

# **Promotion- An overview**

## **PROMOTION :-**

Includes promotion from lower grade to higher grade, from one class to another class and from one group to another group. Selection is means to achieve it .

## **PROMOTION METHOD:-**

- 1) Selection
- 2) Non-Selection / Seniority cum suitability ( including benchmark based suitability ).
- 3) Trade test & Modified Suitability test for artisan category.

### **Anticipated vacancy taken:-**

- Non selection - One year .
- Selection / promotional - 15 month.
- Ex-cadre - 2 year .




## **1. SELECTION :-**

- 1) Selection post are those which are declared by Railway Board .
- 2) Promotion to these posts involves positive act of selection-  
Written test or both written test and viva-voce.
- 3) Written test is must.
- 4) CATEGORIES Where Viva not eliminated :-
  - a) Teachers, Law Assistants, Stenographers.
  - b) Hostel Superintendents .
  - c) Physiotherapists, Telephone Operators.
  - d) Chief typist Receptionists.
  - e) Protocol Inspectors, Photographers.
  - f) Publicity / Advertising inspectors.

## **SELECTION (Types)**

- A.** Promotional Quota (Normal selection)  
(Min marks - 60% safety category, 50% - Non safety- category)
- B.** LDCE (Limited Dept. Comp. Exam) Quota.
- C.** EX-cadre posts (Only on merit basis)
- D.** General Post (GDCE) [Just like OMR].  
( General Dept. competition Exam.)  
[ More then one dept. Employee (an give exam)] .

### Stage in selection process :-

- 1) Pre- selection process .  

- 2) Selection process for exam .  

- 3) Exam for selection .  

- 4) Final stage .

- only one seniority grove unit involve call employee 1:3 Ratio
- Limited to departments competitive exam where more then one seniority group involve.  
panel prepare on purely basis of merit.

### (1) **PRE SELECTION PROCESS :-**

- I. Updating of Seniority list.
- II. Assessment of vacancies and approval of competent authority.
- III. Notification

- IV. Application call for or Zone of consideration.
- V. Finalization of eligibility list.

(2) SELECTION PROCESS FOR EXAM:-

- I. Pre- selection coaching for SC / ST staff (where applicable ).
- II. Constitution of selection committee.

(3) EXAM FOR SELECTION :-

- I. Written test.
- II. Absentee written test, if necessary.
- III. Publication of written result.

(4) EXAM FOR SELECTION :-

- I. VIVA – VOCE, IF NECESSARY.
- II. Formation of Panel (valid for 2 year from approval)
- III. Disposal of representations if any.
- IV. Publish the marks after the panel is formed.

**Assessment of Vacancies :-**

- 1. Existing Vacancies.
- 2. Vacancies in construction/ Railway Electrification (R.E.)/
- 3. Anticipated vacancies.

**For the next 15 month for cadre post and 2 year for ex. Cadre post, on account off :-**

- I.** Superannuation of staff (including in higher grades).
- II.** VR and Resignations .
- III.** Deputation .
- IV.** IRT and IDT.
- V.** Expected newly sanctioned port.
- VI.** Chain vacancies on higher grade due to anticipated promotion higher grades.
- VII.** Staff empanelled for ex. cadre post.

**KEEP IN MIND DURING A. O. V.**

- 1.** Segregate DR (if any ) & Ranker Quota.
- 2.** Work out SC and ST vacancies ( Post based Roster).
- 3.** Prepare assessment sheet and obtain approval of Competent authority.

**Constitution of Selection Committee**

- 1.** Group C to Group D - Jr. scale committee.
- 2.** Below Grade Pay 4200 (L-6) – Sr. scale committee.
- 3.** Posts equal to or above Grade Pay-4200 (1-6)-JAG Committee.
- 4.** At least 3 member out of whom one should be SC/ST.
- 5.** Personnel officer may be one grade Lower.

6. Nominating authority - DRM/ADRM in the division, CWM in the Work PHOD/ HOD in the HQ.

**RBE NO. 145/-2023 :-**

Prior vigilance clearance of officers shall have to be ensured before nomination of officers in the Selection committee.

**Setting of Question Paper**

1. Bilingual Question Paper.
2. Minimum 10%. marks on official language and it should be
3. 100 % MCQ .
4. Question paper setter must provide the answer key for objective Questions.
5. Test should be designed to test the practical problem an employee is likely to face on promotion.

**Evaluation of answer sheet**

1. No cutting and erasing.
2. No use of pencil for marking.
3. Uniformity of evaluation be ensured.
4. No individual grace marks be awarded.
5. If extra Question is attempted then Question attempt LAST to be ignored.
6. No evaluation if identity is disclosed.
7. No evaluation without the answer key.

