



# दक्षिण पूर्व मध्य रेलवे SOUTH EAST CENTRAL RAILWAY

**EXAMINATION MATTER**



प्रधान वित्तीय सलाहकार का कार्यालय, द्वितीय तल, ब्लॉक-डी, महाप्रबंधक भवन, बिलासपुर-495004(छं गं)  
Office of The Principal Financial Advisor, 2<sup>nd</sup> Floor, Block -'D', GM Building, BILASPUR - 495004 (C.G)

No.SECR/HQA/ADMN/Gr.B/30% /45/1573

Date : 29.10.2024

## **NOTIFICATION**

**Secretary to PFA for kind information of PFA/SECR**  
**FA&CAO (F&G), FA&CAO(Con), FA&CAO(WST), SECR/BSP**  
**SDGM/SECR/BSP,**  
**CPM/Gati Skati Unit /SECR/BSP, R & NGP**  
**Dy.FA&CAO(Con), Dy.FA&CAO(T), Dy.FA&CAO(F&B), Dy.FA&CAO(S&W)/BSP**  
**Sr.DFM/SECR/BSP, NGP**  
**DFM (In-charge)/R**  
**AFA(WRS)/SECR/R**  
**AFA(WS), AFA(Con), SECR/NGP**  
**All Sr.AFA/AFA, HQ/BSP.**

Sub.: Limited Departmental Competitive Examination (LDCE) to form panel for promotion from Group-'C' to Group-'B' service against 30% vacancies in Pay Matrix Level-9 (7<sup>th</sup> CPC) for the post of AFA/ADFM in Accounts Department of SECR for vacancy cycle 01.01.2025 to 31.12.2026.

Ref.: 1. Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024  
2. Railway Board's letter no. E(GP)2024/2/28 dated 08.10.2024

1. It has been decided by the competent authority to hold Limited Departmental Competitive Examination (LDCE) to form panel for promotion from Group-'C' to Group-'B' service for filling up of vacancies against 30% LDCE in Accounts Department of SECR as mentioned below:

Vacancy Cycle	Mode	UR	SC	ST	Total
01.01.2025 to 31.12.2026	AFA/ADFM (30%)	3	1	1	5

2. The panel to be formed out of the proposed 30% LDCE will be provisional for all purpose and the promotion out of such selection will be treated as provisional subject to outcome of any Writ Petition pending in any Courts as the case may be.

3. The Written Test will be held by NAIR/BRC through CBT method. Time table and venue of the Examination along with the list of eligible willing candidates to appear in the said LDCE will be intimated in due course.

**4. Eligibility Criteria :-**

The candidates have to fulfill the following conditions to appear in the LDCE:-  
Group 'C' employees of Accounts Department of SECR working in **Pay Matrix Level-6 (7<sup>th</sup> CPC) and above** in the Pay Matrix **with five years regular service in Pay Matrix Level-6 (7<sup>th</sup> CPC) and above** in Pay Matrix in Accounts Department of SECR (including regular service rendered in the corresponding pre-revised grades) and who have qualified in the Appendix-3(IREM) examination as on the 01.01.2025 in terms of RBE No.216 of 2019 & Estt. Rule No.359/2019.

Contd.....2/-



In terms of Rly. Bd's letter No.E(GP)2022/2/20 dated 14.11.2022 candidates having the following categories of disabilities are identified for the **post of AFAs/ADFM (Group B) for PwBDs categories.**

Name of the Post	Functional Classification	Physical requirements
AFA/ADFM (Group B)	LD-OA/OL/OAL/BL Leprosy Cured, Acid Attack victims (c)	S, ST, BN, W, SE, MF, C, RW, H
	Low Vision (LV) (a)	S, ST, BN, W, SE, MF, C, RW, H
	HI (HH) (b)	S, ST, BN, W, SE, MF, C, RW, H (Acceptable with Hearing Aids)

- If any employee of HQ/Divisions/Workshop/Units is on deputation cadre or working against Ex-cadre posts whose lien is maintained by Accounts Department of SECR should be informed well in advance about the selection provided they fulfill the conditions through their respective officers without fail.
- In terms of Railway Board's letter No.E(GP)2010/2/39 dated 20.08.2019 (RBE No.142/2019), pre-selection coaching classes for selection are mandatory for the SC & ST candidates only. They should send their willingness, as per Annexure-A, through their respective Controlling Officers for attending coaching classes by **25.11.2024** to Dy.FA&CAO(G)/SECR/BSP. The venue, duration and other detailed particulars of the pre-selection coaching classes will be intimated later on.
- Limited Departmental Competitive Examination (LDCE) include a Written Test (CBT), Viva-voce and assessment of Record of Service.
- Written Test will consist of single paper of 3 (three) hours duration as per para 3(ii)(c) of Railway Board's letter No E(GP)/2022/2/4 dated 28.06.2022 and the syllabus modified vide Railway Board's letter vide No.E(GP)/2022/2/4 dated 22.07.2022 mentioned below:

