



## SOUTHERN RAILWAY

Headquarters Office,  
Personnel Department,  
Chennai – 600 003.

No: P (G)532/II/AOM 30% (LDCE)/2023-24

Date: 23.02.2023

Secretary to GM for kind information of GM,  
SDGM & CVO, PCOM, PCCM, CCM/PM ,CCM/PS & Catg CCO,  
CTPM, CPTM, CFTM, COM/G CCM/FM, CCM/Plg PCSO  
CPRO, PCSC, CAO/CN/MS & ERS , MTP(R)MS  
CE/CN/MS,CPM/RE/MS,  
DRM/MAS, TPJ, TVC, PGT, MDU, SA,  
DRM/P/MAS, TPJ, TVC, PGT, MDU, SA,  
Principal/MDZTI/TPJ, LO/MMC/MAS  
Sr.DOM/DOMs MAS, TPJ, TVC, PGT, MDU, SA,  
Sr.DCM/DCMs MAS, TPJ, TVC, PGT, MDU, SA,  
Additional Registrar/RCT/MAS, ERS.

Sub:- Selection for the Group "B" post of AOM against 30% LDCE for Operating Department in Pay Matrix Level-8 – through CBT – Reg.

Ref: Railway Board's letter No.E(GP)2022/2/4 dated 28.06.2022 (PBC No.162/2022) and other related circulars circulated as PBC No.203/2022, 213/2022, 236/2022 and 241/2022.

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As advised by Railway Board vide references cited above, it has been decided to conduct LDCE and applications are hereby invited for promotion from Group 'C' service to Group 'B' service in Operating Department for the post of AOM through Limited Department Competitive Examination against 30% of the vacancies as per the schedule indicated below.


|  |                          |                         |
|--|--------------------------|-------------------------|
| To apply online  | Date and time of Opening | 23.02.2023 at 15.00hrs  |
|  | Date and time of Closing | 13.03.2023 at 23.59hrs  |
| Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters. |                          | 19.03.2023 at 17.00 hrs |

I) The number of vacancies to be filled up are as under:

| Post         | UR | SC | ST | TOTAL | PwBD |
|--------------|----|----|----|-------|------|
| AOM-30% LDCE | 3  | 1  | 0  | 4     | Nil  |

II) Eligibility Criteria:

1. Group 'C' employees of Operating Department working in Level-6 and above who have **rendered not less than 5 years of non-fortuitous regular service in Level-6 or rendered not less than 5 years of non-fortuitous regular service in Level-6 and above put together, including regular service rendered in the corresponding pre-revised grade** including initial training period as on 01.01.2023 are eligible to apply.

 Contd.

2. In terms of Board's letter No.E(GP) 2005/2/87 dated 18.08.2015, the Running staff in Grade pay Rs.2800 (Level-5) which is equated to the stationary post of Grade pay Rs.4200 (Level-6) and above, are also eligible to be considered for promotion to Group B service in the Operating Department under extant rules.

**Note:**

- i) Staff whose lien and seniority is maintained in the relevant cadres of Southern Railway are only eligible to apply.
  - ii) Eligible staff working in the Construction/Project Organization on deputation, training & any Ex-cadre Organization and having lien & seniority in the relevant cadres of Southern Railway, who desire to volunteer for the above LDCE may submit their online application through proper channel i.e. through their respective Personnel Department Officer, where they hold lien.
  - iii) Employees working in Level-6 on ad-hoc basis are not eligible to apply. Employees who have been granted financial upgradation in Level-6 under MACPs are also not eligible to apply.
- (iv) For assessing the period of Non Fortuitous service, the following may be kept in view.
- (a) As per RBE 55/1997 dated 17.04.1997, regarding counting of service rendered in the old unit on "**own request transfer**", the service rendered in the absorbing unit alone will count for eligibility wherever a minimum length of service is specified as a condition for consideration for promotion including promotion to general selection posts.
  - (b) The above instructions were partially modified vide RBE 34/2006 dated 21.03.2006. In terms of RBE 34/2006, on counting of service rendered in the old unit on "**own request transfer**" for the purpose of qualifying service for promotion in new unit, the service rendered by them in the old unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion including promotion to general post in the new unit subject to the conditions that the service so allowed to be counted does not exceed the length of service of the immediate senior in the new unit and the benefit of counting of service will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts.
  - (c) In terms of RBE 40/2008 dated 13.03.2008, those instructions were made applicable for reckoning the minimum qualifying service of Group "C" employees, in case of own request transfer to a new unit in the same category of posts, for determining their eligibility for promotion to Group "B" posts also.
  - (d) Regarding counting of service rendered in the old unit before **mutual transfer** of the employee for the purpose of determining eligibility for promotion to Group 'B' post, Board has clarified that instructions contained in Para 310 of IREM Vol.I governing the seniority of Railway servant transferred on mutual transfer will prevail.



