



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/Per-30%/e-64703/137

Dated 21/03/2024

ALL PHODs/ CHODs, SDGM,
CSO, CSC, CPO (A)/SECR, CAO (Con)/BSP,
DRM/BSP, R, NGP, CWM/WRS/R, CWM/MIB/NGP
Dy. CPO (HQ), Dy CMM/GSD/R,
Dy. FA& CAO(G)/SECR, Asstt. Statistical Officer/SECR,
PCPO/SER/GRC, PCPO/E. Co. R/BBS

Sub:- Selection (Special Drive) for formation of a panel of APO/AWPO (Group-'B' against 30% LDCE quota of Personnel Department, SEC Railway for the vacancy cycle of 01/01/2023 to 31/12/2024.

Ref:- 1. Railway Board's letter No. E(GP)2022/2/4, Date:14/12/2023.
2. Railway Board's letter No. E(GP)2022/2/4, Date:14/03/2024.

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, CBT Examination against 30% LDCE to be conducted by NAIR/BRC tentatively on **23/06/2024**. The selection will be held for formation of panel of APO/AWPO (Group-"B") in scale Rs.9300-34800/-+(GPRs.4800/-), PB-2 (Pay matrix Level-8 as 7th PC) against 30% LDCE for vacancies as mentioned below.

Mode	UR	SC	ST	Total
APO (30% LDCE)	00	01	00	01

2. CONDITIONS OF ELIGIBILITY:-

(a) Group "C" Ministerial employees having lien of this Railway who have put in minimum 5 years of non-fortuitous (regular) service in Level-6 of 7th PC (PB-2,9300-34800 with grade pay of Rs. 4200/- as 7th PC) and above or drawing minimum of the pay band or higher as on **01.01.2023** will be eligible. The date of determining eligibility to be fixed for the LDCE should be same as the one fixed for the 70% Selection. (Authority Para-3.5 of Master Circular No 68 & Para-63 of Master Circular No. 68 issued. vide Rly Bd's letter No.E(GP)2019/2/5 Dated 08.07.2019) and Estt. Rule No.359/2019. It is made clear that no adhoc service will be counted for computing the eligibility for the purpose of above selection.

(b) Group-C employee of the following departments fulfilling the prescribed conditions are eligible to appear in the selection-

- All Group 'C' employees of Personnel department
- Ministerial Group 'C' ministerial staff of all other departments excluding Hindi/Rajbhasha Organization and Accounts departments, but including Cash and Pay and Time Office who have no avenue for promotion to Group "B" in their own departments.

[Signature]

(c) Law Assistant/Chief Law Assistants, Stenographers (except Accounts deptt) and the Ministerial staff of Traffic & Commercial department and Stores department, Statistical & Compilation Branch Cash & Pay Office Staff who have avenue for promotion to Group "B" in their own department too are also eligible.

(d) Eligibility of staff working in Construction Organization/Project Offices Other Ex cadre Organization /Units will be determined with references to their position in the parent department subject to the fulfillment of the other conditions laid down.

(e) Employees belonging to the categories mentioned in Para-2(c) above (i.e. those who have avenue of promotion to Group "B" posts in their own departments and have been provided additional avenue of promotion to the post of APO/AWPO (Group "B")) will exercise an option for promotion as per their departmental avenue or as APO/ AWPO within one month of publication of the result of the selection and the option once exercised shall be final.

3. **Scheme of Examination/Selection Procedure:-** In terms of Railway Board's letter No. E(GP)2022/2/4, Date:28/06/2022 and Dated 06/09/2022, detailed instructions of Centralized Computer Based objective type examination (CBT) have been communicated. Accordingly, 30% LDCEs selection will be conducted by DG/ NAIR. LDCE 30% will be one stage only and will comprise of Single Paper of 150 marks comprising 100% Objective type Multiple Choice Questions with following distribution of marks.

