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/ 699 Dated:22/12/2025

ALL PHODs/ CHODs, CAO(CON)/BSP, SDGM/SECR,
DRM/BSP, R & NGP,
CWMWRS/R, CWM/MIB-WS/NGP,
PCPO/SER/GRC & PCPO/ECOR&BBS,
PRINCIPALZTC/SINI

Sub:-Selection for formation of panel of APO(Gr-B) against 30% LDCE quota in PERSONNEL Department in SEC Railway for vacancy cycle 01/01/2025 to 31/12/2026 (including anticipated vacancies up to 30/06/2027).

Ref.:Railways Board's letter No.E(GP)2024/2/37(3477173), Date:12/12/2025

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1. In reference to the above, Board has decided that the centralized CBT for 30% LDCE for promotion to Group-B posts in all departments having organized services for vacancy cycle 01/01/2025 to 31/12/2026 shall be conducted by **RRB/ AJMER tentatively on 08/03/2026**. The selection will be held for formation of panel of APO(Group-"B") in scale Rs.9300-34800 + (GP Rs.4800/-), PB-2 (Pay matrix Level-08) (7th PC) against 30% LDCE quota for vacancies as mentioned below.

Post	Vacancies				Identified for PwBD
	UR	SC	ST	Total	
APO (Gr.B) 30% LDCE	01	00	00	01	00

2. Eligibility Criteria:

(a) For Group-"B" selection (30% LDCE quota), Group "C" employees working in grade the minimum of which is in PB-2 Rs.9300-34800/- + GP-Rs.4200 (6thPC) or Level-6 (7thPC) and above (including non-fortuitous service rendered in the corresponding pre-revised grade pay) with five (05) years of non-fortuitous service in the grade as on **01/01/2025** will be eligible in terms of Estt. Rule No. 359/2019 and para-6.3 of Master Circular No. 68, dated 08/07/2019. 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: -

i) All Group 'C' employees of Personnel department.
ii) 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.

(c) 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. SUBMISSION OF APPLICATIONS THROUGH HRMS:

- The applications for the aforesaid LDCE is invited through HRMS. Physical applications will not be entertained.

- The detailed instructions to the candidates to submit the online application through HRMS is enclosed herewith as **Annexure-B**.
- The last date for the submission of applications by the eligible employees is 05/01/2026.
- The reserved community employees are advised to check whether their community certificate is available in employee details, if the certificate is not available, the system prompts him to upload the certificate and the same can be done by raising a ESS request by employee himself/herself and get it approved.
- The system doesn't allow the application to be submitted if the photo and signature of the employee are not available in the system. In such cases, the employee has to go to ESS and get the current photo and signature uploaded in the system and get it approved.

4. **Scheme of Examination/ Selection Procedure:** In terms of Railway Board's letter No.E(GP)2022/2/4, Date:28/06/2022 detailed instructions of Centralized Computer Based objective type examination (CBT) have been communicated. Accordingly, 30% LDCE selection will be conducted by RRB/AJMER. 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	80marks
II	General Knowledge including optional Questions of 15 marks on Official language Policy & Rules	40marks
III	Establishment & Financial Rules	30marks
IV	Duration	03Hours
V	Qualifying Marks	90marks
VI	Syllabus: (Annexure-A). Enclosed	SECR's Estt.Rule No. 308/2022.
VII	Question Paper will have 175 questions out of which150 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 of the marks allotted for each question will be deducted for every wrong answer. **(as per RBE NO. 93/2024, Date:08/10/2024)**	
IX	One vacancy is reserved for UR community hence pre-selection coaching will NOT be conducted as per RBE no.142/2019.	
X	**VIVA-VOCE TEST:** The selection will comprise of Written /CBT examination Followed by viva-voce test. Only those who qualify in the Witten/CBTexamination 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 candidates will not be eligible for attending viva- voce test. Candidates will be called for viva-voce in terms of Board's letter No.E(GP)2022/2/4, Date: 06/03/2023 (Estt. Rule No.65/2023).	

