



South Central Railway
P F A's Office
Rail Nilayam, Secunderabad

No.AAD/E04/2019

Date: 25.02.2019

NOTIFICATION

1. It has been decided to hold the Appendix-2 IREM Examination 2019.
2. **CENTRE:** It is proposed to conduct the examination at Secunderabad. Other centres may be considered depending on number of candidates
3. **ELIGIBILITY:** All permanent and temporary staff of Accounts Department in the category of Accounts Clerks and also probationary Junior Accounts Assistants with 6 months of service, Typists and Stenographers with 1 year of service as on date of examination in Railway Accounts office are eligible for the examination.

In terms of Railway Board's Letter No. 2006/AC-II/20/10 Dated 20.09.2006 & 03.07.2015 Jr.Cashiers in Level-04 of VII CPC (PB-1 Rs.5200-20200 with G.P. Rs.2400/- & Rs.4000-6000 V PC) and Shroffs and Sr.Shroffs in Level-02 of VII CPC (PB-1 with G.P. Rs.1900/- & Rs.3050-4590 V PC) and G.P. Rs.2400/- (Rs.4000-6000 V PC) respectively are also eligible to appear in Appenidix-2 (IREM) examination. **Ten (10)** chances will be available to them to appear in the above examination. Cashiers/Shroffs working in Level-06 of VII CPC (PB-2 Rs.9300-34800 with G.P. Rs.4200/- & Rs.5000-8000 V PC) and above are permitted to appear in Appendix-2 IREM examination only to establish their eligibility to appear in Appendix-3 IREM exam. They should have put in minimum of one year of service and also have to undergo the prescribed pre-exam training arranged for the candidates appearing for the examination to make themselves familiar with the course content and the working of the Accounts Department.

Typists and Stenographers of Accounts Department and Shroffs/Sr.Shroffs/Jr.Cashiers/Cashiers of Cash and Pay department desirous of appearing examination should have reasonable practical knowledge of the work done in the Accounts Office. A certificate that such knowledge has been acquired by the candidate should be recorded by their controlling officer in the application of the employees as well in the Annexure-'B'.

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4. Directly recruited probationary Junior Accounts Assistants who have not undergone the initial recruitment training will not be allowed to appear for the examination. In case of Accounts Clerks such of those who have also not completed the initial training or have not passed the training test will also not be allowed for the examination.

However, Accounts Clerks/Junior Accounts Assistants who are undergoing training will be permitted to appear for the examination after they are declared pass in the prescribed training test. In the meantime, they may be permitted to apply for the examination and their candidature will be treated as "PROVISIONAL".

Note: Staff who already availed five chances may send their applications in the form of Annexure-'A' and also separate application with specific request for being allowed to appear for 6th chance and beyond. The controlling officers while recommending such cases should assess whether they have any reasonable chance of passing the examination and forward their application with such certificates.

SUBJECTS

5. (a) The examination will consists of 3 papers.
- (i) ELEMENTARY BOOK KEEPING.
 - (ii) GENERAL RULES AND PROCEDURES
 - (iii) A PARTICULAR BRANCH OF RAILWAY ACCOUNTS.

The first paper will examine the candidate's knowledge of the General Principles and Practice of Elementary Book-keeping. The following chapters of DOUBLE ENTRY BOOK - KEEPING BY J.R.BATLIBOI are prescribed as text.

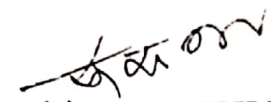
- (i) Elements of Double Entry
- (ii) Rules of Journalising
- (iii) Ledger Accounts
- (iv) Sub-divisions of Journal
- (v) Cash Book
- (vi) Banking Transaction
- (vii) The Journal Proper
- (viii) Bills Transaction
- (ix) The Trial Balance
- (x) The Trading Account
- (xi) The Profit and Loss Account
- (xii) The Balance Sheet
- (xiii) Depreciation Reserve and other Funds

Contd..3

- (b) The paper of General Rules and Procedure will be such as to test the candidate's ability to frame a draft and to test the candidate's knowledge of the procedure in force in the office in which he/she is serving and of General Rules applicable to all branches of Railway Accounts Office and the questions will be of elementary nature.
- (c) The third paper will be of a nature to test the candidate's theoretical and practical knowledge of work in ANY ONE of the following branches.
- a) Establishment and Provident Fund Accounts
 - b) Stores Accounts
 - c) Workshop Accounts
 - d) General Expenditure Accounts
 - e) Books and Budget and Appropriation Accounts
 - f) Coaching, Passengers, Parcel and Coaching Statistics including knowledge of Machine Methods and Traffic Book.
 - g) Goods and Goods Statistics including knowledge of machine methods and Traffic Book.
- (d) THE CANDIDATES ARE PERMITTED TO USE CALCULATORS FOR ELEMENTARY BOOK KEEPING PAPER.
6. 40% of the maximum marks in each subject will be required to secure a pass and 50% of the maximum marks to secure an **Exemption**.
7. Candidates have the option of appearing in the examination either through **ENGLISH** or **HINDI** medium. Their option should be clearly indicated in the application form.
8. Eligible candidates desirous of appearing for the above examination should submit their application on or before **15.03.19** in the enclosed proforma "**Annexure-A**" to the Controlling Officer under whom they are working. The statement in the form "**Annexure-B**" should be sent to Headquarters Administration Section on or before **19.03.19** positively. Whenever applications are not forthcoming, a NIL report should be sent.
9. Last date by which candidates may apply to withdraw his/her candidature is **22.03.19**. The name of candidates who wish to withdraw should be sent to the Administration Section (Headquarters) by **26.03.19**.
10. In case of the applicants who could not appear in the examination for reasons beyond their control, application for exemption from counting the chance as availed off should be made within a fortnight from the last date of examination to the respective Sr.DFM/Unit officer in the respect of Division/Unit and PFA in case of Headquarters office supported by Railway Medical Certificates. The Divisional/Unit office in turn should forward to Administration Section (Hqrs.) for necessary action.

