



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/MECH-70%/e-68025/7/742

Dated:20/12/2022

AGM, PCME, CRSE, CMPE & CSO/SECR, SDGM/SECR
SECRETARY TO GM/SECR, DRM/BSP, R & NGP
CWM/WRS/R Dy.CME/WS/MIB & Dy.CMM/GSD/R
AWPO/WRS/R, AWPO/WS/MIB,
CPO/SER/GRC & CPO/ ECoR/BBS

Sub:- Selection for formation of a panel of AME/AWM (Group-'B') against 70% vacancies of Mechanical department (7th Cycle)

Ref:- 1. Board's letter No. E(GP)2022/2/4, Date:28/06/2022, Dtd.04/10/2022 &
2. Board's letter No. E(GP)2022/2/4, Date:18/10/2022.

1. Vide Board's letter under reference-2, It has been decided to introduce Centralized Computer Based Objective type examination (CBT) for conducting 70% DPQ and 30% LDCE quota selections in all departments having organized services from vacancy cycle beginning from 01/01/2023. For which examination against 70% DPQ to be conducted **on 22/01/2023 and supplementary examination conducted on 29/01/2023 by NAIR/BRC.**

2. Accordingly, in compliance to Board's letter cited above under Ref. 1 & 2, the vacancy assessment for period 01/01/2023 to 31/12/2024, has been done and it has been decided to conduct a selection for formation of a panel AME/AWM (Group-B) in scale PB-2 Rs.9300-34800, Grade Pay Rs. 4800/- (6th PC) (Pay Matrix Level-8 of 7th PC) vacancies against 70% DPQ (7th cycle), and applications from willing and eligible Senior Supervisor (Technical) of Mechanical department, having lien in SEC Railway are invited, who may submit their clear written willingness/ unwillingness to participate in the selection.

3. **Eligibility Criteria:** Group "C" Technical senior supervisors, including running staffs of Mechanical department (for running staff equated stationary grade, vide RBE No.92/2015) working in grade /scale Rs.5000-8000/- (Vth PC)/ PB-2 Rs. 9300-34800/- with Grade Pay Rs. 4200 (VI PC) / in Level 6 of VII PC & above in pay matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) with 03 years of non-fortuitous service, as on 01/01/2023 are eligible to appear in the Selection as per R.B.E. No. 216/2019, circulated under SECR's Estt Rule No. 359/2019. Fortuitous service will not be counted for determining the eligibility. In addition to above criteria PwBD candidates who fulfill the essential criteria of PwBD Physical and functional requirement, as mentioned in para-(A) below will be eligible for vacancy assessed for PwBD in addition to other vacancies notified.

In compliance to RBE No.74/2022 [Estt. Rule No.168/2022] and in terms of Railway Board's letter No.E(GP)2022/2/20 dated 14.11.2022, it has been decided to provide Reservation against Persons with Bench Mark Disabilities (PwBD) in the categories of Group-B posts while carrying out promotions to Group-B posts from Group-C.

(A) In terms of Para 2.2 of DOP&T vide their OM No. 36012/I/2020-Estt. (Res.II) dated 17.05.2022, following are the categories of disability identified for reservation against PwBD.

a. Blindness and low vision

- b. Deaf and hard of hearing.
- c. Loco-motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims C. and muscular dystrophy;
- d. Autism, intellectual disability, specific learning disability and mental illness;
- e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

In terms of Railway Board's letter no.E(GP)2022/2/20 dated 14.11.2022, candidates having the following categories of disabilities are eligible for the post of AME/AWM(Gr. B).

Post	Functional Classification	Physical requirements
AME/AWM (Gr.B)	Locomotor Disability (LD) - One Arm (OA)/One Leg (OL), Leprosy Cured, Acid Attack victims.	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

Accordingly, 01(one) post of AME/AWM (Gr. B) against 70% vacancy is reserved for PwBD candidates/categories of disability with Functional Classification and Physical requirements as detailed below.