## **PANEL FORMATION**

### **1. Normal Selection :-**

	<b>Heading</b>	<b>Maximum Marks</b>	<b>Qualifying Marks</b>
1.	Professional ability	50	30
2.	Record of service	30	--
3.	SENIORITY	20	--
	<b>TOTAL</b>	<b><u>100</u></b>	<b><u>60</u></b>

**Outstanding :-** It employee get 80 % Or more In the aggregate are called Outstanding and supersede 50% of the field of eligibility above him.

### **2. General Selection / LDCE :-**

	<b>Heading</b>	<b>Maximum Marks</b>	<b>Qualifying Marks</b>
1.	Professional ability	50	30
2.	Record of service	30	18
	<b>TOTAL</b>	<b><u>80</u></b>	<b><u>48</u></b>

- In order of Merit.
- No outstanding provision.

### **3. Selection for Station Master/ LP :-**

	<b>Heading</b>	<b>Maximum Marks</b>	<b>Qualifying Marks</b>
1.	Professional Ability	50	30
2.	Record of Service	30	Minimum cut off as decided by RDSO
3.	Aptitude Test	20	

	<b>TOTAL</b>	<b><u>100</u></b>	<b><u>60</u></b>
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**[RBE- 35/2006]**

**4. Selection for Motorman :-**

	<b>Heading</b>	<b>Maximum Marks</b>	<b>Qualifying Marks</b>
1.	Professional Ability	50	30
2.	Record of Service	15	--
3.	Seniority	15	--
4.	Aptitude Test	20	Minimum cut off as decided by RDSO
	<b>TOTAL</b>	<b><u>100</u></b>	<b><u>60</u></b>

**[RBE- 139/2006]**

**5. Selection from erstwhile Group- D to Group -C Posts. :-**

**GP-1800 To GP – 1900/2000] :-**

A.	Written test	=	85 marks
B.	Record of service	=	15 marks
C.	Qualifying marks	=	60 marks

**Common Policy**

➤ **Safety Post** :- 60% in professional ability and in aggregate.  
No relaxation for SC / ST.

➤ **Non - Safety Post** :- 60% in professional ability and in aggregate.  
50%. for SC / ST .

➤ **Normal selection (1X3 formula) :-**

Panel as per seniority of qualified candidates. Staff getting 80% and above are classified as outstanding and supersede 50% of eligibility list.s

➤ **LDCE :-** ( without restricting the field ) -Normal selection without seniority marks. Panel as per merit.

➤ **General Selection :-** (Volunteers from across cadres/ dept. Without restriction of field and all eligible candidates are called for selection). Selection without seniority marks panel as per merit.

**Best Amongst failure**

➤ In non - safety categories for SC / ST only.

➤ In case of shortfall in the SC/ST panel as per normal standard for them, SC/ST employees getting at least 20% marks each in professional ability, of Service, and in aggregate may be promoted on ADHOC basis.

➤ After 6 months , Service is reviewed and if found satisfactory is placed in the bottom of the panel. Promotion counted from the date of AD-HOC promotion.



[RBE-44/2019, 57/1995]

### **Supplementary Selection**

- Generally do not encourage the supplementary exam.
- Should be attended by the same official as far as possible.
- Normally not more than one supplementary exam selection for absentees.
- Second supplementary only with the approval of PCPO.
  
- **Ground of supplementary selection :-**
  - A. Non intimation / late intimation.
  - B. Sickness certified by authorized railway doctor.
  - C. Non- relieving by administration.

# **Non selection**

**(IREM-VOL- I ,Pora-214, RBE.161/2006)**

- 1) Such posts are filled by the promotion of the senior most Suitable railway servant.

Suitability is done on the basis of the record of service (SR) and APAR (Last 3 yeas).

- 2) Necessary condition :-

- I. Minimum two years service in lower grade
- II. No. of eligible staff = Vacancy + anticipated vacancy.
- III. suitability interval one year but any case not less than 6 months.

## **Definition and procedure**

“ Non selection posts are those are declared as such by RBs.”

- Promotion to these posts is done as per seniority-cum-suitability.  
(Jr. clerk to Sr. clerk have written exam provision, which is Called Seniority - cum - suitability test.)

### **STAGS :-**

- 1) Notification of seniority list.
- 2) Updation of roster register.
- 3) Assessment of vacancies and approval of competent authority.
- 4) Notification of vacancies.
- 5) Publishing eligibility list as per seniority.
- 6) Disposal at representation if any received.
- 7) Readiness of SR and 3 years APAR.
- 8) Constitution of Departmental Promotion Committee (DPC).
- 9) Formation of select list (Valid for 2 years).