		Maximum Marks	Qualifying Marks
XI	Record of Service	25	30 marks(including minimum15 marks in Record of service)
	Viva-Voce	25	

5. Scrutiny of the applications: The concerned Personnel Department of the HQ/Division/Workshop/Unit should scrutinize all the applications received through HRMS-Portal and verify the eligibility along with the Service Record maintained by them for each such candidate. In case any candidate is found ineligible at any stage of the above selection, his candidature will be summarily rejected. Applications of any staff who do not fulfill the eligibility criteria as mentioned above need not be forwarded to this office.

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

a)	Wide publicity is to be given of this and all the subsequent notification on this selection by placing copies on notice Board, Training Centers and all other Important places.

b)	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 authority as the case may be & acknowledgement be obtained. This may be ensured to avoid any representation later on this issue.
c)	**No Supplementary examination will be held.**
d)	The Controlling Officers; Dy.CPO(HQ)/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 there of to Dy.CPO(Gaz) at short notice.

The notification is also available on this Railways web site http://www.secr.indianrailway.gov.in.

Recruitment/News/PressRelease→Recruitment→ HQ→ GAZ Section

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

Encl:-As above

(Sanjay Kumar Oswal)
Deputy 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
2. Sr.DPO/BSP; R & NGP, Principal MDZTI/BSP
3. CHAIRMAN/RRB & RRC, Principal MDTC/BSP, DGM(G), CPRO
4. All Personnel Department Officers /HQ/SECR, All Branch officers of Divisions/SECR
5. AWPO/WRS/R, AWPO/MIB/NGP, APO(CON)/SECR, Asst. Statistical Officer,
6. GS/SECRMC/BSP, GS/SECRPOA,GS/AISC-ST/Association/BSP.
7. ZP/SECROBCA/BSP,NOTICE BOARD

22/12/2025

for Principal Chief Personnel Officer

ANNEXURE-A

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, Cannons 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.

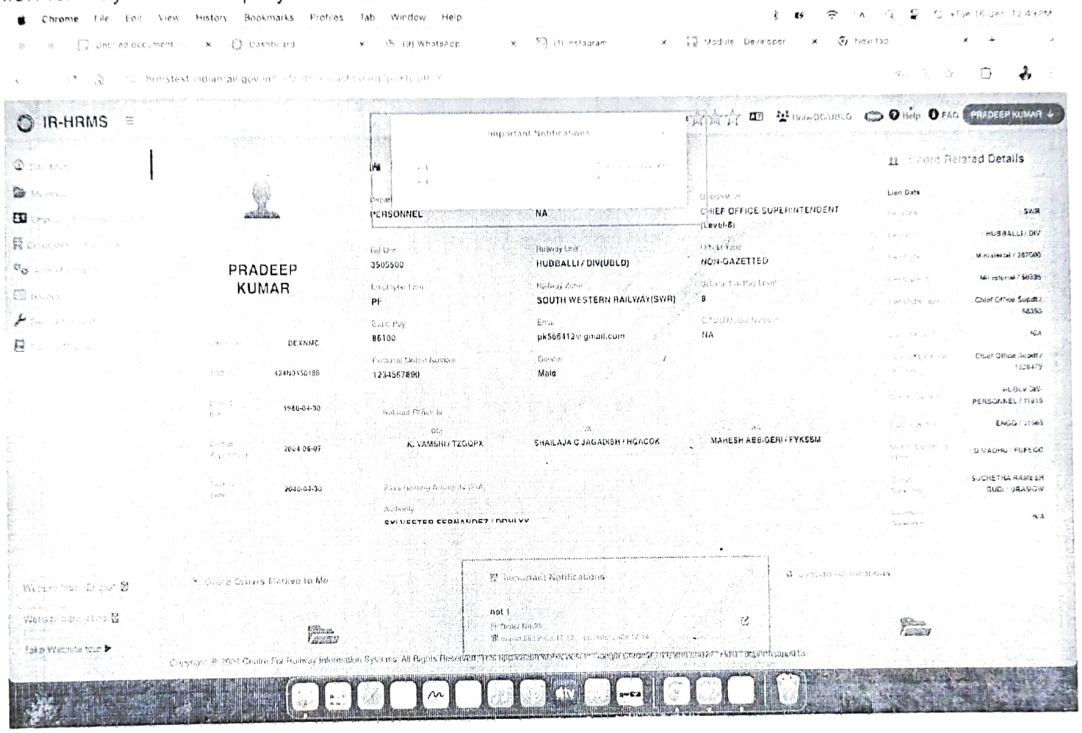
11. Official Language Policy and Official Language Rules.