Post /Mode	UR	SC	ST	TOTAL	PWBD	PWBD classification
AME/ AWM 70% DPQ	02	01	00	03	Out of Three vacancies, One vacancy is reserved for PWBD	(C) LD

(B)

4. On the basis of provisions mentioned in Para 8.1 of M.C No. 68 dated 08/07/2019 a combined provisional integrated seniority list of Technical senior supervisors including running staff i.e Loco Pilots (Mail/Exp/Pass/Goods drivers) of eligible senior subordinates of Mechanical department of this Railway, who are eligible to appear in the selection is enclosed as **Annexure-"A" (Main List)**. Further as per provisions mentioned in Para 13 of RBE 74/2022 for vacancy reserved for PwBD (C) LD, since adequate number of PwBD candidates were not available within normal zone i.e. as in **Annexure-A**, accordingly the zone of consideration was extended to 5 times the number of vacancies. However, as per available record no candidates coming in the above list (5 X of the vacancies) were found eligible for vacancy reserved for PwBD. The list of candidates (5 X of the vacancies) is placed in **Annexure-A1**. Further candidates placed in **Annexure-A1** may give their **representation** w.r.t. their candidature for filling up the vacancy reserved for PwBD as detailed in A above. The candidates placed in **Annexure-A1** may submit their representation on or before 30/12/2022 through their controlling officer duly certified by concerned Personnel officer. The Personnel Department of the HQ/Division/Workshop/Units should scrutinize the application and verify the eligibility as per RBE No.74/2022 [Estt. Rule No.168/2022] and in terms of Railway Board's letter No.E(GP)2022/2/20 dated 14.11.2022 along with the Service Record maintained by them and certify their eligibility for each such candidate. After scrutinizing the representation concerned Units should forward such representation along with the applications in the prescribed proforma as in **Annexure-"C"** to GAZ(CONF.) Section, PCPO Office, HQ Office on or before 06/01/2023, which will be examined as per extant Rules. A standby list, in the order of seniority, is also enclosed as **Annexure-"B"**, which will be considered based on unwillingness submitted of those eligible candidates who are included in Annexure "A", if any. Prospective candidates are advised to peruse the lists carefully. The eligible candidates are directed to provide relevant information as mentioned in **Annexure-C**, duly certified by the controlling officer and forwarded by concerned Personnel Officer after verifying the same. Further whose name is not included in the said list may also represent through respective controlling officer and concerned personnel officer as per columns indicated in the format as in **Annexure."C"** by 26/12/2022. While forwarding the names Controlling officers/ respective Personnel 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. 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.

5. In terms of extant instructions, eligible candidates whose names are borne in the provisional integrated seniority list should submit their Willingness or Unwillingness by 03/01/2023 to the concerned Personnel Officer as per the entries in **Annexure 'C'** 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 PCPO/Gaz/Bilaspur on or before 10/01/2023 along with the individual applications. It may be noted that for those in scale of Rs.6500-10500/- (Vth PC)/ G.P. Rs.4600/- (VIth PC) / Level-7 (7th PC) and above, seniority in grade Rs.6500-10500/- (Vth PC) 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 examination will be prepared.
6. In terms of Para 8.8 of Master Circular No.68, Date: 08/07/2019, employees constituting the field should be advised individually of the proposed selection with the clear stipulation, that they should on receipt of the notice, submit their clear written Willingness /un-willingness to take up the selection. For this purpose, each individual notice should have a counterfoil, which should be returned by the employees within a week of receipt indicating clear willingness or un-willingness to take the selection. The notice should carry a clear indication that it is the employee's responsibility to submit his/ her willingness / un-willingness to take up the selection, and any failure to respond to the same and in providing the required intimation within the time prescribed therefore will be treated as un-willingness on his/ her part to take up the selection. Depending on the position of un-willingness reported or non receipt of any intimation, employees from the standby list (Annexure-B) would be called to the extent necessary for taking up the selection.
7. **Scrutiny: It shall be the duty of the concerned Personnel Officers to cross verify** the authenticity of the entries made in the application by the employees before consolidating and forwarding the applications to this office. Where employees figuring in enclosed list have not indicated clear willingness or unwillingness to appear in the selection, suitable remarks accordingly may be indicated against such employees while forwarding the consolidated list to this office. In terms of Para 13 of Estt. Rule No. 168/2022 and the provisions mentioned in Para 8.1 of M.C. No. 68, the final zone of consideration will be decided in order of seniority amongst the willing & eligible candidates from out of lists in **Annexure "A", 'A1' & "B"**, which may be further extended to the extent of number of such candidates in the normal zone of consideration who have failed twice in earlier selections as per the extent rules.
8. While forwarding the application, Dy. CPO/Sr.DPO/DPO/SPO/APO should certify that no more applications are left out with them and Concerned Personnel officers are requested to certify that all the staff employees of their Division/Unit, working on Deputation to other unit are informed well in advance to submit their option/willingness, in **Annexure-F**. 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 or inform to the authority under whom he is working or the medical authority /home address, as the case may be, and obtain clear acknowledgement to this effect.
9. In terms of RBE No. 142/2019, circulated vide SECR's Estt. Rule No. 248/2019, Pre-selection training may be conducted to the candidates belong to reserved community (i.e. SC) are appearing in the selections for which a separate list will be issued. The pre-selection coaching should be arranged by the Executive side i.e. PCME/SECR. This training is treated as mandatory and refusal, if any, should be taken in writing. On completion of pre-selection coaching, requisite completion report should be sent to the PCPO (Gaz)/SECR.
10. The concerned controlling officers/ Personnel officer should ensure that the ACRs/APARs for the last five years, complete in all respects, duly updated Service Records and Personal File of the candidates appearing in the selection are kept ready so as to ensure their prompt submission to PCPO (Gaz)/SECR as and when called for.
11. This is the 7th Cycle of (Gazetted) Group "B" Selection for Mechanical Department being

