



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/213

Dated 24.08.2021

PCE, PCEE, 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
Dy CPO (HQ), SPO (HRD), Dy CMM/GSD/R,
Dy FA&CAO (G)/SECR, Assistant Statistical Officer/SECR,
PCPO/SER/GRC, PCPO/ECOR/BBS

**Sub: Selection for formation of a panel of APO/AWO (Group-'B')
against 70% departmental quota (6th Cycle & 7th Cycle)**

In compliance of Railway Board's letter No. E(GP)208/2/31 dated 19.03.2019, 12.01.2021 & 21.01.2021, it has been decided to hold a selection for formation of a provisional panel to the Group-"B" post of APO/AWO for the assessment year **2019-2021 (6th Cycle) & 2021-2023 (7th Cycle) bunching up to October -2023** against 70% Departmental quota & 30% LDCE vacancies. The break-up of vacancies against 70% DPQ & 30% LDCE quota is as under:

For the assessment year 2019-2021 (6th Cycle)

Mode	UR	SC	ST	Total
70% DPQ	02	01	01	04
30% LDCE	01	Nil	Nil	01

For the assessment year 2021-2023 (7th Cycle) up to October 2023.

Mode	UR	SC	ST	Total
70% DPQ	00	00	00	00
30% LDCE	00	00	00	00

1. ELIGIBILITY (as on 01.03.2019)

In terms of Board's letter No E (GP)2005/2/42-RBE No. 161/2005 dated 21.09.2005 (M.C. No. 68 Para-6.1.1) the date of commencement of the vacancy period should be taken as the cut-off date for determining the eligibility of candidates for appearing in the selections for promotion from Group 'C' to Group-'B' post against the vacancies' to be filled in the said period. As such the cut-off date for reckoning eligibility of candidates for appearing in selection for promotion to Group-'B' post of APO/AWO quota will be **01.03.2019**.

In terms of Board's letter No. E(GP)99/2/22 -R.B.E. No. 203/2008 dated 26.12.2008 and Master Circular No. 68 employees working in Level-6 (7th CPC)/Pay Band-2 Rs. 9300-34800 with Grade Pay of Rs. 4200/- (6th PC) and higher Gr.'C' scale will be eligible to appear for Group -'B' selection for the post of APO/AWO against 70% DPQ provided they have rendered not less than 3 years of non -fortuitous service in the grade as on **01.03.2019**. Fortuitous service will not be counted for determining the eligibility.

The following employees will be eligible:-

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

- i) All Group 'C' ministerial staff of Personnel department.
- ii) Group 'C' ministerial staff of General Administration, Public Relations, Excluding Publicity/advertising Inspectors and Photographers.
- 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) Group-"C" 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.
- v) The eligible employees viz- Chief Law Assistant, Stenographers of all department except Accounts, Ministerial staff Group-'C' of Statistical & Compilation Branch, Stores, Traffic & Commercial are required to give option for advancement to Group-'B' posts either in their own Department or APO/AWO within 30 days of the result of the selection/LDCE by the employee in writing and option once exercised should be treated as final.
- vi) 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. Eligible and willing employees should submit their application in prescribed proforma as **Annexure-'C'** duly forwarded by immediate supervisor/Officer through proper channel to their respective Personnel Branch Officers concerned viz. Dy CPOs/Sr.DPO's/DPO's/ WPO/SPO (Con)/APO (WS) indicating their willingness to appear in the selection in prescribed **PROFORMA-'1' Annexure-'A'** (in triplicate) on or before **24.09.2021** and acknowledgement may be obtained. Applications received *after 24.09.2021* should not be entertained and summarily rejected. If no application is received by the Office concerned, a certificate should be given to the Personnel department of HQ/Division/Workshop/Unit concerned that no application has been received in their office.

The applications received by the respective office should be sent to the Personnel Department of HQ/Division/Workshop/Units positively by **01.10.2021**.

Applications received after the above cut-off date should not be entertained by the Personnel Department of HQ/Division/Workshop/Units concerned in any case.

