

SOUTH CENTRAL RAILWAY



Headquarters Office,
Personnel Branch,
Rail Nilayam,
Secunderabad.

No.SCR/P-HQ/262(a)/Gaz/M-7/2025-26/70%

Date: 04.11.2024.

PCME, PCEE, PCOM, SDGM, CWE, CRSE, CMPE/DSL, CME/PLG
CPMs/RE/ALD, SC, VSKP, CEN, BBS, Director General/RDSO/LKO
CWMs/LGDS, RYPS, TPYS, DRMs/SC, HYB, BZA, GTL, NED & GNT
Sr.DPOs/SC, HYB, BZA, GTL, NED & GNT
Sr.DME/C&Ws/SC, BZA, GTL, GNT, NED, HYB
Sr.DSO/Mech./BZA, GNT, Dy.CSO/Mech./HQ
Sr.DEE/TRD – SC, BZA, GNT, GTL, NED, HYB; Sr.DEE/TRS/LGD, KZJ, BZA
Sr.DME/DSL – BZA, GY, MLY, KZJ; DME/P – SC, BZA, GTL, GNT, NED, HYB
WPO/LGDS, RYPS, TPYS, Principal/STC/LGDS/SC
SPO/M&EL, AME/LOFP/SC

Sub: - Formation of panel for promotion to Group 'B' post of Assistant Mechanical Engineer/Assistant Workshop Manager in Mechanical Department against 70% selection quota in Level-8 of 7th CPC Pay Matrix through Centralized Computer Based Objective Type Examination (CBT)–for the 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 RBE No. 93/2024.

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It is proposed to hold selection for formation of Group 'B' Panel for 12 (Twelve) vacancies with the following communal break-up for the post of Assistant Mechanical Engineer/Assistant Workshop Manager in Level-8 of 7th CPC Pay Matrix in Mechanical Department against 70% selection quota through the Centralized Computer Based Objective Type Examination (CBT) conducted by DG/NAIR in terms of Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024 & RBE No. 93/2024.

UR	SC	ST	Total	PwBD
8	2	2	12	1 (LD)

In terms of Railway Board's instructions contained in RBE No. 97/2022, out of 12 vacancies, one vacancy is reserved for PwBD to the following category of disability and physical requirement.

Functional Classification	Physical Requirement
LD-OA/OL, Leprosy Cured, Acid Attack victims	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

1. Eligibility Criteria:

In terms of Railway Board's letter No. E(GP)2024/2/28 dated 08.10.2024 (RBE No. 93/2024), in respect of selections to Group 'B' posts in all departments, all employees who are eligible and who volunteer for the selection, should be considered without any limitation of number, as is being done in case of selection to the Group 'B' post of Assistant Personnel Officer.

Accordingly, the following categories of employees are eligible to appear in the selection to the Group 'B' post of AME/AWM against 70% Selection quota:

(Signature)
04/11/24

- i. All Group 'C' Non-Ministerial staff working in Mechanical Department in Level-6 of 7th CPC Pay Matrix and above with Three (3) years of non-fortuitous service in the grade as on 01.01.2025 (including non-fortuitous service rendered in the corresponding pre-revised grades).
- ii. All Group 'C' Running staff in Level-6 of 7th CPC Pay Matrix and above with Three (3) years of non-fortuitous service in the grade as on 01.01.2025 (including non-fortuitous service rendered in the corresponding pre-revised grades) in terms of Railway Board's letter No. E(GP)2005/2/87 dated 18.08.2015 (RBE No. 92/2015).

The eligibility conditions should have been fulfilled as on 01.01.2025 in terms of Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024.

Note: Where juniors who have completed their qualifying or eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

2. Scribe and compensatory time to PwBD employees:

In terms of Railway Board's letter No. E(NG)I/2022/PM4/9, dated 09.12.2022 (RBE No. 162/2022), the facility of scribe and/or compensatory time shall be granted solely to those eligible PwBD employees having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent Railway medical authority as per proforma enclosed as **Annexure – 'C'**.

3. SCHEME OF SELECTION:

The selection will consist of (A) Written examination (B) Medical Examination & (C) Viva-voce and record of Service.

