questions 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'.

Contd….. P/3

(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 hereunder :-

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 for promotion to Gr. 'B' post of APO (Non-Safety category), 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 (Including at least 15 marks under record of service)
Record of service	25	

(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.

(5) 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'.

(6) 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 a 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.

Contd….. P/4

(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.

(7) **TRAINING OF SC/ST CANDIDATES:-**

As there is no reserved vacancy available, Pre-selection training is not required as per para 2 (ii) of RB's letter no.E(GP)2010/2/39 dated 28.08.2019 (RBE No.142/2019).

(8) 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.

(9) 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.

(10) 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
16:01:22
APO/Gaz
for General Manager(P)

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.

2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.

3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.

4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.

5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.

6. The Railway Services (Conduct) Rules, 1966 and related instructions.

7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.

8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.

9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.

10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.

11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

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

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

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

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

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

6. Financial & Cost Control in Railway *Wo*rkshops/Sheds/Units.

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

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

9. Delegation of Powers.

10. Losses, Frauds and Embezzlements.

11. General Financial Rules

12. Government e-Market (GeM)

13. Classification of Railway Revenue (Earnings)

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

16. Organization of CGA and C&AG

17. Any other topic felt necessary from time to time

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

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

a) Organization, objectives and functions of Personnel Department.

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

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

2. RECRUITMENT:

a) Classification of Services and Categories;

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

c) Safety, Non-safety & Essential Categories;

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

e) Railway Recruitment Boards & Railway Recruitment Cells;

f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

a) Appointment, Seniority & Lien;

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

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

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

e) Procedures of Selection, Suitability and Trade Tests;

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

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

h) Deputation;

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

j) Pass Rules; AILTC;

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

l) HOER;

m) PME & Mandatory Health Check-up;

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

4. HUMAN RESOURCES MANAGEMENT:

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

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

c) Supernumerary posts & Redeployment;

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

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

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

g) Work-charged posts;

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

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

j) Training Modules for different posts,

k) Training under Apprentices Act, Online Training,

l) Performance Appraisal - APARS & SPARROW.

m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

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

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

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

d) Facilities and privileges to trade unions & associations.

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

6. STAFF WELFARE:

a) Staff Grievances Redressal Mechanisms;

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

c) Ex-gratia payment,

d) Incentive Bonus Scheme;

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

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

g) Medical assistance;

h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

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

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

8. FINAL SETTLEMENT:

a) Retirement rules, types & benefits;

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

c) Qualifying Service;

d) Pension & Family Pension, Provident Fund Rules;

e) Commutation, Gratuity, GIS, Leave Salary;

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

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

h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

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

b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

a) Service Law;

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

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

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

11. Official Language Policy and Official Language Rules.

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

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 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)

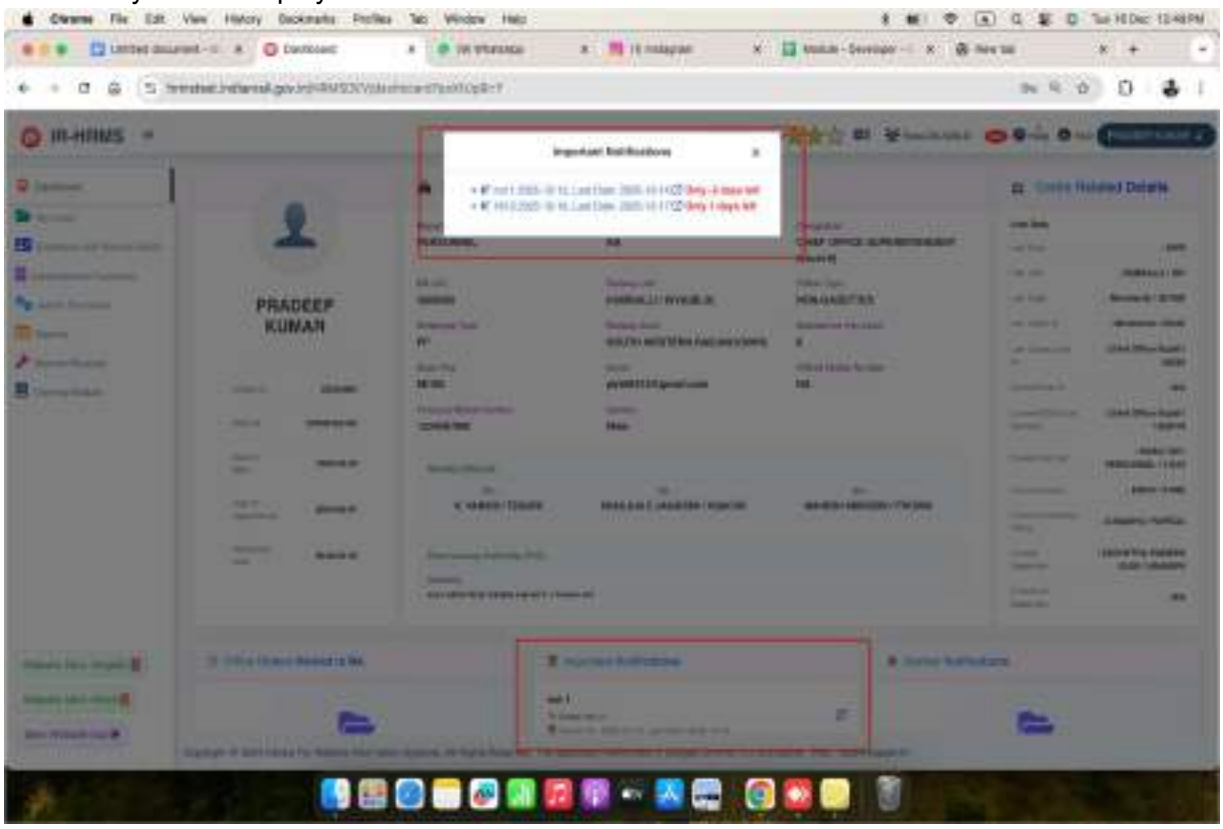
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

