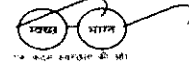




दक्षिण पूर्व मध्य रेलवे  
South East Central Railway



कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004

**PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004**

No.P-HQ/CON/452/1/C-30%/ 98

Dated 26.06.2020

PCCM, PCOM SDGM, DRM/BSP, R, NGP,  
GM (P) SER/GRC, GM (P) ECoR/BBS,

**Sub: - Selection for formation of a panel to Group 'B' post of ACM against 30% LDCE quota of Commercial department.**

1. In continuation to the ongoing 70% Group 'B' departmental selection, it is proposed to hold a selection for formation of a panel to Group 'B' post of ACM against 30% LDCE quota of Commercial department in S E C Railway. The assessment of vacancy has been approved by GM/SECR on **22.05.2020** is as follows:-

Post	Vacancies			
	UR	SC	ST	Total
ACM (Gr.-'B')	01	-	-	01

2. **Eligibility Condition:-** For Group 'B' selection (30% LDCE quota), Group 'C' employees working in grade the minimum of which is in PB-2 Rs. 9300-34800 + GP Rs. 4200/- ( 6<sup>th</sup> PC) or Level-06 ( in 7<sup>th</sup> PC) and above with five (05) years of non fortuitous service in grade as on **22.05.2020** in the **Commercial Department** vide Master Circular No. 68.

3. Staff whose lien is maintained in S E C Railway is only eligible to appear in the said selection. Besides, those employees whose lien are maintained in S E C Railway, but working outside the jurisdiction of S E C Railway are also eligible provided they submit their applications through the Personnel Branch of the division/unit where their lien is maintained with proper certificate of lien by concerned division/Units. 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 as the case may be acknowledgement obtained. This may be ensured to avoid any representation later on this issue.

4. **Date of submission of application and consolidated statement:** - Application of willing staff, fulfilling the above conditions should submit their application to concerned Personnel Officer /Controlling Officer on or before **17.07.2020**. The concerned Personnel Officer, after receipt of such applications should scrutinize the candidatures of the applicants and send the names of the eligible staffs only in consolidated statement as per proforma attached at Annexure- 'A' so as to reach this office latest by **24.07.2020**. The concerned Personnel Officer should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office.

5. Applications received directly from the staff concerned will not be entertained by this office. Concerned Personnel Officers/Controlling Officers should ensure that applications received by them after the closing date mentioned above are not forwarded to HQ under any circumstances. All application of construction organization should be forwarded by Dy.CPO/CON/BSP. Names of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded to this office. It may also be noted that incomplete statements furnished by the divisions/units will not be entertained.

5.1. In case any employee has been posted to another organization on transfer/deputation basis, it will be the responsibility of their parent Office/Establishment to ensure that the circular is sent to that

at

establishment/organization and take the same to the notice of the concerned employee(s). A written confirmation should be obtained from these organizations and sent to the PCPO(Gaz) at the Headquarters for record.

6. **Scheme of Examination/Selection Procedure:-**

In terms of the instructions contained in Board's letter No. E (G)2018/2/31, dated 19.03.2019 (circulated under R.B.E. No. 53/2019), the following scheme for conduct of 30% Limited Departmental Competitive Examination has been introduced :-

6.1 **Pre-Qualifying Examination :-**

There shall be a pre-qualifying single paper examination of 100 marks, which shall have 100 % Objective type Multiple Choice Questions only. The distribution of marks will be as under:-

**Technical Subject:** : 40 marks

**General Knowledge, including optional questions on  
Official Language Policy** : 30 marks

**Establishment & Financial Rules** : 30 marks

6.2 **Qualifying Marks:**

The candidates scoring 75% marks and above in the Pre-Qualifying Examination shall be eligible for appearing in the main examination and for this, number of candidates should be restricted to 5- times the number of respective vacancies in order of merit.

6.3 **Main Examination** : The pre-qualifying examination will be followed by one descriptive type paper on professional subject comprising of 100 marks and the qualifying marks in the written examination will be 60% and above.

6.4 **Syllabus for professional paper for LDCEs** :- The syllabus prescribed for selection for the Group, -'B' post of ACM in Commercial department is enclosed as Annexure-'B'. this syllabus prescribed by the Board for written examination held as part of 30% LDCEs in organized services constitute topics on Paper-I and Paper-II. In view of the aforementioned changes in pattern of the LDCEs, the topics on professional subjects divided in two segments as Paper-I and Paper-II shall be amalgamated and topics may be picked up for Pre-/qualifying and Main Examinations.

6.5 This being selection against 30% LDCE, there shall be no supplementary examination, neither in pre-qualifying nor main examination, under any circumstances.