A) **Written examination through Centralized Computer Based Test:**

In terms of Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019) and letter No. E(GP)2005/2/69 dated 04.12.2023 (RBE No. 134/2023), the written examination through the Centralized Computer Based Test shall comprise of 100 marks consisting of 100% objective type multiple choice questions only. The question paper will contain 110 questions that include 10 questions on Raj Bhasha which are optional. The duration of the written examination will be **Two hours**. The distribution of questions will be as under:

a)	Professional Subject including optional questions of 10 marks on Official language policy and Rules	70 marks
b)	Establishment and Financial Rules	30 marks
c)	Qualifying marks	60 marks

In terms of Railway Board's letter No. E(GP)2024/2/28 dated 08.10.2024 (RBE No. 93/2024), there shall be no negative marking in written examinations held as part of Selections (70%) where the final panels are made on seniority basis.

Naresh
09/11/24

B) Medical Examination:

Those who qualify in the written examination (CBT) will have to appear for prescribed medical Examination as per Medical Manual i.e. Group 'B' (Technical) for promotion to Group 'B' post of Assistant Mechanical Engineer/Assistant Workshop Manager. Those who are found fit in the prescribed medical examination will only be called for Viva-voce as per extant instructions.

C) Viva-voce and Record of Service:

The following marks are allotted for viva-voce and Record of service:

	Maximum Marks	Qualifying Marks
Viva voce	25	30 (including at least 15 marks under record of service)
Record of service	25	

4. Empanelment:

Mere passing the written examination (CBT) would not make the employees eligible for promotion to the post of Assistant Mechanical Engineer/Assistant Workshop Manager. In order to qualify, apart from passing medical examination, a candidate must secure minimum prescribed qualifying marks of 60 in the written examination, 15 marks out of 25 in 'record of service' and 30 marks out of 50 in 'Viva-voce' and 'record of service' put together.

5. Pre-selection Coaching Classes:

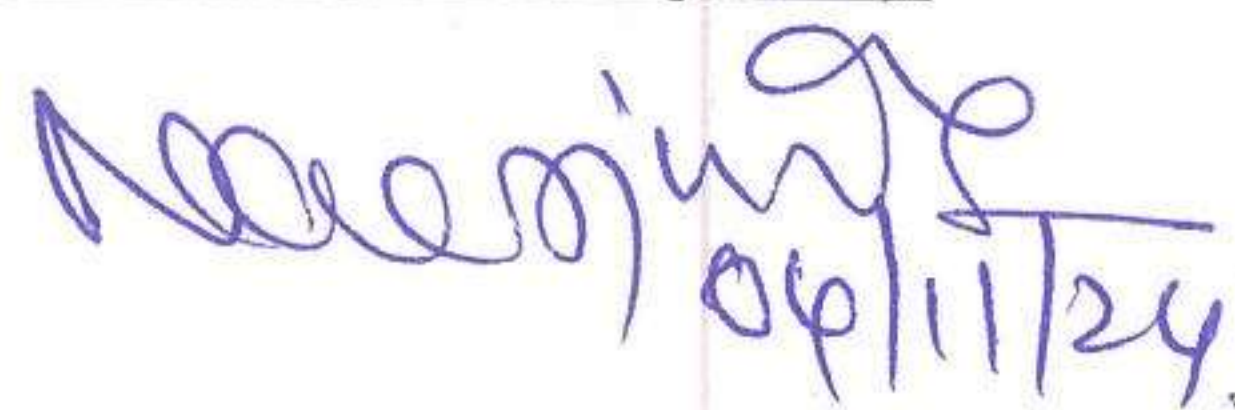
Pre-selection Coaching to the eligible 'SC' & 'ST' candidates will be arranged for a period of not be less than 60 Hours spread over to 15-20 working days (3-4 weeks) in terms of Railway Board's RBE No. 142/2019. The Venue and duration of coaching classes will be intimated by Dy.CME/Plg./HQ in due course. In case any candidate is unwilling to undergo pre-promotional coaching, a written declaration of unwillingness (unconditional) to attend the pre-selection coaching classes should be obtained from him/her and forward the same in one bunch to this office for record. In case any eligible reserved employee fails to attend the pre-promotional training on the specified dates, no separate pre-selection coaching will be held and they will have to appear for the written test without such pre-promotional training imparted.