### **Assessment of Vacancies**

#### **1) Existing Vacancies**

#### **2) Anticipated vacancies for the next 12 months :-**

- A.** Superannuation of. staff (incl. Higher /Gr. D)
- B.** VR and Resignation.
- C.** IRT & IDT
- D.** Deputation
- E.** Newly sanctioned post expected
- F.** Chain vacancies on higher grades due to anticipated promotion in higher grade.
- G.** staff empanelled for ex-cadre post.

- 3) Work out SC and ST vacancies as per post based Roster.
- 4) Prepare assessment sheet and obtain approval of competent authority.

### **Select list**

- Suitability conducted by DPC on the basis SR and APAP's of past 3 Years.
- Subject to D & A clearance.
- The result submitted by DPC is approved by competent authority who nominate DPC.

### **TRADE TEST & Modified Suitability**

**[MC-42/2019]**

#### **Definition :-**

- 1) Test for promotion of artisan staff categories.
- 2) Trade test are conducted for promotion of artisan categories from Gr. D (Level-1) to Group – III (Level- III) and Group – III to Group – II.
- 3) Promotion for semi-skilled on the basis of aptitude test except in certain category.
- 4) To be conducted by trade testing officer on panel preferably conduct by Asst. Rank (Jr. - scale) officers and result approved by JAG officers.

### **Modified Suitability test**

Promotion from tech Gr. II to Gr. I and Gr. I to Sr. Tech. on basis of APAR by DPC of 3 Sr. scale officers.

### **Trade Tasd: Stages**

- Notification of Seniority List.
- Updating the roster register.
- Assessment of vacancies and approval of competent authority.
- Notifications of vacancies.
- Publishing eligibility list as per Seniority.
- Disposal of representation received (if any).
- Constitution of trade testing officer and co - ordinating supervisors.
- Publishing trade test result.

### **Assessment of vacancies**

**1) Existing Vacancies**

**2) Anticipated vacancies for the next 12 months :-**

- A.** Superannuation of. staff (incl. in Higher Gr.)
- B.** VR and Resignation.
- C.** IRT & IDT
- D.** Deputation
- E.** Newly sanctioned post expected
- F.** Chain vacancies on higher grades due to anticipated promotion in higher grade.
- G.** staff empanelled for ex-cadre post.

- 3) Work out SC and ST vacancies as per post based Roster.
- 4) Prepare assessment sheet and obtain approval of competent authority.

### **Other provisions:-**

- The syllabus and rules of trade test for each category are Contained in the Trade test Manual available on the Railways.
- Same /equal number of employees call, for the trade test in respect to no. of vacancies. If sufficient number of suitable candidates is not available further candidates to meet the short fall may be called up in continuation and so on but whole process should be completed within Six months, if this period is exceeded, it will be treated as a fresh trade test.
- Those who failed in the earlier test should be eligible to appear in trade test held after expiry of six months period. The period of six month is to be reckoned from the date of announcement of the results.

### **Marking pattern :-**

	<b>Total marks</b>	<b>Qfy. mark</b>	<b>Qfy. mark (sc/st)</b>
<b>Practical</b>	60	36	30
<b>Oral</b>	40	15	11
<b>Total</b>	100	51	41

## **Result :-**

On the basis of Trade test conducted by trade testing officers and co –ordinating supervisors nominated by competent authority, who also approved the result.

## **Guidelines of 100% objective questions:-**

[272/1999, 51/2013(RBE-196/2018), 97/2019, 194/2019, 122/2023]

- 1) The question paper will henceforth be 100% objective type.
- 2) Railways may conduct examination in CBT mode or pen and paper depending on their preparedness.
- 3) If computer based Test (CBT) takes time to implement the test may be conducted on OMR sheet, which shall have a carbon copy, kept in safe Custody at officer nominated by the authority nominating the selection committees at HQ/Div./PU/ workshop.
- 4) OMR can be evaluated manually A model Answer sheet shall be given by the paper setter in a Separate cover.
- 5) Cutting, overwriting or any alteration will not be accepted.
- 6) Negative mark for incorrect answer.
- 7) Responsibility for evaluation should be with the nominated officers.
- 8) The system of Coding and Decoding of answer sheet will continue.

- 9) Question paper may be shared after the exam.
- 10) Opportunity for changing the answer key both for the OMR & CBT.
- 11) 110 questions to be prepared. 10 questions optional will be on Rajbhasha, first 100 attempted Questions to be evaluated.
- 12) Question paper setter is responsible for correctness of questions.
- 13) Question setter and evaluator are different.
- 14) 90-120 minutes duration.
- 15) No negative marking in Selections where panel is arranged in order of seniority from those qualified.
- 16) Negative marking to continue for GDCE as for RRB examination.

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