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

ANNEXURE-B

2)Application against the Notification by the Employee

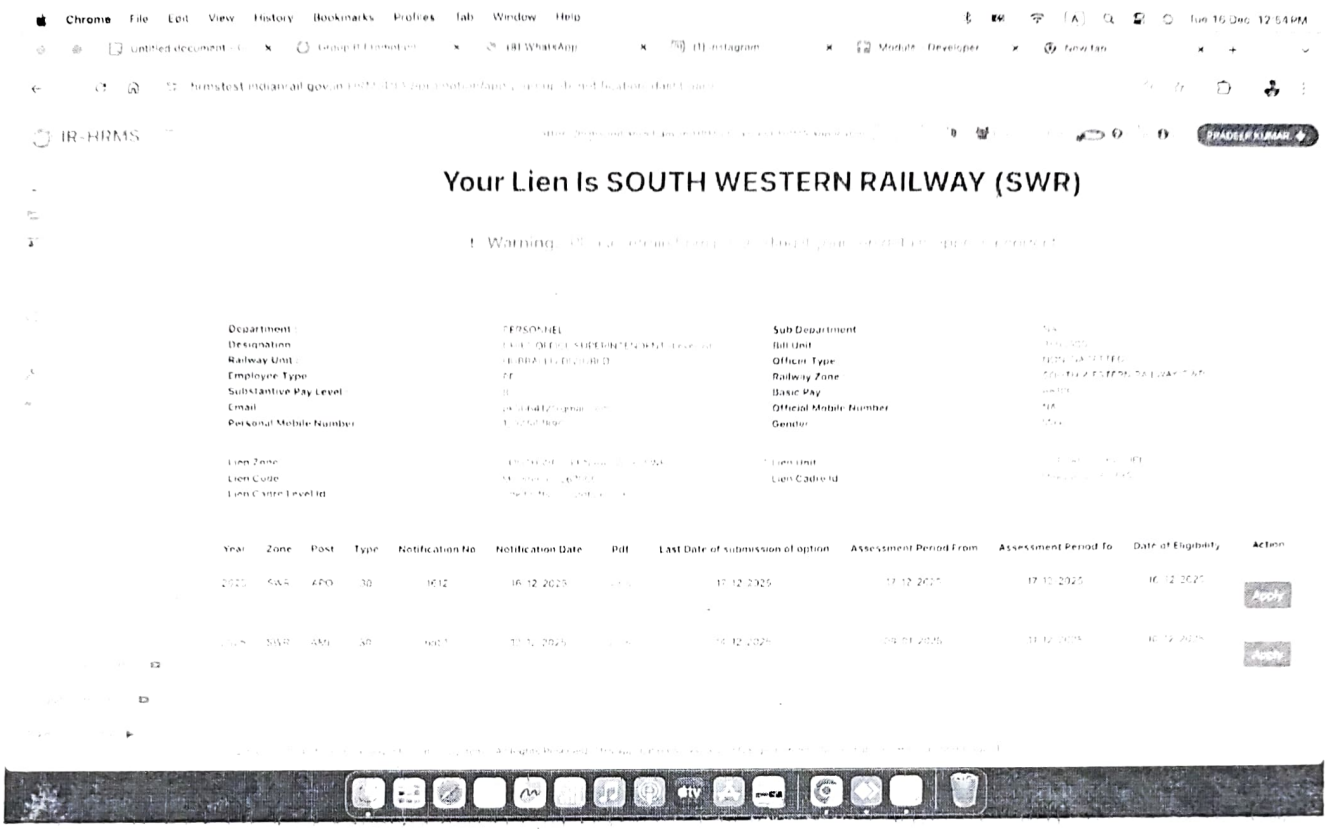
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