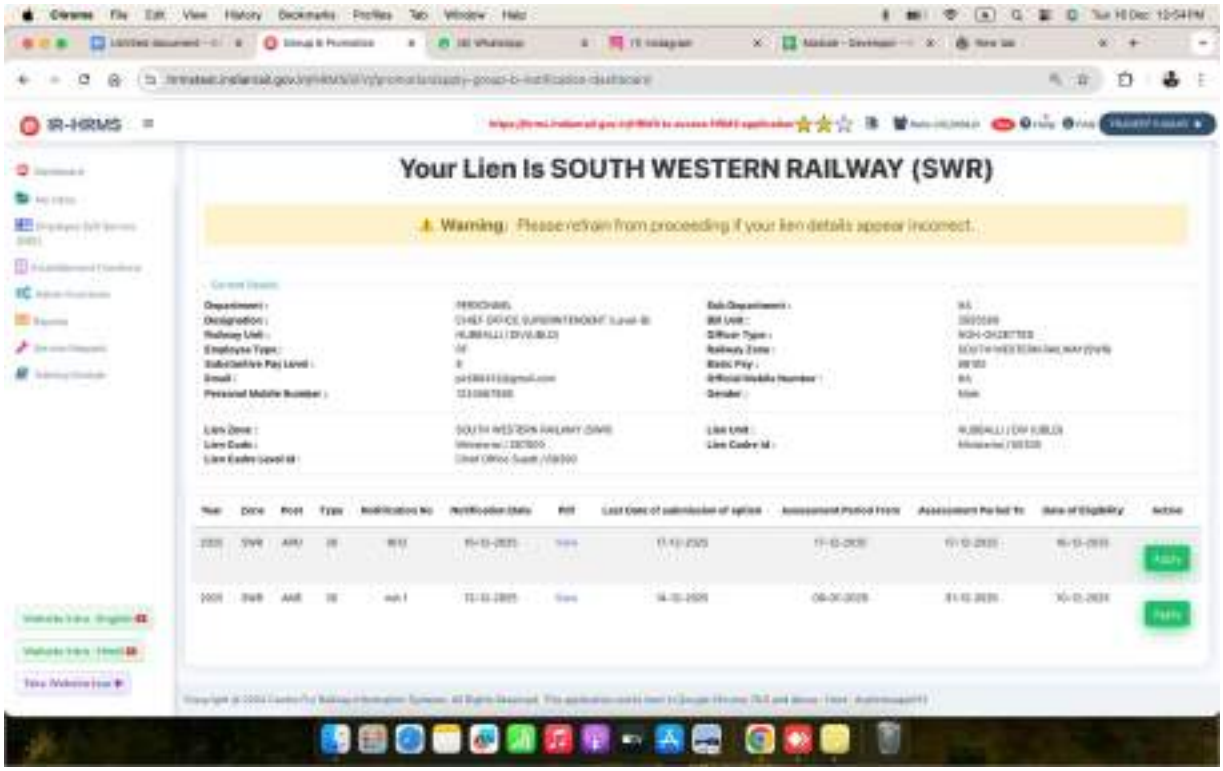
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

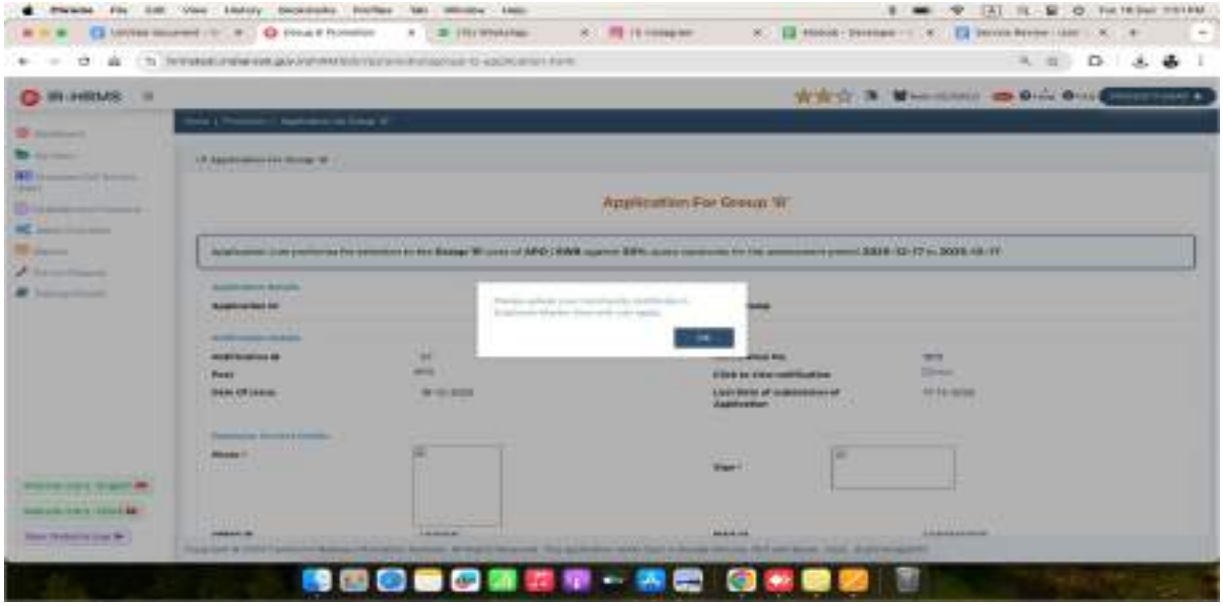
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee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



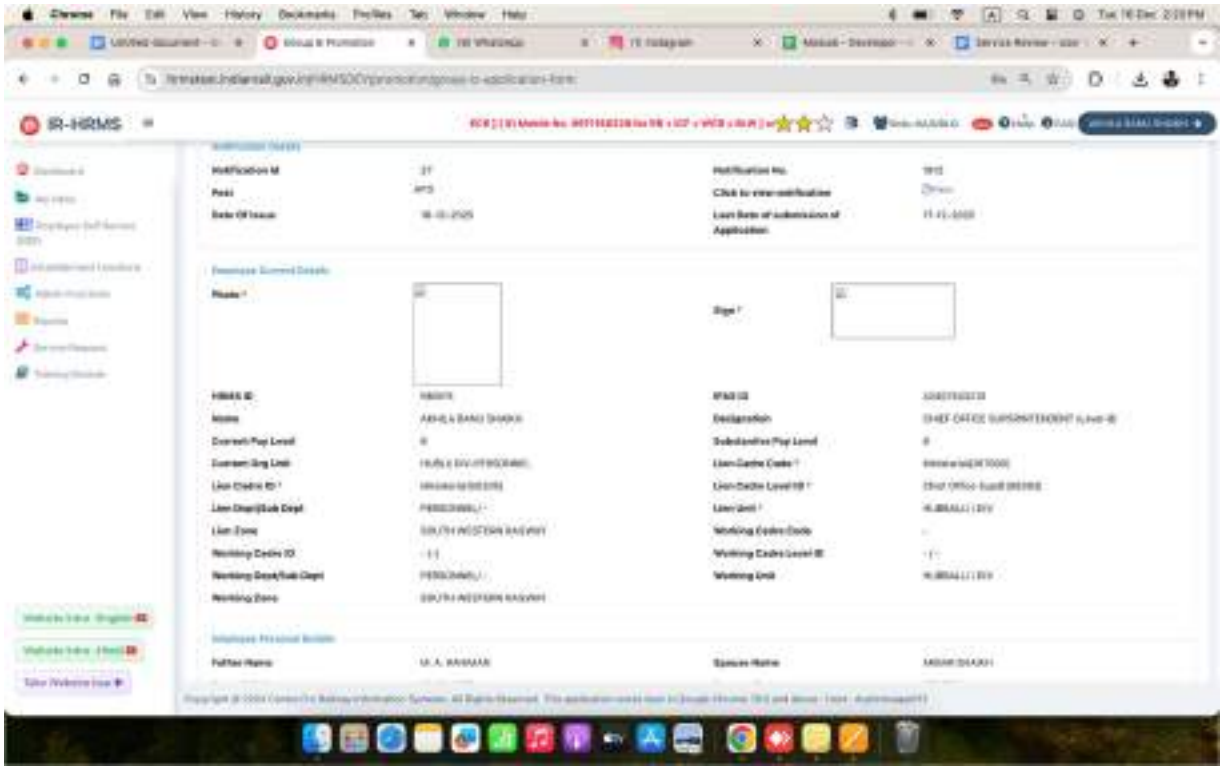
Once the employee clicks on ‘Apply’ button, the page for application opens up.