notified in S.E.C.Railway. It is made clear that employees concerned should clearly satisfy themselves regarding their eligibility, in terms of grade, length of non-fortuitous service and holding lien in S.E.C.R. Provisional consideration of selection based on available records will not preclude summary debarring/ disqualification of ineligible candidates at any later stage.

12. It may be noted that this post (**AME/ AWM**) is a 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 viva- voce.

13. **SYLLABUS** : In terms of Board's letter No. E(GP)2022/2/4 dated 07.11.2022, SECR's Estt. Rule No :308/2022, a copy of the syllabus for selection is attached as **Annexure-'E'**.

14. **SCHEME OF EXAMINATION** : In terms of Railway board's letter No. E(GP)2022/2/4 dated 07.10.2022, the examination through CBT 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) Professional Subject including optional questions of 10 Marks on Official language policy & Rules : **70 marks**
- b) Establishment and financial Rules : **30 marks**
- c) Qualifying marks : **60 marks with relaxation as per extant rules.**
- d) Duration/ Time : **Two Hours.**
- e) There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer. (In terms of Para 4.3 of RBE No. 53/2019 dated 19.03.2019)

15. WRITTEN / (CBT) AND VIVA-VOCE TEST.

The selection will comprise of Witten/ CBT examination followed by viva-voce test. Only those who qualify in the Witten/ CBT examination and pass the prescribed standard of medical examination, in terms of (para-20.1 & 2) of Master Circular-68, Dated:08/07/2019 and Board's letters No. E(GP)80/2/8 dated 31/10/91, will be called for the Viva-voce test and without medical fitness certificate candidates will not be eligible for attending viva- voce test.

16. SUPPLEMENTARY WRITTEN TEST:-

If required, a supplementary written test will be conducted on **29/01/2023** 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 AME/AWM 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, (may be given in **Annexure-G**)

- d) Employees who are absent for main written/CBT test will not be allowed to appear in supplementary examination except the circumstances as mentioned at para-(a) (b) & (c) above.
- e) It will be the responsibility of the each candidate appearing in the examination to ensure that they submit their claim for appearing in supplementary examination based on aforementioned reasons within two days of the conduct of written test through CBT.

17. 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 fulfill 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, that the employees who are out of the cadre have been informed about the selection. In this regard certification may be enclosed by the concerned Personnel Officer in **Annexure-F**.

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

All concerned should personally ensure displaying of the notification in the prominent notice board of the respective offices of HQ/Divisions/Unit.

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

RECRUITMENT → HQ → GAZ SECTION

All the Divisions/Units & applicants are advised to regularly visit SECR website for any updates in the matter. **This notification is being issued as per existing provisions /instructions of selection of Group-B post of AME/AWM. In case any changes in the existing procedure /instructions are issued by Railway the same will be communicated to all concerned and will be uploaded in the Railway's website in due course.**

Receipt of this notification may please be acknowledged.

DA: As above.