**Single paper (Duration-3 hours)**

Srl	Particulars	Questions (E(GP)/2022/2/4 dated 22.07.2022)	Qualifying Marks (E(GP)/2022/2/4 dated 22.07.2022) (Para 3(ii)(b))
a(i)	Professional Subject		90 marks  (Relaxation as per extant rules for reserve posts (SC/ST) only.)
	General Principles of Govt. Accounting and Audit with special reference to Railways	15	
	Books & Budget including traffic books	15	
	Traffic Accounts & Statistics	15	
	Establishment	15	
	General expenditure	15	
	Workshop Accounts	15	
	Stores Accounts	15	
	<b>TOTAL</b>	<b>105 Marks</b>	
a(ii)	General Knowledge including optional questions of 15 marks on Official Language Policy & Rules	40	
	Total	40 Marks	
a(iii)	Management Accounting and Financial justification for expenditure	30	
	Total	30 Marks	
	<b>Grand Total- a(i)+a(ii)+a(iii)</b>	<b>175 marks</b>	



9. In terms of para-3(iii) of Railway Board's letter No.E(GP)/2022/2/4 dated 28.06.2022 Question Paper will have 175 questions out of which 150 questions are to be attempted.
10. In terms of para 3 (iv) of Railway Board's letter No.E(GP)/2022/2/4 dated 28.06.2022 one mark will be allotted for every correct answer. There shall be negative marking for every incorrect answer and 1/3<sup>rd</sup> of mark allotted for each question will be deducted for every wrong answer.

**11. Timeline for date of submission of application and consolidated statement:-**

S. No.	Subject	Closing Date
1	Application to be submitted in the <b>(ANNEXURE-A)</b> by the eligible candidates to their controlling officer	18.11.2024
2	Applications to be forwarded by the controlling officer <b>(ANNEXURE-B)</b> to Dy. FA&CAO/G for verification of service particulars/eligibility etc.	25.11.2024

12. **Syllabus for LDCE in Accounts Department:** In terms of Railway Board's letter No.E(GP)2022/2/4 dated 07.11.2022 and SECR/BSP's Estt. Rule No. 308/2022, Syllabus for both 70% & 30% for all 8 organised Service and also specific for Accounts Department is enclosed as **ANNEXURE- C1 & C2**.

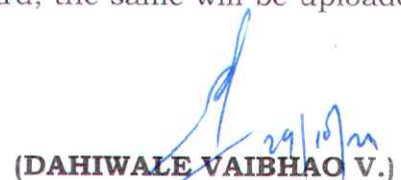
13. LDCE Examination (CBT) will be conducted on a single day only.
14. No request for a supplementary examination will be entertained in any condition.
15. Only the candidates who qualify in the Written Test (CBT) and medical test will be called for subsequent Viva-voce test. Maximum marks and qualifying marks for viva-voce and record of service allotted is mentioned below :

	Maximum Marks	Qualifying Marks
Viva-voce	25	30 (including at least 15 marks in the record of service)
Record of Service	25	
<b>Total</b>	<b>50</b>	<b>30</b>

16. Relaxation for reserve categories (SC/ST) will be applicable as per extant rules.
17. All eligible candidates may be directed to furnish their willingness to appear in the 30% LDCE in the prescribed format **(ANNEXURE-A)** through their controlling officers.
18. The candidates will not be permitted to bring/use any Railway Board's Manual, other reference books, publications or any material whatsoever in the examination hall except the admit card issued by concerned Railway Administration and as directed by NAIR authorities.
19. The controlling officers must send a consolidated list/statement of the willing candidates enclosing the following :-
- Willingness of the candidates duly signed in the prescribed proforma **(ANNEXURE-A)**
  - Bio-Data of the willing and eligible candidates in the prescribed proforma **(ANNEXURE-B)**
  - Certificate to the effect that particulars of the willing candidates as furnished in **ANNEXURE-A & ANNEXURE-B** have been duly verified with the service records of the candidates.

20. Controlling officers should ensure that eligible employees should be advised individually of the proposed selection with the clear stipulation that they should, on receipt of the notice, advise their willingness/unwillingness to appear in the 30% LDCE. For this purpose, each individual notice **should have a counter foil** which should be returned by the employee indicating willingness/unwillingness to take the selection. It is the employee's responsibility to advise his/her willingness/unwillingness to take the Examination and failure to respond or provide the intimation within the period allowed will be treated as unwillingness on his/her part to take the Examination.
21. The controlling officers should send the stated list/statement along with enclosures to Dy.FA&CAO(G)/BSP by special messenger positively by **25.11.2024** without fail. Applications received beyond this date will not be entertained.
22. This notification is also available on this Railway's web site **<http://www.secr.indianrailway.gov.in>**. Pathway to access is **secr→Recruitment/News/Press Release→Recruitment→HQ→Accounts**.
23. This notification is being issued as per existing provisions/instructions of selection of Group-B post of AFA/ADFM. In case of any changes in the existing procedure /instructions are issued by Railway Board, the same will be uploaded in the Railway's website in due course.

