



दक्षिणपूर्व मध्य रेलवे
South East Central Railway



कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

No.P-HQ/CON/452/1/P/342

Dated 09.09.2015

PCE, CEE, CMD, CME, COM, CCM, SDGM, CSTE, COS,
FA&CAO, CSO, CSC, CPO (IR)/SECR, CAO (Con)/BSP,
DRM/BSP, R, NGP, CWM/WRS/R, CWM/MIB/NGP
SECRETARY TO GM/SECR, DGM (G)/SECR
Dy CPO (RR), Dy CPO (HRD), Dy CMM/GSD/R,
Dy Chief Statistical Officer/SECR,
CPO/SER/GRC, CPO/ECOR/BBS

**Sub: Selection for formation of a panel of APO/AWO (Group'B')
against 70% departmental quota (5th Cycle)**

1. A selection for formation of a panel for two **(02)** posts **(UR-01, ST-01)** of APO/AWO (Group "B") against 70% vacancies is hereby notified calling for willingness from eligible Group 'C' employees within the jurisdiction of South East Central Railway. The date of written test will be intimated later.

2. Group 'C' employee of the following departments fulfilling the required conditions are eligible to appear in the selection: -

i) Group 'C' employees of Personnel department.

ii) Group 'C' ministerial employees working in cadre posts in any department excluding Hindi/Rajbhasha Organization and Accounts departments, but including Cash and Pay and Time Office who have no avenue for promotion to Group "B" in their own departments.

iii) Group 'C' ministerial employees of Compilation/Statistical Branch, Stores, Transportation (Traffic), Commercial departments and Law Assistant/Chief Law Assistants and Stenographers who have avenue for promotion to Group "B" in their own department too.

Note

i) For Group 'B' selections (70% quota), Group 'C' Ministerial employees working in Pay Band PB-2 ₹.9300-34,800/- with Grade Pay of ₹.4200/-and above with **three (03) years** of non-fortuitous service in the grade (including non-fortuitous service rendered in the corresponding pre-revised grades) as **on 01.09.2015** are eligible to appear in the selection.

ii) Eligibility of employees working in Construction Organization/Project offices/other ex-cadre Organization/ Units will be determined with reference to their position in the parent department subject to the fulfillment of other conditions laid down, provided their juniors in the open line also become eligible.

3. Employees belonging to the categories mentioned in para-2 (iii) above (i.e. those who have avenue of promotion to Group "B" posts in their own departments and have been provided additional avenue of promotion to the post of APO/AWO (Group "B") will exercise an option for promotion as per their departmental avenue or as APO/ AWO within one month of publication of the result of the selection and the option once exercised shall be treated as final.

4. Eligible and willing employees should submit their applications to their respective Personnel Branch Officers concerned viz. Dy CPOs/Sr.DPO's/DPO's/WPO/ SPO (Gaz)/SPO (Con)/APO (WS) indicating their willingness to appear in the selection.

Willing employees may submit their applications so as to reach the concerned Personnel Branch Officers by **09.10.2015**. Names of only the eligible employees volunteer for selection should be sent to SPO (Gaz)/Bilaspur in a consolidated statement as per proforma given in the **Annexure-A** by respective Personnel branch, so as to reach this office by **15.10.2015**, positively. Employees working in Construction/Project/Ex-cadre Organization/ Units should submit their application through, their respective Personnel Branch Officers where they hold lien. **Applications submitted directly to this office/section will not be entertained. Applications received after cut-off date will also not be entertained.**

5. Scheme of Examination: - In accordance with Para 204.1 of IREM (Vol. I), the selection procedure consists of:-

Written Examination:

Subject	Maximum Marks	Qualifying Marks
One paper on Professional subject and Establishment and Financial Rules.	150	90

NOTE: Out of 150 marks, the question relating to the professional subject will carry at least 100 marks. Ten per cent of the total marks allotted for testing the professional ability should be set apart for questions on official language policy and official language rules. However, attempting these questions will not be mandatory.

Viva-Voce:

	Maximum marks	Qualifying marks
1. Record of service	25	30 (including minimum 15 marks in record of service)
2. Viva-voce	25	

6. The Controlling Officers, Dy CPOs/Sr.DPOs/DPOs/APOs should ensure that the APARs for the last five (05) years completed in all respects and updated Service Records of the candidates who volunteer for the above selection, are available with them in advance to ensure prompt supply to SPO(Gaz) at a short notice.

7. Syllabus for the written test is enclosed in **Annexure-“B”** which may be circulated widely and may be used while imparting pre-selection coaching. This syllabus is indicative and not necessarily exhaustive.

The notification is also available on this Railway's web site <http://www.secr.indianrailway.gov.in>.

Sd/-
(Ashok Sharma)
Sr. Personnel Officer (Gaz)
For Chief Personnel Officer
Dated 09.09.2015

No.P-HQ/CON/452/1/P/342

Copy forwarded for information and necessary action to- :

1. Chairman/RRB/BSP, Chairman/RRC/BSP,
2. Sr.DPO/BSP, Raipur and Nagpur,
3. Principal MDTC/BSP, SPO (Con), WPO/WRS/R,
4. APO (WS)/MIB/NGP, APO/GSD/R,
5. All Personnel Officers/SECR HQ,
6. GS/SECRMC, GS/SECRPOA, GS/AISC/ST Association/BSP

Sd/-
for Chief Personnel Officer

ANNEXURE-A

Statement/application proforma, showing the name of candidates who have volunteered/applied to appear in the selection for formation of a panel of APO/AWO (Group "B") against 70% vacancies.

1	2	3	4	5	6	7	8
S. No.	Name	Designation /Station	Community (UR/SC/ST)	Lien	Date of Birth	Date of appointment and grade to which appointed initially	P F No
9	10	11	12	13	14	15	
Educational qualification	Date of regular promotion in scale ₹.9300-34800+ GP ₹4200/-	Date of regular Promotion in scale ₹.9300-34800+ GP ₹4600/-	Date of promotion in present grade, Regular/ Ad-hoc	Eligible /Not eligible	Remarks, if any	Signature of candidate	

Signature of controlling Officer

ANNEXURE "B"**SYLLABUS FOR SELECTION TO THE GROUP 'B' POSTS OF APO AGAINST 70%**

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 employee 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, Contract 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, Employee Welfare- Employee 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 employee, 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 Employee (LARSGESS)
 - (ii) Various Gr. 'A' organized services and recruitment to organized Gr. 'A' Railway Services.
 - Direct recruitment quota as well as quota for recruitment for intermediate grades.
 - Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.
 - c. Apprentice Act and Implementation of Apprentices Act.
 - d. Absorption of medically de-categorized employee 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 employee. 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 Schedule 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.
