



पूर्व मध्य रेलवे
(निर्माण संगठन)

कार्यालय,
मुख्य प्रशासनिक अधिकारी (निर्माण)
पूमरे/महेन्द्रघाट/पटना
दिनांक-22.03.2024

सं.: ECR-HQ0CONS(ESTT)/83/2022(183227)

- All Chief Engineers/Con/ECR/MHX, Patna.
- All CSTE/Con/ECR/MHX, Patna.
- CEE/Con/MHX, Patna.
- All Dy. CEs/Con/ ECR.
- All Dy. CSTE/Con/ECR .
- All Dy. CEEs/Con/ECR.
- Dy. CME, Dy. CE & Dy. CEE/GLP/Patna.

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

Ref:- महाप्रबंधक (कार्मिक)/पूमरे/हाजीपुर का पत्र सं: ECR-HQ0PERS(Gaz)/23/2024 दि0 21.03.2024.

उपरोक्त विषय के आलोक में **Assistant Personnel Officer (Group 'B') in Level-8 of Pay Matrix as per 7th CPC against 30% quota** के तहत चयन से संबंधित संदर्भित नोटिफिकेशन की छायाप्रति सूचना एवं अग्रेत्तर आवश्यक कार्रवाई हेतु इस पत्र के साथ संलग्न कर प्रेषित की जा रही है।

अतः आप सर्व संबंधित से अनुरोध है कि उक्त नोटिफिकेशन को अपने अधीनस्थ कार्यरत कर्मचारियों के बीच वृहत प्रचार-प्रसार किया जाय एवं उक्त चयन हेतु इच्छुक कर्मचारियों द्वारा प्रस्तुत आवेदन की जाँच कर पात्र कर्मचारियों का आवेदन दिनांक 15.04.2024 तक इस कार्यालय में प्रेषित की जाय ताकि चयन की प्रक्रिया सुगमता पूर्वक समपन्न कराये जाने हेतु समुचित कार्रवाई सुनिश्चित की जा सके।

सूचनार्थ एवं अग्रिम कार्रवाई हेतु सादर प्रेषित।

संलग्नक: यथोपरि।

Digitally Signed by Subhash
Chandra Kumar
Date: 22-03-2024 15:50:25
Reason: Approved

(सुभाष चन्द्र कुमार)
सहायक कार्मिक अधिकारी/निर्माण
कृते मुख्य प्रशासनिक अधिकारी/निर्माण

प्रतिलिपि :- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु सादर प्रेषित।

- महाप्रबंधक(कार्मिक)/पूमरे/हाजीपुर।
- सचिव/CAO/Con/North को CAO/Con/North महोदय के सादर सूचनार्थ।
- सचिव/CAO/Con/South को CAO/Con/South महोदय के सादर सूचनार्थ।
- सचिव/CAO/GLP, Patna को CAO/GLP, Patna महोदय के सादर सूचनार्थ।
- सभी CSWI/Con/MHX.
- Ch. OS/R & D/Pers./Con/MHX.
- CA/Personnel - for uploading on Website of Construction Organisation.
- नोटिस बोर्ड।

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

Secy. to GM- for kind information of GM
General Manager(P)/CORE/Prayagraj
AGM/ECR/HJP
All PHODs/CHODs, ECR/Hajipur
CAO/Con(N&S)/MHX/ECR/PNBE
CPO/Law & Cons/MHX/PNBE
CAO/WP/PNBE
SDGM/ECR/HJP
PFA/ECR/HJP
DRMs/ECR- DNR, MGS, DHN, SEE & SPJ
CWM –PD/MGS, WS/SPJ & CRW/HRT
Chairman/RRB/Patna & MFP, CPD/RE/DNR
Dy. CPO/ IR&W and Dy. CPO/MPP/ECR/HJP
Chairman/RRC/Patna
Sr. DPOs/ECR- DNR, MGS, DHN, SEE & SPJ
Addl. Registrar/RCT/Patna
DGM(Law)/ECR/HJP at Patna
Dy.CMM/GHZ & SPJ
Principal/ZRTI/ECR/Bhuli & MFP
APO/ESM, APO/M&E and APO/Coord/ECR/HJP
APO/MPP/HJP (For uploading on website)
All Extra Divisional Units.

Sub:- Limited Departmental Competitive Examination for the post of Assistant Personnel Officer (Group'B') in Level-8 of Pay Matrix 7th CPC against 30% quota as special drive.