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

Copy forwarded for information and necessary action to:

1. DG/NAIR/VADODARA
2. Sr.DPO/ DPO /BSP,R &NGP,
3. Sr DME/BSP,R,NGP & Sr DME(DLS)R ,NGP
4. All Personnel Department Officers/HQ/SECR
5. GS/SECRM/C/BSP, GS/AISC-ST/Association/BSP, ZP/SECROBCEA/BSP
6. NOTICE BOARD


for Principal Chief Personnel Officer

PROVISIONAL INTEGRATED SENIORITY LIST IN PAY Rs.6500-10500/-, Rs.4600/- LEVEL-7 OF MECHANICAL DEPARTMENT /SECR, (MAIN LIST) (ANNEXURE-A)

Sl. No.	Name(Sri/Smt)	Comm-	Design.	Div-/ Unit	Present GP/ LEVEL	DOB	DOA	DOP in GP Rs 4200 (Level-6)	DOP in GP Rs 4600 (Level-7)	Effective Date of Seniority (Equated with date of GP 4200/- in case of Running Staff in 4600/-)
1	IndraChandra Singh Gohiya	SC	CLI/D/MIB	NGP	4600	14/07/1966	18-03-1986	27/04/1991	21-09-1997	27/04/1991
2	B S PATEL	UR	SSE/R	DLS/R	Level-7	29/01/1964	22/04/1987	01/07/1989	01/03/1993	01/03/1993
3	K A Niazi	UR	CLI/D/MIB	NGP	4600	13/06/1964	13-07-1988	16/10/1994	22-11-2005	16/10/1994
4	Chandra Shekar Rai	UR	CLI/D/MIB	NGP	4600	31/07/1966	7/7/1988	08/11/1994	06-08-2004	08/11/1994
5	Ram Sajiwan	UR	CLI	HQ	Level-7	4/1/1966	7/29/1988	8/15/1995	9/30/2003	8/15/1995
6	BHANU SHANKAR BELCHANDAN	UR	SSE/C&W/PPY D/BIA/R	R	Level-9	08/11/1964	09/07/1986	09/07/1988	23/04/1997	23/04/1997
7	Ramesh Dhoke	SC	CLI/D/MIB	NGP	4600	16/06/1967	28-01-1994	28/01/1999	05-03-2008	28/01/1999
8	Goutam Nandy	UR	CLI/D/MIB	NGP	4600	15/04/1968	27-02-1993	28/01/1999	04-03-2013	28/01/1999
9	Jagdish Prasad Uikey	ST	CLI/D/MIB	NGP	4600	15/05/1969	1/12/1994	28/01/1999	04-03-2013	28/01/1999
10	Babulal Dharapure	UR	CLI/D/MIB	NGP	4600	20/08/1969	8/23/1994	28/02/1999	12-02-2015	28/02/1999

**PROVISIONAL INTEGRATED SENIORITY LIST IN PAY Rs.6500-10500/-, Rs.4600/- LEVEL-7 OF MECHANICAL DEPARTMENT /SECR
(ANNEXURE-A1)**

Sl. No.	Name(Sri/Smt)	Comm-	Design.	Div-/ Unit	Present GP/ LEVEL	DOB	DOA	DOP in GP Rs 4200 (Level-6)	DOP in GP Rs 4600 (Level-7)	Effective Date of Seniority (Equated with date of GP 4200/- in case of Running Staff in 4600/-)
1	IndraChandra Singh Gohiya	SC	CLI/D/MIB	NGP	4600	14/07/1966	18-03-1986	27/04/1991	21-09-1997	27/04/1991
2	B S PATEL	UR	SSE/R	DLS/R	Level-7	29/01/1964	22/04/1987	01/07/1989	01/03/1993	01/03/1993
3	K A Niazi	UR	CLI/D/MIB	NGP	4600	13/06/1964	13-07-1988	16/10/1994	22-11-2005	16/10/1994
4	Chandra Shekar Rai	UR	CLI/D/MIB	NGP	4600	31/07/1966	7/7/1988	08/11/1994	06-08-2004	08/11/1994
5	Ram Sajiwan	UR	CLI	HQ	Level-7	4/1/1966	7/29/1988	8/15/1995	9/30/2003	8/15/1995
6	BHANU SHANKAR BELCHANDAN	UR	SSE/C&W/PPY D/BIA/R	R	Level-9	08/11/1964	09/07/1986	09/07/1988	23/04/1997	23/04/1997
7	Ramesh Dhoke	SC	CLI/D/MIB	NGP	4600	16/06/1967	28-01-1994	28/01/1999	05-03-2008	28/01/1999
8	Goutam Nandy	UR	CLI/D/MIB	NGP	4600	15/04/1968	27-02-1993	28/01/1999	04-03-2013	28/01/1999
9	Jagdish Prasad Uikay	ST	CLI/D/MIB	NGP	4600	15/05/1969	1/12/1994	28/01/1999	04-03-2013	28/01/1999
10	Babulal Dharapure	UR	CLI/D/MIB	NGP	4600	20/08/1969	8/23/1994	28/02/1999	12-02-2015	28/02/1999
11	S K GHOSE	UR	SSE/R	DLS/R	Level-7	29/12/1968	02/06/1998	--	10/06/1999	10/06/1999
12	VIJAY RAMPRASAD RAVI	SC	LPG Diesel	R	Level-6 (GP-4200)	30-01-1966	23-08-1994	20/07/1999	-	20/07/1999
13	NARENDRA SHIRBHATE	OBC	SSE/C&W/DUR G/R	R	Level-9	01/06/1969	01/08/1998	-	06/08/1999	06/08/1999
14	RAJESH JANGAM	SC	SSE/R	DLS/R	Level-7	03/03/1968	18/08/1998	--	18/08/1999	18/08/1999
15	Bishnu Prasad Siware	SC	SSE	HQ	Level- 7	12/31/1968	8/4/1998	NA	9/4/1999	9/4/1999

