दक्षिण मध्य रेलवे South Central Railway
प्रविस का कार्यालय P F A's Office
रेल निलयम Rail Nilayam, सिकंदराबाद Secunderabad

No.AAD/E03/2017 & 18 **Dated: 01.08.2018**

NOTIFICATION

Sub: Appendix-3 IREM Examination, 2017 & 2018

-oOo-

Railway Board vide their letter No.A(E)/A3/2018/1/1 dated 31.07.2018 have advised that the Appendix-3 IREM Examination, 2017 & 18 will be held from **26.11.2018 to 05.12.2018** as per proforma given in Annexure- 'C'.

Applications in the prescribed proforma are invited from eligible and willing employees.

Following instructions are issued in this regard for guidance.

2.1 ELIGIBLITY:

2.1.1 No Railway servant will be permitted to appear for the examination, unless he/she:

(a)has passed the examination laid down in Appendix-2 IREM for promotion above the rank of Accounts Clerks or has been exempted from passing that examination under the provisions of any General Rule laid down in IREM or separately by the Railway Board or holds the post of Junior Accounts Assistant substantively,

or

(b) has passed the examination prescribed for candidates at the training school for Accounts, Calcutta or Part-I of the examination for promotion to the rank of Accountant held by the then Accountant General of Railways

Provided that no such Railway servant will ordinarily be considered eligible for appearing in this examination unless he/she has completed 5 years continuous service in a Railway Audit or Accounts Office, or 3 year if he/she is Graduate or if he/she has passed the G.D.A. or T.A Examination. **Cut of date for determining the eligibility of the candidates for appearing in exam is the date of notification issued by Railway Board i.e., 31.07.2018.**

(c)Typists and Stenographers of Accounts Department and Cashiers/Shroffs of Cash & Pay Department who desire to appear at the Appendix-3 IREM examination should have put in atleast 5

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years of service in the Accounts/Cash & Pay department and should not only have passed the examination prescribed in the Appendix-2 IREM but should have gathered sufficient practical knowledge of the work done in the important branches of the Accounts Office. Controlling Officers should record their certificate to this effect in the application of the candidate. The minimum service condition will be reckoned as on **31.07.2018 (i.e.date of notification issued by Railway Board)** to determine the eligibility criteria.

2.1.2 No Railway servant will be permitted to appear for the examination qualifying for promotion to the rank of Traveling Inspector of Accounts and Inspectors of Stores Accounts, unless in addition to satisfying the requirement of Para 2.1.1. above, the Head of the Office considers him/her fit for out door employment.

2.1.3 Staff desirous of appearing in the Traveling Inspectors of Accounts and Inspector of Stores Accounts Groups are required to be medically examined in Category C-I before they can be permitted to sit for the examination.

Such candidates should, therefore, be sent for medical examination and the particulars of the certificate issued by the Railway Medical Officer should be furnished in the application besides recording it in the statement containing the particulars of such staff.

Note: Candidates from Headquarters Office applying for TIA/ISA groups are advised to contact Administration Section for medical requisition slip if they had not been medically examined in Category C-I.

2.2.1 Those who have passed the examination prescribed in Appendix-3 IREM for promotion to any of the three classes of appointments viz., SO (A), TIA & ISA, will not, if appearing in the examination with the object of qualifying for any of the other two classes of appointments, be required to pass again in the common subjects in which they have already passed when they qualified themselves for one of the three classes of appointments.

2.2.2 The number of chances for appearing in the examination for each class of appointment is limited to three, except in special cases, chances beyond three may be allowed at the discretion of the Competent Authority.

2.2.3 The eligible staff should submit their applications through their respective officers in the prescribed proforma Annexure-`A'. Eligibility should be checked with reference to the instructions in Para 2.1.1 and applicants not fulfilling the conditions mentioned therein should not be entertained and forwarded.

2.3 The examination will be held from 26.11.2018 to 05.12.2018 as per the programme in Annexure 'C'.

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2.3.1 A candidate will be declared "Pass", if he/she passes in both the compulsory subjects and both the optional subjects.

2.3.2 SUBJECTS: The examination will be held in the Group of subjects and as per the syllabus given in the Appendix-3 of Indian Railways Establishment manual.

PERCENTAGE OF PASS MARKS: No Exemption is granted for securing 40% in the compulsory papers. Merit Exemption shall be applicable to those candidates who secured 60% or more in the compulsory subjects as well as the optional subjects as circulated vide Board's letter No.A(E)/A3/2015/1/1 dated 03.03.2015, RBA No.18/2015.

3. SUBMISSION OF APPLICATIONS AND WITHDRAWALS ETC:

The last date for submission of applications by the staff who are eligible and desirous of taking this examination to their respective Controlling Officers is **21.08.2018**. Applications after scrutiny should be submitted to Headquarters by **27.08.2018** positively. Branch officers in HQRS office should submit the details of applications in the consolidated statement Annexure-'B' by the due date and no individual applications will be entertained by the Administration.

The staff who after submitting their applications desire to withdraw their candidature may do so latest by **29.08.2018.** Such withdrawals should be sent to Headquaters Office by **31.08.2018** positively through BEARER.