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

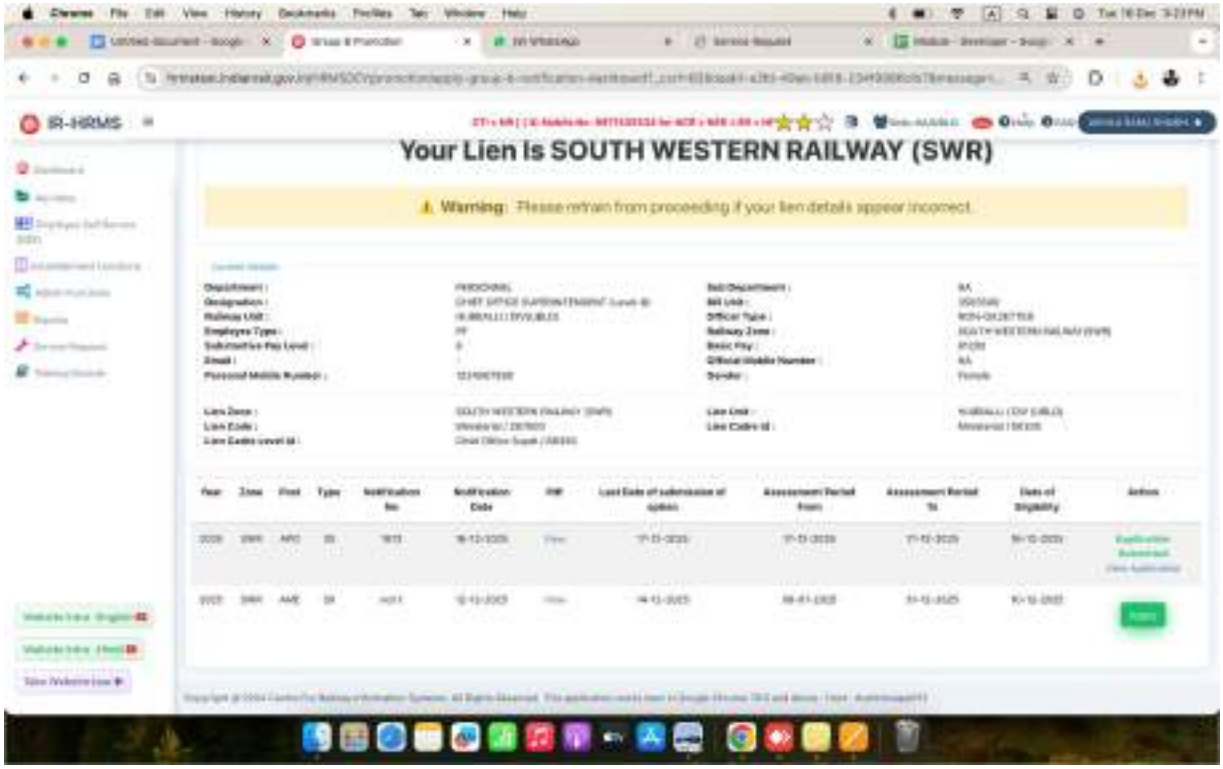
a) Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
b) If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
c) Employee has to enter the details of promotion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

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

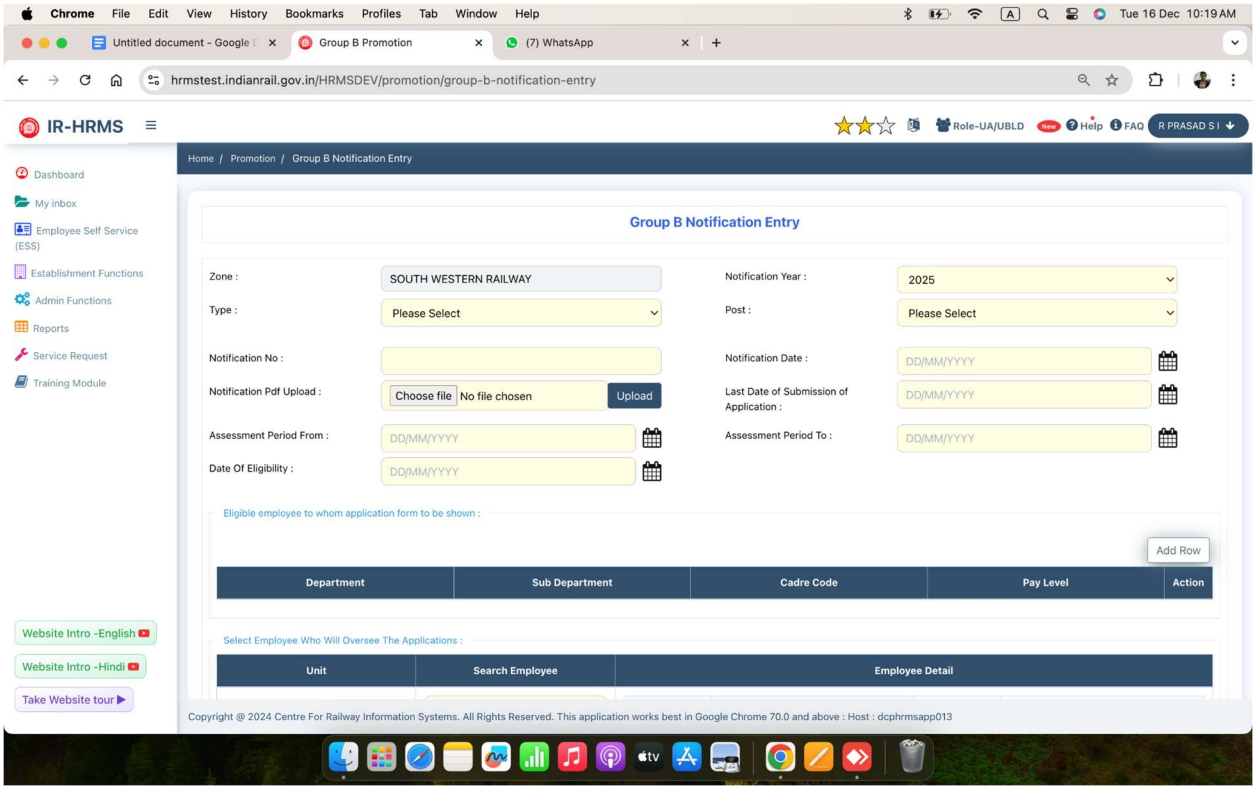
1) Creating a Notification - User role GZA

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.