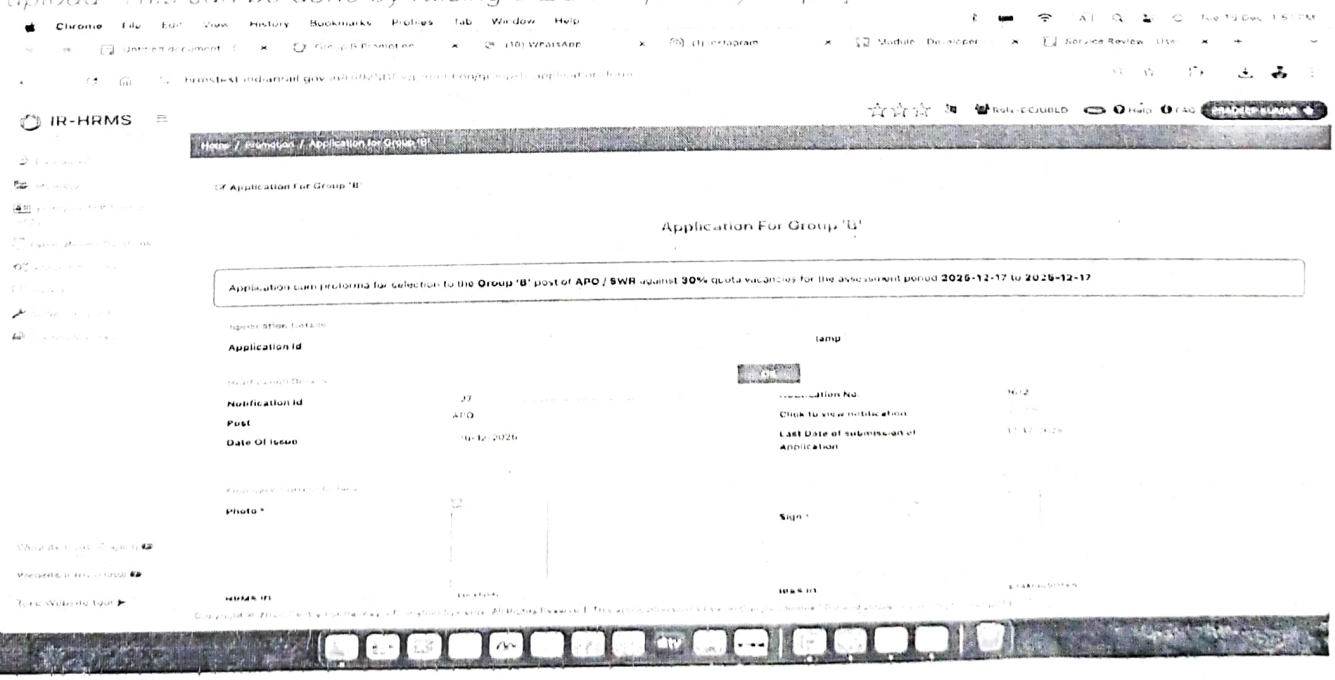
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway.The employee can apply against any notification by clicking on the 'Apply' button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**



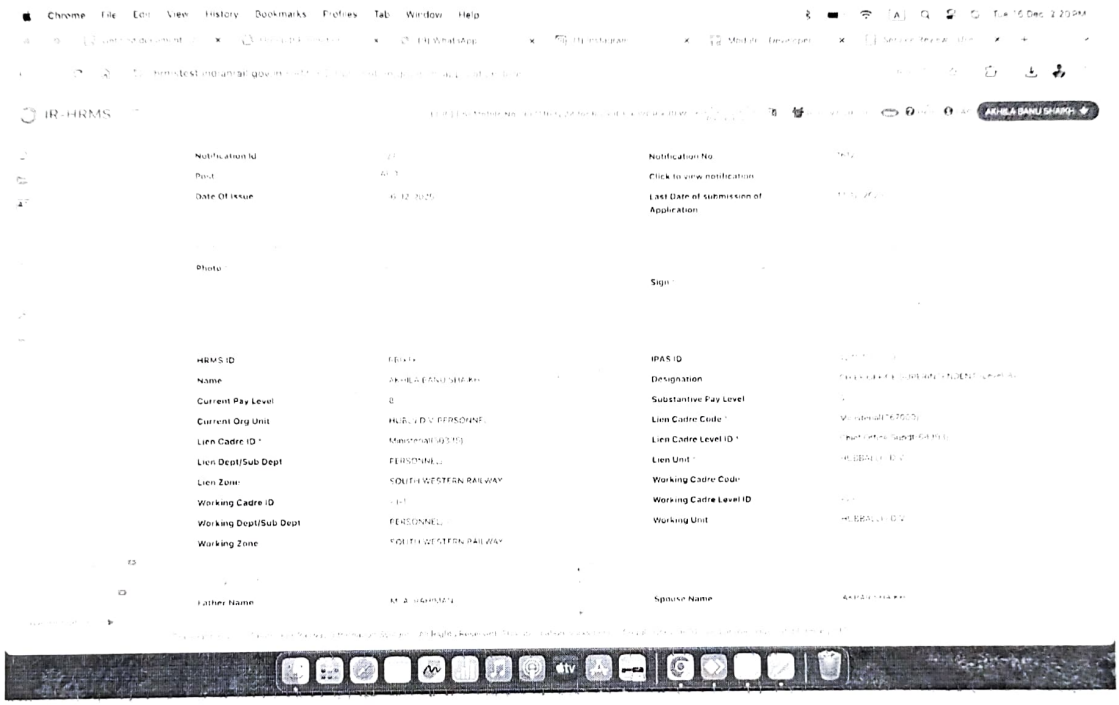
Once the employee clicks on 'Apply' button, the page for application opens up.