- (e) As advised in RBE No.102/2019 dated 25.06.2019 the time spent by a Railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".
- (f) The volunteers who have completed 5 years of Non-fortuitous service in the current seniority unit of the cadre as on 01.01.2023 are only eligible to apply. The same may be verified and ensured by the Personnel Officer concerned while forwarding the applications.

3. Eligible volunteers should apply online in the link [www.srhqpb.in](http://www.srhqpb.in) and submit their application

4. As vacancy is earmarked for 'SC', Pre Promotional Training (PPT) for employees belonging to SC community only will be organized before CBT. The Reserved community (SC) employees who are willing to appear for CBT without undergoing PPT may do so by exercising their option in the online application form. Employees belonging to Reserved Community (SC) who have expressed their willingness to attend PPT and if they fail to attend the PPT on the specified dates, will have to appear for CBT without such PPT being imparted.

### III. How to apply: -

1. Detailed instructions for filling up the online application is available in the web portal and also enclosed herewith as **Annexure "B"**.
2. Volunteers should apply for the post **ONLINE** by visiting the official website [www.srhqpb.in](http://www.srhqpb.in)
3. Volunteers are advised to carefully read the entire instructions and information available on the official websites of [sr.railnet.gov.in](http://sr.railnet.gov.in), [sr.indianrailways.gov.in](http://sr.indianrailways.gov.in), [srhqpb.in](http://srhqpb.in) and [nair.indianrailways.gov.in](http://nair.indianrailways.gov.in) before filling up the application online.
4. **The applications received will be treated as "Invalid/Ineligible" on the following grounds:**
  - (i) **Unsigned application.**
  - (ii) **Application without affixing latest photograph.**
  - (iii) **Application without verification and certification by Supervisory /Controlling official.**
5. Applicant must note that, if any information furnished by him/her is false or misleading , the application/candidature is liable for rejection and action will be initiated under D&AR rules.

### IV. Instructions to the forwarding Cadre Controlling Officials:-

The respective cadre dealer / controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register, Seniority Lists and other available relevant records. After due verification, each online application has to be certified regarding the eligibility and forwarded online with remarks, if any.



In addition, an excel file containing all the relevant details of all applications should also be downloaded. The downloaded excel data file should also be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website and also forwarded in e-office to the undersigned as e-receipt **on or before 17.00 hrs of 19.03.2023.**

**The relevant data in Excel sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.**

The Genuineness of the community certificate of the reserved community employees may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of the **community certificate** failing which the candidature will be summarily rejected.

The details of court cases, if any, against the seniority or substantive status of the employees who have submitted their application for the above selection may be advised separately to this Office by the controlling Officer drawing the attention of APO/Gaz/HQ/MAS **on or before 19.03.2023** through e-office.

If volunteers are undergoing penalty of reduction to lower grade etc. or under suspension or any departmental proceedings have been initiated for major penalty or any RPUP cases are pending, the particulars of such employees should also be advised with details to Dy.CPO/Gaz/HQ in a sealed cover.

It is observed from the applications received from volunteers in the past that the date of entry into Grade Rs.5000-8000 in V PC/Rs.9300-34800+GP Rs.4200 (Level-6) in VI PC and above on regular basis for assessing the non-fortuitous service has not been indicated in several cases due to which it becomes difficult to decide their eligibility or otherwise at this end. This aspect may specifically be scrutinized and specified before forwarding the application to this office by the forwarding Officer of the unit concerned.

When an employee is holding an ex-cadre post, details of his post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned.

It is the responsibility of the Personnel Officer of Division/Unit concerned to certify the correctness of the eligibility of candidates for admission to the examination as per the Service Register, Seniority List and other documents maintained by them and as per the conditions laid down in the notification.

#### **V) Method of Selection:**

1. CBT – In terms of Railway Boards Lt. No.E(GP)2022/2/4 dated 28.06.2022, Board has decided to introduced Centralized Computer Based Objective Type examination.

2. The examination for LDCE will be one stage only and will comprise of only 1 paper with the following distribution of marks:

| Single paper of 150 marks comprising 100% objective type multiple choice Questions with the following distribution of marks |  |          |
|---|--|----------|
| (a)   | Technical (Professional) subject   | 80 marks |
| (b)   | General knowledge including optional Questions of 15 marks on Official language Policy & Rules | 40 marks |
| (c)   | Establishment and Financial Rules  | 30 marks |
|   | Qualifying marks   | 90 marks |

3. Duration of the CBT examination will be 3 hours.

4. Question Paper will have 175 Questions out of which 150 questions are to be attempted.

5. One mark will be awarded for every correct answer. There shall be negative marking for incorrect answers and one third of mark will be deducted for every wrong answer.

