



दक्षिण पूर्व मध्य रेलवे

South East Central Railway



कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 49500

PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

No. P-HQ/CON/452/1/c/78
PCOM, PCCM, PCPO, SDGM/SECR
CSO, DRM/BSP, R & NGP,
CHAIRMAN/RRB & RRC, CWM/WRS/R, CWM/MIB, PCPO/SER/GRC & ECoR/BBS,
SPO (HQ), Dy CPO (CON)/SECR, PRINCIPAL ZMDTC/BSP, PRINCIPAL ZTC/SINI

Dated 28.05.2020

25

Sub: -Selection for formation of a panel of ACM (Gr'B') against 70% vacancies in Commercial Department in S E C Railway (5th Cycle).

It is proposed to conduct a selection for formation of a panel of four (04) vacancies (UR-03, SC-01 & ST-Nil) of ACM (Gr "B") against 70% vacancies (5th cycle) in PB-2 `9300-34800+GP ` 4800/-. Eligible employees, of commercial department and having lien in S E C Railway may submit their willingness / unwillingness to participate in the above selection. The final zone of consideration and exact date of written test will be intimated later.

Eligibility Criteria:- Group "C" employees of Commercial department working in grade PB-2 Rs.9300-34800/- + GP ` 4200/- (6th PC) Level-6 (7th PC) and above grades with three (03) years of non-fortuitous service as on 22.05.2020 in the grade (including non- fortuitous service rendered in the corresponding pre-revised grades) will be eligible for selection .

2 A provisional integrated seniority list of eligible senior subordinates of Commercial department those are eligible to appear in the selection are enclosed in Annexure-"A" (main list). A standby list as per seniority is also enclosed at Annexure-"B", which will be considered (duly taking in to account of community) based on unwillingness submitted of those are included in Annexure "A" of eligible candidates if any. Employees whose name is not included in the eligible lists may also represent through respective Controlling Officer and concerned Personnel Officer as per columns indicated in the format at Annexure " D". While forwarding the names, Personnel Officers/Controlling Officers should ensure that particulars mentioned are verified and certified as correct. The consolidated statement as per Annexure –" D" of such candidates along with the individual applications should be forwarded by the concerned Personnel Officers to this office as per the time limit prescribed in para - 4 of this letter. In case any candidate is found ineligible for the above selection at any stage, his candidature will be summarily rejected. It may be ensured that the applications of candidates working under Construction Organization should be submitted through Dy CPO/Con/Bilaspur.

3. In case any candidate is on leave or on deputation to other Railways/Units or on sick list, the Controlling Officer concerned should send necessary advice to the authority under whom he is working or the medical authority /home address as the case may be and may obtain acknowledgement to that effect.

4. In terms of extant instructions, eligible candidates whose names are borne in the provisional integrated seniority list should submit their willingness or unwillingness by 25.06.2020 to the concerned Personnel Officer as per the entries in Annexure "D" and the same should be sent in a consolidated statement as per proforma enclosed in Annexure " D" by the

concerned Personnel Officer to the office of Dy CPO/Gaz/Bilaspur on or before **30.06.2020** along with the individual applications. It may be noted that for those in scale of ` 6500-10500/- (6th PC) / Level-7(7th PC) and above , seniority in grade ` 6500-10500/-(Level-7) will be counted , in terms of extant rules Based on willingness received, final zone of consideration list of candidates to be called for the written exam will be prepared accordingly.

In terms of paras 8.8 &8.9 of Master Circular No.68, Employees constituting the field should be advised individually of the proposed selection with the clear stipulation, that they should on receipt of the notice, advise their willingness / un-willingness to take the selection. it is the employee's responsibility to advise their willingness / un-willingness to take the selection and failure to respond or provide the intimation within the period allowed will be treated as un-willingness on his/ her part to take the selection. Depending on the position of un-willingness reported or non receipt of any intimation, employees from the standby list should be called to the extent necessary for taking the selection

It shall be the duty of the concerned Personnel Officers to cross verifies the authenticity of the entries before consolidation and forwarding to this office. Where employees figuring in enclosed list have not indicated willingness or unwillingness specifically, remarks accordingly may be indicated against each while forwarding the consolidated list to this office.

5. The pre-selection coaching for a period of 3-4 weeks to the reserved community candidates (SC/ST) should be arranged by the Executive side ie PCCM/SECR. This training is treated as mandatory and refusal, if any, should be taken in writing. On completion of pre-selection coaching intimation/report should be sent to the Dy CPO/Gaz positively.