6. SYLLABUS:

The syllabus for the 70% selection to the Group 'B' post of Assistant Mechanical Engineer/Assistant Workshop Manager in Mechanical Department as circulated by Railway Board vide letter No. E(GP)2022/2/4 dated 07.11.2022 is enclosed as "**Annexure-B**".

7. SUBMISSION OF APPLICATION:

- It should be ensured that wide publicity is given to this notification amongst all the staff concerned. It is the personal responsibility of the Personnel Officers/Controlling Officers of the units to ensure that the notification reaches all the eligible employees in time.
- Employees who fulfill the eligibility conditions shall submit their applications in the prescribed proforma **Annexure-A**.
- The applicants should fill all the columns in the application form.
- The applicants should put their signature with date on the application form. (Repeat signature and date both are compulsory, otherwise applications are liable to be rejected).


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- e. The filled in applications should be submitted by the candidates to their supervisory officials on or before **14.11.2024**.
- f. The supervisory officials should forward such applications duly affixing their signature and date in each of the application invariably and forward them in one bunch under covering letter to the Personnel Department/Cadre Controlling Officer where the service register and personal files of the employees are maintained on or before **15.11.2024**.
- g. The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars in the application with the service registers and other relevant records and certify the correctness of each item of the application duly affixing signature with an endorsement as '**checked and verified**'.
- h. Controlling officers/heads of the units have no discretion to entertain any application received beyond the last date. The applications received beyond the target date should not be entertained and the same should be disposed off at divisional/extra divisional level rejecting them on account of late receipt under advice to this office.
- i. The Personnel Officer/cadre controlling Officer should forward the scrutinized and checked applications duly affixing their signature and date in each of the application and send the same in one bunch under one covering letter furnishing the details in the prescribed proforma (**Annexure-D**) addressed to Dy.CPO/Gaz. on or before **21.11.2024 certainly**.

Further, the details are also to be sent in soft copy (MS Excel format) in the format enclosed as **Annexure 'D'**.

Only those applications of candidates who fulfill the eligibility conditions should be forwarded. Candidates who do not fulfill the eligibility conditions should be informed by the Personnel Officer/Cadre controlling Officer duly indicating the reasons for rejection.

Staff who are on deputation/leave/sick etc. should also be notified to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation/leave/sick etc. under clear acknowledgement and a copy of which may be sent to this office for record.

In case an employee is holding an ex-cadre post, details of his/her post in regular cadre with the date of entry on regular measure should be furnished.

Employees who have responded to this notification are also equally responsible to appear for the CBT examination on the scheduled date and time.

In case of any enquiries, they may contact on the following Telephone/Mobile Numbers.

	Railway No.
Ch.OS/Gaz	85437
Dealing Clerk	85415

8. **Important dates:**

Date	Subject
14.11.2024	Last date for submission of the applications by the candidates to their supervisory Officials.
15.11.2024	Last date for forwarding the applications by Supervisors in one bunch to their respective Personnel/Cadre controlling officers concerned.
21.11.2024	Last date for forwarding the applications duly scrutinized and checked to Dy.CPO/Gaz by Personnel/Cadre controlling officers concerned.

Naeem Jafar
04/11/24

It is brought to the notice of concerned Personnel Officers that under no circumstances the dates mentioned above should be changed and the applications should be submitted on or before 21.11.2024 without fail. Applications forwarded after the due date i.e. after 21.11.2024, would not be entertained under any circumstances and if the applications are delayed at the Divisional/Unit level, concerned Personnel Officer will be held responsible.

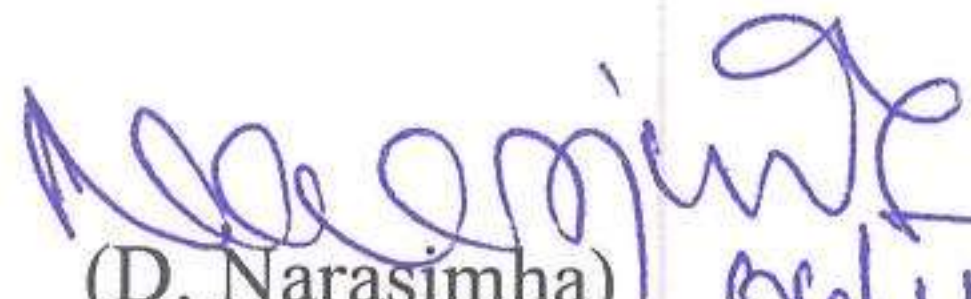
Applications received beyond the target date should not be entertained and the same should be disposed off at the Divisional/Extra-Divisional level, rejecting them on account of late receipt under advice to this office.

