



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-70%/e-64703/367

Dated :25/10/2024

ALL PHODs/ CHODs , SDGM, PCSO,
CSC,CPO (A)/SECR, CAO (Con)/BSP,
DRM/BSP, R, NGP, ADRM/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/ECOR/BBS

Sub:- Selection for formation of a panel of **APO** (Group-'B') against 70% selection of Personnel Department for the vacancy cycle of 01/01/2025 to 31/12/2026.

Ref:- 1. Railway Board's letter No. E(GP)2024/2/28, Date:27/09/2024
2. Railway Board's letter No. E(GP)2024/2/28, Date: 08/10/2024

1. In reference to the above, Board has decided to fill up the Group-'B' vacancies by holding of 70% Selection and 30% LDCE through centralized CBT for promotion to Group-'B' posts for the vacancy cycle of 01/01/2025 to 31/12/2026. **NAIR/BRC will conduct the CBT.** The date and venue of CBT will be informed shortly. The selection will be held for formation of panel of **APO** (Gr-"B") in scale Rs.9300-34800/- + (GP Rs.4800/-), PB-2 (Pay matrix Level-08) (7th PC) against 70% selection for vacancies as mentioned below.

Mode	UR	SC	ST	TOTAL	Vacancy reserved for PwBD
APO (70%)	02	00	00	02	NIL

2. **Eligibility:** In terms of Board's letter No. E(GP)99/2/22 R.B.E. No.203/2008, Dated: 26.12.2008 and Para 6.2 of Master Circular No. 68 and SECR's Estt. Rule No.359/2019, employees working in Level-6 (7th CPC)/ Pay Band-2 Rs. 9300-34800 with Grade Pay of Rs.4200/- (6th PC) and in higher Group-'C' scale will be eligible to appear for Group-'B' selection for the post of APO against 70% selection provided they have rendered not less than 3 years of non-fortuitous service in the grade as on **01/01/2025**. Fortuitous service will not be counted for determining the eligibility.

3. **The following employees will be eligible:** Group 'C' employees having lien in SECR of the following departments fulfilling the required conditions are eligible to appear in the selection:-

- All Group 'C' Ministerial staff of Personnel department.
- Group 'C' ministerial staff of General Administration, Public Relations, Excluding Publicity/ advertising Inspectors and Photographers.
- Group 'C' ministerial employees of Compilation/ Statistical Branch, Stores, Transportation (Traffic), Commercial departments and Law Assistant/ Chief Law Assistants and Stenographers who have avenue for promotion to Group "B" in their own department too.
- Group-"C" employees working in cadre posts in any department 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.
- The eligible employees viz- Chief Law Assistant, Stenographers of all department

except Accounts, Ministerial staff Group-'C' of Statistical & Compilation Branch, Stores, Traffic & Commercial are required to give option for advancement to Group-'B' posts either in their own Department or APO/ AWPO within 30 days of the result of the selection/ LDCE by the employee in writing and option once exercised should be treated as final.

- vi) Eligibility of employees working in Construction Organization/ Project offices/ other ex-cadre Organization/ Units will be determined with reference to their position in the parent department subject to the fulfillment of other conditions laid down, provided their juniors in the open line also become eligible.

4. All Eligible and willing employees should submit their application in prescribed Proforma as **Annexure-'A'** duly forwarded by immediate supervisor/ Officer through proper channel to their concerned Personnel Officers viz. Dy CPOs/Sr.DPO's/DPO's/ WPO/SPO (Con)/APO (WS) indicating their clear willingness to appear in the selection. Applications received **after closing date will not be entertained** and summarily rejected. If no application is received by any of the Office /Unit concerned, a certificate should be given to the Personnel department of HQ/Division/Workshop/Unit concerned that no application has been received in their office.

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

S#	Subject	Closing Date
a	Application to be submitted in the (ANNEXURE-A) by the eligible candidates to their controlling officer.	18/11/2024
b	Applications to be forwarded by the controlling officer to the concerned Personnel Officers for verification /scrutinizing of service particulars/ eligibility etc.	22/11/2024
c	Concerned Personnel officers should forward all the applications (only original in hard copy) with a remarks (eligible or not eligible) in consolidated list in proforma (Annexure-"B") to GAZ(CONF.) Section, PCPO /HQ Office.	02/12/2024

5. **SCRUTINY:** The Personnel Department of concerned HQ/Division/Workshop are requested to scrutinize the application and verify the eligibility as per the Service Record maintained by them and certify their eligibility or otherwise in the application of each candidate. After scrutinizing the applications HQ/Division/Workshop/Units should forward the list of eligible candidates only alongwith the applications in the prescribed proforma as in **Annexure-"B"** and forward the same to **GAZ(CONF.) Section, PCPO, HQ Office**, per bearer along with covering letter and a **Pen-drive** containing all details in soft copy so as to reach Dy.CPO/Gaz/SECR. While forwarding the applications, Dy.CPO/Sr.DPO/DPO/SPQ/APO should certify that all the employees of their Division /Unit, working on Deputation to other unit are informed well in advance to submit their application.