I	Technical (Professional) subject	80 marks
II	General Knowledge including optional Questions of 15 3 marks on Official language Policy & Rules Establishment & Financial Rules	40 marks
III	Establishment & Financial Policy & Rules	30 marks
IV	Duration	03 Hours
V	Qualifying Marks	90 marks
VI	Syllabus	SECR,s Estt. Rule No.308/2022 Enclosed(Annexure-C)
VII	Question Paper will have 175 questions out of which 150 questions are to be attempted.	
VIII	One mark will be allotted for every correct answer. There shall be negative marking for incorrect answers. One third (s) of the marks allotted for each question will be deducted for every wrong answer.	
IX	Pre-selection coaching will be conducted in favour of reserved community candidates as per RBE no. 142/2019 (SECR Estt. Rule No 248/2019).	
X	<u>VIVA-VOCE TEST:</u> The selection will comprise of Written/ 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. Candidates will be called for viva-voce in terms of Estt. Rule No. 65/2023.	
XI		Maximum Marks
	Record of Service	25
	Viva-voce	25
		Qualifying Marks
		30 marks (including minimum 15 marks in Record of Service)

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4. **Time line for date of submission of application and consolidated statement:-**

All the eligible and willing employees must submit their application duly forwarded by immediate Supervisor/Officer through proper channel to their respective Personnel Branch Officers concerned to appear in the selection and acknowledgement may be obtained. Applications received after closing date will not be entertained and summarily be rejected.

S/N	Subject	Closing Date
I	Application to be submitted in the prescribed proforma in (ANNEXURE- A) by the eligible candidates through their controlling officer to the concerned Establishment officers/ Personnel Branch for verification /scrutinizing of service particulars/ eligibility etc. Concerned Personnel officers should forward only the eligible applications in proforma	<u>05.04.2024</u>
II	Concerned Personnel officers should forward only the applications of eligible candidates in Proforma (Annexure-"B") to GAZ(CONF.) Section, PCPO Office, HQ.	<u>15.04.2024</u>

1. **SCRUTINY OF THE APPLICATIONS:-** The concerned Personnel Department of the HQ/Division/Workshop/Units should scrutinize the application and verify the eligibility along with the Service Record maintained by them and certify their eligibility for each such candidate. After scrutinizing the applications, concerned Personnel officers should forward such applications in the prescribed proforma as in **Annexure-"B" to GAZ(CONF.) Section, PCPO Office, HQ Office, which will be examined as per extant Rules.** While forwarding the names Controlling officers/ respective Personnel officers should ensure that particulars mentioned are verified and certified as correct. **The concerned Personnel officer must ensure that all the columns (ELIGIBILITY) of the enclosed (Annexure-B) are properly filled in before forwarding the applications/ consolidated statement to this office.**

In case any candidate is found ineligible at any stage of the above selection, his candidature will be summarily rejected. Applications of staff who do not fulfill the eligibility criteria as mentioned above need not be forwarded to this office. It may also be noted that incomplete statements furnished by the Divisions/ Units will not be entertained. After closing date any application should not be entertained /accepted. It may be ensured that the applications of candidates working under Construction Organization should be submitted through Dy.CPO/Con/Bilaspur.

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

a)	Certification of all the particulars by the Personnel Officers/Officer in-charge concerned.
b)	Certification of non-fortuitous service excluding ad-hoc service.
c)	Lien of applicant in Department concerned especially for those on deputation.
d)	Wide publicity is to be given to this and all the subsequent notification on this selection by placing copies on notice Board, Training Centers and all other important places.
e)	Concerned Personnel Officers-in-charge of the Divisions/Units/HQ may co-ordinate and ensure that the notification and all subsequent notification of this selection are circulated in all small units located in their territorial jurisdictions including staff on deputation, training, long sick (PMC/RMC), leave, working in other offices such as RE, Railway Board, RITES, RDSO, KRCL, CRIS, COFMOW, IRCTC etc. 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 to the authority under whom he is working or the medical

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	authority as the case may be acknowledgement obtained. This may be ensured to avoid any representation later on this issue.
f)	No Supplementary examination will be held.
g)	The Controlling Officers; Dy. CPOs/Sr. DPOs/DPOs/APOs may please ensure that the APARs for the last five (05) years completed in all respects and also the updated Service Records of the candidates who volunteer for the above selection, are available with them in advance to ensure prompt supply thereof to Dy CPO (Gaz) at short notice.

3. 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.

Dy. CPOs, Sr. DPOs, DPOs, SPOs & APOs of all concerned may 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/News/Press Release → Recruitment → HQ → GAZ Section.

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

DA: As above.

