



दक्षिण पूर्व 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/384**

Dated **15.10.2015**

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
CPO/SER/GRC, CPO/ECOR/BBS

**Sub: Selection for formation of a panel of 01-UR post of APO/AWO
(Group 'B') against 30% LDCE quota (5th Cycle)**

1. In continuation of the on going 70% Group "B" departmental selection, it is proposed to hold a selection for formation of a panel for one (**01-UR**) post of APO/AWO (Group "B") against 30% vacancy against LDCE. Accordingly, willingness from eligible Group 'C' ministerial employees within the jurisdiction of South East Central Railway is hereby invited. The date of written test will be intimated later.

2.1 Group 'C' employee of the following departments fulfilling the prescribed 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.

iv) For Group 'B' selections (30% LDCE quota), Group 'C' Ministerial employees working in Pay Band-2 ₹.9300-34,800/- with Grade Pay of ₹.4200/- and above with **five (05) years** of non-fortuitous service in the grade (including non-fortuitous service rendered in the corresponding pre-revised grades) as **on 01.09.2015** belonging to the departments, mentioned herein above, are eligible to appear in the subject selection.

v) 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 final.

4. Eligible and willing employees should submit their applications to their respective Personnel Branch Officers concerned viz. Dy CPOs/Sr DPO's/ DPOs/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 **16.11.2015**. Names of only the eligible employees volunteering for selection should be sent to SPO (Gaz)/Bilaspur in a consolidated statement as per proforma given in the **Annexure-A** by respective Personnel branches, so as to reach this office by **23.11.2015**, 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 Board's letter No. E (GP) 88/ 2/111 dated 20.08.1991, the selection procedure consists of:-

Written Examination:

Subject	Maximum marks	Qualifying marks
Professional Paper-I (Professional subject & General Knowledge)	150	90
Professional Paper-II (Professional Subject, Establishment Rules & Finance Rules)	150	90

NOTE: Out of 150 marks, the question on the professional subject will carry at least 100 marks in each paper. 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. In the case of LDCE, question(s) on official language policy and Rules should be included in the paper on General Knowledge. While the employees are encouraged to attempt the question(s) on official language policy and official language rules, the question(s) should not be compulsory.

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 may please ensure that the APARs for the last five (05) years completed in all respects and also the updated Service Records of the candidates who volunteer for the above selection, are available with them in advance to ensure prompt supply thereof to SPO (Gaz) at short notice.

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

8. All concerned are requested to give wide publicity to this notification so that no representations are received on this score.

The notification, together with enclosures, is also available on this Railway's web site at <http://www.secr.indianrailways.gov.in>.

Encl: (06 pages)

Sd/-
(Ashok Sharma)
Sr. Personnel Officer (Gaz)
for Chief Personnel Officer
Dated 15.10.2015

No. P-HQ/CON/452/1/P/384

Copy forwarded for information and necessary action to- :

1. Chairman/RRB/BSP, Chairman/RRC/BSP,
2. Dy CPO (HRD), Dy CPO (RR), Dy CMM/GSD/R,
3. Sr.DPO/BSP, Raipur and Nagpur, Dy Chief Statistical Officer/SECR,
4. Principal/MDTC/BSP, SPO (Con), WPO/WRS/R,
5. APO (WS)/MIB/NGP, APO/GSD/R,
6. All Personnel Officers/SECR HQ,
7. GS/SECRMC, GS/SECRPOA, GS/AISC/ST Association/BSP
8. Notice Board

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 30% LDCE.

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

SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT.**PAPER-I****Part I: 50 Marks**

Official Language & General Knowledge

Part II:Professional Subject **100 Marks****Professional Subject:**

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.

2. Manpower Planning & Recruitment:

(a) Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc. Zero-based calculation of requirement/creation.

(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. Concept of Lead period, normal attrition while placing indent.
- Railway Recruitment Cell (RRC)-role 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) Recruitment to various Group "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) Apprentices Act, 1961 and its Implementation.

(d) Absorption of medically de-categorised staff in alternative posts.

(e) Concept of Deputation, Foreign Service etc. and its impact on Pension, Foreign Service Contribution.

3. Training and Development:

a. Basic concept of training and human resource development.

b. Training and Development of Railway employees.

i. Training of Group "C" employees.

ii. Functioning of Zonal Training Schools and other training institutions.

iii. Training of Gazetted Officers in Railways as well as non- Railways institutions.

iv. Various Railway Training Institutes like NAIR, IREEN etc.

c. Future developments in Railways, the changing roles of Railway personnel and the need for on the job training, multi skilling etc.

4. Pay and Allowances:

- a. Preparation of Pay Bill, Computerization of Pay Bill, AFRES, PRIME, I-Pass Concept etc.
- b. Pay in the Government i.e. Pay bands, Grade pay etc.
- c. Principles of pay fixation in case of appointment and promotion. Pay fixation in case of functional and non functional promotions etc.
- d. Fundamental Rule (FR) & Fixation, Instances of pay protection etc.
- e. Various allowances admissible to the Railway employees including allowances to the running staff.

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. Maintenance of various reservation rosters.
- c. Relaxations available to SC/ST candidates for promotion 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. Impact of Vigilance investigation during and after Selection.
- e. NBR, sealed cover procedure etc.

6. Organization and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters. Maintenance of records-Service, Registers, Personal Files and preparation of claims of Pay Bill, etc . Computerization of records and personnel management functions (Human Resource Management System)- benefits, challenges and implementation. Computerization of official record and its retrieval.

7. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.

8. Disciplinary & Appeal Rules (1968), Railway Services Conduct Rules (1966) & Schedule of Disciplinary Powers. Various judgements of Supreme Court on D&AR (1968) and Railway Services Conduct Rules (1966)

9. Pass Rules

10 Retirement benefits:

- a. Pension Rules (new and old), Provident fund rules, Leave encashment rules, Gratuity rules etc.
- b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical resignation etc.)
- c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits.
- d. Pension addalats timely settlement and redressal of grievances related to settlement.
- e. Retirement benefits under Provident Fund & Pension rules and schemes of Financial Settlement.

11. Leave Rules and joining time.

12. Reimbursement of tuition fees and legal expenses.

13. Medical assistance to Railway employees and retired Railway employees, RELHS & its membership.

14. Right to Information Act, 2005.

(6)

PAPER-II

Part I:

Establishment Rules & Financial Rules

50 Marks

Part II:

Professional Subject

100 Marks

Professional Subject

1. Industrial Relations, 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.
2. 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.
3. Contract Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal), Act, 2013.
4. Service Law, CAT, High Court, 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.
5. Engagement of casual labour and substitutes, policy and procedure thereof.
6. Grievance redressal mechanism, Staff Welfare-Staff Benefit Fund, Consumer Co-op Societies, medical assistance, Workers Education Scheme, Societies and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.