With approval of General Manager/ECR, 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. Railway as a Special drive, as per details given below:-

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

As decided by Railway Board vide L/No. E(GP)2022/2/4 dated 14.12.2023, 14.03.2024, 28.06.2022, 06.09.2022 & 04.10.2022, that 30% LDCE for promotion to Group 'B' posts in all Organised departments in the vacancy cycle beginning from 01.01.2023 to 31.12.2024 are to be conducted through the Centralised Computer based Objective type examination by NAIR.

1. (a) **Tentative date Of Examination (CBT) :- 23.06.2024**
(b) **Venue of Examination (CBT) & Date of Viva Voce :- Will be notified in due course**
2. **Eligibility (As on 01.01.2023)**
 - 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 rendered not less than 05 years non-fortuitous service in Level-6 of Pay Matrix [pay Band of Rs. 9300-34800/-(PB-2) with Grade Pay-Rs.4200/- as per 6th CPC] and above as on 01.01.2023, are eligible to apply for the above mentioned LDCE.
 - b) However, those Group 'C' employees who have been provided Level-6 or above of Pay Matrix [pay Band of Rs. 9300-34800/-(PB-2) Grade Pay-Rs.4200/- or above as per 6th CPC] under MACP are not eligible to volunteer for LDCE.

The cut-off date of eligibility for candidates for 30% LDCE Quota is 01.01.2023 which is the same as in the selection of APO (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 on own request to a new unit in the same category of posts, and assigned bottom seniority therein, the service rendered by such employees 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) Candidate who has come on own request transfer/mutual transfer and joined this Railway after cut-off date i.e. 01.01.2023 will not be eligible to appear in the LDCE.

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.
 - (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-6 of 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.
- C. All the volunteers who fulfill the above-mentioned conditions of eligibility will get the chance to appear in the said LDCE, without any restrictions to the number of eligible candidates to be allowed for appearing in the written examination.

- 4. The above LDCE will be based on the candidate's performance in CBT/Written examination/Main Examination, viva-voce and Record of Service. The candidates, who qualify in the CBT/Written examination/Main Examination followed by medical test of specified category will only be called for the Viva-voce. The placement of the candidates in the panel based on their performance in CBT/Written examination/Main Examination, viva-voce and Record of Service as per extant instructions of Railway Board and will be strictly as per merit.

(3)

5. CBT/Written Examination/Main Examination :

The CBT/Written examination/Main Examination will be conducted as per guidelines/instructions contained in Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019) & E(GP)2022/2/4 dated 28.06.2022, 06.09.2022 & 11.11.2022.

The CBT/Written examination/Main Examination shall comprise of one paper which shall have 100% objective type multiple choice question only. The paper will be of 150 marks and the distribution will be as under:-

(i)	Technical (Professional) subject	:-	80 marks
(ii)	General knowledge including optional questions of 15 marks on Official language policy & Rules	:-	40 marks
(iii)	Establishment and Financial rules	:-	30 marks
		Total :-	150 marks
(iv)	Qualifying marks	:-	60 marks.
(v)	Duration of examination:- 03 Hours.		

All Objective type questions will carry equal marks. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

6. Viva-voce & Record of service:-

Head	Maximum Marks	Qualifying Marks
Record of service	25	30 (including at least 15 marks in the Record of Service)
Viva-voce	25	

7. Syllabus:- The syllabus as prescribed by Railway Board vide letter No. E(GP)2022/2/4 dated 07.11.2022 for 30% LDCE for Group 'B' post of APO in Personnel Department including syllabus for Establishment & Financial Rules is enclosed as Annexure-'B'.

8. (a) The Controlling Officers should give the wide publicity of this notification amongst the eligible staff under their control and ensure submission of applications by the candidates in the prescribed Proforma (Specimen Copy enclosed as **Annexure-"A"**).
- (b) **The last date for submission of the application by candidates is 12.04.2024.**
- (c) The Controlling officers are also advised that applications submitted by the candidates (in prescribed proforma) must be forwarded to concerned Personnel Branch/Unit office by 15.04.2024.
- (d) The applications should be scrutinized properly in Personnel Branch with the Service Record to avoid any factual errors and further complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'Personnel' Branch Officer to avoid any factual errors.
- (e) All the scrutinized applications should be sent in a bunch through special messenger to **Dy.CPO/Gaz. /ECR/ HJP on or before 19.04.2024 positively. Applications forwarded after the target date will not be entertained under any circumstances.**

It may also be noted that application other than in prescribed proforma, having incomplete information or without signed by controlling officer and countersigned by Personnel branch officer will not be entertained.

