



दक्षिण पूर्व मध्य रेलवे
South East Central Railway
मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

No. P-HQ/CON/452/COMM-70%/e-92312/०४

Dated: 04/01/2024

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 (**Special Drive**) for formation of a panel of ACM (Gr.-'B') against 70% DPQ vacancies in Commercial Department for the vacancy cycle of 01/01/2023 to 31/12/2024.

Ref:- 1. Board's letter No. E(GP)2022/2/4, Date: 14/12/2023
2. Board's No. E(GP)2019/2/25, Date: 01/01/2024.

1. In reference to the above, Board has decided that a special Group B' Selection drive shall be carried out to fill up the gazetted vacancies prevailing on the Railways. Accordingly, it has been decided to fill up these vacancies by holding another round of 70% Selection and 30% LDCE through centralized CBT for promotion to Group B' posts by NAIR. Accordingly, examination/ CBT against 70% DPQ to be conducted on **25/02/2024 by NAIR/BRC. There shall be no supplementary examination for this special 70% selection.** The selection will be held for formation of panel of **ACM** (Group-"B") in scale Rs.9300-34800/- + (GP Rs.4800/-), PB-2 (Pay matrix Level-08) (7th PC) against 70% DPQ for vacancies as mentioned below. The reservation for PwBDs will be dealt in accordance with Board's letter No. E(GP)2022/2/20, Dated: 14/11/2022 and RBE No.74/2022 [Estt. Rule No.168/2022].

Mode	UR	SC	ST	TOTAL	Vacancy reserved for PwBD
ACM (70% DPQ)	02	00	00	02	(01) LD-OA/ OL, Leprosy Cured, Acid attack victims

2. **Eligibility Criteria:** 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. Group "C" employees working in Grade PB – 2 Rs. 9300-34800/- + GP-4200/- (6th PC), Level – 6 (7th PC) and above grades, (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, if any as per seniority who fulfill the essential criteria of PwBD(LD) Physical and functional requirement, as mentioned 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, may also apply.

[Handwritten signature]

3. A strictly provisional integrated seniority list of eligible senior subordinates of Commercial Department of SEC Railway, is enclosed as **Annexure "A"** in the (Main list). A **Standby list**, in the order of seniority, is also enclosed as **Annexure "B"**, which will be considered based on unwillingness submitted by those eligible candidates who are included in (**Annexure "A", Main list**), if any. Prospective candidates are advised to peruse the lists carefully. In case of any dispute vis-à-vis the integrated seniority lists i.e. (**Annexure "A" and "B"**) or if name of any candidate is left over, requisite representation may be submitted, through their Controlling Officer and respective Personnel Officer, to this office on or before **08/01/2024**, which will be examined as per extant Rules.

As per available record no candidate coming in the above list (5 X of the vacancies) are found eligible for vacancy reserved for PwBD. The list of candidates (5 X of the vacancies) as per integrated seniority 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. The candidates placed in **Annexure-A1** may submit their representation if any on or before 08/01/2024 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.

4. All the eligible and willing or unwilling employees must submit their application in prescribed Proforma in **Annexure-'C'** duly forwarded by immediate supervisor/ Officer through proper channel to their respective Personnel Branch Officers concerned indicating their clear willingness/ unwillingness to appear in the selection and acknowledgement may be obtained. Applications received after closing date will not be entertained and summarily be rejected.

Time line for date of submission of application and consolidated statement:

S#	Subject	Closing Date
1	Application to be submitted in the (ANNEXURE-C) by the eligible candidates to their controlling officer.	10/01/2024
2	Applications to be forwarded by the controlling officer to the concerned Personnel Officers for verification /scrutinizing of service particulars/ eligibility etc.	12/01/2024
3	Concerned Personnel officers should forward all the applications (only original in hard copy) with a remarks (eligible or not eligible) and (Willing or unwilling) in consolidated list in proforma (Annexure-"D") to GAZ(CONF.) Section, PCPO /HQ Office.	16/01/2024

5. **Scrutiny:** The Controlling officers/ respective Personnel officers are requested to verify details of the employees enclosed in (**Annexure "A" and "B"**) with their clear willingness/ unwillingness and certify the correctness in **Annexure "C"** with the service record available with them while forwarding them to this office. The applications may be scrutinized 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 also. The consolidated statement in respect of such candidates as per the format in **Annexure-'D'**, together with the individual applications, should be forwarded by the concerned Personnel Officers to **Gaz.(Conf.)/Section, PCPO Office, SECR**. In case a candidate is found ineligible at any stage for the above selection, his/her 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)/BSP.

