



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/Mech.-70%/e-113951/364

Dated: 25/10/2024

PCME, CRSE, CMPE & CSO/SECR, SDGM/SECR
DRM/BSP, R & NGP, CWM/WRS/R,
Dy.CME/WS/MIB & Dy.CMM/GSD/R
AWPO/WRS/R, AWPO/WS/MIB, CHAIRMAN/RRB & RRC/BSP
CPO/SER/GRC & CPO/ECOR/BBS

Sub:- Selection for formation of a panel of AME (Group-'B') against 70% vacancies of Mechanical department in S.E.C. Railway 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, Railway 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 of CBT will be informed shortly. The selection will be held for formation of panel of AME (Gr-"B") in scale Rs.9300-34800/- + (GP Rs.4800/-), PB-2 (Pay matrix Level-08) (7th PC) against 70% DPQ selection for vacancies as mentioned below. The reservation for PwBDs will be dealt in accordance with Railway 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
AME (70% DPQ)	03	00	01	04	(01) LD-OA/ OL, Leprosy Cured, Acid Attack victims

2. **Eligibility Criteria:-** Applications from all willing and eligible Group "C" Technical Supervisors including running staffs of Mechanical department (for running staff equated stationary grade vide RBE No. 92/2015) working in grade RS.5000-8000/-(Vth PC)/ PB-2 RS.9300-34800/- + GP RS. 4200/-, Level-6 in VIIth CPC and above grades with **03 years of non-fortuitous service as on 01/01/2025** in the grade (including non- fortuitous service rendered in the corresponding pre-revised grades) will be eligible for selection, in terms of Estt. Rule No.359/2019 and in terms of RBE No.93/2024 [Estt. Rule No.167/2024]. Fortuitous service will not be counted for determining the eligibility. In addition to above criteria, PwBD candidates, if any 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.

3. (i) In terms of RBE No.93/2024 dated 08/10/2024 quoted under reference (2) above, it has been decided by Board that henceforth, in respect of Selections (70%) to Group-B posts in all departments, all employees who are eligible and who volunteer for the Selection, should be considered without any limitation of number. Hence all who are fulfilling eligibility criteria as quoted in Para No.2 above can apply.

(ii) As per DOPT policy & Para-13 the PwBD reservation is being carried forward to this selection cycle due to non filling up of PwBD vacancy. If no suitable PwBD candidate found then vacancy shall filled up by non PwBD candidates & reservation shall be carried forward to next selection year.

Therefore eligible candidates of Non-PwBD as well as PwBD categories may apply for above vacancy

4. The Personnel officer of the HQ/Divisions/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 Boards letter No. E(GP)2022/2/20 dated 14/11/2022 of PwBD candidates along with the Service Record maintained by them and certify their eligibility for each candidate.

5. All eligible and willing employees should submit their application in prescribed Proforma in **Annexure-'A'** duly forwarded by immediate supervisor/ Officer through proper channel to their respective Personnel Branch Officers concerned viz. Dy.CPOs/Sr.DPOs/DPOs/WPO/SPO (Con.)/APO(WS). 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/Divisions/Workshops/Units.

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

S#	Subject	Closing Date
1	Application to be submitted in the (ANNEXURE-A) by the eligible candidates to their controlling officer.	18/11/2024
2	Applications to be forwarded by the controlling officer to the concerned Personnel Officers for verification/scrutinizing of service particulars/eligibility etc.	22/11/2024
3	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

6. **Scrutiny:** The Personnel Department of concerned HQ/Divisions/Workshops 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/Divisions/Workshops/Units should forward the list of eligible candidates only along with 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 MS Excel) in soft copy so as to reach Dy.CPO/Gaz/SECR While forwarding the applications, Dy.CPO/Sr. DPO/DPO/SPO/APO should certify that all the employees of their Division/Unit. Working on Deputation to other unit is informed well in advance to submit their application. 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 APO/Con/BSP.

7. **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'**.



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	1. Marks
(c)	Qualifying marks:	60 marks with relaxation as per extant rules.
(d)	Duration/ Time	Two (2) Hours
(e)	There shall be no negative marking in written examination held as part of Selections (70%) where the final panels are made on seniority basis.(In terms of RBE No.93/2024.	
(f)	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 of successful candidates for Viva-voce.	

9. 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.

10. 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.

11. 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.

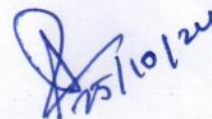
The notification is also available on this Railway's web site <http://www.secr.indianrailway.gov.in>.

RECRUITMENT → HQ → GAZ SECTION

All the Divisions/Units & applicants are advised to regularly visit SECR website for any updates in the matter. **This notification is being issued as per existing provisions /instructions of selection of Group-B post of AME. 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.**

Receipt of this notification may please be acknowledged.

DA: As above.

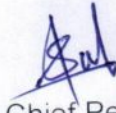


(Aditi Dubey)

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

Copy forwarded for information and necessary action to:

1. SECRETARY TO GM/SECR, PS TO AGM/SECR
2. Sr. DME/BSP, R, NGP, Sr.DME (DSL)/R, NGP, Sr.DPO/BSP, R &NGP,
3. All Personnel Department Officers/HQ/SECR, PRINCIPAL MDZTI/BSP
4. AWPO/WRS/R & AWPO/WS/MIB/APO/GSD/R
- 5.GS/SECRM/BSR GS/SECRPOA & GS/AISC-ST/Association/BSP.
6. ZP/SECROBCEA/BSP
7. NOTICE BOARD



for Principal Chief Personnel Officer

South East Central Railway

ANNEXURE-'A'

Paste a
photograph
duly attested

PROFORMA for AME 70% Selection (Mechanical Department)

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, _____
6	Lien holding in Railway, Division and Department	Mention Category (a , b , c , d , e), _____.
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 **AME (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 AME 70% DPQ (MECHANICAL 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)	Community (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.

(**) In terms of RBE No.92/2015, including running staff Mechanical department (for running staff equated stationary grade).

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

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

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

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

PART-A (Stores Rules)

STORES

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

PART-B-Professional Portion

DIVISIONAL WORKING & OPERATIONS MANAGEMENT

Working Time Table

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

DIESEL LOCOMOTIVES

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

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

CARRIAGE & WAGON

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

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

WORKSHOPS and Production Units

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

Rajbhasha

Optional questions of 15 marks