6.6 The candidates qualifying in Main Written Examination shall be subjected to Viva-voce, which will have the following distribution of marks against various heads:-

	<b><u>Max. Marks</u></b>	<b><u>Qualifying Marks</u></b>
(i) <b>Viva-voce</b>	25	30 ( including at least 15 marks in the Record of Service)
(ii) <b>Record of Service</b>	25	

6.7 It may be noted that this post (ACM) is a Non safety category post and accordingly candidates are required to qualify the prescribed medical fitness before appearing in viva-voce. Without medical fitness certificate, candidates will not be eligible for attending the viva-voce.

7. In terms of Railway Board's letter No. E(GP)2010/2/39 dated 28/08/2019 (RBE No. 142/2019) Pre-selection training is not required if there is no reserved vacancy and candidates are appearing in the Selections/LDCEs against unreserved vacancies.

8. The Controlling Officers, Dy.CPOs/Sr.DPOs/DPOs/APOs should ensure that the APARs for the last 05 (five) 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 PCPO(Gaz) at a short notice.

9. If any prospective candidate has any issue/suggestion, the same can be submitted to the Gazetted Conf Section by **10.07.2020**, which will be examined with reference to extant rules. Any representation after the closure of notification will be not acted upon.

10. The concerned staff of the units/divisions who deal with the staff establishment matters, should circulate the contents of this Notification to all concerned and invite applications from all the willing and eligible staff including those on leave/ training /deputation and submit the consolidated statement in the proforma, prescribed as Annexure-'A'. they may also ensure that the notification and all subsequent notification of this selection are circulated to all su-units located in their jurisdiction.

11. 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.indianrailways.gov.in>.

Please acknowledge receipt

Encl: As above



(M. Babu Abdul Khadeer)

Dy.Chief Personnel Officer (Gaz)

for Principal Chief Personnel Officer

Dated 26.06.2020

P-HQ/CON/452/1/C-30%/98

Copy forwarded for information and necessary action to:-

1. SECRETARY TO GM, PS TO AGM/SECR
2. Sr.DPO/BSP,R & NGP, Sr DCM /BSP, R, NGP
3. SPO/HQ, SPO/HRD, SPO/Welfare, Principal MDTC/BSP
4. GS/SECRMC/BSP, GS/SECRPOA, & GS/AISC-ST/Association/BSP
5. Notice Board



for Principal Chief Personnel Officer

## 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/- ;Pay Matrix level-06	
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/- Pay Matrix level-07	
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-30%/98 dated .....for selection to the post of ACM (Gr.'B') against 30% vacancies of commercial department.

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

*at*

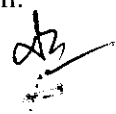
**Syllabus for 30% LDCE Assistant Commercial Manager (ACM)**

**Syllabus for Paper I**

- Booking of Goods Traffic, Forwarding Notes, Registration of Indents, allotment, Rating and Routing of Traffic, Misdeclaration, RR, Weighment Including Punitive Charges for Overloading, Empty Tare Weighment, Classification of goods, Loading and Unloading including Transshipment, free time for loading and unloading, Booking of animals, Dangerous and offensive goods, Military traffic, RMC etc.
- Different charges like Demurrage, Wharfage, Stacking, Stabling etc.
- Freight incentive schemes, Terminal Management System, Good shed working, Trainload benefit, Quick transit service, Container service, loadability of Wagons, Higher Capacity routes, Investment schemes like WIS, TIELS, Dynamic Pricing Policy.
- Out Agencies, City Booking Offices, and Other Ancillary services.
- Commercial Inspections.
- Sidings- Assisted and Private siding rules, Charges, Liberalised Siding Policy.
- Dedicated Freight Corridor.
- Other recent Policy charges regarding Freight.
- Sealing and labeling of wagons, Delay in transit, Diversion of wagons load traffic, disposal of seal defective wagons, Transport of small traffic, Repacking sheds and transshipment points.
- Delivery of consignments, Undercharges, Overcharges, Refund of overcharges, Delivery of consignments short of destination, disposal of consignments over carried, Disposal of unclaimed and unconnected consignments.
- Station outstanding- Realisation and its clearance.

