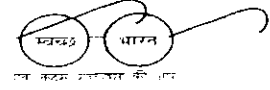




दक्षिण पूर्व मध्य रेलवे
South East Central
Railway



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

No. P-HQ/CON/452/1/P/49

Dated 02.03.2020

PCE, P CEE, PCMD, PCME, PCOM, PCCM, SDGM, PCSTE, PCMM,
PFA, CSO, CSC, CPO (A)/SECR, CAO (Con)/BSP,
DRM/BSP, R, NGP, CWM/WRS/R, CWM/MIB/NGP
SECRETARY TO GM/SECR, DGM (G)/SECR
PCPO/SER/GRC, PCPO/ECOR/BBS

**Sub: - Selection for formation of a panel to Group "B" post of
APO/AWPO (01-UR) against 30% LDCE quota (5th
Cycle) of Personnel department on SECR**

Ref: -1. This office letter No. P-HQ/CON/452/1/P/384 Dt 15.10.2015.

2. This office letter No. P-HQ/CON/452/1/P/189 Dt. 26.11.2019

1. In continuation of the references quoted above, the Written Examination, in connection with the subject selection, **scheduled to be held on 02.04.2020 (Thursday)**, at the venue and as per the programme given below:-

Venue:- RRB/BILASPUR				
Date	Time	Subject	Full Marks	Qualifying Marks
02.04.2020 (Thursday)	10:00 hrs to 13:00 hrs	Paper-I (Professional subject & General Knowledge)	150	90
	14:30 hrs to 17: 30 hrs	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	

Note : It is to be noted that being an LDCE, no supplementary written examination will be held under any circumstances.

2. A provisional list of willing and eligible candidates (**excluding those who have since retired /retiring by 31.03.2020 on superannuation**), arranged as division wise (not in the order of seniority) is enclosed as **Annexure 'A'**. **In case any candidate is found ineligible for the above selection at any stage, his/her candidature will be rejected.** Candidates may be directed to report to the Presiding officer on the scheduled date, venue half an hour before start of the examination with their identification memo. The format of identification memo is enclosed as **Annexure 'B'**. It may be noted that individual identification memo should be given to each candidate.

3. In case any candidate is on leave or on deputation to other Railways/Units or is on sick list, the controlling officer concerned should send necessary advice to the authority under which he is working or the medical authority as the case may be and an acknowledgement obtained to avoid any future complication on this issue.

4. The concerned Dy.CPO/Sr DPOs/WPOs/APOs shall ensure that this notification is brought to the notice of all eligible candidates/employees working in their respective units.

5. The Controlling Officers, Dy CPO/ Sr.DPOs/WPOs /APOs should ensure that last 05 years ACRs /APARs of the candidates who have volunteered to appear in the written examination, complete in all respects are ready along with their updated SRs, which are to be sent to Dy CPO (Gaz) at short notice as and when called for.

6. In case of the candidates **[listed in Annexure 'A']** who have been Transferred to other station of SECR or have been sent on deputation etc in the interregnum, the concerned Controlling Officer/ Personnel Officer are advised to intimate such the candidates suitably, under intimation to this office. However, where the lien of such candidates has been transferred out of SECR, this office may kindly be advised immediately for further action.

7. Syllabus for Professional papers, Establishment & Finance Rules for LDCE for promotion from Group "C" to Group "B" posts in Personnel department is enclosed in **Annexure 'C'**, which may be circulated widely. This syllabus is indicative and not necessarily exhaustive.

8. This is the 5th Cycle of Gazetted Group "B" selection for Personnel department being notified for SEC Railway. It is made clear that employees concerned should clearly satisfy themselves regarding their eligibility, grade, length of non-fortuitous service and holding lien in SEC Railway. Provisional consideration for selection based on available records, will not preclude summarily debarring / disqualification of ineligible candidates at any stage.

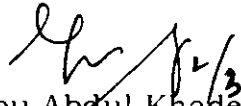
9. If any prospective candidate has any issue/suggestion, the same can be submitted to the Gazetted Section of this office by **12.03.2020** which will be examined with reference to extant rules. Any representation received after **12.03.2020** will not be acted upon.

10. Any omission/discrepancies notified in the list at Annexure -"A" may be brought to the notice of this office immediately on or before 12.03.2020, after which no representation will be entertained.

The notification is also available in S E C Railway's web site. <http://www.secr.indianrailways.gov.in>.