Note: The Notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at a later date.

The notification is placed on SCR's official website.

Please acknowledge the receipt of this letter with date without fail.

Encl: Annexure – A (Application), Annexure – B (Syllabus), Annexure – C (Scribe Declaration) & Annexure – D (Excel Format)


(D. Narasimha) 06/11/24.
APO/Gaz

for Principal Chief Personnel Officer

C/- Dy.CPO/Gaz: may arrange to upload the notification in the SCR website

C/- Dy.CME/Plg./HQ: for information and requested to ensure that the applications from the units are received in time, to process the selection further.


(D. Narasimha) 06/11/24.
APO/Gaz

for Principal Chief Personnel Officer

Sl. No. (for Gaz. Section use)

Annexure-A

Application for the Group 'B' post of **Assistant Mechanical Engineer/Assistant Workshop Manager (AME/AWM)** in Level-8 of 7th CPC Pay Matrix against 70% Selection Quota in Mechanical Department

1	Name of the employee (In Capital/Block letters)	
2	IPAS No. (11 Digit)	<input type="text"/>
3	HRMS ID (In capital letters) (6 Digit)	<input type="text"/>
4	Mobile No. (10 Digit) (as provided in HRMS)	<input type="text"/>
5	E-mail ID	
6	Present Designation, Office, Department	
7	Division/Unit	
8	Controlling officer	
9	Date of Birth	<input type="text"/>
10	Community (SC/ST/UR)	
11	Whether belongs to PwBD (Yes/No) (Reservation benefits to the notified category only)	If, Yes mention PwBD category <input type="text"/> Required Scribe <input type="text"/> (VI/LD/HI/MD)
12	Educational Qualification (Highest qualification)	
13	Date of Appointment	<input type="text"/>
14	Medically Decategorized/Surplus and provided with alternative employment in Mechanical Department	YES/NO <input type="text"/> If, YES Date of Absorption _____ Post _____
15	Date of regular promotion/appointment in Mechanical Department to (Not MACPS)	Level-6 _____ Level-7 _____
16	Service rendered in Level-6 and above as on 01.01.2025 (Please refer RBE No. 92/2015)	_____ Years _____ Months _____ Days

I wish to appear to the post of AME/AWM against 70% selection quota with reference to PCPO/SC's letter No. SCR/P-HQ/262(a)/Gaz/M-7/2025-26/70% dated 04.11.2024. I am aware that, if the application is unfilled and submitted after due date i.e. 14.11.2024, the same will not be considered. I declare that my **HRMS ID, IPAS No. & Mobile No.** are verified once again and found correct.

Station:**Date:**

Signature of the employee with date : _____

Certification by Controlling Officer/Sr. Supervisor

The particulars furnished by the employee are verified with the available records and found to be correct. The application hereby forwarded to Sr.DPO/WPO/Personnel/Controlling Officer for further necessary action,

Signature of the Controlling Officer/Sr. Supervisor with date _____

Certification by Personnel/Controlling Officer

The particulars furnished by the employee are verified with Service Register and found correct. The employee is **ELIGIBLE** to appear for the examination. The application is hereby forwarded to PCPO/SC for further necessary action.

Signature of Personnel/Controlling Officer with date _____

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 PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH 70 % SELECTION IN MECHANICAL DEPARTMENT

Paper will be of two parts one part comprising of questions from establishment, Financial Rules and Stores which will be mandatory for all. Other part will be of Technical questions from four streams of Mechanical Department. Questions on PU are included in workshop segment. Question on Rajbhasha will be of optional nature of fifteen marks

Part-A consists of questions from Establishment, Financial rules & Stores.