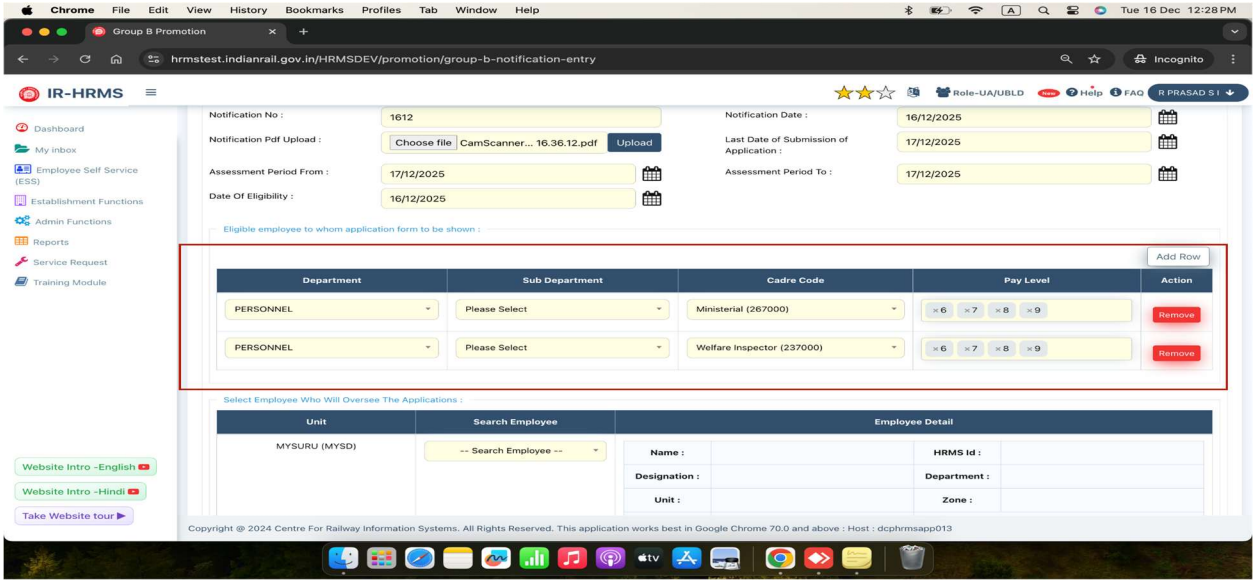
The first section as seen above is the place where the user enters the details of notification like the year, the department for which the notification is being created for assessment period, last date of notifications and type. In the 'Type' dropdown, the user has to select appropriate values.

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

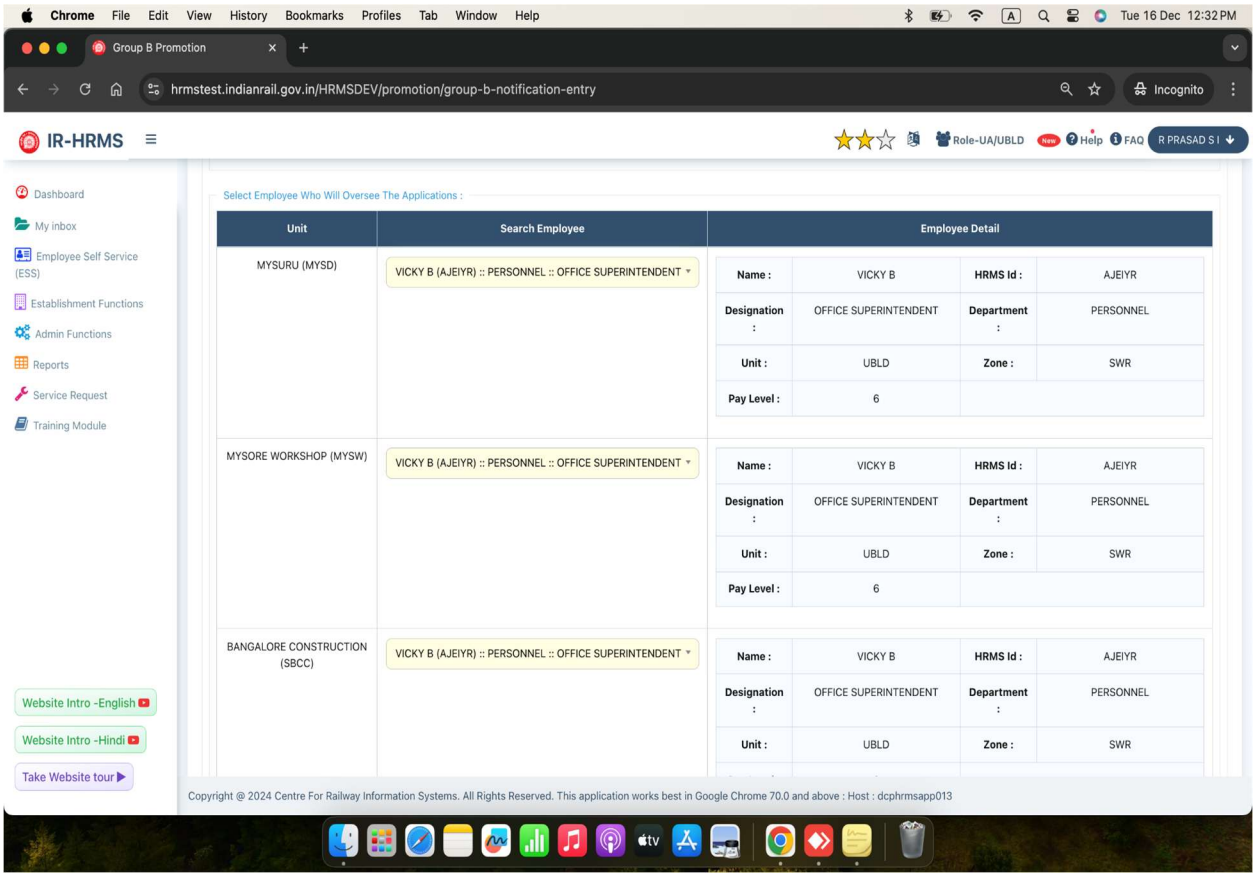
The second section deals with adding the cadres who are eligible for this particular notification.

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.

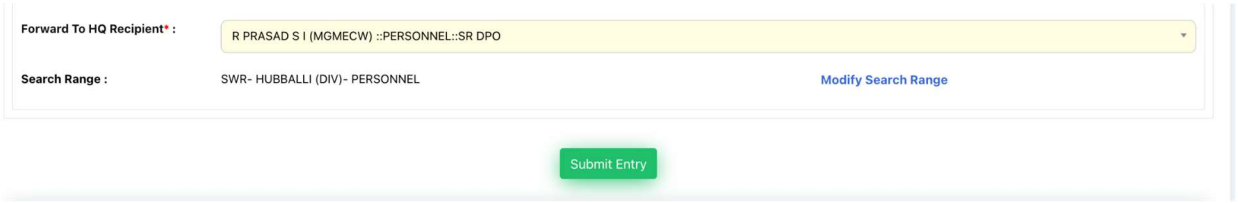


Once the eligible cadres are entered the user GZA moves to next section where she / he creates the unit custodians for the application. These users will receive all the applications for the selected notification.