9. In case the service particulars furnished by the volunteers and certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteer will be liable to be cancelled at any stage and suitable departmental action will be initiated against him/her.

(4)

10. ACTION TO BE TAKEN ON RECEIPT OF APPLICATION BY CONCERNED PERSONNEL OFFICERS/CADRE CONTROLLING OFFICERS :-

- (a) The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars of the applications with the Service Records and other relevant records and certify the correctness of each column of the application. Without such certification, application received will summarily be rejected and the responsibility will be fixed for incorrect or incomplete certification against the Officer who will certify/verify. The Personnel Officer/Cadre Controlling Officer should invariably write "Checked and verified" in each and every application after checking and verifying the details duly attesting their signature and date of certification (the date of certification should invariably be put in the application).

In case, the Personnel/Cadre Controlling Officers do not put the date after certification or merely forward the application without checking and verifying the details, the matter would be brought to the notice of PCPO and concerned PHOD for taking action against him.

- (b) It may please be noted that Controlling Officers/heads of the Units have no discretion to entertain any application beyond the last date. **The applications of the employees, who are eligible, should only be forwarded after verifying the other relevant particulars and ineligible application should not be forwarded.**
- (c) The Personnel Officer/Cadre Controlling Officer should forward the scrutinized and checked applications in one bunch together under one covering letter furnishing **the details in the following proforma addressed to Dy.CPO/Gaz./HQ by 19.04.2024** indicating therein the total number of applications forwarded. (The details should be sent in soft copy in (MS/Excel format also as in the form given in item-D below). The applications rejected may be intimated to the individuals giving reasons thereof by the concerned staff held.

(d) Proforma :-

Sl.No.	Particulars/details of candidates	To be filled
1.	Name of applicant	
2.	IPASS Number	
3.	HRMS ID	
4.	Designation	
5.	Mobile No.	
6.	Email ID	
7.	Place of posting	
8.	Division/workshop/Unit	
9.	Controlling officer	
10.	DOB (DD/MM/YYYY)	
11.	DOA (DD/MM/YYYY)	
12.	Community (UR/SC/ST)	
13.	Date of regular promotion to Grade pay (4200/- & 4600/-)	
14.	Total service in (GP) Rs. 4200/- & above as on 01.01.2023	
15.	Belongs to PwBD (40% or more), if yes mention category.	
16.	If a PwBD, whether entitled to Scribe (Yes/No)	
17.	If, came in present unit on own request basis or Mutual transfer basis, following details must be mentioned :-	
	Name of the the Railway/ Division/unit came from	Pay Level & date of seniority fixed in present unit on own request transfer basis
		Pay Level & date of seniority fixed in present unit on mutual transfer basis

11. 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).

12. 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.
13. 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.
14. 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 15 of Master Circular- 68.
15. Application received after the target date should not be entertained and the same should be disposed off at the Division/Extra Divisional level by rejecting them on account of late receipt under advice to this office.

Please acknowledge receipt.

**DA:- (i) Proforma of application (Annexure 'A').
(ii) Syllabus (Annexure 'B')**

Digitally Signed by Alok
Srivastava
Date: 21-03-2024 17:32:53
Reason: Approved
**Dy.CPO/Gaz
for General Manager(P)**

PROFORMA OF APPLICATION AGAINST NOTIFICATION FOR THE POST OF APO (Gr.'B') 30% QUOTA.

1. Information regarding candidate:

Sl. No.	Particular	Filled by candidates			
1	Name of applicant (In Block letter)				
2	IPASS Number				
3	HRMS ID				
4	Designation				
5	Mobile No.				
6	Email.ID				
7	Place of posting				
8	Division/workshop/unit				
9	Lien at				
10	Controlling officer				
11	DOB (DD/MM/YYYY)				
12	DOA (DD/MM/YYYY)				
13	Educational Qualification				
14	Community (UR/SC/ST) (if SC/ST, a copy of caste/Tribe Certificate duly attested by a Gazetted officer should be enclosed with application)				
15	Belongs to PwBD (40% or more), if yes mention category and attach certificate.				
16	If a PwBD, whether entitled to Scribe (Yes/No)				
17	Whether came in present unit on own request transfer basis or Mutual transfer basis ? (mention 'Yes' or 'No')	Own request transfer :- Mutual transfer :-			
18	If, came in present unit on own request basis or Mutual transfer basis, following details must be mentioned :-				
	Name of the the Railway/ Division/unit came from	Pay Level & date of seniority fixed in present unit on own request transfer basis		Pay Level & date of seniority fixed in present unit on mutual transfer basis	

2. Date of appointment/promotion (on regular basis) and Length of non-fortuitous service (on regular basis) as on 01.01.2023.