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 unwillingness to take the selection. The notice should carry a clear indication that it is the employee's responsibility to submit his/ her willingness / unwillingness 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 unwillingness on his/ her part to take up the selection. Depending on the position of unwillingness 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. 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. The final zone of consideration will be decided in terms of Para(8) of Master Circular No.68, Date: 08/07/2019, in order of seniority amongst the willing & eligible candidates from out of lists in **Annexure-(“A” and “B”)**, which may further be 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. It may be noted that for those in scale Rs. 6500-10500 (V PC) /PB-2 Rs. 9300-34800 Grade Pay Rs. 4600 (VI PC) / (Pay Matrix Level-7 of VII PC); seniority in grade Rs. 6500-10500 (V PC)/PB-2 Rs. 9300-34800 Grade Pay Rs. 4600 (VI PC)/Pay Matrix Level-7 VII PC will be reckoned in terms of extant rules.

9. 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 (2) 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).	

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

11. In case any candidate is on deputation, leave or on sick list, the Controlling Officer concerned should send necessary advice to the authority under which he is working or the medical authority /home address as the case may be and may obtain clear acknowledgement to that effect.

12. 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. Without medical fitness certificate any candidate will not be eligible for attending viva- voce test. Candidates qualifying in the written examination will be subjected to

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viva-voce test, which shall have following distribution of marks against various heads :

Viva-voce	Maximum marks	Qualifying marks
1. Record of Service	25	30 marks (including minimum
2. Viva-voce	25	15 marks in Record of service)

13. 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. All concerned should personally ensure displaying of this 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/News/Press Release → Recruitment → HQ → GAZ Section.

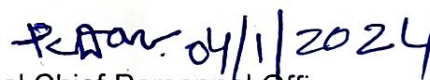
All the Divisions/Units & applicants are advised to regularly visit SECR website for any updates in the matter. **This notification is being issued as per existing provisions /instructions of selection of Group-B post of ACM. In case any changes in the existing procedure /instructions are issued by Railway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

DA: As above.


(Pradeep Mishra)
Dy. 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/BSP, GS/SECRPOA, GS/AISC-ST/Association/BSP.
7. NOTICE BOARD


for Principal Chief Personnel Officer

**PROVISIONAL INTEGRATED SENIORITY LIST OF SENIOR SUPERVISOR IN GP RS.4600/- AND PAY MARTIX
LEVEL-7 OF COMMERCIAL DEPARTMENT**

MAIN LIST (ANNEXURE-A)

SL	Name(Sri/Smt)	Comm.	Desig.	UNIT	D.O.B	D.O.A	DOP in GP Rs.4600/- Level-7
1	SUKH LAL SUNDI	ST	Ch.OS/BSP/HQ	HQ	12.01.1967	07.09.1994	01.11.2003
2	RAVINDRA KUMAR SHARMA	UR	CLA/BSP	BSP	03.08.1969	29.09.1995	15.12.2004
3	EMMANUEL JACOB	UR	CCI/ BSP/HQ	HQ	01.06.1968	12.10.1990	31.03.2005
4	SANJAY L. KHALALE	ST	CCI/ BSP/HQ	HQ	07.03.1966	24.05.1991	18.04.2006
5	PREM Shankar Silawat	GEN	CTTI	BSP	03.06.1967	11.02.1991	25.07.2006
6	A JENA	SC	CTI/R	R	18.01.1967	16.01.1990	31.08.2006
7	LALIT KUMAR DAS	UR	CCI/ BSP/HQ	HQ	09.08.1973	21.08.1996	13.10.2006
8	S.M.PANDEY	UR	CCI/ BSP/HQ	HQ	01.03.1980	09.03.1998	13.10.2006
9	R.K.TIWARI	UR	CCI/ BSP/HQ	HQ	18.10.1976	19.09.1994	13.10.2006
10	SUNIL KUMAR WALMIK	SC	CLA/CON/BSP	HQ	02.01.1970	04.01.1999	24.01.2008