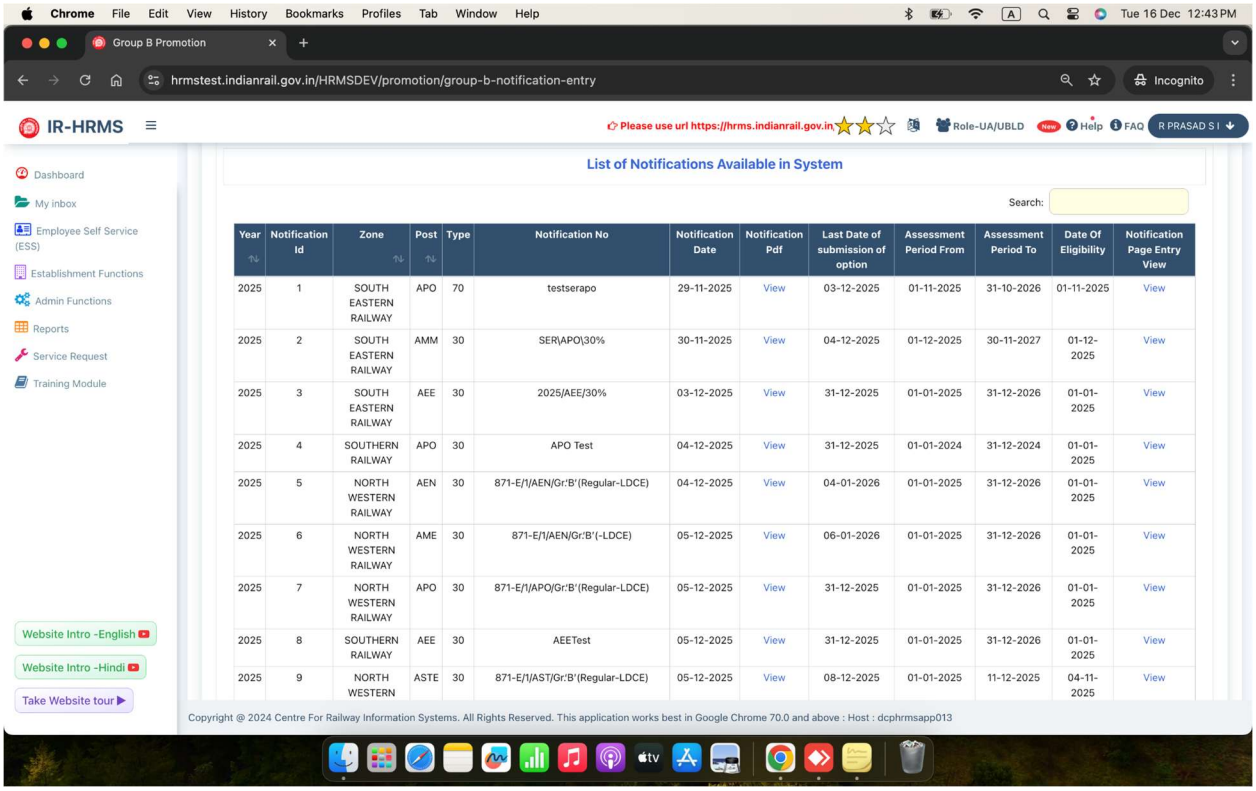
`

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.



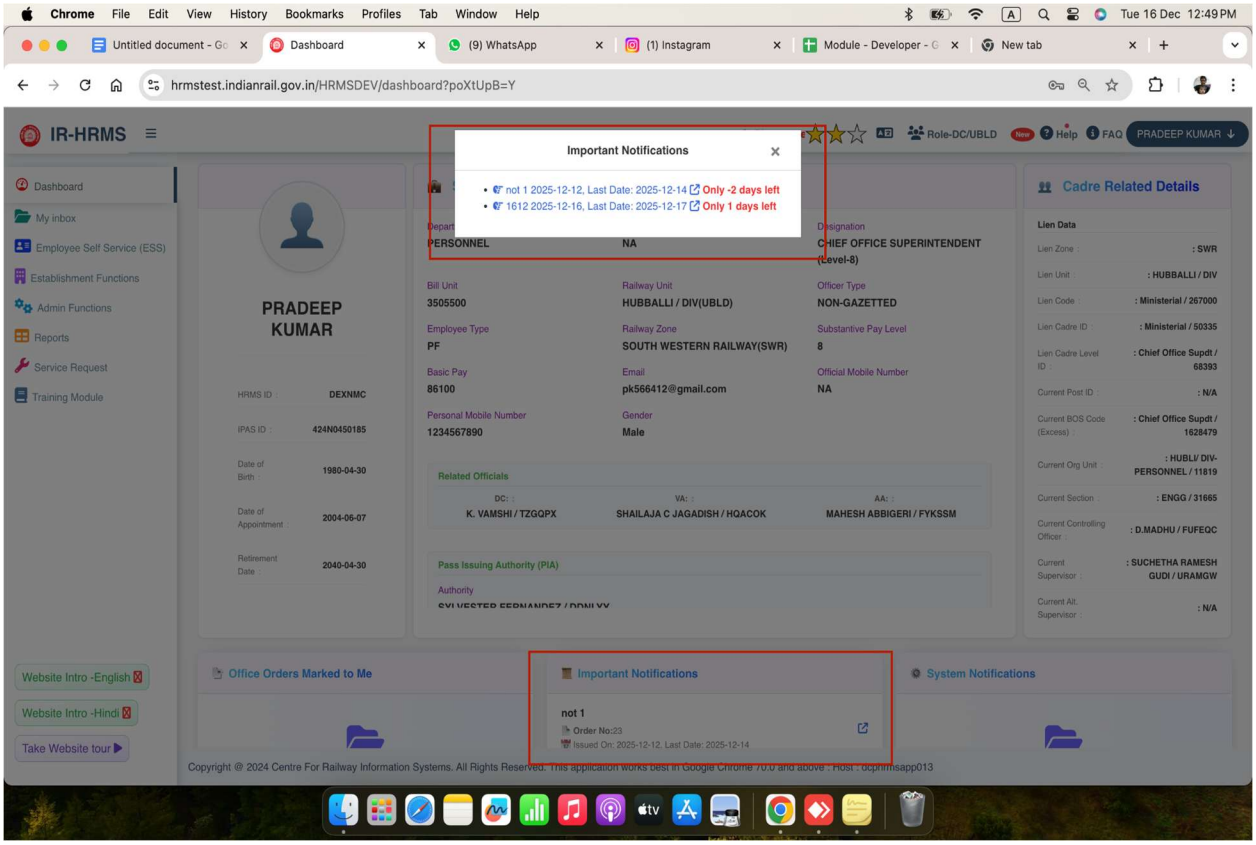
This is how a notification can be created by GZA. Along with creation of notification, he has now created the roles of unit custodian for individual unit and GZV for HQ who will be processing the

