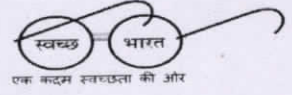




दक्षिण पूर्व मध्य रेलवे

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/COMM-70%/e-92312/6

Dated:20/12/2022

PCOM, PCCM, PCPO, SDGM/SECR,
CSO, DRM/BSP, R & NGP,
CHAIRMAN/RRB & RRC, CWM/WRS/R, CWM/MIB,
PCPO/SER/GRC & ECoR/BBS,
SPO (HQ), Dy. CPO (CON)/SECR,
PRINCIPAL ZMDTC/BSP, PRINCIPAL ZTC/SINI

Sub:- Selection for formation of a panel of ACM (Group-'B') against 70% vacancies of Commercial Department (6th 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 ACM (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 (6th cycle), and applications from willing and eligible Group 'C' employee of Commercial 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" employees of Commercial Department working in Grade PB – 2 Rs. 9300-34800/- + GP-4200/- (6th PC), Level – 6 (7th PC) and above grades, 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/II/2020-Estt. (Res.II) dated 17.05.2022, following are the categories of disability identified for reservation against PwBD.

- Blindness and low vision
- Deaf and hard of hearing.
- Loco-motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims C. and muscular dystrophy;
- Autism, intellectual disability, specific learning disability and mental illness;
- 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
ACM (Gr.B)	Locomotor Disability (LD) - One Arm (OA)/One Leg (OL), Leprosy Cured, Acid Attack victims.	S, ST, BN, W, SE, MF, C, RW, PP, H

Accordingly, 01(one) post of ACM (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
ACM 70% DPQ	01	00	00	01	Out of one vacancy, One vacancy is reserved for PWBD	(C) LD

(B)

4. 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, 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**. Therefore the candidates coming in zone of consideration for filling above vacancy reserved for PwBD is recorded as 'NIL'. However 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/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.** The eligible candidates if any 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. In case if the representation of any prospective candidate is found valid, 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.

5. Since, there are no vacancies reserved for SC/ST communities in the instant selection, Pre-selection training is not required in terms of para 2(ii) in terms of RBE No. 142/2019, circulated vide SECR's Estt. Rule No. 248/2019.

6. This is the 7th Cycle of (Gazetted) Group "B" Selection for Commercial Department being notified in S.E.C.Railway. It is made clear that prospective candidates if any should clearly satisfy themselves regarding their eligibility, in terms of grade, length of non-fortuitous service and holding lien in S.E.C.R. along with fulfilling the conditions w.r.t. PwBD as mentioned in A above. Provisional consideration of selection based on available records will not preclude summary debarring/ disqualification of ineligible candidates at any later stage.

7. **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'**.

8. **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:-

Terms and conditions for conducting a supplementary written test is put on record for information of all concerned with terms and conditions as following:

The supplementary test may be conducted on **29/01/2023** in case any prospective candidate is found eligible and was unable to appear in CBT subject to the following conditions.

- 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 ACM 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/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/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 ACM. 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.

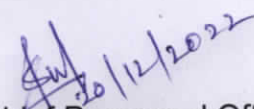
DA: As above.


(Neeraj Anand)

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

Copy forwarded for information and necessary action to:

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


for Principal Chief Personnel Officer

**PROVISIONAL INTEGRATED SENIORITY LIST OF SENIOR SUPERVISOR IN PAY MARTIX LEVEL-7 OF
COMMERCIAL DEPARTMENT (ANNEXURE-A1)**

Sr No	Name(Sri/Smt)	Com m.	Design/STN/Div	UNI T	Level	D.O.B	D.O.A	DOP in GP Rs.4200/- Level-6	DOP in GP Rs.4600/- Level-7
1	SUKH LAL SUNDI	ST	Ch.OS/BSP/HQ	HQ	Level-7	12.01.1967	07.09.1994	20.06.1997	01.11.2003
2	RAVINDRA KUMAR SHARMA	UR	CLA/BSP	BSP	Level-7	03.08.1969	29.09.1995	14.03.2003	15.12.2004
3	EMMANUEL JACOB	UR	CCI/ BSP/HQ	HQ	Level-7	01.06.1968	12.10.1990	01.03.2002	31.03.2005
4	N.G.DHAKATE	ST	Ch.OS/BSP/HQ	HQ	Level-7	02.02.1969	12.04.1991	01.01.2000	24.11.2005
5	SANJAY L.	ST	CCI/ BSP/HQ	HQ	Level-7	07.03.1966	24.05.1991	15.11.1995	18.04.2006
	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.								

Paste a
photograph
duly attested

PROFORMA for ACM 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 ACM (Gr.B) against 70% quota in Commercial 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

ANNEXURE "D"

PROFORMA for ACM 70% DPQ (Commercial 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

Annexure - E

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 Dept.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Canons 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



6. SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORTATION AND COMMERCIAL) DEPARTMENTS

A. TRAFFIC (TRANSPORTATION)

I. GENERAL Hierarchical set up and line of control of Operating Department at the Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and Analysis of Operating Performance along with compilation of Statistical Data.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.



- Engine Utilization aspects requiring special attention: -.
 - ❖ Engine Crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
 - ❖ Power Plan: Assessment of Loco Requirement.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of Maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of Locomotives.
 - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transshipment Points.
- Causes of Yard and Section Congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders - Principles and Procedures.
- Rules regarding Carriage of Explosive and other General Goods.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
- Observance of Civil ban and Carriage of Contraband Goods etc,
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
- Running of Unit Trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated Day Loading.
 - Rationalization Scheme of movement of Freight Traffic for avoiding congestion by specific routes.
 - Merry-Go-Round (MGR) System.
 - Engine on Load (EOL) System.
 - Mini/Two Point/Multi Point Rake System.
 - Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

Consignments.

- Maximum Moving Dimensions. Wagon Census.
- IT applications: -
 - ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)
 - ✓ ICMS and Coaching Operations Information System(COIS)
 - ✓ COA
 - ✓ CMS
 - ✓ SATSANG
 - ✓ RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics



- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

- Responsibility and function of Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station Staff in Working of Trains.
- Various Systems of Working of Trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling Systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight Trains.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
 - Improved Signaling and Inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay Inter-locking
 - Solid State Interlocking/Electronic Interlocking
 - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
 - Wheel Impact Load Detector (WILD)
 - End of Train Telemetry (EOTT) and its functions.
 - Centralised Traffic Control (CTC)
 - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP, SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.



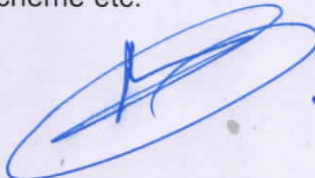
B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

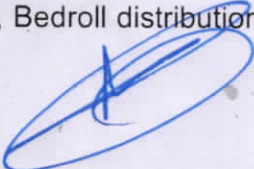
II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.



- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
 - PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
 - Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
 - Suvidha Trains, Special Trains.
 - Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
 - Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
 - Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
 - Policy Guidelines for Halt Stations.
 - Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of
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Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

South East Central Railway

1. This is to certify that the Notification No. P-HQ/CON/452/COMM-70%/e-92312/6/....., 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 ACM against 70% DPQ.

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



ANNEXURE-‘G’

South East Central Railway

(✓) It is certified that all the candidates who have applied for appearing in the examination against the Notification No. P-HQ/CON/452/COMM-70%/e-92312/6/....., 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