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11. For the benefit of candidates of Headquarters who are appearing for the examination training classes will be conducted at Accounts Training Centre , Secunderabad @ C-TARA and willingness of the candidates may please be obtained and a combined list may be sent to this office, so as to enable to chalk out a programme for training classes. For other candidates similar training classes will be organized by respective Sr.DFMs.
12. **Date, Time & Venue of the Examination will be notified later.**
13. Please acknowledge the receipt


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

Copy to:

SDGM/Vigilance, Director/C-TARA,
Sr.DFMs/SC, HYB, BZA, GNT, GTL & NED
Dy.FA&CAO/WS/LGD
Sr.AFAs/CN/SC, BZA, TPTY,
WAOs/ RYPS & TPTY, CC/SC

All Branch officers at Hqrs: for information and necessary action. They will please send their recommendation with reference to note under para 4 of the above notification in the space provided in each application form wherever applicable.

The application (Annexure "A") submitted by the staff of their office/Branch should be forwarded in original after due verification of the particulars & certification therein together with consolidated statement in the enclosed form Annexure-'B' so as to reach Headquarters Administration section by **19.03.19**.

The statement should be prepared separately with reference to the optional subject offered by the candidates.

A consolidated list of staff, if any, who desires to withdraw the candidature along with their application should be sent so as to reach Sr.AFA/G by **26.03.19**.

Encl : As above.


कृते प्रविस/सिकं for PFA/SC

APPLICATION FORM FOR APPENDIX-2 IREM EXAMINATION-2019

Chance No. _____

Medium: _____

1. Name (IN BLOCK LETTERS) :
2. Designation :
3. Pay & PB with Grade Pay :
4. Date of appointment :
 a) In Rly. Service :
 b) In Accounts Department :
 c) In Cash & Pay Department :
 (for Cashiers & Shroffs)
 d) Date of promotion to Group-C :
 from Group-D if any
5. (a) Whether belonging to SC/ST :
 (b) If yes, whether necessary certificate from Magistrate/Collector/
 Dy. Commissioner as the case may be has been produced.

YEAR IN WHICH ALREADY APPEARED AND ROLL No. THEN ALLOTTED

Sl.No.	Year	Roll.No.	Parent Railway
1.			
2.			
3.			
4.			

6. SUBJECT(S) IN WHICH ALREADY EXEMPTED FROM APPEARING WITH PARTICULARS :

Sl.No.	SUBJECTS EXEMPTED	YEAR	ROLL No.
1.			
2.			

7. Optional Subject in which appearing in the Examination to be held in _____, if not already exempted : _____

SIGNATURE OF THE EMPLOYEE

Name:

Designation:

Office/Section:

No.

Date:

Controlling officer's recommendation with reference to note under para-4 of the Notification.

Certified that the particular furnished by the applicant are verified and found to be correct.

Signature & Designation of the officer

Note: All the columns/items above should be filled in. 'Dashes(-)' are not allowed and such applications will be summarily rejected.

SOUTH CENTRAL RAILWAY

STATEMENT SHOWING THE PARTICULARS OF CANDIDATES RECOMMENDED TO APPEAR FOR APPENDIX-2 IREM EXAMINATION 2019

SL. No.	Name (Sri/Smt/Kum)	Design	Number of chances availed in previous Appendix-2 IREM		Exemption obtained indicating subject and year of the examination			Medium	Whether the candidate belongs to SC/ST community and whether necessary certificates have been produced	Optional subject selected	Chance No.	Year & month of passing the training test in case of Pro. JAAs/Acs
			Year	Roll No.	Subject	Year	Roll No.					

CERTIFICATE

It is certified that in the case of candidates who have declared themselves to belong to the Scheduled Caste/Scheduled Tribes community, necessary certificates from the District Magistrate/Collector/Deputy Commissioner as the case may have been obtained and kept on record.

It is also certified that Typists, Stenographer, Cashier & Shroffs included in the list have acquired reasonable practical knowledge of the work done in the important branches of the Accounts Office.

Signature:

Designation:

NOTE: All the columns/items above should be filled in. 'Dashes (-)' are not allowed and such applications will be summarily rejected.