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

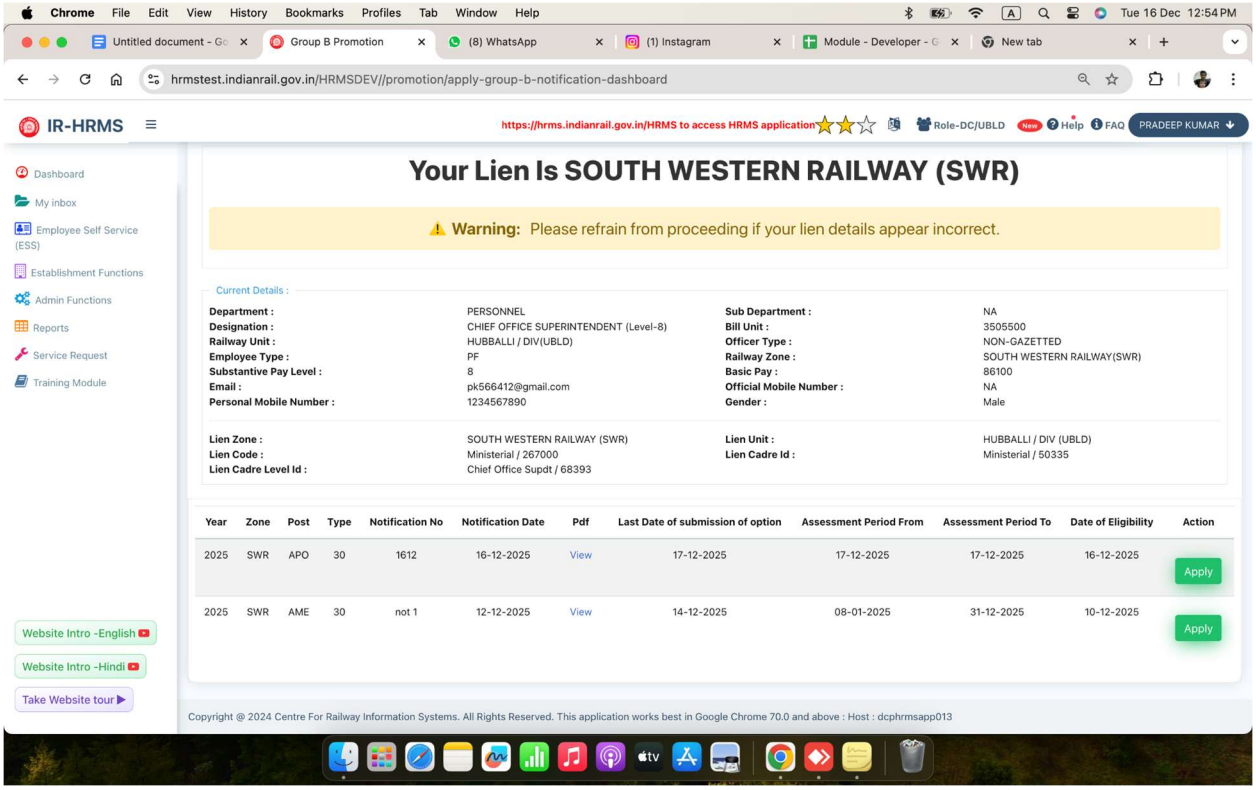
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

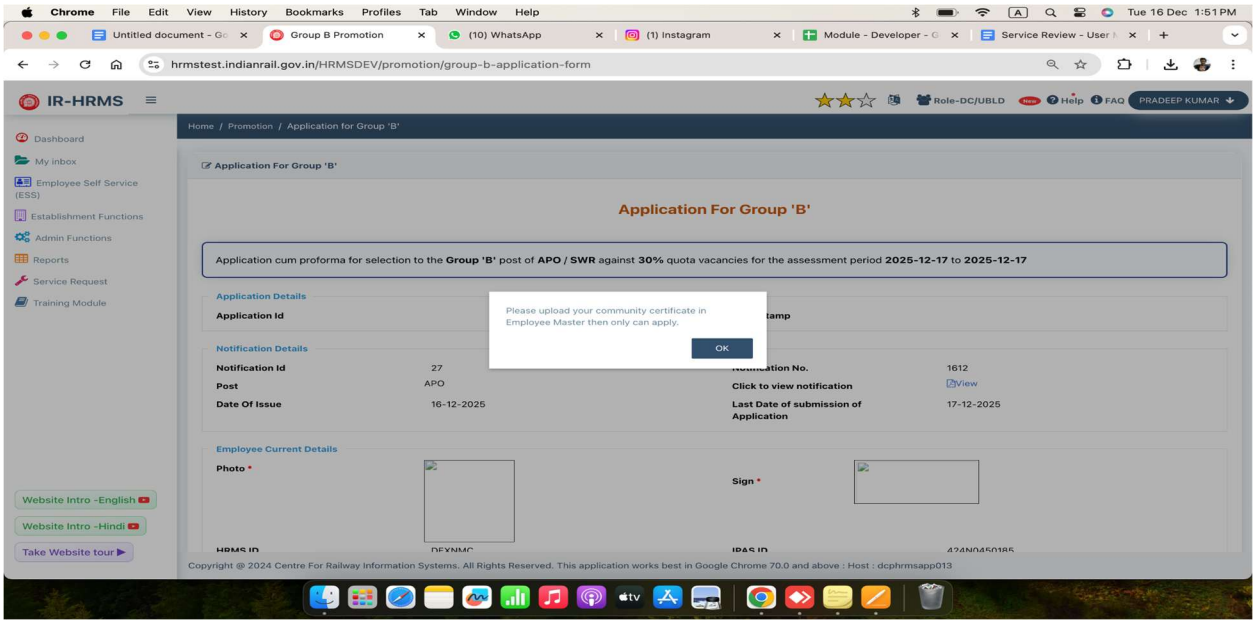
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee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

