



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/214**

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, Asstt. Statistical Officer/SECR,
PCPO/SER/GRC, PCPO/ECOR/BBS

**Sub: Selection for formation of a panel of 01-UR post of APO/AWO
(Group 'B') against 30% LDCE quota (6th Cycle) & (7th Cycle)**

1. 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)

Mode	UR	SC	ST	Total
70% DPQ	00	00	00	00
30% LDCE	01	00	00	00

In continuation of the ongoing 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. CONDITIONS OF ELIGIBILITY:

- (a) **Group "C" Ministerial employees of this Railway who have put in minimum 5 years of non-fortuitous (regular) service in Level 6 of VII th CPC (PB-2,9300-34800 with grade pay of Rs. 4200/- VI th PC) and above or drawing minimum of the pay band or higher as on 01.03.2019 will be eligible. The date of determining eligibility to be fixed for the LDCE should be same as the one fixed for the 70% Selection.[Authority: para 3.5 of Master Circular No.68 & Para 6.3 of Master Circular No. 68 issued vide Rly Bd's letter No. E(GP)2019/2/5 Dated 08.07.2018.]**
- (b) Group 'C' employee of the following departments fulfilling the prescribed conditions are eligible to appear in the selection: -
- i) All Group 'C' employees of Personnel department.

- ii) Ministerial Group 'C' ministerial staff of all other departments 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.
- (c) Law Assistant/Chief Law Assistants, Stenographers (except Accounts deptt) and the Ministerial staff of Traffic & Commercial department and Stores department, Statistical & Compilation Branch, Cash & Pay Office Staff who have avenue for promotion to Group "B" in their own department too are also eligible.
- (d) Eligibility of staff working in Construction Organization/Project Offices Other Ex cadre Organization /Units will be determined with references to their position in the parent department subject to the fulfillment of the other conditions laid down.
- (e) Employees belonging to the categories mentioned in para-2(c) 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.

3. PRE -SELECTION TRAINING

In terms of letter Board's letter No. E(GP)2010/2/39 Dated 28.08.2019 (R.B.E. No. 142/2019) Pre-Selection is not required if there is no reserved vacancy and candidates are appearing in the Selection/LDCEs against unreserved vacancies. As there is no reservation in the present selection, there will be no pre-selection coaching training.

4. In Terms of Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019, the written examination shall comprise as under :

5. PRE-QUALIFYING EXAMINATION:-

There shall be Pre-qualifying single paper examination of 100 marks which shall have 100% objective type Multiple Choice Questions only. There shall be negative marking for incorrect answers. One -third of the marks allotted for each question will be deducted for every wrong answer. The duration of written test will be 2 hrs.

5.1 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. No marks will be awarded in such cases of corrections.

5.2 The distribution of marks will be as under:

- | | |
|---|------------|
| a) Technical Subject | : 40 marks |
| b) General Knowledge including optional Questions on Official language policy). | : 30 marks |
| c) Establishment & Financial Rules | : 30 marks |

5.3 Qualifying Marks :-

All objective type questions should carry equal 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 of respective vacancies in order of merit.

6. **SYLLABUS FOR PROFESSIONAL PAPER OF LDCE :**

The syllabus prescribed by the Board for written examination held as part of 30% LDCEs in organized services constitutes topic on paper -I and Paper-II . In view of the aforementioned changes in patterns of 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 the pre-qualifying and the main examination. Accordingly the syllabus for both Pre-qualifying and main examination is enclosed as in **Annexure-'B'**

7. **Main Examination :-**

The pre-qualifying examinations 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,

8. The candidates who qualify in the main exam will be directed for **medical examination for Group-'B' category as per IRMM Vol-1 3rd Edition Para 530(b)**. On passing in the prescribed medical category, such candidates will be called for Viva-voce test.

The marks of Record of Service and Viva-voce would be as under:-

Record of Service & Viva-voce		Maximum Marks	Qualifying Marks
(i)	Service of Record	25	30 marks (including minimum of 15 marks in Record of Service)
(ii)	Viva -voce	25	
(iii)	(The viva-voce consists of Personality address, leadership and academic and Technical qualification of the candidate)		

09. Candidates have the option to give answers in the Hindi/English in the written test as well as in the viva-voce.

10. The marks for record of service will be awarded on the basis of last 5 years confidential reports as per Board's instructions. The Viva-voce consists of personality test, Leadership, Academic and Technical Qualification of the candidates.

11. There will be no grading of successful as outstanding, Good etc. Their names will be arranged in the order of merit on the basis of the total marks obtained by each candidate.

12. All controlling officers should relieve the eligible employees as per the eligibility list, who are willing to appear for the above selection.

13. **Detailed programme**

Sr.No.	Details of programme for conduct of the examination	Schedule
1	Date of written examination	Date of written examination will be intimated in due course.
2	Application to be received from applicants in the Division/Field units	24.09.2021
3	Receipt of completed, checked & certified applications by Officer in charge from Division/Units in a lot to HQ officer.	01.10.2021
4	Pre-selection coaching for SC/ST candidates	Not applicable.
5	Date of issue of eligibility list	12.10.2021 (Tentative)

The Venue of the written test will be advised at the time of issuing final eligibility list depending upon the number of applicant from particular area.

