

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

Date. 03.10.2017

No. ECR/HRD/Gaz/254/APO(Gr.'B') selection/70%(2017)

Secy. to GM- for kind information of GM
General Manager(P)/CORE/Allahabad
AGM/ECR/HJP

All PHODs/CHODs, ECR/Hajipur

CAO/Con(N&S)/MHX/ECR/PNBE

CAO/WP/PNBE

SDGM/ECR/HJP

PFA/ECR/HJP

DRMs/ECR- DNR, MGS, DHN, SEE & SPJ

CWM -PD/MGS, WS/SPJ & CRW/HRT

Sr. DPOs/ECR- DNR, MGS, DHN, SEE & SPJ

Chairman/RRB/Patna & MFP, CPD/RE/DNR

Chairman/RRC/Digha Ghat/Patna

Dy.CPO(Con)/MHX/PNBE

Addl. Registrar/RCT/Patna

DGM(Law)/ECR/HJP at Patna

Dy.CMM/GHZ & SPJ

Principal/ZRTI/ECR/Bhuli & MFP

APO(Rectt.)/ECR/HJP

APO/M&E and APO/ESM/ECR/HJP

APO/MPP/HJP (For uploading on website)

All Extra Divisional Units.

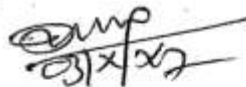
Sub:- Selection for the post of Assistant Personnel Officer (Group'B') in Level-8 of Pay Matrix, (Pay Band Rs. 9300-34800/- (PB-2) Grade Pay -4800/- as per 6th CPC) against 70% quota.

With the approval of General Manager, it has been decided to hold a selection for formation of the panel of 06 (UR-04, SC-01 & ST- 01) persons for the post of Assistant Personnel officer (Group 'B') against 70% quota over E.C.Railway, as per details given below: -

(1) Schedule of Examination

- (a) Date of Written Examination :- 23.12.2017
(b) Time :- 11.00 hours.
(c) Duration :- 03 hours
(d) Venue :- E.C.Railway Sr. Secondary School/Danapur (Khagaul)

Normally there is no provision for holding absentee written examination. However, in exceptional circumstances where sufficient and satisfactory reasons beyond control of candidates are available, (viz. either the candidate was under RMC or he was not spared by his controlling officer due to administrative reasons), with the approval of competent authority, only such candidates may be allowed to appear in absentee written examination. It will be responsibility of the candidate to advise reasons of absence through controlling officer to Dy.CPO/Gaz./ECR/HJP within 03 days from the date of written examination. In case of failure to comply the above instructions by the candidate, he/she will not be allowed to appear in the absentee-written examination, if held.



1/7

(2) Eligibility-

Permanent Group 'C' employees who have rendered not less than 03 years non-fortuitous service in Level-6 of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2)Grade Pay-Rs.4200/- as per 6th CPC) and above as on 04.05.2017, are eligible to apply for the above mentioned selection.

As per IREM Vol. 1, Para 203.2, if any junior employee is called in the selection who fulfills the laid down service conditions, his/her seniors in the cadre, who have not completed 03 years service condition in Level-6 of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2)Grade Pay-Rs.4200/- as per 6th CPC) will also be eligible to be called for, if applied.
The cut-off date of eligibility for candidates both for 70% selection and corresponding 30% LDCE (to be notified later) is 04.05.2017.

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

The selection is open to the volunteers from the following categories of permanent Group 'C' staff who fulfill the conditions mentioned in Para (2) above:-

- (i) All permanent Group 'C' staff of Personnel Department. Excluding teaching staff.
- (ii) All permanent Group 'C' MINISTERIAL STAFF of the following department:-
 - (a) General Administration Department (GM's office)
 - (b) Medical Department.
 - (c) Cash & Pay office.
 - (d) Civil Engineering, Mechanical Engineering, Electrical Engineering & Signal & Telecommunication Departments (excluding staff of Drawing wing)
 - (e) Operating Department.
 - (f) Commercial, Stores Department & Statistical Branch of Accounts Department:- (All Gr.'C' ministerial staff of these departments, provided they submit their written undertaking to the effect that they will seek their further advancement in Group-'B' service in their respective departments.)
 - (g) Permanent Group-'C' employees of Legal Branch of General Administration and Commercial(Claims) Departments i.e. LS/CLA/LA, provided they submit options for their further advancement in Gr.'B' service for the post Assistant Personnel Officer only, NOT in Group-'B' services of Assistant Law Officer/Assistant Commercial Manager of their normal AVC.
 - (h) All Private Secretary/Gr.-II, who fulfills the eligibility criteria (i.e. 03 years non-fortuitous service in Group-'C' in Level-6 of Pay Matrix (pay Band of Rs. 9300-34800/-(PB-2)Grade Pay-Rs.4200/- as per 6th CPC) & above.