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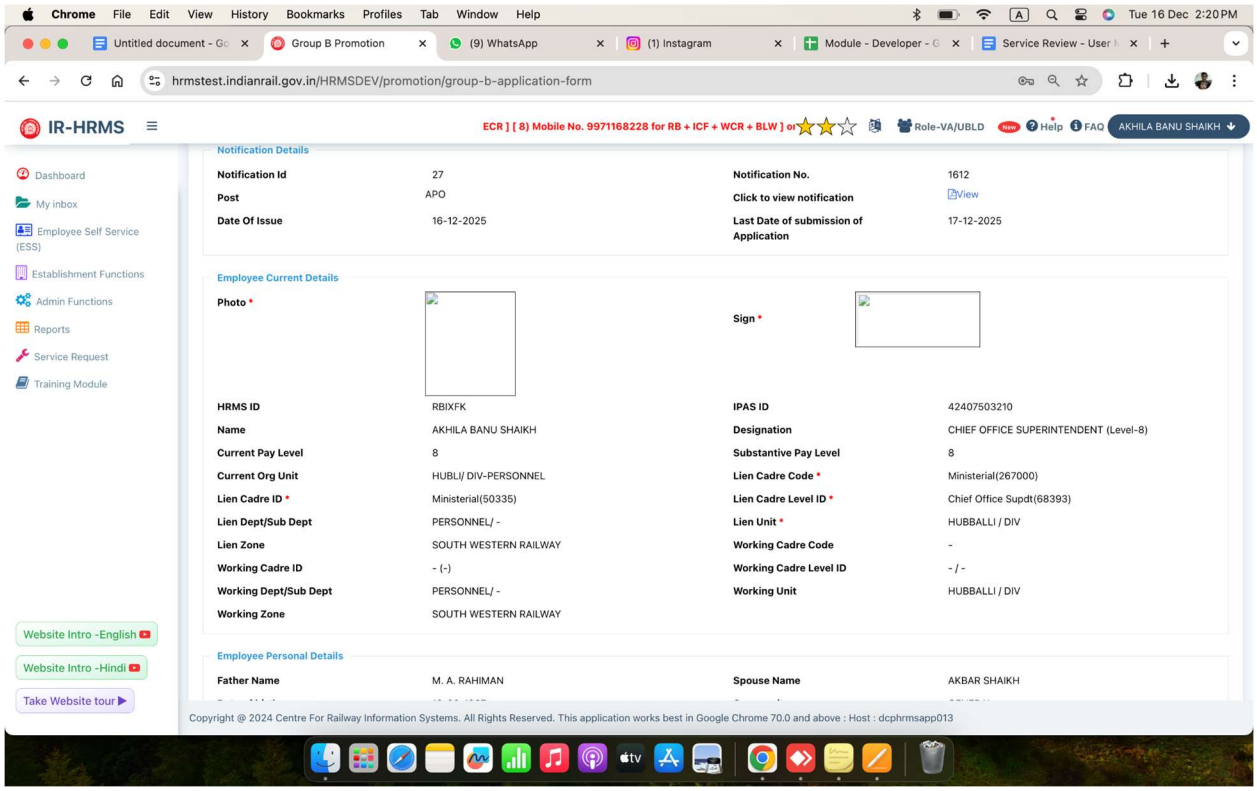
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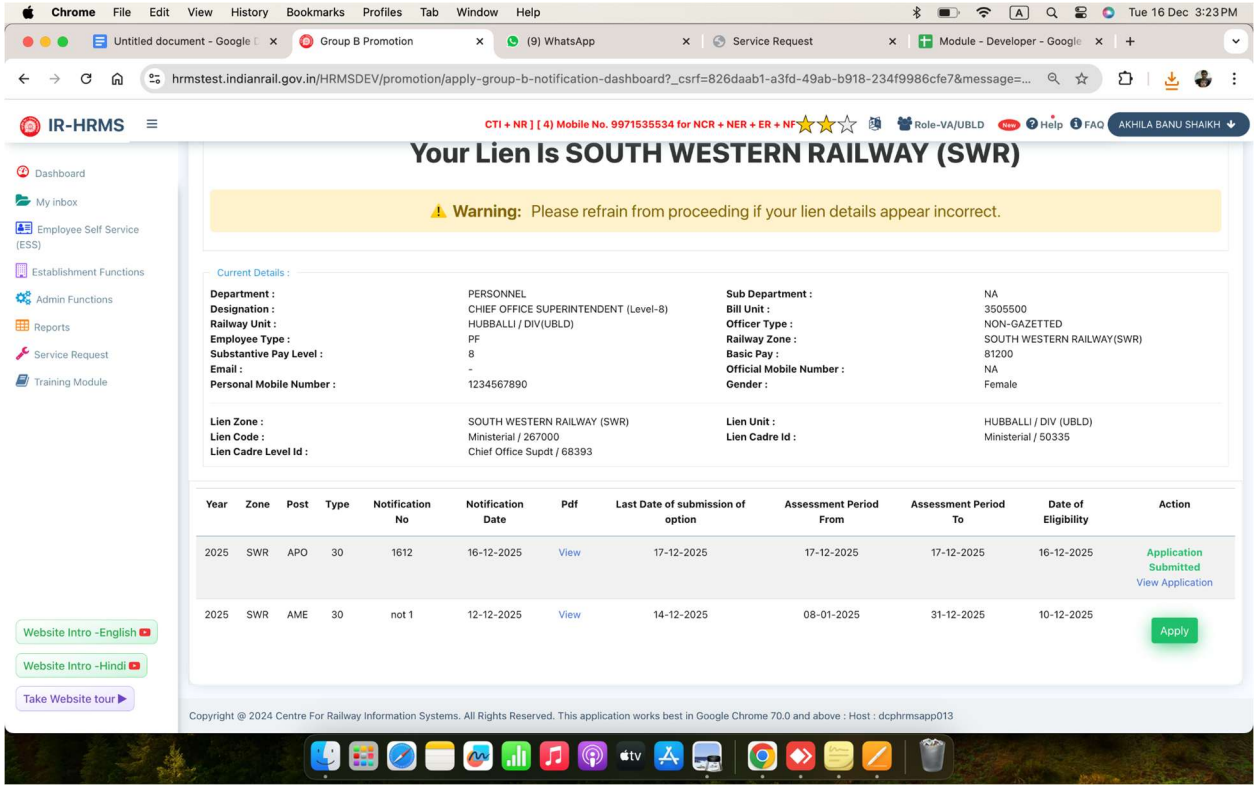
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The submitted applications can be seen in the same screen as below.



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.

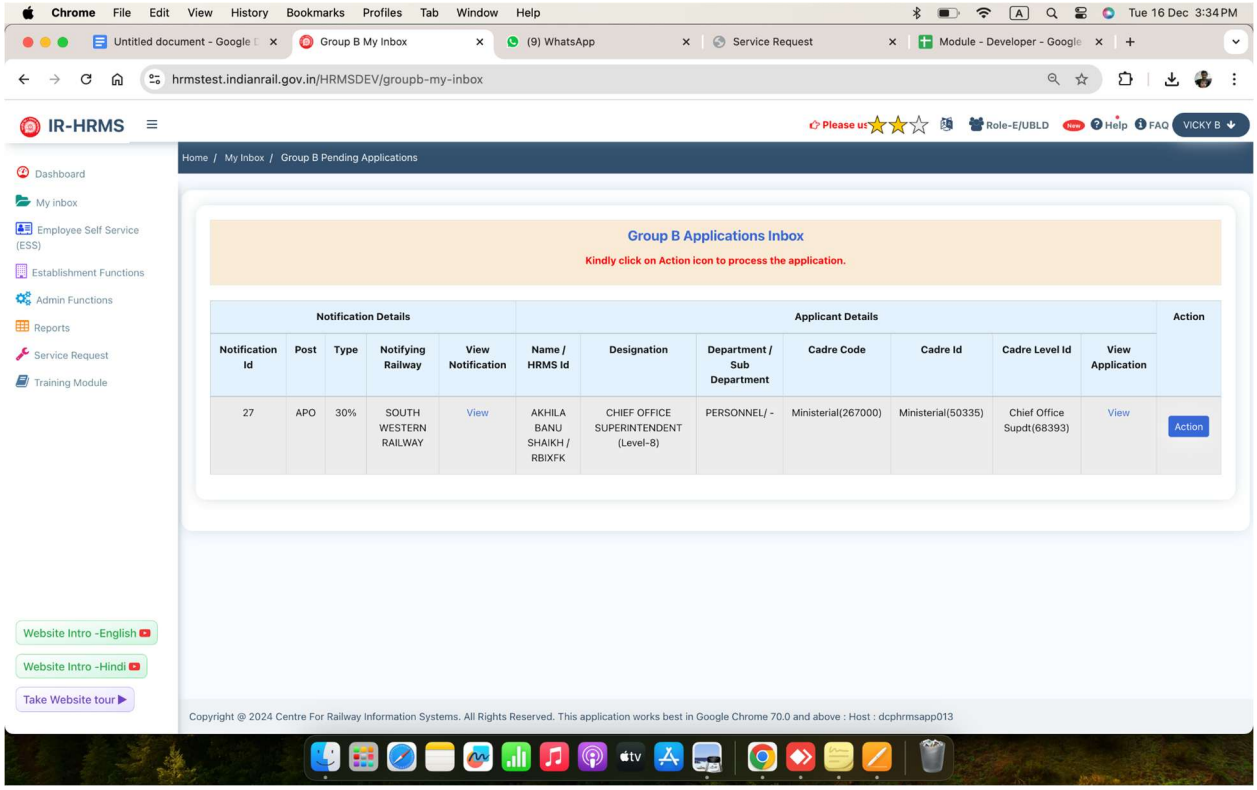
The Unit custodians defined by the GZA would be able to view and scrutinize the applications. He can send the application to appropriate authority for scrutiny to concerned section. Once Scrutiny is completed by unit , any gazetted officer can send the application to HQ.