6. Sr.DPOs/AWPOs should ensure that the APARs, SRs & D&A clearance are kept ready for all written test appearing candidates. The same have to be sent to the Headquarter's Confidential Section invariably on next day of publication of written results.

7. It may be ensured that this post is the non-safety category posts. Accordingly, candidates should qualify the prescribed medical fitness before appearing viva-voce test and without medical fitness certificate, candidates will not be eligible for attending viva-voce test.

8. Objective and scheme of Examination -: The examination aims at comprehensive assessment of knowledge of the candidates and is essentially aimed at testing their professional ability. The examination will consist of: (i) Written Examination (ii) Viva-voce (with prior Medical fitness test). In terms of Railway Board's letter No. E (GP) 2018/2/31 dated 19.03.2019 (R.B.E. No. 53/2019) the written examination shall comprise of one paper which will have 100% Objective type Multiple choice Question only.

The paper will be of 100 marks and distribution will be as under

(a.) Technical Subject including Official Language Policy : 70 marks

(Note: there will be 10 marks on Official Language Policy, which shall be Optional in nature)

(b.) Establishment and Financial Rules : 30 marks

Qualifying marks : 60

The successful candidates in the written examination will be called for viva-voce test subject to being found medically fit in the prescribed medical standard. Viva-voce will consist of Record of Service (Assessment of APARs) and viva-voce.



Details	Max.Marks	Qualifying marks
1. Record of Service	25	30
2. Viva-voce	25	(Including minimum 15 marks in record of service.)

09. The syllabus for the post of ACM (Group "B") of Professional subject, Establishment and Finance Rules for written test is enclosed in Annexure "C" which may be circulated widely to all concerned. This syllabus is indicative & not necessarily exhaustive.

10. The notification is also available in S E C Railway 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

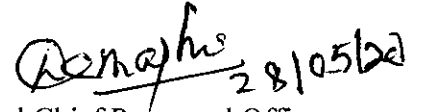
No. P-HQ/CON/452/1/C /78

Date 28-05.2020

Copy forwarded for information and necessary action to:

29

1. Secretary to GM:- *for kind information please.*
2. PS to AGM/SECR
3. Sr.DPOs/BSP, R & NGP,
4. Sr. DCM/BSP, R, NGP,
5. Dy CPO (Con)/BSP
6. GS/SECRM/BSP, GS/SECRPOA, GS/AISC-ST/Association/BSP.
7. NOTICE BOARD.



for Principal Chief Personnel Officer

MAIN LIST

ANNEXURE-'A'

S.No.	Name	Designation/ Div.	Com m	Level	DOB	DOA	DOP in GP_4600 (Level-7)
1	RAMESH RAMKRISHNA SADAWARTE	CS(BPG)/NGP	ST	Level-7	26/11/1962	23/05/1990	20/04/1998
2	AVINASH KUMAR ANAND	CCI/HQ	UR	Level-7	25/02/1973	30/03/2001	01/11/2003
3	SUKH LAL SUNDI	CH.OS/HQ	ST	Level-7	12/01/1967	07/09/1994	01/11/2003
4	V SAISHANKAR	CLA/HQ	UR	Level-7	14/02/1969	10/10/1990	27/10/2004
5	RAVINDRA KUMAR SHARMA	CLA/BSP	UR	Level-7	03/08/1969	29/09/1995	15/12/2004
6	MANOJ KUMAR SINGH	CLA/BSP	UR	Level-7	18/10/1974	03/02/2005	03/02/2005
7	DAVID TOPPO	CH.OS/BSP	ST	Level-7	25/06/1960	30/11/1988	06/06/2005
8	N G DHAKATE	CH.OS/HQ	ST	Level-7	02/02/1969	12/04/1991	24/11/2005
9	ANUPAM DUTTA	CCI/HQ	UR	Level-7	03/01/1967	08/07/1992	04/01/2006
10	K K OJHA	CCI/HQ	UR	Level-7	02/07/1960	20/06/1983	04/01/2006
11	DILIP KUMAR CHANDRA	CS/B/P/BSP	SC	Level-7	06/12/1961	10/09/1987	09/01/2006
12	SANJAY KHALALE	CCI/HQ	ST	Level-7	07/03/1966	24/05/1991	18/04/2006