Pay Level	Date of appointment/ promotion (on regular basis) [in DD/MM/YYYY]	Length of non-fortuitous service (on regular basis)			
		As on	Year(s)	Month(s)	Day(s)
(a) In Level-6 (PB-II GP- 4200 in 6 th CPC)					
(b) In Level-7 (PB-II GP- 4600 in 6 th CPC)					

3. Present Pay & Level (GP) and Date of promotion to present Scale/Grade :-

4. **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 event of any entry above is found incorrect or improper, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

SIGNATURE OF THE CANDIDATE (in HINDI)

SIGNATURE OF THE CANDIDATE (in ENGLISH)

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

The application is in prescribed proforma duly filled-up by the candidate, Shri/Smt. _____
Designation _____ received within the target date is hereby forwarded to his/her Personnel Branch Officer for verification with the service record available 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 Personnel Branch Officer:-

If the volunteer comes under the circumstances mentioned in Para 2 (c) of the notification the service rendered by immediate senior employee as on 01.01.2023 should be indicated invariably in the following format.

Sl. No.	Name(S/Shri) of immediate senior	Designation	Pay Level	Year(s)	Month(s)	Day(s)
			In Level-6 (PB-II GP- 4200 in 6 th CPC)			
			In Level-7 (PB-II GP- 4600 in 6 th CPC)			

It is certify that the Service Particulars/Bio-Data furnished by Shri/Smt. _____
Designation _____ in the prescribed proforma (Bio-data) have been checked and verified with his/her service record and found correct.

Digitally Signed by Ajok
Srivastava

Date: 21-03-2024 16:10:37 The above mentioned candidate is eligible to appear in the said selection as per Notification and his/her application is hereby forwarded to GM (P)/Hajipur for further necessary action.

Reason: Approved

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

Note:- The application with any column unfilled will be summarily rejected

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

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.

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

Corrigendum

Sub:- Limited Departmental Competitive Examination for the post of Assistant Personnel Officer (Group'B') in Level-8 of Pay Matrix 7th CPC against 30% quota as special drive.

Ref:- Notification no. ECR-HQ0PERS(Gaz)/23/2024 dated 21.03.2024

For LDCE to the post of Assistant Personnel Officer (Group 'B') against 30% quota over E.C. Railway as a special drive, notification no. ECR-HQ0PERS(Gaz)/23/2024 dated 21.03.2024 has been issued.

In para 5 (iv) of the said notification **Qualifying marks** may be read and treated as **90 makrs.**

Other contents of the notification will remain unchanged.

Digitally Signed by Alok
Srivastava

Date: 22-03-2024 11:34:51

Reason: Approved

**SPO/Gaz
for General Manager(P)**

Copy for information to:-

- Secy. to GM- for kind information of GM
- General Manager(P)/CORE/Prayagraj
- AGM/ECR/HJP
- All PHODs/CHODs, ECR/Hajipur
- CAO/Con(N&S)/MHX/ECR/PNBE
- CPO/Law & Cons/MHX/PNBE
- CAO/WP/PNBE
- SDGM/ECR/HJP
- PFA/ECR/HJP
- DRMs/ECR- DNR, MGS, DHN, SEE & SPJ
- CWM -PD/MGS, WS/SPJ & CRW/HRT
- Chairman/RRB/Patna & MFP, CPD/RE/DNR
- Dy. CPO/ IR&W and Dy. CPO/MPP/ECR/HJP
- Chairman/RRC/Patna
- Sr. DPOs/ECR- DNR, MGS, DHN, SEE & SPJ
- Addl. Registrar/RCT/Patna
- DGM(Law)/ECR/HJP at Patna
- Dy.CMM/GHZ & SPJ
- Principal/ZRTI/ECR/Bhuli & MFP
- APO/ESM, APO/M&E and APO/Coord/ECR/HJP
- APO/MPP/HJP (For uploading on website)
- All Extra Divisional Units.