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

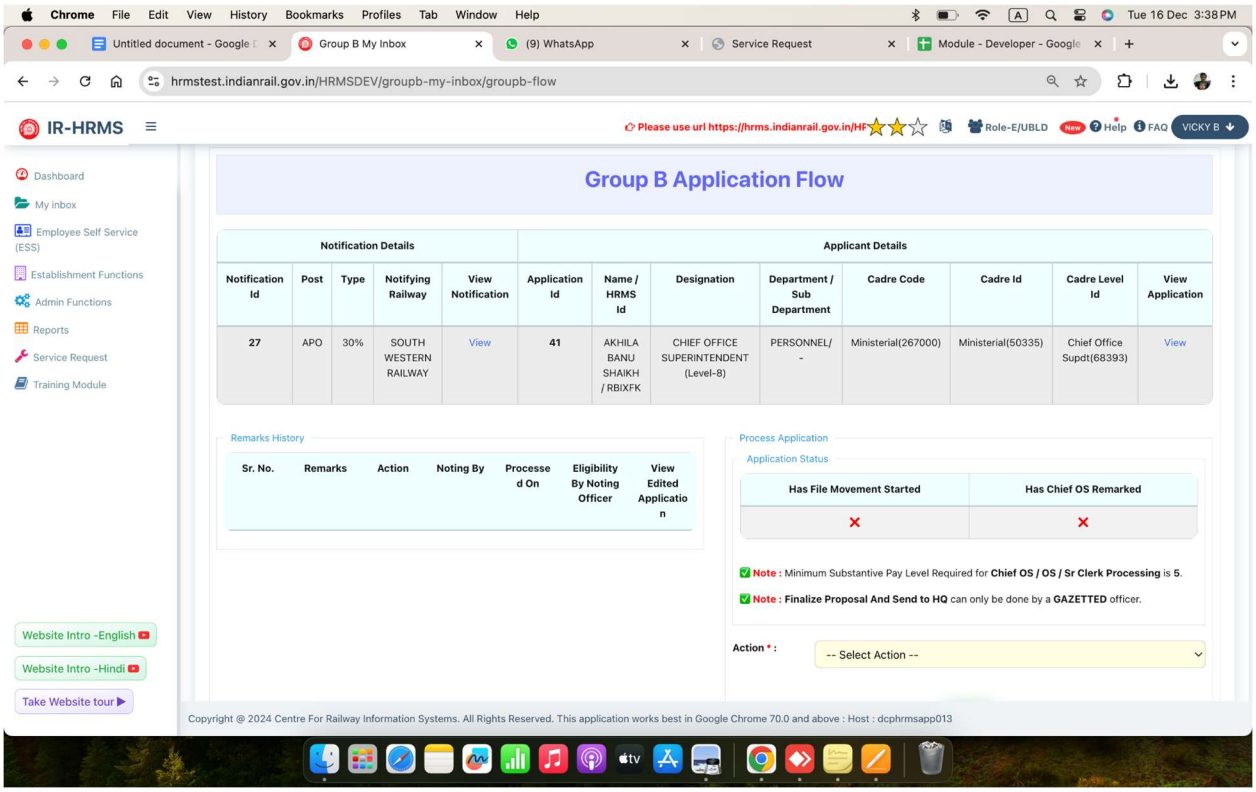
All the applications submitted by the employees will be available for scrutiny at the level of unit custodians who have been designated as such by GZA.
Once the unit custodian logs in to HRMS, the following path has to be navigated.

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.

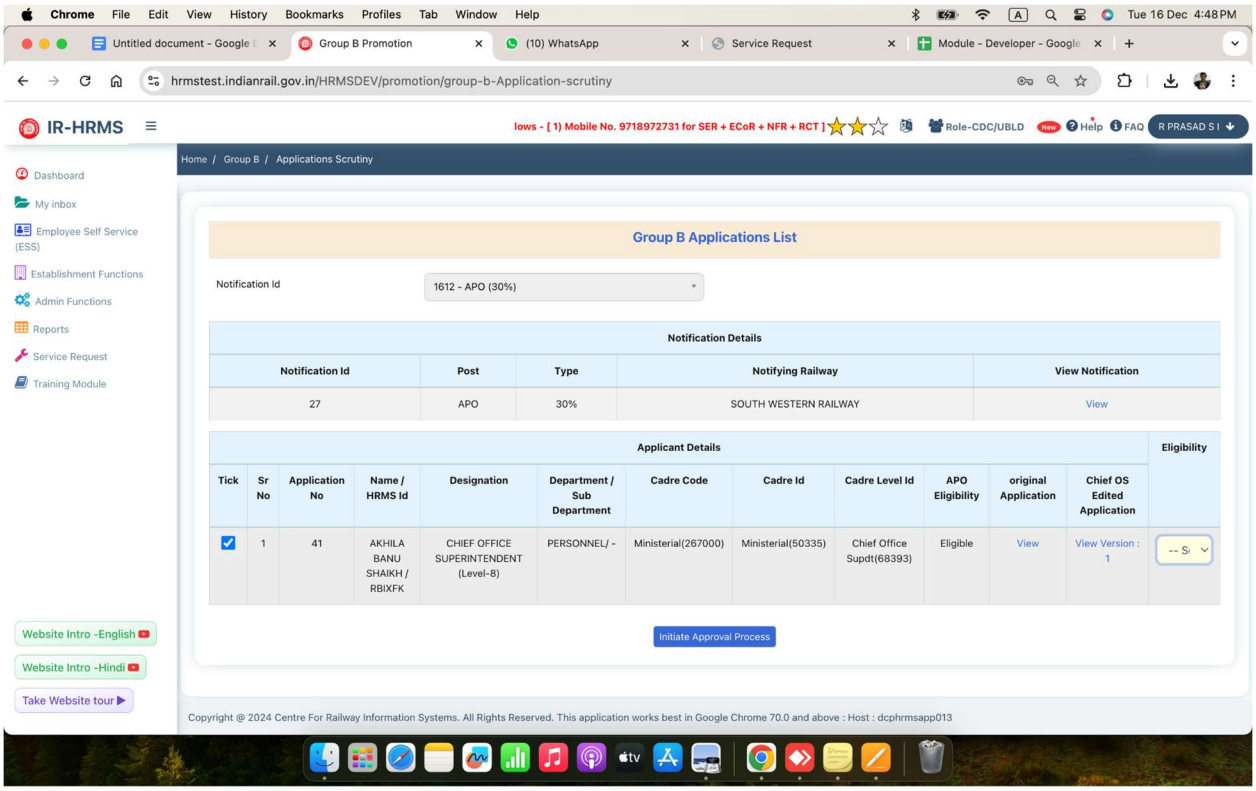
With this the role of unit custodians end. The applications will now be available for process in HQ with GZV login.

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—----------