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

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

(6) The above selection will be based on the candidate's performance in written examination, viva-voce and Record of Service. The candidates, who qualify in the written examination followed by medical test of specified category will only be called for the viva-voce which will be maximum six times of the number of vacancies in order of merit. The placement of the candidates in the panel based on their performance in written exam/viva-voce/Record of service will be as per extant procedure of Railway Board's instructions.

(7) The written examination will consist of only ONE PAPER on the subject, total marks & qualifying marks as indicated below:-

SUBJECT	MAXIMUM MARKS	QUALIFYING MARKS	REMARKS
Professional subject (Establishment) Financial Rules & Rajbhasha Rules	150	90	Out of 150 marks, the professional subject will carry at least 100 marks.

[Handwritten Signature]

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(3)

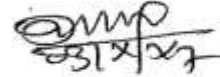
- (8) The question paper will be bilingual, i.e. in Hindi and English. It will be open to the candidates choice to write in any one of these languages The candidates should clearly indicate his choice of language in the space of the application format.
- (9) The controlling Officers should give wide publicity of this notification amongst the eligible employees under their control and ensure submission of applications by the candidates in the prescribed Proforma (specimen copy enclosed as Annexure-'A') within the stipulated time mentioned below.
The last date for submission of the application by candidates duly countersigned by their controlling officer to the concerned Personnel Branch officer is **31.10.2017**. The filled-up applications should be scrutinized properly by associate Personnel Branch with the service records to avoid any factual errors and future complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'P' Branch Officer. All the applications received by the Personnel Branch Officers through controlling officers should be sent in a bunch so as to reach PS-II to Dy.CPO/Gaz/ECR/Hajipur, on or before **10.11.2017** positively. Applications forwarded after the last date will not be entertained under any circumstances. It may please be noted that application other than in prescribed Performa or without signature of controlling officer and checked & counter signature of Personnel Branch Officer will not be entertained.
- (10) A copy of syllabus relating to Professional subject (Establishment) & Financial Rules is enclosed as Annexure-'B' for wide circulation amongst the eligible candidates.
- (11) In case, service particulars furnished by the volunteers/certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteers will be liable to cancelled at any stage during & even after the above selection process.

(12) TRAINING OF SC/ST CANDIDATES:-

In terms of Railway Board's letter No. E(MPP)96/3/23 dated 21.07.2000, SC/ST candidates will be provided mandatory training for 03-04 weeks (21 working days). Date & Venue will be notified later with the final list of the SC/ST candidates.

Please acknowledge receipt.

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



(Dilip Paswan)
APO/Gaz
for General Manager(P)

3/1

PROFORMA OF APPLICATION TO BE FILLED UP BY THE VOLUNTEER FOR THE POST OF APO (GROUP'B') AGAINST 70% QUOTA ATTACHED WITH THIS OFFICE NOTIFICATION NO. ECR/HRD/GAZ/254/APO (Gr.'B") Selection/ 70% DT. 03.10.2017.

1. Name in Full (Block Letters) :-
2. Designation and station :-
3. Working under :-
4. Educational Qualification :-
5. Date of Birth :-
6. Date of appointment to Railway service :-
7. Whether the candidate belongs to SC/ST Community (if yes, a copy of caste/Tribe Certificate duly attested by a Gazetted Officer should be enclosed.) :-

8.

Date of appointment/promotion to the following grade on regular basis (6 th PC)	Days	Month	Year
(a) In PB-II GP-4200			
(b) In PB-II GP-4600			

9. Length of non-fortuitous service (Regular Promotion) to the following grade as on 04.05.17

	As on	Year	Month	Days
(a) In PB-I GP-2800	04.05.17			
(b) In PB-II GP-4200	04.05.17			
(c) In PB-II GP-4600	04.05.17			

10. Present pay & scale & Date of promotion (regular) to present scale. :-

11. Choice of language to answer the questions :- (English/Hindi). The candidate should indicate his/her choice, either any one of the above two language.