Encl.: **ANNEXURE - A, B, C1 & C2**

  
(DAHIWALE VAIBHAO V.)  
Dy.FA&CAO(G)  
for PFA/SECR/BSP

Copy forwarded for information

1. Secretary to GM/SECR for kind information of GM
2. PS to AGM/SECR for kind information of AGM/SECR
3. PCPO/SECR
4. GS/SECRMCMC, GS/SECRPOA, GS/AISC-ST Association,
5. ZP/SECROBCEA/BSP
6. Notice Board.

  
for PFA/SECR/BSP



Ref.: -No.SECR/HQA/ADMN/Gr.B/30%/45/1573 dated 29.10.2024

**PROFORMA****30 % LDCE for Promotion from Group 'C' to Group 'B' Service in Account  
Department, SECR for vacancy cycle 01.01.2025 to 31.12.2026**

1	Name	
2	Emp. No.	
3	Father's Name	
4	Present Designation	
5	Present Place of posting	
6	Community (UR/SC/ST)	
7	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) _____
8	Date of Birth (DD/MM/YYYY)	
9	Date of Appointment (DD/MM/YYYY) designation, grade to which appointed	
10	Latest Email ID (must be filled correctly)	
11	HRMS ID	
12	Mobile No. (Personal and Official)	
13	Present Grade Pay(6 <sup>th</sup> CPC)/Pay Matrix Level (7 <sup>th</sup> CPC)	
14	Date of Regular Promotion in Grade Pay Rs.4200/- (6 <sup>th</sup> CPC)/Pay Matrix Level-6 (7 <sup>th</sup> CPC)	
15	Year of Passing Appendix-III(IREM)	
16	Date of Regular Promotion in Grade Pay Rs.4800/- (6 <sup>th</sup> CPC)/Pay Matrix Level-8(7 <sup>th</sup> CPC)	
17	Length of non-fortuitous service in Scale Rs.5500-9000(5 <sup>th</sup> CPC)/Grade Pay Rs.4200/- (6 <sup>th</sup> CPC)/Pay Matrix Level-6 (7 <sup>th</sup> CPC) and above as on 01.01.2023.	
18	Any DAR case is pending or otherwise	
19	Please write whether Willing or Unwilling to appear the CBT	
20	Whether PwBD requiring SCRIBE (Please indicate only those PwBD staff/employee who are entitled to facility of scribe and additional time)	

Signature of the candidate

Forwarded to Dy.FA&CAO(G)/SECR/BSP. The Particulars given by the employee against column No.1 to 18 have been scrutinized and found correct as per the Service Record and the above named employee is **\*eligible** ( ) / **\*Not eligible** ( ) to appear for the above selection for the post of AFA/ADFM (Group B) against 30% vacancies 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. In case any variation in the service particulars this office shall be held responsible.

\* Please tick whichever is applicable.


**Signature of Controlling Officer with seal**

Ref.: -No.SECR/HQA/ADMN/Gr.B/30%/45/ **1573** dated 29.10.2024**PROFORMA****30% LDCE for Promotion from Group 'C' to Group 'B' Service in Account  
Department, SECR for vacancy cycle 01.01.2025 to 31.12.2026***(to be verified and attested from available records)*

Sr. No.	Name	Present Designation/ Station	Lien	Community (UR/SC/ST)	DOB	DOA and Designation, Grade to which appointed
1	2	3	4	5	6	7

EMP. No. (11 digit)	Qualification	HRMS-ID	Present Grade	Date of Regular promotion in Scale Grade Pay Rs.4200/-(Level-6)	Year of Passing Appendix-III(IREM)
8	9	10	11	12	13

Date of Regular promotion in Grade Pay Rs.4800/-(Level-8)	Mobile No.	Email-ID	PwBD (mention category) (a, b, c, d, e) in terms of Estt. Rule No.168/2022)	Whether belong to PwBD and requiring SCRIBE (Please indicate only those PwBD staff/employee who are entitled to facility of scribe and additional time) <b>Yes/No</b>	Remarks Whether Eligible/Not eligible
14	15	16	17	18	19

**Signature of Controlling Officer  
With Office Seal**





**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 & 30% LDCE IN RESPECT OF GROUP 'B' POST OF AFA IN ACCOUNTS DEPARTMENT**

**1) Professional Subjects :**

- i) General Principle of Govt. Accounting and Audit with Special Reference to Railways
- ii) Books and Budget including Traffic Book
- iii) Traffic Accounts and Statistics
- iv) Establishment
- v) General Expenditure
- vi) Workshop Accounts
- vii) Stores Accounts

**2) Management Accounting and Financial Justification for expenditure**