Note: The above list has been prepared based on the provisions mentioned in para 13 of RBE no 74/2022 and has been issued strictly for the purpose of deciding eligibility w.r.t filling of vacancy reserved for PwBD only

**PROVISIONAL INTEGRATED SENIORITY LIST IN PAY Rs.6500-10500/-, Rs.4600/- LEVEL-7 OF MECHANICAL DEPARTMENT /SECR
(STANDBY LIST) (ANNEXURE-B)**

Sl. No.	Name(Sri/Smt)	Comm-	Design.	Div-/ Unit	Present GP/ LEVEL	DOB	DOA	DOP in GP Rs 4200 (Level-6)	DOP in GP Rs 4600 (Level-7)	Effective Date of Seniority (Equated with date of GP 4200/- in case of Running Staff in 4600/-)
11	S K GHOSE	UR	SSE/R	DLS/R	Level-7	29/12/1968	02/06/1998	--	10/06/1999	10/06/1999
12	VIJAY RAMPRASAD RAVI	SC	LPG Diesel	R	Level-6 (GP-4200)	30-01-1966	23-08-1994	20/07/1999	-	20/07/1999
13	NARENDRA SHIRBHATE	OBC	SSE/C&W/DUR G/R	R	Level-9	01/06/1969	01/08/1998	-	06/08/1999	06/08/1999
14	RAJESH JANGAM	SC	SSE/R	DLS/R	Level-7	03/03/1968	18/08/1998	--	18/08/1999	18/08/1999
15	Bishnu Prasad Siware	SC	SSE	HQ	Level- 7	12/31/1968	8/4/1998	NA	9/4/1999	9/4/1999
16	RAJENDRA PRASAD	ST	SSE	WRS/R	Level 7	20/01/1965	12/01/1988	12/01/1990	8/17/2000	17/08/2000
17	B- JYOTI PRKASH	OBC	SSE/NGP/ PCME-HQ	NGP	GP-4600/-/ LEVEL-7	17/06/1968	5/14/1997	--	11/6/2000	06/11/2000
18	RAJESH PATEL	UR	SSE/R	DLS/R	Level-7	18/03/1972	22/12/1999	-	22/12/2000	22/12/2000
19	C.M. PRAKASH BECK	ST	SSE(C&W)	BSP/C ME/HQ	4600	03/12/1971	01/02/2000	NA	06/02/2001	06/02/2001
20	Rakesh H Moundekar	ST	SSE	HQ	Level- 7	5/15/1973	2/29/2000	NA	2/24/2001	2/24/2001