(STANDBY LIST) (ANNEXURE-B)

11	SUNIL SATHAWANE	UR	CTI/NGP	NGP	30.12.1969	26.10.1988	17.04.2008
12	AMBADAS RAMA RAHATE	SC	CTI/NGP	NGP	15.08.1970	21.11.1988	17.04.2008
13	SOUMITRA BHATTACHARJEE	UR	CTI/NGP	NGP	13.04.1964	05.05.1989	02.05.2008
14	DEBA BRATA GAYEN	SC	CCI.	BSP	18.07.1970	15.01.1992	23.07.2008
15	GOPI CHAND SIWARE	SC	CCI/ BSP/HQ	HQ	05.07.1977	03.08.2005	23.10.2008
16	MANOJ KUMAR NAIK	ST	CTTI	BSP	18.02.1966	16.01.1990	02.02.2009
17	ANJU LAKRA	ST	CTI/R	R	06.07.1983	30.07.2002	30.04.2009
18	JAGRAM MEENA	ST	CLA/NGP	NGP	16.06.1973	26.05.2009	26.05.2009
19	S UDAY BHASKAR	UR	CLA/HQ	HQ	20.04.1978	06.01.1996	16.06.2009
20	JOYANTA SARKAR	UR	CLA/CON/BSP	HQ	21.02.1973	13.04.1992	18.08.2009
21	SUSANTA DHAR	UR	CCI/ BSP/HQ	HQ	07.01.1981	24.02.2000	26.12.2009
22	ANIL KASHIWAR	UR	Ch.OS/NGP	NGP	09.09.1971	26.12.1994	11.01.2010
23	HEMRAJ SARDARE	SC	CCI/NAB	NGP	12.11.1976	20.08.1996	12.01.2010
24	ARBIND KUMAR SHAW	ST	CCI/NGP	NGP	06.04.1981	24.02.2000	12.01.2010
25	RAJU NIRAPURE	UR	CERS/CWA	NGP	29.12.1968	14.06.1999	18.01.2010
26	LAXMI CHAND SAHU	UR	CERS/NGP	NGP	09.06.1969	12.01.1988	18.01.2010
27	DHANANJAY KUMAR	UR	CCI.	BSP	25.02.1975	05.08.2003	04.02.2010
28	TAMMANNAGIRI VENKAT DATTU	UR	CTI/R	R	15.05.1964	07.11.1981	04.02.2010
29	SHYAM LAL	SC	CLA/BSP	BSP	15.08.1971	30.07.2010	30.07.2010
30	JITENDRA PRASAD	UR	CCI/R	R	10.01.1975	30.03.2001	14.10.2010

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**PROVISIONAL INTEGRATED SENIORITY LIST OF SENIOR SUPERVISOR IN GP RS.4600/- AND PAY MARTIX
LEVEL-7 OF COMMERCIAL DEPARTMENT**

For deciding PwBD (ANNEXURE-A1)