Note: Wherever applications are not forthcoming, a **NIL** report should be sent positively.

4. ACTION IN THE ACCOUNTS OFFICE:

4.1 All particulars given in the application receive as per Para-3 above should be verified immediately on receipt with reference to the records available in the Sectional/Divisional office. The correctness of the particulars i.e. Chance No, SC/ST category, Date of Appointment etc., is the sole responsibility of Sectional/ Divisional Officer.

4.2 Consolidated statement in Annexure-'B' separately for each group i.e. (i) Section Officer (Accounts), (ii) Traveling Inspector of Accounts and (iii) Inspector of Stores Accounts should be prepared and sent alongwith the original applications in D.O Cover so as to reach Sr.AFA/General by **27.08.2018**, if necessary through a Special Messenger.

NOTE: The names should be arranged in the following order of Optional subjects and separate sheets should be used for each group.

SO(A) Group:

1. (a) ESTABLISHMENT AND PF ACCOUNTS (b) BOOKS AND BUDGET

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(a) STORES ACCOUNTS (b) BOOKS AND BUDGET
3. (a) WORKSHOP ACCOUNTS (b) BOOKS AND BUDGET
4. (a) TRAFFIC ACCOUNTS (b) TRAFFIC STATISTICS & TRAFFIC BOOK
5. (a) GENERAL EXPENDITURE ACCOUNTS (b) STORES ACCOUNTS
6. (a) GENERAL EXPENDITURE ACCOUNTS (b) WORKSHOP ACCOUNTS
7. (a) GENERAL EXPENDITURE ACCOUNTS (b) BOOKS AND BUDGET
8. (a) GENERAL EXPENDITURE ACCOUNTS (b) ESTABLISHEMENT & PF ACCOUNTS

TIA GROUP:

1. (a) STATION ACCOUNTS (b) TRAFFICE ACCOUNTS

ISA GROUP:

1 (a) STORES ACCOUNTS (b) GENERAL PROCEDURE FOLLOWED IN THE OFFICE OF COS

NOTE: At the end of each list the following certificates should be embodied and signed by the Sectional/Divisional Officer.

" I have satisfied myself that all the particulars shown in the list in regard to the above candidates who are eligible under rules to appear in the examination are true to the best of my knowledge and correct and they have been regular in attendance, are energetic and of good moral character and business habits, are possessed aptitude for the work of SO(A)/TIA/ISA (as the case may be) and have capacity of controlling staff for SO(A) and fit for outdoor work for TIA and ISA".

"It is also certified that in case of candidates who have declared themselves to be belonging to Scheduled Caste/Scheduled Tribe communities, necessary certificates from District Magistrate/Collector of Deputy Commissioner as the case may have been obtained and kept on record"

4.3 While forwarding the applications of candidates who are desirous for taking the examination for the 4th chance and above, specific recommendation is to be given by Controlling Officer concerned. The recommending officer will have their own set of norms evolved based on the performance of the candidates as indicated in this office letter No: AAD/EOO of 25.09.1985

4.4 The candidates have the option of appearing in the examination either through ENGLISH medium or HINDI medium, The candidates may be advised to adhere to the language i.e. English or Hindi, which they have opted to write their answers. Their option should be clearly indicated in the Annexure-A. No change in medium shall be entertained once the details of candidates are submitted to Railway Board.

4.5 A consolidated statement of staff who desire to withdraw their candidature, along with their applications, should be send in a D.O. Cover to Sr.AFA/General so as to reach him by **31.08.2018.**

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4.6 Dates of submission of applications by the candidates viz., **21.08.2018**, submission of the statement in the Annexure-'B' to this office by **27.08.2018** withdrawal of candidates by and submission of this information to the Headquarters office by **31.08.2018** should be strictly adhered to as any delay will upset the programme fixed by the Railway Board.

4.7 In the case of applicants, who could not appear in the examination for reasons beyond their control applications for exemption from counting the permission granted for appearing Appendix-3 IREM examination as a chance availed off should be made to General Manager within a fortnight from the last date of examination supported by particulars of Medical Certificates as required vide Note-3 under para 9 in Apendix-3 IREM (Refer advance correction slip No. 167 of IREM Vol.I) No separate communication will be issued in this regard. For further information refer to this office letter No. AAD/E03/1989/Vol.I dated 21.12.89.

Kindly acknowledge receipt.

Encl : 1. Annexure-'A'- Application Form
2. Annexure-'B' – Proforma of statement containing candidate's Particulars.
3.Annexure – 'C' - Programme of the Examination.