12. DECLARATION OF THE CANDIDATE:-

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that in the even of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

SIGNATURE OF THE CANDIDATE

(A) Forwarding the application (filled-up) furnished by the candidate to the cadre (Personnel branch) officer by his/her controlling officer:-

The proforma of Bio-data filled-up by the candidate, Shri/Smt. _____

Designation _____ received within the target date is hereby forwarded to his/her respective cadre (Personnel Branch) officer for verification with the service record available in his/her officer and for onward transmission to the General Manager(P)/ECR/HJP.

SIGNATURE OF CONTROLLING OFFICER
(With office seal & date)

(B) Certificate to be furnished by the cadre (Personnel Branch) officer:-

It is certify that the service particulars furnished by Shri/Smt. _____ Designation _____ through the above proforma (Bio-data) have been verified with his/her service record and found correct and it has been forwarded to GM(P)/Hajipur for further necessary action.

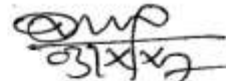
SIGNATURE OF THE CADRE ('P' BRANCH) OFFICER
(With office seal & date)

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4/7

SYLLABUS FOR SELECTION TO THE GROUP 'B' POST OF APO AGAINST 70% SELECTION.**Establishment Rules &
Financial Rules****50 Marks****Professional Subject:****100 Marks****Professional Subject:**

1. Personnel department on Indian Railways, Legal framework, industrial laws, industrial relations and grievance redressal system:
 - a. Organization and Role of Personnel Department, its functions and objectives, Schedule Of Powers in Establishment Matters
 - b. Service law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
 - c. Labour legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.
 - d. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.
 - e. Engagement of casual labour and substitutes, policy and procedure thereof. Contact Labour (Regulation & Abolition) Act, 1972, The Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013).
 - f. Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
 - g. Grievance Redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme Societies, educational assistance.
2. Manpower planning, methods of recruitment in Railways:
 - a. Manpower planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc.




b. Recruitment:

- (i) Recruitment at various levels and methods of recruitment:
 - Functioning of Railway Recruitment Boards.
 - Recruitment at Zonal Railways including recruitment of artisan staff, RRC, its roles and functions.
 - Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guide quota, appointments etc.
 - Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS)
- (ii) Various Gr. 'A' organized services and recruitment to organized Gr. 'A' Railway Services.
- (iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.
- (iv) Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.

c. Apprentice act and Implementation of Apprentices Act.

d. Absorption of medically de-categorized staff in alternative posts.

3. Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:

- a. Training of Group C employees.
- b. Functioning of Zonal Training Schools and other training institutions.
- c. Training of Gazetted Officers in Railways as well as non-Railways institutions.
- d. Various Railway Training Institutes like NAIR, IREEN, IRITM, IRISSET etc.
- e. Future developments in Railways, the changing roles of Railway personnel and the need for on the job retaining, multi skilling etc.

4. Pay and Allowances: Preparation of Pay bills, Pay and allowances in the Railways i.e. Pay bands, Grade pay etc. Principles of pay fixation in case of appointment and promotion (functional and non functional promotions etc). Instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB, etc.

5. Seniority and promotion:

- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.



- b. Provision of reservation for schedule Caste and Scheduled Tribe employees. Maintaining of reservation rosters.
 - c. Other relaxations available to SC/ST candidates in safety and non-safety category posts and procedure for de-reservation of posts.
 - d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc.
 - e. NBR, sealed cover procedure etc.
6. Retirement benefits:
- a. Pension rules (new and old), provident fund rules, leave encashment rules, Gratuity rules,
 - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical absorption etc),
 - c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits,
 - d. Pension adalats, timely settlement and Redressal of grievances related to settlement,
 - e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.
7. The Disciplinary & Appeal Rules, (1968), Railway Services Conduct Rules, (1966) & Schedule of Disciplinary Powers.
8. Pass Rules, Leave Rules and joining time. Medical assistance to Railway employees and retired Railway employees.
9. Computerization of records and personnel management functions (Human Resource Management System) - benefits, challenges and implementation.
10. Right to Information Act, 2005.
11. Official Language Policy and Official Language Rules.

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8/1/27

7/7
6/6