Paste a
photograph
duly attested

PROFORMA for AME/AWM 70% DPQ

1	Name	
2	Father's Name	
3	Present Designation	
4	Present place of posting, i.e. Division/ WS / Station/ Unit	
5	Community (UR/SC/ST)	
6	Whether (PwBD) (mention category, in terms of Para-2.2 of RBE No. 74/2022 and Estt. Rule No. 168/2022)	Yes or No. _____ Mention Category (a, b, c, d, e), _____
7	Lien holding Railway, Division and Department	
8	Controlling officer	
9	Date of Birth (DD/MM/YYYY)	
10	Date of appointment	
11	Designation in which initially appointed and scale (Rs.)	
12	Correct IPASS No. (Eleven (11) Digit)	
13	Latest Email-ID address (must be filled correctly)	
14	HRMS ID	
15	Mobile No. (Personal and official)	
16	Present scale (Vth PC) / Grade Pay (VIth PC) / Pay Level (7th PC)	
17	Date of Regular Promotion or appointment in GP Rs. 4200/- (6th PC)/ Pay Level-6 of (7th PC) in terms of RBE No. 203/2008	
18	Date of Regular Promotion or appointment in GP Rs. 4600/- (6th PC)/ Pay Level-7 of (7th PC)	
19	Length of non-fortuitous service in scale Rs. 5000-8000 (5th PC), PB-2 Rs. 9300-34800, with GP Rs. 4200/- (6th PC)/ Pay Level-6 of (7th PC) as on 01/01/2023	Year.....Month.....Days.....
20	Length of non-fortuitous service in scale Rs.6500-10500/- (5th PC), PB-2 Rs.9300-34800 + GP Rs. 4600/- (6th PC)/ Pay Level-7 of (7th PC) as on 01/01/2023	Year.....Month.....Days.....
21	Any DAR case is pending or otherwise	
22	Whether PwBD requiring SCRIBE (Please indicate only those PwBD staff/employee who are entitled to facility of scribe and additional time).	YES OR NO (Please tick)

Signature of the candidate

Signature of the immediate supervisor forwarding application Office seal & Date:

Forwarded to controlling officer

Signature of Controlling Officer with seal

Forwarded to Headquarter

Forwarded to Dy.CPO(GAZ)/SECR/BSP. The particulars given by the employee against **column No.1 to 22 have been scrutinized** and found correct as per the service record and the above named employee belongs to PwBD()/not belong to PwBD () category as per criteria and he/she is eligible (✓)/ not eligible (✓) to appear for the selection for the post of AME/ AWM (Gr.B) against 70% quota in Mechanical Department and it is certified that no Adhoc or fortuitous service has been taken in to account for computing the eligibility as on **01/01/2023**. In case any variation in the service particulars this office shall be held responsible.

Signature and name with official stamp of
Controlling Officer i.e. Personnel Officer
of concerned Divn./ Unit

PROFORMA for APO/AWPO 70% DPQ (Personnel Department)
(To be verified & attested from available records)

1	2	3	4	5	6	7	8	9
Sr. No	Name	Present Designation /Station	Lien	Community (UR /SC/ ST)	DOB	Date of appointment & designation, grade to which appointed	I-Pass No. (11 Digit)	Qualification

10	11	12	13
HRMS-ID	Present Grade/ Scale GP Rs.4200/-, or GP Rs.4600/-	Date of Regular promotion in scale GP Rs.4200/-	Date of Regular promotion/ appointment in scale Rs. 6500-10500/- (5 th PC) (pre-revised)/ GP-4600/- (6 th th PC) / Level-7 (7 th PC)

14	15	16	17	18
MOBILE NO.	EMAIL-ID	Whether belongs PwBD and requiring SCRIBE (Please indicate only those PwBD staff /employee who are entitled to facility of scribe and additional time).	PwBD (Mention category) (a, b, c, d, e) In term of Estt. Rule No.168/2022	Remarks Eligible/ Not eligible
		Yes / No.		

(*) The above information to be provided to GAZ/CONF/Section, HQ/SECR/BSP in soft copy also. (Pen drive)

Signature of controlling officer/
Concerned Personnel Officer



COMMON SYLLABUS FOR ALL DEPARTMENT

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.



COMMON SYLLABUS FOR ALL DEPARTMENT

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time



**SYLLABUS FOR PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH
70 % SELECTION IN MECHANICAL DEPARTMENT**

Paper will be of two parts one part comprising of questions from establishment, Financial Rules and Stores which will be mandatory for all. Other part will be of Technical questions from four streams of Mechanical Department. Questions on PU are included in workshop segment. Question on Rajbhasha will be of optional nature of fifteen marks

Part-A consists of questions from Establishment, Financial rules & Stores.