(के. रामभरोसे K.RAMBHAROSE)
वसविस /सा Sr.AFA/G
कृते प्रविस/सिकं for PFA/SC

Copy for information and necessary action to:
SDGM/Vigilance/SC, Director/CTARA
Dy.FA&CAO/WS/LGD, Dy.FA&CAO/RE/SC
Dy.CPO/Recruitment/RRC/SC,
Sr.DFMs/SC, GTL, GNT, NED, BZA & HYB,
Sr.AFA/C/SC, BZA & TPTY,
WAOs/RYPS & TPTY, AAO/C/NED
Addl. Registrar/RCT/SC
CPM/RVNL, Amsri Faust, V Floor, 9-1-164/A, S.D.Road , Secunderabad
RVNL, Gandhi Nagar, Bengalure
RailTel/SC, HMR Ltd., Metro Rail Bhawan, Saifabad, Hyderabad
EPFO, Bhavisyanidhi Bhavan, Bharkatpura, Hyderabad
All Branch Officers @ HQRS, Notice Boards.

कृते प्रविस/सिकं for PFA/SC

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ANNEXURE – A

SOUTH CENTRAL RAILWAY

APPLICATION FOR APPENDIX-3 IREM EXAMINATION 2017& 18

Centre:

Group:

Chance No:

Medium:

1. Name in BLOCK letters (Sri/Smt/Kum) : _____

2. PF No./NPS No.

3. Educational Qualification : _____

4. i) Substantive post : _____

   ii) Officiating post : _____

5. Date of appointment in Accounts Department of Railways : _____

6. Date of passing Appendix-2 IREM Examination : _____

7. i) Whether belonging to SC/ST : _____

   ii) If so, whether necessary certificate from the District Collector/Magistrate or Deputy Commissioner as the case may be has been produced : _____

8. Option subjects in which appearing : 1) _____

   2) _____

9. If applying for TIA/ISA group, State whether had been medically examined in Category C-I. Give particulars i.e. Year & month: _____

10. Year in which already appeared in Appendix-3 IREM Examination and Roll No. then allotted.

SO(A) Group	TIA Group	ISA Group

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2.

3.

4.

11. Subjects in which exempted from appearing with particular of examination in which exemption was earned and Roll No. then allotted.

1.

2.

3.

4.

12. Particulars giving year in which opted to appear for the examination but treated as chance not availed : Year Roll No.

1.

2.

3.

Office/Section:
Date:

Signature: _____

Name: _____

Designation: _____

No. Date:

I have satisfied myself that the candidate has been regular in attendance is energetic and of good moral character and business habits is possessed of aptitude for the work of SO(A)/TIA/ISA (as the case may be) and has capacity of controlling staff/fit for outdoor work.

Signature & Designation of the officer

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ANNEXURE-'B'

SOUTH CENTRAL RAILWAY

LIST OF CANDIDATES FOR THE APPENDIX-3 IREM EXAMINATION 2017&18 WHO WISH TO QUALIFY FOR THE POST OF SO(A)/TIA/ISA

Sl.No.	Name Sri/Smt/Kum	Educational qualification	Present post		Length of continuous service as on 31.07.18 in Accts Dept.	Rules under which eligible for appearing in the examination	Year in which already appeared in Appx-3 IREM exam		Subjects in which exempted from appearing with particulars of examination in which exemption was earned	Optional subjects in which appearing	Particulars of chances not counted		Whether belongs to SC/ST	Whether fit in Medical Category C-1
			Sub	Offg			Year	Roll No.			Year	Roll No.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Certificate

" I have satisfied myself that all the particulars shown in the list in regard to the above candidates who are eligible under rules to appear in the examination are true to the best of my knowledge and correct and they have been regular in attendance, are energetic and of good moral character and business habits are possessed aptitude for the work of SO(A)/TIA/ISA (as the case may be) and have capacity of controlling staff (for SO(A) and fit for outdoor work for TIA and ISA)"

"It is also certified that in case of candidates who have declared themselves to be belonging to Scheduled Caste/Scheduled Tribe communities, necessary certificates from District Magistrate/Collector of Deputy Commissioner as the case may have been obtained and kept on record"

Signature:

Designation:

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Annexure 'C'

Programme for Appendix -3 (IREM) Examination, 2017 & 2018

Day	DATE	TIME	COMPULSORY SUBJECT	Paper
1	26.11.2018 (MONDAY)	10 A.M.	ADVANCED COMMERCIAL BOOK KEEPING	Without Books
2	27.11.2018 (TUESDAY)	10 A.M.	GENERAL RULES & PROCEDURE	Without Books
3	28.11.2018 (WEDNESDAY)	10 A.M	1. Books and Budget. 2.Traffic Accounts 3.COS Procedure	With Books
4	29.11.2018 (THURSDAY)	10 A.M	1.Books and Budget. 2.Traffic Accounts 3.COS Procedure	Without Books
5	30.11.2018 (FRIDAY)	10 A.M	1. Estt. & PF Accounts. 2. Stores Accounts. 3.Traffic Stat. & Traffic Books 4..Station Accounts 5.Workshop Accounts	With Books
6	03.12.2018 (MONDAY)	10 A.M	1. Estt. & PF Accounts 2.Stores Accounts 3.Traffic Stat. & Traffic Books 4..Station Accounts 5.Workshop Accounts	Without Books
7	04.12.2018 (TUESDAY)	10 A.M	1. General Expenditure	With Books
8	05.12.2018 (WEDNESDAY)	10 A.M	1. General Expenditure	Without Books

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