SL	Name(Sri/Smt)	Comm.	Desig.	UNIT	D.O.B	D.O.A	DOP in GP Rs.4600/- Level-7
1	SUKH LAL SUNDI	ST	Ch.OS/BSP/HQ	HQ	12.01.1967	07.09.1994	01.11.2003
2	RAVINDRA KUMAR SHARMA	UR	CLA/BSP	BSP	03.08.1969	29.09.1995	15.12.2004
3	EMMANUEL JACOB	UR	CCI/ BSP/HQ	HQ	01.06.1968	12.10.1990	31.03.2005
4	SANJAY L. KHALALE	ST	CCI/ BSP/HQ	HQ	07.03.1966	24.05.1991	18.04.2006
5	PREM Shankar Silawat	GEN	CTTI	BSP	03.06.1967	11.02.1991	25.07.2006
6	A JENA	SC	CTI/R	R	18.01.1967	16.01.1990	31.08.2006
7	LALIT KUMAR DAS	UR	CCI/ BSP/HQ	HQ	09.08.1973	21.08.1996	13.10.2006
8	S.M.PANDEY	UR	CCI/ BSP/HQ	HQ	01.03.1980	09.03.1998	13.10.2006
9	R.K.TIWARI	UR	CCI/ BSP/HQ	HQ	18.10.1976	19.09.1994	13.10.2006
10	SUNIL KUMAR WALMIK	SC	CLA/CON/BSP	HQ	02.01.1970	04.01.1999	24.01.2008

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.

(Signature)

South East Central Railway

PROFORMA for ACM 70% DPQ (COMMERCIAL DEPARTMENT)

Paste a
photograph
duly attested

1	Name	
2	Present Designation	
3	Present place of posting, i.e. Division/ WS /Station/ Unit	
4	Community (UR/SC/ST)	
5	Lien holding in Railway, Division and Department	
6	Controlling officer	
7	Date of Birth (DD/MM/YYYY)	
8	Date of appointment	
9	Designation in which initially appointed and scale (Rs.)	
10	IPASS NO. (Eleven (11) Digit) (must be filled correctly)	
11	Latest Email-ID address (must be filled correctly)	
12	HRMS ID (must be filled correctly)	
13	Mobile No.: (Personal and official)	
14	Present Scale in (Vth PC) / G.Pay (VIth PC) / Pay Level (7 th PC)	
15	Date of Regular Promotion or appointment in GP Rs. 4200/- (6 th PC) / Pay Level 6 of (7 th PC)	
16	Date of Regular Promotion or appointment in GP Rs. In GP Rs. 4600/- (6 th PC)/ Pay Level 7 of (7 th PC).	
17	Length of non-fortuitous service in scale Rs. 5000-8000 (5 th PC), PB-2 Rs. 9300-34800, with GP Rs. 4200/- (6 th PC)/ Pay Level 6 of (7 th PC) as on 01/01/2023.	Year.....Month.....Days.....
18	Length of non-fortuitous service in scale Rs.6500-10500/- (5 th PC), PB-2 Rs.9300-34800 + GP Rs. 4600/- (6 th PC)/ Pay Level-7 of (7 th PC) as on 01/01/2023.	Year.....Month.....Days.....
19	Any DAR case is pending or otherwise (YES or NO)	
20	Willing or Unwilling (please mention)	
21	Whether belongs to PwBD category, if yes requiring SCRIBE (Please indicate only those PwBD employee who are entitled to facility of scribe and additional time).	YES or NO (please tick) & category..... Enclose necessary medical PwBD certificate issued by authorized Govt. medical officer.

Signature of the candidate

Signature of Controlling Officer with seal

Forwarded to Headquarter

Forwarded to Dy.CPO(GAZ)/SECR. The particulars given by the employee as mentioned above have been verified /scrutinized and found correct as per the service record and the above named employee is **eligible OR not eligible**, please (✓). It is certified that no Adhoc or fortuitous service has been taken in to account for computing the eligibility as on **01/01/2023**.

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

ANNEXURE "D"

PROFORMA for ACM 70% DPQ
(To be verified & attested from available records)

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

09	10	11	12
Correct 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)

13	14	15	16	17
MOBILE NO.	EMAIL-ID	Whether belongs PwBD and requiring SCRIBE (Please indicate only those PwBD staff who are entitled to facility of scribe and additional time).	Remarks Eligible/ Not eligible	Willing or Unwilling
		Yes / No.		

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

Signature of
Concerned Personnel Officer
(with office seal)

Syllabus for Financial Rules:

ANNEXURE- 'E'

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

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.

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.
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- 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, Weightment 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, Weightment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weightment, 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

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 VPU's, 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.