(Pradeep Mishra)
21/03/2024

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

Copy forwarded for information and necessary action to- :

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

R. G. 21/3/2024
for Principal Chief Personnel Officer

Paste a
photograph

PROFORMA for 30% LDCE (Group-B)

1	Applied for the post:	
2	Name :	
3	Father's Name:	
4	Correct IPASS NO. (Eleven (11) Digit)	
5	HRMS ID (must be filled correctly)	
6	Present Designation & Scale /GP/ Level	
7	Present place of Posting/ Division/ WS /Station/ Unit	
8	Mobile No.: (Only one no. be provided, which is in use)	
9	Latest Email-ID address (must be correct)	
10	Controlling Officer	
11	Date of Birth (DD/ MM/ YYYY)	
12	Community (UR/ SC/ ST)	
13	PwBD category or not (Yes or No)	YES or NO _____
14	If PwBD, indicate category	Category: _____
15	If PwBD candidate, indicate for requiring SCRIBE (only those PwBD staff /employee who are entitled for facility of scribe).	YES or NO _____ If yes enclose necessary medical PwBD certificate (Appendix-I) issued by authorized Govt. Medical /Health Officer, in terms of Estt. Rule No.343/2022 (RBE No.162/2022) and (Appendix-I)
16	Lien holding in Railway, Division (Should be maintained in SECR)	
17	Date of appointment	
18	Designation in which initially appointed and scale/GP/Level	
19	Date of Regular Promotion or appointment in GP Rs. 4200/- (6 th PC) / Pay Level 6 of (7 th PC)	
20	Date of Regular Promotion or appointment in GP Rs. 4600/- (6 th PC)/ Pay Level 7 of (7 th PC).	
21	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.....
22	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.....

Signature of the candidates

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. The particulars given by the employee against **column No.1 to 22** have been scrutinized/ verified & found correct as per the service record and the above named employee is eligible / not eligible, please (✓) to appear in the selection **against 30% LDCE** quota. 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 "B"

PROFORMA for 30% LDCE (Group-B), For the post of :

(To be verified & attested from available records)

1	2	3	4	6	7	8	9	10	11	12
Sr. No	Name	Correct I-Pass No. (11 Digit)	Correct HRMS-ID	Present Designation/ Unit	Only one Mobile No. Which is in use	Email id	Place of Posting	Divn. /WS/ Unit	Controlling Officer	DOB (DD/MM /YYYY)

13	14	15	16	17	18	19	20
Community (UR /SC/ ST)	PwBD or Not (Yes/ No.)	If yes PwBD category	If a PwBD, whether scribe is required (Yes/ No) Enclosed valid PwBD certificate	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 PC) / Level-7 (7 th PC)	Remarks Eligible/ Not eligible

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

Signature of Concerned
Personnel Officer

Circulated vide SECR's ESTT. RULE NO.308/2022**Common Syllabus for all Department for promotion to Group- B posts - 70% selection and 30% LDCE.****Syllabus for Establishment Rules:**

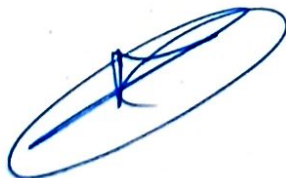
- 1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & 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.

Circulated vide SECR's ESTT. RULE NO.308/2022

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

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



**SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP
'B' POST OF APO IN PERSONNEL DEPARTMENT**

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- a) Organization, objectives and functions of Personnel Department.
- b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

- a) Classification of Services and Categories;
- b) General qualifications, conditions & rules for appointment; Medical fitness;
- c) Safety, Non-safety & Essential Categories;
- d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- e) Railway Recruitment Boards & Railway Recruitment Cells;
- f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- a) Appointment, Seniority & Lien;
- b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- e) Procedures of Selection, Suitability and Trade Tests;
- f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- g) Rules of Transfer (Inter Railway & Inter Divisional);
- h) Deputation;
- i) Types of Leave; Rules & Joining Time; Encashment of leave;
- j) Pass Rules; AILTC;
- k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;
- l) HOER;
- m) PME & Mandatory Health Check-up;
- n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

- a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- b) Manpower planning; Book of Sanctions & Scale-check;
- c) Supernumerary posts & Redeployment;
- d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
- g) Work-charged posts;
- h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- j) Training Modules for different posts,
- k) Training under Apprentices Act, Online Training,
- l) Performance Appraisal - APARS & SPARROW.
- m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
 - b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
 - c) Ex-gratia payment,
 - d) Incentive Bonus Scheme;
 - e) Sports Incentives & cultural competitions, extra-curricular activities;
 - f) Excursions, tours and holiday camps; co-operative Societies;
 - g) Medical assistance;
 - h) Quarters – types, allotment & retention rules.
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7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.