6. Record of Service and Viva-voce:

|                      | Max Marks | Qualifying Marks   |
|----------------------|-----------|--|
| 1. Viva-voce         | 25        | 30 (including at least 15 marks in the record of service part) |
| 2. Record of Service | 25        |  |

(Railway Board's letter No.E(GP)/2005/2/69 dated 05.01.2006)

7. Medical Examination:

Those who qualify in the written examination will be subjected to Medical Examination as per Para 530 (a) of IRMM. Those qualified in the written examination and declared medically FIT for Group "B" service will only be called for Viva-Voce test as per Railway Board's letter No. E(GP)80/2/8 dated 31/10/1991.

8. There will be no supplementary examination.

**VI. Syllabus**—Copy of the syllabus for the selection is enclosed as "Annexure A".

**VII. General Instructions:**

1. All those eligible volunteers should be in readiness to appear for the CBT at short notice as per the schedule advised by NAIR/BRC/ Railway Board. The CBT is scheduled to be held on 14.05.2023 (tentatively).

2. The volunteers who have responded to this notification are also equally responsible to attend the CBT on the scheduled date and time. They shall be in touch with their Headquarters office at frequent intervals for any updates. For inquiries, they may contact the following Railway phone numbers.

**APO/Gaz. : 22533 Ch. OS/Gaz : 22710**

Since, this selection is being conducted by CBT by NAIR, the candidates who are applying in response to the notification are required to check the following websites for latest updates:

- (a) **SR Railnet – sr.railnet.gov.in**
- (b) **SR Internet – sr.indianrailways.gov.in**
- (c) **SR HQ PB – srhqp.in**
- (d) **NAIR – nair.indianrailways.gov.in**

In addition to the above, candidates are instructed to check their email provided in the application for any updates.

3. For any assistance with regard to the above – the under mentioned Helpline Number may be contacted during office hours:

| Name             | Designation   | Helpline Number |
|------------------|---------------|-----------------|
| Shri. M.Karthick | CS&WI/Traffic | 9003160626      |

**VIII. The tentative selection calendar.**

| Particulars  | Date                   |
|--|------------------------|
| To apply online– Date and time of Opening.   | 23.02.2023 at 15.00hrs |
| To apply online– Date and time of Closing.   | 13.03.2023 at 23.59hrs |
| Last date for receipt of online applications at Headquarters from respective units | 19.03.2023 at 17.00hrs |
| Publication of eligibility list  | 06.04.2023             |
| Pre Promotional Training   | 10.04.2023             |
| Final Alert notice   | 10.05.2023             |
| Date of CBT by NAIR/Vadodara   | 14.05.2023 (tentative) |

**IX. Important instruction to the Controlling Officers / Personnel Officers:**

The original updated SRs and APARs for the last five years (along with the acknowledgement of the employee for having received the copies of APAR for each year) may be kept ready by concerned Controlling Officer for immediate transmission to this office whenever called for.

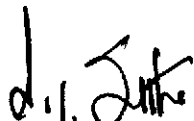
X. This Selection is subject to the provision contained in IREC, IREM & any other instruction issued by Railway Board from time to time.

**XI. Wide publicity of this notification should be given to all staff including those who are on Deputation, Ex-cadre, training, leave/sick, etc., so as to enable them to submit their application through proper channel in time and staff may contact their Headquarter Office at frequent intervals.**

Please acknowledge the receipt of this letter with date without fail.

**The last date for applying through online by employee is 13.03.2023 at 23.59 hrs.**

Encl.: Annexure "A" & "B"

  
(M.Sunitha)  
APO/Gaz.  
for General Manager

Copy to : PCPO, CPO/A, CPO/G, CPO/IR – for kind information please  
Dy.CPO/T, M&E APO/T, M&E APO/GI/HQ  
GS/SRMU, NFIR, AISC & STREA, AIOBCREA, SROA, SRPOA

**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.

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- 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

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## 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.

**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.

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## 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 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

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INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online -[www.sr.hqpb.in](http://www.sr.hqpb.in)

Instructions to Candidates: -

- (i) The **willing** employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.
- (iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.
- (vi) The application completed in all respect duly forwarded by the Controlling supervisor / official, community certificate (for SC & ST only) & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.**
- (vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- (viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/ instructions later on.
- (ix) For any assistance required with regard to the above **Shri M.Karthick, Ch.S&WI/Traffic** may be contacted in the mobile number 9003160626 during office hours.

Instructions to Personnel Department Officer -

- (i) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer/ Divisional Officer etc.
- (ii) The user rights and passwords already provided may be utilized.
- (iii) The respective cadre dealer / controlling Personnel Officer should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, each online application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 19.03.2023.
- (iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.
- (v) Divisions and units may set up suitable helpline and give wide publicity to the same along with details including mobile number of the person who can be contacted for any assistance.