14. Mode of submission of Applications :

The candidates may apply through their Departmental Officers and Sr.DPO/DPO/APO Officer-in charge as per the proforma enclosed herewith as in **Annexure-'A'**. The Officer in-charge will take further action as per the previous notification. The applications duly completed, checked & certified by Personnel Officer/ Officer in charge from Divisions/Units may be sent to this office in a lot along with a forwarding statement (As Per **Annexure-'C'**) with a soft copy in Pen drive thereof per bearer positively by **01.10.2021**. It is the responsibility of the divisions/Units/ HQ to certify the correctness of the eligibility of candidates for admission to the examination.

Applications received after the last date as mentioned above will not be considered. Personnel Officers/Officer in-charge to ensure that applications received by their office after **01.10.2021** are not forwarded to HQ under any circumstances.

It will be personal responsibility of the applicant himself to ensure that his application is received and registered on or before 22.09.2021 in the Divisional Office/Unit Officer concerned and acknowledgement obtained.

15. The following may be kept in mind while forwarding the applications by the Division/Unit/HQ in- charge:-

- a) Certification of all the particulars by the Personnel Officers/Officer in-charge concerned.
- b) Certification of non -fortuitous service excluding ad-hoc service.
- c) Lien of applicant in Department concerned especially for those on deputation.
- d) Wide publicity is to be given to this and all the subsequent notification on this selection by placing copies on notice Board, Training Centers and all other important places.
- e) Dy CPO/HQ/Sr.DPO/DPO/Officer in-charge of the Divisions/Units/HQ may co-ordinate and ensures that the notification and all subsequent notification of this selection are circulated in all small units located in their territorial jurisdictions including staff on deputation, training, long sick (PMC/RMC), leave, working in other offices such as RE, Railway Board, RITES, RDSO, KRCL, CRIS, COFMOW, IRCTC etc.
- f) A person not below supervisory level is to be nominated to register all application received and acknowledgement given to the candidates.
- g) Copy of the syllabus for Selection is enclosed as Annexure-'B'
- h) No Supplementary examination is permissible for the absentees in any case.
- i) 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 Dy CPO (Gaz) at short notice.

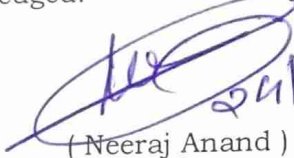
16. The notification is also available on this Railway's web site
<http://www.secr.indianrailway.gov.in>.

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)

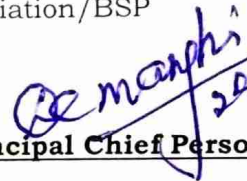
Dy Chief Personnel Officer (Gaz)
for Principal Chief Personnel Officer

No. P-HQ/CON/452/1/P/214

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
9. NOTICE BOARD


for Principal Chief Personnel Officer

ANNEXURE-'A'

SOUTH EAST CENTRAL RAILWAY
PROFORMAAttested
recent
photograph

Application for selection to the post of APO/AWO (Group-'B') in Level-8 (7th CPC)/Pay Band-2 Rs. 9300-34800 with Grade Pay of Rs. 4800/- (6th PC) against 30% LDCE quota of Personnel Department .

01	Name	
02	Father's name :	
03	Designation	
04	Whether belongs to SC/ST (if so category to which belong).	
05	Date of Birth	
06	Department	
07	Lien holding Railway.	
08	Date of appointment and designation which initially appointed.,.10	
09	Grade as on 01.01.2021	
10	Date of regular promotion to the present grade	
11	Date of regular promotion in Level-6(7 th PC)/Pay Band PB-2Rs. 9300-34800 with Grade Pay of Rs. 4200/- (6 th PC)	
12	Length of non-fortuitous service with Grade Pay of Rs. (6 th CPC) as on 01.03.2019. Length of non-fortuitous Service in Level-7 / Level-7(7 th PC)/With Grade Pay of Rs. 4600/- (6 th CPC) as on 01.01.2021.	---Yr.---Month---Days

Signature of the applicant:

Date:

Station/Division:

Mobile No.

Signature of the immediate supervisor forwarding application

Office seal:

Date:

Forwarded to Controlling Officer

Signature of Controlling Officer

With seal

Forwarded to Headquarter Office:

Forwarded to Dy CPO/GAZ/SECR/Bilaspur: The particulars given by the employee against Column Nos 1 to 12 have been scrutinized and found correct as per Service Record & the above named employee is eligible to appear for Selection to the post of APO/AWO against 70% DPQ and it is certified that no ad-hoc or fortuitous service has been taken in to account for computing the eligibility as on 01.01.2021. In case of any variation in the service particulars this office shall be held responsible.

Signature & Name with official stamp of
the controlling Officer i.e Personnel
Officer of respective
Division/Workshop/Unit

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 judgments 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:

50 Marks

Establishment Rules &
Financial Rules

Part II:

100 Marks

Professional Subject

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.

ANNEXURE-C

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