



# दक्षिण पूर्व मध्य रेलवे SOUTH EAST CENTRAL RAILWAY



प्रधान वित्तीय सलाहकार का कार्यालय, द्वितीय तल, ब्लॉक-डी, महाप्रबंधक भवन, बिलासपुर-495004(छ. ग.)  
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/70% /46/1572

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.: Panel for promotion from Group 'C' to Group 'B' service in Accounts Department of SECR - Selection against 70% vacancies in Pay Matrix Level-9 (7<sup>th</sup> CPC) for the post of AFA/ADFM 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 Competent Authority to hold a Selection (Written Examination) on Centralized Computer Based Objective type examination (CBT) to form a panel for filling up of Group B post of AFA/ADFM against 70% selection for the vacancy cycle 01.01.2025 to 31.12.2026 as mentioned below:-

Vacancy Cycle	Mode	UR	SC	ST	Total	PwBD
01.01.2025 to 31.12.2026	AFA/ADFM (70%)	10	01	01	12	01

2. The panel to be formed out of the proposed 70% selection will be provisional for all purposes and the promotion out of such selection will be treated as provisional subject to outcome of any Writ Petition in any Courts as the case may be.
3. **Eligibility criteria**:-The eligibility criteria for appearing the above examination is governed by RBE No.216 of 2019 & Estt. Rule No.359/2019. For Group B Selection (70% quota), Group C employees of Accounts Department working in Level-6 and above in Pay Matrix with **three years** of non-fortuitous service as on 01.01.2025 will be eligible provided they have qualified in Appendix-III examination.

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)

**4 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

- 5 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.
- 6 In terms of Railway Board's letter No.E(GP)2010/2/39 dated 28.08.2019 (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.
- 7 Such employees who neither appear for the CBT based test nor tender their unwillingness should be treated as having availed of an opportunity, for purposes of the instructions contained in Para 1(ii) of Board's letter No.E(GP)85/1/78 dated 10.09.1986. In no circumstances there will be supplementary examination for the same examination.
- 8 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 70% selection will be intimated in due course.
- 9 The candidate who failed to avail the CBT based test in main examination due to sickness (**RMC**), administrative reason etc., necessary documentary evidence should be produced through proper channel immediately after the main examination (CBT) for further consideration.
- 10 **Syllabus:-** In terms of Railway Board's letter No.E(GP)2022/2/4 dated 07.11.2022, SECR/BSP's Estt. Rule No.308/2022 and Railway Board's letter No. E(GP)2022/2/4 dated 07.12.2022, Syllabus for both 70% & 30% for all 8 organised Service and also specific for Accounts Department is enclosed as **Annexure- C1 and C2.**

**Contd .....3**



- 11 **Scheme of Selection:-** In terms of IREM Vol-I, Para-204.1, 204.03 and RBE No.115/2019 the selection is based on a CBT based test to adjudge the professional ability, viva-voce and assessment of record of service by the Selection Committee. In terms of Railway Board's letter No.E(GP)2022/2/4 dated 07.12.2022 marks allotted and the qualifying marks under the different heads are as follows:-

One paper on Professional subject including optional questions of 10 marks on Official Language Policy & Rules.	100 marks
Qualifying marks	60 marks with relaxation as per extant rules
Duration of Examination	2 Hrs.

**NB:** There shall be no negative marking in written examinations held as part of 70% selection where the final panels are made on seniority basis as per Railway Board's letter No. E(GP)2024/2/28 dated 08.10.2024.

RECORD OF SERVICE AND VIVA-VOCE (RBE 115/2019 (ACS No 266))		
	<b>Maximum Marks</b>	<b>Qualifying Marks.</b>
i) Viva-Voce	25	30 (including at least 15 marks in the record of service)
ii) Record of service	25	
<b>Total</b>	<b>50</b>	<b>30</b>

- 13 The selection will comprise of written(CBT) examination followed by Viva – Voce test. Only those who qualify in the written (CBT) examination and pass the prescribed standard of medical examination, in terms of (para-20.1&2) of Master Circular No.68 dated 08.07.2019 and para-206.2 of IREM Vol.I, will be called for the Viva-voce test. Without medical fitness certificate no candidate will be eligible for attending viva-voce test.
- 14 In terms of Para-206.2 of IREM 1989 edition (ACS 181), "Medical fitness of employees selected for promotion to Group-B service should be fit in all respects, including physical fitness, for the duties assigned to the particular category of posts to which the promotion is made. The Group-C employees qualifying in the selections for promotion to Group-B posts but not passing the prescribed medical standard should not be promoted to Group-B, even on ad-hoc basis."
- 15 Relaxation for reserved categories (SC/ST) and PwBD will be applicable as per extant rules.
- 16 All the willing & eligible candidates should be in readiness to appear in the CBT based test at a short notice.
- 17 No PMC will be entertained. If a candidate is unable to appear due to circumstances beyond his control, he must at once intimate the reasons thereof to his controlling officer, who should scrutinize the matter and forward the same to this office together with his comments for further action.
- 18 The controlling officer of the respective offices should get the acknowledgement from the candidates to the effect that they have noted the contents of this circular and send the same to Dy.FA&CAO(G)/SECR/BSP, through special messenger, or otherwise by **25.11.2024**.
- 19 The controlling Accounts Officer(s) should ensure that the ACRs/APARs for the last five years, completed in all respect, duly updated service records and personal file of the candidates appearing in the selection are kept ready so as to ensure their prompt submission to Dy.FA&CAO(G)/SECR as and when called for. If any employee found ineligible at any stage his/her candidature will be cancelled.



- 20 The contents of this letter should be given wide publicity. It may be ensured that the target date mentioned above are strictly adhered to. It is also requested that copies of this letter may be sent to the adjoining Executive Office's or field units where Accounts Staff are posted / working. The candidates willing to appear the examination should visit the website of National Academy of Indian Railway (NAIR) [www.nair.indianrailways.gov.in](http://www.nair.indianrailways.gov.in) to update themselves regarding the various information published in the website time to time in connection with this examination to be conducted under CBT method.
- 21 Notification of 30% LDCE for **05 (FIVE) vacancies (UR-3,SC-1 & ST-1)** for the vacancy cycle 01.01.2025 to 31.12.2026 is issued separately.
- 22 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 70% selection. 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.
- 23 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.
- 24 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**.
- 25 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/SECRM, GS/SECRPOA, GS/AISC-ST Association,
5. ZP/SECROBCEA/BSP
6. Notice Board.

  
for **PFA/SECR/BSP**

Ref.: -PFA/SECR/BSP's Letter No. SECR/HQA/ADMN/Gr.B/70%/46/1572 dated 29.10.2024

**PROFORMA****70% Selection Examination 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 70% 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**



**ANNEXURE -B**

Ref.: -PFA/SECR/BSP's Letter No. SECR/HQA/ADMN/Gr.B/70%/46/1572 dated 29.10.2024

**PROFORMA**

**70% Selection Examination 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) Yes/No	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**

