



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-30%/e-160789/ 696

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 ACM(Gr-B) against 30% LDCE quota in Commercial 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

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 ACM (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	
ACM (Gr.B) 30% LDCE	00	01	00	01	00

2. **Eligibility Criteria:** For Group-"B" selection (30% LDCE quota), Group "C" employees working in Commercial Department in grade the minimum of which is in PB-2 Rs.9300-34800/- + GP-Rs.4200 (6th PC) or Level-6 (7th PC) 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. It is made clear that no Adhoc service will be counted for computing the eligibility for the purpose of above selection.

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**.

[Signature]

- 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 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 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 SC community hence pre-selection coaching will 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/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 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).		
XI		Maximum Marks	Qualifying Marks
	Record of Service	25	30 marks(including minimum 15 marks in Record of service)
	Viva-Voce	25	

[Signature]

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

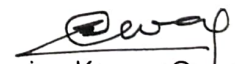
a)	Wide publicity is to be given of this and all the subsequent notification on this selection by placing copies on notice Board, Training Centers and all other Important places.
b)	Concerned Personnel Officers-in-charge of the Divisions/Units/HQ may co-ordinate and ensure that the notification and all 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 thereof 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/Press Release→Recruitment→HQ→GAZ Section

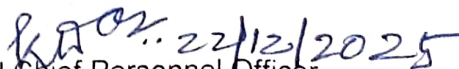
7. All the Divisions /Units & applicants are advised to visit the above website and HRMS-Portal regularly for any updates in the matter. This notification is being issued as per existing provisions Instructions of selection of Group-B posts. In case any changes in the existing procedure/ instructions 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/SECR
2. Sr.DPO/BSP; R & NGP, Sr.DCM & Sr.DOM/BSP, R, NGP
3. CHAIRMAN/RRB & RRC, Principal MDTC/BSP
4. All Personnel Department Officers /HQ/SECR, APO(CON)/BSP
5. GS/SECRM/BSP, GS/SECRPOA, GS/AISC-ST/Association/BSP.
6. ZP/SECROBCA/BSP, NOTICEBOARD


 for Principal Chief Personnel Officer

Common 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



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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.

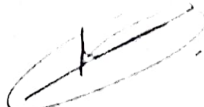
II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- 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
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- 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.



- 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.



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- 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, Weighment 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, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, 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 VPUs, 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:

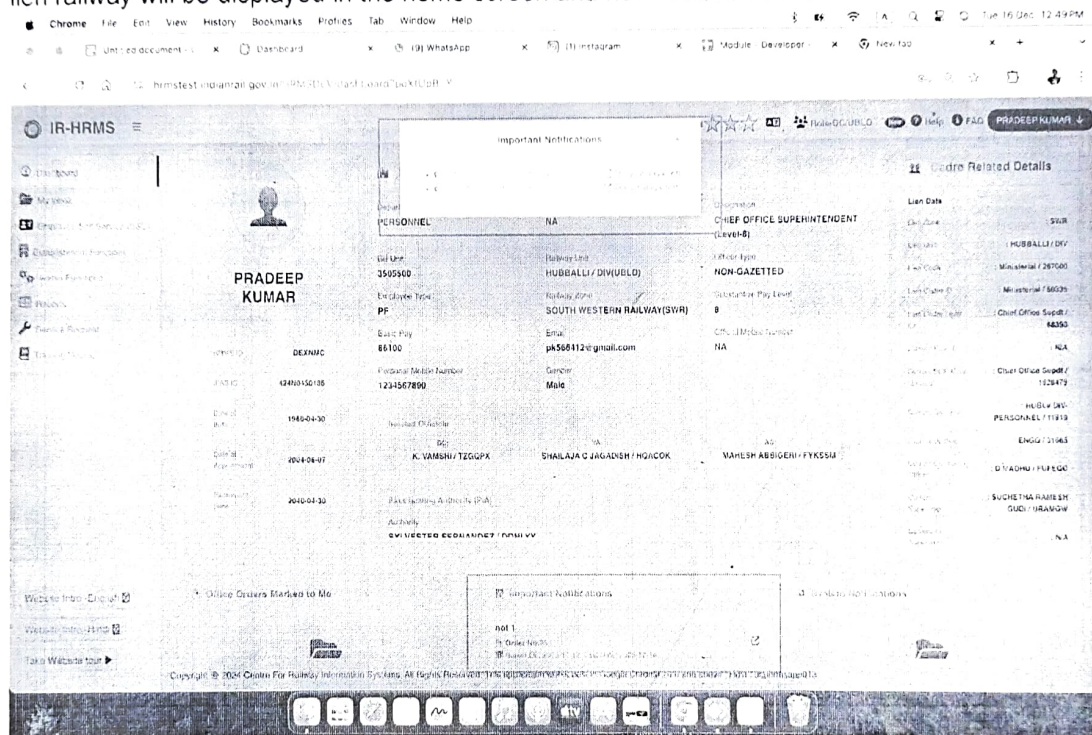
- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness
- Postal Traffic.
- Traffic Survey
- Land Management Policy of IR, Claims Organization
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation 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



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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.**

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If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.

IR-HRMS

Employee Information

Multination ID	21	Notification No	742
Post	GS-3	Click to view notification	
Date Of Issue	06-12-2025	Last Date of submission of Application	11/12/2025
Photo		Slip	
HEWS ID	16444	IPAR ID	16444
Name	AJAY KUMAR SHUKLA	Designation	TECHNICAL OFFICER (TWO) (GENERAL)
Current Pay Level	B	Substantive Pay Level	B
Current Org Unit	HUBBALLI DIV PERSONNEL	Lien Centre Code *	WOLAB04767650
Lien Cadre ID *	MANUPH04767650	Lien Centre Level ID *	PHANTH04767650
Lien Dept/Sub Dept	PERSONNEL	Lien Unit *	PHSBL04767650
Lien Zone	SOUTHERN WESTERN RAILWAY	Working Cadre Code	
Working Cadre ID	-01	Working Cadre Level ID	
Working Dept/Sub Dept	PERSONNEL	Working Unit	HUBBALLI DIV
Working Zone	SOUTHERN WESTERN RAILWAY		
Father Name	M. A. BHANUSALI	Surname Name	K. P. S. S. S. S.

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

- Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
- If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
- 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.

IR-HRMS **Your Lien Is SOUTH WESTERN RAILWAY (SWR)**

Warning: Please do not make any change to your application once submitted.

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period from	Assessment Period to	Date of Eligibility	Action
2020	SWR	ASST	ST	1002	10/12/2019		10/12/2020	10/12/2019	10/12/2020	10/12/2019	
2020	SWR	ASST	ST	1001	10/12/2019		10/12/2020	10/12/2019	10/12/2020	10/12/2019	

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.