**Syllabus for Paper II**

- Marketing and Sales activities at the level of Divisions and Headquarters, Claims Prevention and Claims Statistics, Public relations on Railways, Public complaints and their disposal, Liability of Railways in case of accident to a passenger train.
- Coordination of functions of various consultative committees at national, zonal and Divisional levels.
- Liability of Railways as Carriers of Goods and Animals.
- Catering and Vending services, Book Stalls etc.
- Indian Railways Conference Association-its functions.
- Commercial Statistics- their usefulness.
- Indian Railways Act-chapters relating to Traffic facilities, working of Railways, responsibility of Railways as Carriers and penalties and offences.
- Various Ticketing Schemes- Tatkal rules, concept of e-tickets, i-tickets, Scheme of Frequent Travel (SOFT), Tickets through ATMs, Reservation and Refund rules.
- Railway Claims Tribunal Act and functioning of Railway Claims Tribunal (RCT) and Railway Rates Tribunal (RRT).
- Unreserved Ticketing System (UTS), Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Railway Travel Service Agents (RTSA) etc.
- Various measures including Intensive Check Posts (ICPs) to combat ticketing frauds and ticketless travel.
- Categorization of Railway stations depending upon passenger earnings.
- Halt Policy.
- Passenger Amenities, Model stations, Minimum essential amenities, Recommended and desirable passenger amenities depending upon classification of stations, Works Program.



- Integrated on-board services, Bedroll distribution in AC coaches, cleanliness of coaches, On board supply of Newspapers, magazines, toiletries etc.
- Public-private partnership (PPP) schemes, Pay and Use toilets (Deluxe as well as normal), Retiring rooms, Waiting halls, beautification of stations.
- Train Enquiry System, National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centres.
- Customer Care Training A more customer friendly attitude among the frontline staff, on job training.
- Commercial publicity, policies and implementation on Zonal Railways.
- Classification of earnings.
- Strategies to enhance Sundry earnings, Parking contracts, STD/PCOs, Cyber Cafes, ATMS, Various kiosks.
- Leasing Policy for Parcels.
- Rules regarding Parcel booking, overloading and computerization of Parcels.

### **ESTABLISHMENT RULES PERSONNEL MANAGEMENT**

- Organisation of the Personnel department in the Railways.
- The objective of the Personnel department, functions and policies of the Personnel department.
- Role of Personnel Officer in the Headquarters and in Divisions.
- Classification of service.
- Recruitment to Different services Group A to D.
- Recruitment of Artizan staff.
- Special Reservation in Railway Services.
- Role of the Railway Services Commissions in Recruitment.
- Recruitment other than through Usual channels.
- Promotion – Policy and Methods.
- Personnel Supervision- Leadership styles, formal and informal leadership qualities, different leadership styles, Democratic or participative leadership style, advantages of participation, Joint Councils of Management. Negotiating Machinery Schemes, zonal and divisional corporate enterprise Groups.
- Inspection of loco sheds, C & W Depots, Stations, Engineering Office.

### **LABOUR RELATIONS AND WELFARE**

- Important Recognised Trade unions in Railways, role of unrecognized unions and methods of dealing with them.
- Industrial disputes and legislative framework, causes of industrial disputes, basic remedies, the industrial disputes Act 1947, strikes, lockouts and layoffs, handling of grievance at divisions and in the Headquarters, handling of grievances by Labour Enforcement Offices.
- The hours of Employment Regulations, Overtime, Job Analysis, and its Machines.
- The Factories Act, Special Rules for Workshop staff in Railways.
- The Workmen's Compensations Act – ex-gratia Payment , Incentive Bonus Scheme.

### **WELFARE**

- Pass Rules.
- Retirement benefits under the Provident Funds and Pensions Schemes, Final Settlement.
- Welfare of the whole Family of Railwaymen. Concept and Practice in Railways.

### **FINANCIAL RULES**

- Parliamentary Control on Railway Finance, Public Accountability, Cannons of Financial Propriety.
- Financial Planning and Budgeting, Budgetary and Financial Reviews – Appreciation accounts.
- Rules of Allocation, Classification of expenditure, Control of expenditure, Responsibility Accounting, Performance Budgeting. Exchequer Control, Financial Results of Working.
- Works Programme. Financial justification of Works. Surveys. Preparation of Estimates. Capital Budget. Control over Capital Expenditure. Productivity Test.
- Financial control over Stores Expenditure. Purchase and Stores Keeping Procedure. Inventory Controls and A, B, C Analysis.
- Financial and Cost Control in Railway Workshops.
- Rules and Procedure relating to Tenders and contracts for execution of works and Procurement of Stores.
- Procedure for Possessing and finalizing Court Objections and Draft Paras.
- Delegation Of Powers.
- Losses, Frauds and Embezzlements.

### **General Knowledge**

- Questions on subjects of interest and importance.
- Questions should be so based as to test the knowledge of candidates which they acquire by general observation/reading without a specific study of detailed knowledge or text books.
- The paper should also contain questions on topics of national importance, achievements of Railways as also questions which will test the awareness of candidates to developments which are taking place.
- The standard of question paper should not be rigorous and it should not be more than the standard of matriculation.