4. SCRUTINY

The Personnel Department of the HQ/Division/Workshop/Units will arrange to register the applications received indicating names of the employees of each office who have applied for selection and they should scrutinize the application and verify the eligibility as per the Service Record maintained by them and certify their eligibility or otherwise in the application of each candidate. After scrutinizing the applications HQ/Division/Workshop/Units should forward the list of eligible candidates only alongwith the applications in the prescribed proforma as in **Annexure-“A”**. One copy of application of each employee will be retained in the Division/Workshop/Units and one copy should be forwarded to Personnel Department of HQ Office per bearer along with covering letter and Pen-drive containing all details in soft copy so as to reach Dy CPO/Gaz/SECR on or before **01.10.2021**. While forwarding the applications, Dy CPO/Sr.DPO/DPO/SPO/APO should certify that no more applications are left out with them, under no circumstances, applications will be accepted after the due date. List of eligible candidates in **Annexure-‘A’**, may also be provided in soft copy. Similar exercise as mentioned in Para above should be done by the Dy CPO/HQ and SPO/HQ/APO/HQ in respect to the staff of HQ Office.

5. SYLLABUS

A copy of the syllabus for selection is attached as **Annexure-‘B’**

6. PRE-SELECTION COACHING

All the eligible SC/ST candidates are required to be given pre-selection training. The pre selection training should be spread over 15-20 working days (3-4 weeks). Further Pre-selection Training being imparted should not be less than 60 hours. Pre-selection coaching/training as per syllabus (**as in Annexure-‘B’**) to be organized by division concerned as per extant instructions as contained in Railway Board's letter No.E(GP)2010/2/39 dated 28.08.2019. Sr.DPOs/DPOs/Officers in charge will be personally responsible to spare the staff for pre-selection coaching classes well in time. The eligible SC/ST candidates working in Headquarters' Office organization should be attached with Bilaspur division. The eligible SC/ST candidates working in Constructions Unit should be attached with adjacent Divisions for pre-selection coaching. Training may be imparted to SC/ST candidates who are found eligible for appearing in the selection by the Divisions/Workshops/Units without waiting for eligibility list to be published by HQ. In case any SC/ST candidates is not interested for pre-selection Coaching /Training his written refusal may be obtained and sent to this office in original through special messenger before the date of written examination. On completion of the Coaching/Training a certificate to this effect and schedule of pre-selections coaching containing date time venue name of the lecturer, topics/subjects & attendance sheet of eligible SC/ST employees must be sent to this office for record please.

Please ensure that acknowledgement is obtained from individual SC& ST community candidates well in advance and complete information regarding schedule of Pre-selection coaching /Training has been communicated to them

before pre-selection coaching/Training starts and advice to this effect may also be sent to this office.

7. SCHEME OF EXAMINATION

In terms of Railway board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RB.E. No.53/2019), the written examination shall comprise of one paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks and the distribution will be as under:

- a) Technical/Professional Subject including Official language policy: **70 marks**
- b) Establishment and /financial Rules : **30 marks**
- c) Qualifying marks : **60 marks**

The candidates who qualify in the written test will be subjected to medical examination and only those candidates who are found medically fit in the prescribed category will be eligible to appear for the viva-voce test.

8. WRITTEN AND VIVA-VOCE TEST.

The selection will comprise of Witten Test followed by viva-voce test. Only those who qualify in the written Test and pass the prescribed standard of medical examination as detailed in Railway Board's letters No. E(GP)80/2/8 dated 31/10/91, letter No. 99/H/5/3 dated 21.05.1999 & 18.12.2000 will be called for the Viva-voce test. In this regard provisions laid down in pars 529 and 530 read with para 503 of IRMM/Volume-I ,3rd Edition 2000, are relevant. The staff who indicates willingness for appearing in the selection may be spared to appear in the written test on the scheduled date of written examination. No candidates may be withheld for appearing in the selection.

09. SUPPLEMENTARY WRITTEN TEST:-

If required, a supplementary written test will be conducted subject to the following conditions and extant rule in this regard:

- (a) Only the employees who are detained on administrative account from appearing in the main written test will be allowed to appear in the supplementary written test after Personnel Officer in-charge gives categorical reason with regard to employees failure to appear in the main examination.
- (b) The employees who are under sick (RMC) during examination or otherwise and are continuing so since the date well before examination date will only be allowed to take supplementary written test after MS/DMO's Railway Certificate to this effect that they are duly forwarded by the Personnel Officer in-charge.

If any employee is issued G-92 on his request due to sickness, it may please be ensured that in red ink it should be clearly mentioned in G-92 that the employees concerned has to appear in the Written Examination for the post of APO/AWO on specific date.

- (c) Any reason, over which employees have no control, will only be allowed to take supplementary written test on submission of supporting documents,

countersigned by the controlling officer and duly forwarded by the Personnel Officer in charge with categorical reason in regard to employees failure to appear in the main examination.