6. **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-'C'**.

7. **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:

i.	Professional Subject including optional questions of 10 Marks on Official language policy & Rules :	70 Marks
ii.	Establishment and financial Rules	30 Marks
iii.	Qualifying marks:	60 Marks with relaxation as per extant rules.
iv.	Duration/ Time	Two (2) Hours

v.	There shall be no negative marking in written examinations held as part of Selections (70%), where the final panels are made on seniority basis, (In terms of RBE No. 93/2024).
vi.	Assessment of Record of service & Viva –voce will be conducted in terms of para-10.4 of Master circular No.68, Date:08/07/2019.

8. 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.

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

10. 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 well in advance 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 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 APO (Group-B). 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.

(Aditi Dubey)

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, APO(Con), WPO/WRS/R, WPOWS/MIB/NGP
6. APO (WS)/MIB/NGP, APO/GSD/R, All Personnel Officers/SECR HQ
7. GS/SECRMCGS/SECRPOA,GS/AISC/ST Association/BSP, ZP/SECROBCEA/BSP
8. Notice Board


for Principal Chief Personnel Officer

South East Central Railway

PROFORMA for APO 70% Selection (Personnel 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	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), _____.
6	Lien holding in Railway, Division and Department	
7	Controlling officer	
8	Date of Birth (DD/MM/YYYY)	
9	Date of appointment	
10	Correct IPASS NO. (Eleven (11) Digit)	
11	Latest Email-ID address (must be filled correctly)	
12	HRMS ID	
13	Mobile No.: (only HRMS linked mobile number must be submitted in use for OTP)	
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) in terms of RBE No.203/2008	
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 01/01/2025 .	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 01/01/2025	Year.....Month.....Days.....
19	Any DAR case is pending or otherwise	
20	If PwBD candidate requiring SCRIBE and compensatory time(*)	Requiring SCRIBE : YES or NO: _____ Requiring compensatory time : YES or NO: _____

(*) Please enclose necessary valid medical PwBD certificate issued by authorized Govt. Medical officer. SCRIBE will be considered as per extant Rules and instructions issued time to time.

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 20** have been scrutinized and found correct as per the service record and the above named employee belongs to PwBD category as per criteria and eligible (✓) / not eligible (✓) to appear for the selection for the post of APO (Gr.B) against 70% quota and it is certified that no Adhoc or fortuitous service has been taken in to account for computing the eligibility as on **01/01/2025**.

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

ANNEXURE "B"

PROFORMA for APO 70% DPQ (PERSONNEL DEPARTMENT)
(To be verified & attested from available records)

1	2	3	4	5	6	7	8	9
Sr. No	Name	I-Pass No.	HRMS -ID	Designation	HRMS Linked Mobile No.	Correct EMAIL-ID	Place of posting / UNIT	Division / WS/ HQ

10	11	12	13	14	15
Controlling Officer	DOB (DD/ MM/YYYY) (Date may be given in format)	Comm-unity (UR /SC/ ST)	Belongs PwBD category or not (Yes/ No)	If PwBD yes (mention category)	If PwBD category , whether entitled or requiring Scribe (Yes/ No) Enclose valid medical certificate Yes / No.

16	17	18	19	20
Weather eligible for compensatory time.	Date of initial appointment	Date of Regular promotion or appointment in scale GP Rs.4200/-/ Level-6 (7 th PC)	Date of Regular promotion/ appointment in scale GP-4600/- / Level-7 (7 th PC)	Remarks (Eligible/ Not eligible)

(*) The above information to be provided to GAZ/CONF/Section, HQ/SECR/BSP in soft copy (MS-Excel) also (Pen drive). Date of Birth must be given in **(DD/ MM/YYYY)** format.

Signature of
Concerned Personnel Officer

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.

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.

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.