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Divisional working and Disaster management, Diesel Locomotives, Carriage & Wagon, Workshops and PU,

PART-A (Stores Rules)

STORES

- Classification of Stores
- Procedure of drawal of Stores
- Indenting Procedures
- Procurement methods-Local purchase, Spot purchase, Bulletin tender, Advertised tender, Limited tender, Tender Committee, Direct Purchasing
- Schedule of Powers
- Incoming inspection requirements
- Scrap disposal

PART-B-Professional Portion

DIVISIONAL WORKING & OPERATIONS MANAGEMENT

Working Time Table

- Working in Control Office including Passanger grievance redressal portals e.g. Rail Madad
- Accident Classification, definitions, ART Ordering, Role of Supervisors & officers at accident site Management. ,Accident investigation including proforma for measurement
- 140 ton Crane Construction & safety in operations

DIESEL LOCOMOTIVES

- Basic Features and troubleshooting of HHP locomotives
- Preventive maintenance schedules
- Latest design improvements in diesel locomotives to reduce failures on line.
- Features of GE Locomotives
- Design improvements in bogies to make them fit for high speed operation
- Air Brake system of diesel locos including working of compressors and vigilance control devices and their maintenance
- Cooling water system of diesel engines

- Fuel oil system of diesel engines
- Control of lubricating oil consumption
- Safety devices used on diesel engines and locomotives
- Trouble shooting on locomotives running on the railways
- Fuel Economy on diesel locomotives
- Thermal loading of engine components
- Under gear maintenance
- Suspension bearings, wheels
- Electric Systems of Diesel Locomotive
- Load Box Testing
- MEMU ,DEMUs-types, systems & trouble shooting
- Basics of DPRS (Distributed Power Rolling Stock)
- Introduction to GM Locomotives and its systems

CARRIAGE & WAGON

Coaching stock- preventive maintenance schedules in Coaching Depots including IOH.POH, SS2, SS3 Schedules in shops

- Wagon Stock-preventive maintenance including ROH in depots and POH Schedule in shops ,Ride Index, Anti Telescopic features
- IRCA Rules for reject able defects
- ICF & LHB Coach Bodies and their maintenance in sick line/shops
- Generic details of train set
- Casnub Bogie & its modifications for high speed
- Corrosion repairs to caching and goods stock
- Couplers & Draw gear, Train Parting , Brake Binding & measures to avoid the same
- Water availability in coaches
- Fire prevention on Trains
- Air Brake System-Twin Pipe & single pine. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches
- Passenger amenity items
- OBHS , CTS and other coach cleaning systems
- Maintenance Pattern of freight trains including CC Rakes & Coaching stock maintenance including Revised Policy Circular-4
- Neutral Train Examination
- Maintenance of various components like DV, SAB, PEASD
- Latest design improvements of Carriage & Wagons to improve their performance and speed potential
- LHB Coaches & BLC Wagons
- Construction, Design & Maintenance of special purpose Wagons

WORKSHOPS and Production Units

- System of labour accountal GA Cards for time keeping documents, tally sheets, Job/Route Cards, inspection & rate fixing
- Rules & Calculations under incentive scheme
- Paints & painting systems
- Different types of machine tools such as lathes, milling machines, shapers, planers, cutting tools & cutting speeds
- CNC machines
- CLW Pattern of Incentive Scheme, Group Incentive Scheme
- Different types of welding processes, welding defects
- Wheels, tyres & axles and their ultrasonic testing
- Heat treatment of ferrous items such as surface hardening, annealing, normalizing etc
- Roller Bearing & Cartridge Bearings
- Injury free features in coaches
- Material handling
- Design of coaches and wagons
- Basic concepts of casting and Heat treatment methods
- Manufacturing and Heat treatment process of wheels and axles
- Factory Layout
- Process flow chart of Production Units
- Machinery and Plant maintenance

Rajbhasha

Optional questions of 15 marks

Annexure-C

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr./Ms/Mrs. _____
(name of the candidate), S/o /D/o a resident of _____ (Village/PO/PS/District/State),
aged _____ yrs, a person with _____ (nature of disability/condition), and to
state that he/she has limitation which hampers his/her writing capability owing to
his/her above condition. He/she requires support of scribe for writing the
examination.

2) The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3) This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer _____	Officer/Civil Surgeon/Chief District Medical			
	Chairperson			

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the _____ (District) _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

ANNEXURE- D

Centralised CBT for Gr.B Selection - APO 70% for the vacancy cycle 2025-26

Format of particulars of eligible applicants to be sent to NAIF

[illegible]