- (d) Employees who are absent for main written test will not be allowed to appear in supplementary examination except the circumstances as mentioned at para (a) (b) & (c) above.

10. In terms of Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 R.B.E. No. 53/2019) following points needs attention to the candidates:-

- (a) To ensure the authenticity of the answers to Multiple Choice Questions, no corrections of any type (viz. cutting, overwriting, scoring off a ticked answer & ticking another answer, erasing, modifying the answer in any way) will be permitted zero marks will be awarded in such cases of corrections.
- (b) There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer.
- (c) All objective questions should carry equal marks.
- (d) Every question should have four options numbered as A, B, C, D (only Capital letters) and answers to such questions by the candidates should invariably be given in Capital Letters.

If any employee of HQ/Divisions/Workshops/Units is on deputation/outside cadre or working against ex-cadre posts whose lien is maintained by this Railway should be informed about the selection provided they full-fill the conditions through their respective officers without fail. It should also be intimated to this office by the Personnel Department of Division/Workshop/Unit concerned, Dy CPO/HQ, SPO/HQ in HQ Office that the employees who are out of the cadre have been informed about the selection.

In terms of Railway Board's letter Nos. E(GP)76/2/96dated 3.6.1977, E(GP)74/2/20 dated 31.08.1978 and E(GP)86/2/61 dated 10.01.1990 the employees placed against 70% quota on panel will rank senior to those placed against 30% LDCE quota panel for the same assessment period.

The eligible employees are required to bring their own ball point pen(blue/black). This office will supply only answer sheet. Mobile and calculator are strictly prohibited in examination hall.

If any employee found ineligible at any stage his/her candidature will be cancelled.

Dy CPOs, Sr.DPOs, DPOs, SPOs & APOs may personally ensure displaying of the notification in the prominent notice board of the respective officers of HQ/Divisions/Unit.

The tentative time line for conducting the selection against 70% quota vacancies is as under:



Last date of submission of application by the applicant in their respective office.	Submission of application at concerned Personnel Branch	Submission of application in HQ's Office	Issued of final eligibility list	Receipt of report of completion of Pre-selection coaching to SC/ST candidates	Date of written test
20.09.2021	24.09.2021	01.10.2021	12.10.2021 (Tentative date)	25.11.2021 (Tentative date)	-----

Date of written test will be intimated in due course.

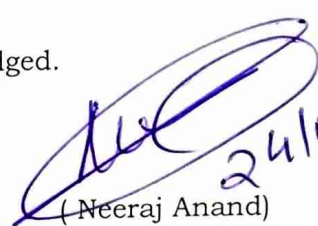
The notification is also available on this Railway's web site <http://www.secr.indianrailway.gov.in>.

All the Divisions/Units & applicants are advised to regularly visit SECR website for any updates in the matter.

Receipt of this notification may please be acknowledged.

Hindi version will follow:

DA: As above.

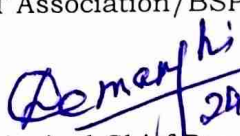

(Neeraj Anand)
Dy Chief Personnel Officer (Gaz)
for Principal Chief Personnel Officer

No.P-HQ/CON/452/1/P/213

Dated : 24/08/2021

Copy forwarded for information and necessary action to- :

1. Secretary to GM/SECR: for kind information of GM/SECR.
2. PS to AGM/SECR : for kind information please.
3. DGM(G)/SECR, Chairman/RRB/BSP, Chairman/RRC/BSP
4. Sr.DPO/BSP, Raipur and Nagpur
5. Principal/MDTC/BSP, SPO (Con), WPO/WRS/R,
6. APO (WS)/MIB/NGP, APO/GSD/R
7. All Personnel Officers/SECR HQ
8. GS/SECRMC, GS/SECRPOA, GS/AISC/ST Association/BSP

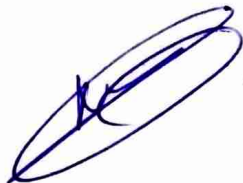

24/08/21
for Principal Chief Personnel Officer

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. (FOR OFFICE USE ONLY)

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/-/ Level-6	Date of regular Promotion in scale ₹.9300-34800+ GP ₹4600/-/ Level-7	Date of promotion in present grade, Regular/ Ad-hoc	Eligible /Not eligible	Remarks, if any		

Signature of controlling Officer



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.