Please acknowledge receipt

Encl: As above


(M. Babu Abdul Khadeer)
Dy Chief Personnel Officer (Gaz)
for Principal Chief Personnel Officer

No. P-HQ/CON/452/1/P/49

Dated 02.03.2020

Copy forwarded for information and necessary action to:

1. Chairman/RRB/BSP, Chairman/RRC/BSP,
2. Dy CPO (GAZ), Dy CPO (HQ), Dy CMM/GSD/R,
3. Sr.DPO/BSP, Raipur and Nagpur, Dy Chief Statistical Officer/SECR,
4. Principal/MDTC/BSP, SPO (Con), SPO/HQ, 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


for Principal Chief Personnel Officer

ANNEXURE-A

LIST OF PROVISIONAL ELIGIBLE CANDIDATES FOR SELECTION TO THE POST OF APO/AWPO (GR.B) AGAINST 30% LDCE QUOTA

Sr. No.	NAME (S/SHRI/SMT.)	DESIG/STN	Comm.	LIEN	REMARKS
1	M UMA	OS/NGP	UR	NGP/DIV	Eligible
2	BHANENDRA KUMAR 'Y' THAKRE	OS/NGP	UR	NGP/Div.	Eligible
3	SUNIL AKARAM TAMBE	PS-II	SC	NGP/Div.	Eligible
4	VAIJAYANTI V DIXIT	OS/NGP	UR	NGP/Div.	Eligible
5	DINESH KU BADONIYA	Ch Typist	UR	NGP/Div.	Eligible
6	V V G K MUDLIAR	OS/NGP	UR	NGP/Div.	Eligible
7	RAJESH ATMARAM RAUT	ChOS	SC	NGP/Div.	Eligible
8	NITIN CHANDRABHAN GEDAM	Ch S&WI	ST	NGP/Div.	Eligible
9	ABHILASH DIXIT	Ch S&WI	UR	NGP/Div.	Eligible
10	SUNIL PARASRAM SARVE	Ch S&WI	UR	NGP/Div.	Eligible

11	ASHUTOSH GOURKAR	Ch S&WI	UR	NGP/Div.	Eligible
12	DEVENDERA KUMAR SAKHARE	ChS&WI	SC	NGP/Div.	Eligible
13	ONKAR MANIRAM MOUJE	Ch. Typ.	UR	NGP/Div.	Eligible
14	D VENKATA RAO	ChOS/MIB	UR	MIBWNGP	Eligible
15	NAMDEO RTIMBAK BHAGWATKAR	ChOS/MIB	SC	MIBWNGP	Eligible
16	NARENDRA KU PAFARE	ChOS/MIB	SC	MIBWNGP	Eligible
17	VISHAKHA S DULE	ChOS/MIB	SC	MIBWNGP	Eligible
18	RAJEEV NAGARIA	ChOS/R	UR	R/Div.	Eligible
19	A RAMESH BABU	CHOS/R	UR	R/Div.	Eligible
20	Y V SHANKAR	ChS&WI	UR	R/Div.	Eligible
21	RAJANI KUMARI	ChOS/R	UR	R/Div.	Eligible
22	SHARAD KU WANJARI	ChS&WI/DURG	UR	R/Div.	Eligible
23	VIKASH KUMAR	OS/R	UR	R/Div.	Eligible
24	JAY NARAYAN PANDA	ChS&WI/DURG	UR	R/Div.	Eligible
25	PINISSETTI PRABHUDAS	STENO-I	UR	R/Div.	Eligible
26	ASHOK ROY CHOUDHARY	OS/DRZ	UR	R/Div.	Eligible
27	SHAILENDRA NATH NAND	ChOS/DRZ	ST	R/Div.	Eligible
28	R VASUDEV RAO	OS/BIA	UR	R/Div.	Eligible
29	SANTOSH KU ROY	ChOS/R	UR	R/Div.	Eligible
30	GANESH Pd VERMA	ChOS/R	UR	R/Div.	Eligible
31	JAYSHANKAR	ChOS/R	UR	R/Div.	Eligible
32	DUBBI SHRINIVAS RAO	OS/R	UR	R/Div.	Eligible
33	R BHEEMESHWAR RAO	OS/R	UR	R/Div.	Eligible
34	RAMESH CHANDRA MAHARANA	ChOS/BIA	UR	R/Div.	Eligible
35	SWARN SINGH KALSI	ChOS/R	UR	R/Div.	Eligible
36	NEETA DUMRE	ChOS/R	NA	R/Div.	Eligible
37	G SHEKHAR	OS/R	UR	R/Div.	Eligible
38	SANTOSH KU MISHRA	OS/BSP	UR	BSP/Div.	Eligible
39	NIRMALENDU MOHANTY	ChOS/BSP	UR	BSP/Div.	Eligible
40	KAMLESH KUMAR	Ch S&WI	UR	BSP/Div.	Eligible
41	PRADEEP KU MISHRA	OS/BSP	UR	BSP/Div.	Eligible
42	K P SURYAWANSHI	ChS&WI/ BSP	SC	BSP/Div.	Eligible
43	SOHAN LAL KHUTE	OS/BSP	SC	BSP/Div.	Eligible
44	D J KARUNAKARAN	ChOS/BSP	SC	BSP/Div.	Eligible
45	M K GIRWAL	ChOS/BSP	ST	BSP/Div.	Eligible
46	G RAMASUBRAMANIYAN	ChS&WI/ BSP	UR	BSP/Div.	Eligible
47	VIJAY KUMAR	ChS&WI/ BSP	UR	BSP/Div.	Eligible
48	DEVENDRA KR CHATURVEDI	ChS&WI/ BSP	UR	BSP/Div.	Eligible
49	B TIRUPATI RAO	ChOS/BSP	UR	BSP/Div.	Eligible
50	SHYAM LAL	CLA/BSP	SC	BSP/Div.	Eligible