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Divisional working and Disaster management, Diesel Locomotives, Carriage & Wagon, Workshops and PU,

PART-A (Stores Rules)

STORES

- Classification of Stores
- Procedure of drawal of Stores
- Indenting Procedures
- Procurement methods-Local purchase, Spot purchase, Bulletin tender, Advertised tender, Limited tender, Tender Committee, Direct Purchasing
- Schedule of Powers
- Incoming inspection requirements
- Scrap disposal

PART-B-Professional Portion

DIVISIONAL WORKING & OPERATIONS MANAGEMENT

Working Time Table

- Working in Control Office including Passanger grievance redressal portals e.g. Rail Madad
- Accident Classification, definitions, ART Ordering, Role of Supervisors & officers at accident site Management. Accident investigation including proforma for measurement
- 140 ton Crane Construction & safety in operations

DIESEL LOCOMOTIVES

- Basic Features and troubleshooting of HHP locomotives
- Preventive maintenance schedules
- Latest design improvements in diesel locomotives to reduce failures on line.
- Features of GE Locomotives
- Design improvements in bogies to make them fit for high speed operation
- Air Brake system of diesel locos including working of compressors and vigilance control devices and their maintenance
- Cooling water system of diesel engines



- Fuel oil system of diesel engines
- Control of lubricating oil consumption
- Safety devices used on diesel engines and locomotives
- Trouble shooting on locomotives running on the railways
- Fuel Economy on diesel locomotives
- Thermal loading of engine components
- Under gear maintenance
- Suspension bearings, wheels
- Electric Systems of Diesel Locomotive
- Load Box Testing
- MEMU , DEMUs-types, systems & trouble shooting
- Basics of DPRS (Distributed Power Rolling Stock)
- Introduction to GM Locomotives and its systems

CARRIAGE & WAGON

Coaching stock- preventive maintenance schedules in Coaching Depots including IOH, POH, SS2, SS3 Schedules in shops

- Wagon Stock-preventive maintenance including ROH in depots and POH Schedule in shops , Ride Index, Anti Telescopic features
- IRCA Rules for reject able defects
- ICF & LHB Coach Bodies and their maintenance in sick line/shops
- Generic details of train set
- Casnub Bogie & its modifications for high speed
- Corrosion repairs to caching and goods stock
- Couplers & Draw gear, Train Parting , Brake Binding & measures to avoid the same
- Water availability in coaches
- Fire prevention on Trains
- Air Brake System-Twin Pipe & single pipe. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches
- Passenger amenity items
- OBHS , CTS and other coach cleaning systems
- Maintenance Pattern of freight trains including CC Rakes & Coaching stock maintenance including Revised Policy Circular-4
- Neutral Train Examination
- Maintenance of various components like DV, SAB, PEASD
- Latest design improvements of Carriage & Wagons to improve their performance and speed potential
- LHB Coaches & BLC Wagons
- Construction, Design & Maintenance of special purpose Wagons

WORKSHOPS and Production Units



- System of labour accountal GA Cards for time keeping documents, tally sheets, Job/Route Cards, inspection & rate fixing
- Rules & Calculations under incentive scheme
- Paints & painting systems
- Different types of machine tools such as lathes, milling machines, shapers, planers, cutting tools & cutting speeds
- CNC machines
- CLW Pattern of Incentive Scheme, Group Incentive Scheme
- Different types of welding processes, welding defects
- Wheels, tyres & axles and their ultrasonic testing
- Heat treatment of ferrous items such as surface hardening, annealing, normalizing etc
- Roller Bearing & Cartridge Bearings
- Injury free features in coaches
- Material handling
- Design of coaches and wagons
- Basic concepts of casting and Heat treatment methods
- Manufacturing and Heat treatment process of wheels and axles
- Factory Layout
- Process flow chart of Production Units
- Machinery and Plant maintenance

Rajbhasha

Optional questions of 15 marks



South East Central Railway

1. This is to certify that the Notification P-HQ/CON/452/MECH-70%/e-68025/7....., Dated:..... is circulated to all the candidates who are working on Deputation to other units having lien in this Division or HQ of this Railway well in advance.
2. All the candidates who are on medical sick are also informed through concerned units for their information about the selection to the post of AME/AWM against 70% DPQ.

Signature and name with official stamp of
Controlling Officer i.e. Personnel Officer
of concerned Divn./ Unit



South East Central Railway

ANNEXURE-'G'

(✓) It is certified that all the candidates who have applied for appearing in the examination against the Notification No. P-HQ/CON/452/MECH-70%/e-68025/7....., Dated:....., none of them are eligible for the supplementary examination.

Or

(✓) It is certified that the following candidates are on Medically sick or on administrative duty are eligible for the **supplementary examination**.

----- Annexed as above.

Signature and name with official stamp of
Controlling Officer i.e. Personnel Officer
of concerned Divn./ Unit