STANDBY LIST

ANNEXURE-'B'

S.No.	Name	Designation/ Div.	Com m	Level	DOB	DOA	DOP in GP_4600 (Level-7)
1	PREM Shankar SILAWAT	CTI/BSP	SC	Level-7	03/06/1967	11/02/1991	25/07/2006
2	ANTARYAMI DAS	CTI/R	UR	Level-7	15/07/1961	18/07/1988	31/08/2006
3	A JENA	CTI/R	SC	Level-7	18/01/1967	16/01/1990	31/08/2006
4	BHASKAR GUHA	CLA/HQ	UR	Level-7	06/08/1976	17/09/1996	20/09/2006
5	DULAR SAI CHAUHAN	CLA/HQ	SC	Level-7	01/06/1971	16/07/1999	11/10/2006
6	LALIT KUMAR DAS	CCI/HQ	UR	Level-7	09/08/1973	21/08/1996	13/10/2006
7	S M PANDEY	CCI/HQ	UR	Level-7	01/03/1980	09/03/1998	13/10/2006
8	R K TIWARI	CCI/HQ	UR	Level-7	18/10/1976	19/09/1994	13/10/2006
9	NEELAM SITARAM RAJU	CS/G/BSP	UR	Level-7	22/08/1968	11/02/1992	08/12/2006
10	MUKESH KUMAR SINHA	CCI/BSP	UR	Level-7	31/12/1977	14/08/2001	15/12/2006
11	A K PODDAR	CS/R	SC	Level-7	16/08/1962	16/01/1984	11/04/2007
12	EMMANUEL JACOB	CCI/HQ	UR	Level-7	01/06/1968	12/10/1990	27/06/2007

Syllabus for written examination of 70% departmental examination for selection to the post of ACM. Total Marks: 100

A)

1. Working of PRS, UTS, and UTS cum PRS.
2. Reservation Rules, types of quotas, E ticketing, I ticketing, refund Rules.
3. Booking of Special trains, coaches.
4. All types of Concessions, Circular journey tickets etc.
5. Booking at halt stations.
6. Passenger amenities at stations, Touch and feel scheme, Modern stations, framing proposals and follow up
7. Catering, Role of IRCTC and associated rules, catering policy, complaints, inspection etc.
8. Parcels traffic, Leasing policy, categorization of trains, parcel classification, over carriage, claims prevention etc.
9. Ticket checking, types of checks, targets, extant rules.
10. Commercial Publicity.
11. working of goods shed, maintenance of record , free times, Charging freight , demurrage and wharfrage, stacking rules, over loading , weigh bridges, claims and prevention etc .
12. Working of Sidings, free time and its calculation, freight charging, demurrage and liberalized siding rules.
13. Working of FOIS- TMS and RMS.
14. Freight marketing – Incentive scheme , rebates, customer interface.
15. Payment schemes-E-Payment, Advance Payment schemes, CNCC etc.
16. Stations out standings.
17. Audit inspection reports.

B). Establishment & Finance Rules:

Personnel Management of Railways, Selections, Leave Rules, Industrial Relations & Welfare ,HOER ,D&A Rules, Parliamentary control over Railway Finance- Public accountability canons of Financial property. vii).Works programme- Financial justification of works-survey-preparation of Estimates- capital budget control over capital expenditure- productivity.



PROFORMA

1	Name	
2	Designation/Station	
3	Lien	
4	Community (UR/SC/ST)	
5	DOB	
6	DOA	
7	PF NO	
8	Qualification	
9	Present Grade/Scale	
10	Date of Regular Promotion In Scale Rs. 5000-8000/- (pre-revisd)/GP Rs. 4200/-	
11	Regular Promotion in Scale Rs. 5500-9000/- (pre-revisd)/GP Rs. 4200/-	
12	Date of Regular Promotion In Scale Rs. 6500-10500/- & 7450-11500/- (pre-revisd)/GP Rs. 4600/-	
13	Present Grade Regular/Ad-hoc	
14	Remarks Willing/Un-willing	
15	Signature of the Candidates	

ACKNOWLEDGEMENT

Signature of Controlling Officer

I have received the notification No. P-HQ/CON/452/1/C datedfor selection to the post of ACM (Gr.'B') against 70% vacancies of commercial department.

Signature-
Name-
Designation-
STN/Unit-
Date-