51	RAMU SONI	OS/BSP	UR	BSP/Div.	Eligible
52	BINOY SARKAR	OS/BSP	UR	BSP/Div.	Eligible
53	VINOD SONI	ChOS/BSP	UR	BSP/Div.	Eligible
54	VINOD KU SAHU	OS/BSP	OBC	BSP/Div.	Eligible
55	DEEPAN KU SAHU	OS/BSP	UR	BSP/Div.	Eligible
56	RADHA KRISHNA	ChOS/BSP	SC	BSP/Div.	Eligible
57	N MURLI MOHAN RAO	OS/BSP	UR	BSP/Div.	Eligible
58	R RAMESH KUMAR	OS/BSP	UR	BSP/Div.	Eligible
59	RAVINDRA KU SHARMA	CLA/BSP	UR	BSP/Div.	Eligible
60	KAMLESH PRASAD	OS/BSP	SC	BSP/Div.	Eligible
61	JANAK SINGH PAIKRA	OS/BSP	ST	BSP/Div.	Eligible
62	ROHIT KUMAR KHANDE	OS/BSP	SC	BSP/Div.	Eligible
63	T CHANDRA SHEKHAR RAO	OS/BSP	UR	BSP/Div.	Eligible
64	BONDI RAMNA RAO	ChOS/BSP	OBC	BSP/Div.	Eligible
65	BIMLESH KU PAL	OS/BSP	UR	BSP/Div.	Eligible
66	UTPAL KU MANDAL	ChOS/BSP	SC	BSP/Div.	Eligible
67	Ch V SANYASI RAO	OS/BSP	UR	BSP/Div.	Eligible
68	MANOJ KU SINGH	CLA/BSP	UR	BSP	Eligible
69	JAGRAM MEENA	CLA/BSP	ST	BSP	Eligible
70	NAGESH SADAFAL	STENO- I/PCEE'OFFICE	UR	HQ	Eligible
71	S K BIJAUR	ChOS/PCOM'S OFFICE	SC	HQ/OPTG	Eligible
72	ARJUN PRASAD	PS-II/ PCOM'S OFFICE	UR	HQ/OPTG	Eligible
73	DILIP KU SUNDRAY	STENO-I/HQ	UR	HQ/OPTG	Eligible
74	SAUNA CHARAN SOREN	CHOS/PCME	ST	HQ/MECH	Eligible
75	MUKUND KU SINGH	OS/CONST	UR	CONST/BS P	Eligible
76	SNEHASISH GHOSH	ChOS/STATISTI C/HQ	UR	STATISTICA L Dep.	Eligible
77	F LAKRA	ChOS/RRC	ST	HQ/RRC	Eligible
78	VIJAY BHAGAT	ChOS/PCPO	SC	HQ	Eligible
79	VINOD KU SHARMA	OS/RRC	UR	HQ/RRC	Eligible
80	DINESH KU PANDU	PS-II/RRB	SC	RRB/BSP	Eligible
81	J R K MURTHY	PS-II/PCCM	UR	HQ/COMM	Eligible
82	GHANSHYAM VERMA	Ch S&WI/PCPO	UR	HQ/PERS.	Eligible
83	ANJELUS KERKETTA	ChOS /RRC	ST	HQ/PERS.	Eligible
84	BHASKAR GUHA	CLA/PCCM/HQ	UR	HQ/Comm	Eligible

ANNEXURE - 'B'

PROFORMA FOR IDENTITY SLIP

Certified that the Identity of Shri/Smt. Designation
..... P F No.....,(Roll No.-----)who is a candidate for
the APO/AWO Group 'B' Examination against 30% LDCE quota in terms of
Circulation No Dated has been verified. His/Her
signature is attested below.



(Signature of the Controlling Officer/
Supervisor with Office Seal)

(Signature of the Candidate)
ATTESTED

Countersignature of the APO/DPO/WPO
(Name -----)

(Signature of the Controlling Officer/
Supervisor with Office Seal)

N.B

1. The signature of controlling officer/ Supervisor should be in his own name and designation with office seal.
2. No cognizance will be given if the signature is by any one on behalf of the controlling officer/ supervisor.
3. It is the personal responsibility of the candidate to carry necessary proof to prove his identity in examination hall by presenting proper identity slip as per proforma to satisfy the officer in charge/ invigilating officer
4. In case nothing is produced by the candidate, the officer in charge/ invigilating officer is to satisfy himself about the proper identity of the candidate and suitable record for the same is to be kept, otherwise he is to be debarred from sitting for the examination.

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.

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.

dm