"If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself."



The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.
If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.



The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

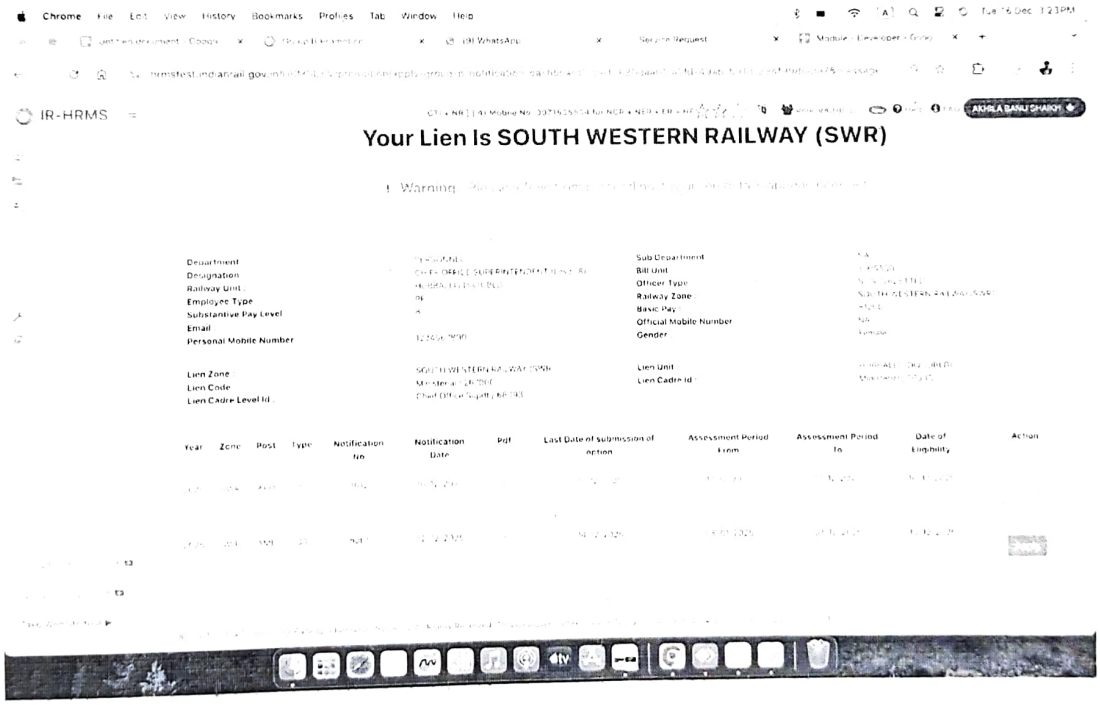
a) Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
b) If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
c) Employee has to enter the details of promotion i.e date of past promotion and the length of service in each grade.

d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
e) If the employee is medically decategorised, the details of the same has to be entered.
f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.



This completes the employees' part of submitting an application.
All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.