SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
Secunderabad.

No.SCR/P-HQ/262(a)/Gaz/P-9/70% Quota/2024 Date: 04.11.2024.

ALL CONCERNED

Sub:- Formation of panel for promotion to Group 'B' post of Assistant Personnel Officer in Personnel Department against 70% quota selection in Level-8 in 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 **4 (UR-3, SC-1, ST-Nil, PwBD - Nil)** vacancies for the post of Assistant Personnel Officer in Level-8 of 7th CPC Pay Matrix in Personnel Department against 70% Quota selection 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.

1) **Eligibility Criteria**:

(i) In terms of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019 (RBE No. 216/2019), the following categories of staff holding posts on a regular basis in Level–6 of 7th CPC pay matrix and above with three years of regular service in Level–6 as on 01.01.2025 (including regular service rendered in the corresponding pre-revised grades) are eligible to apply.

a. Group 'C' Ministerial staff of Personnel Department.
b. Group 'C' Ministerial staff of Stores and Transportation (Traffic and Commercial) Department, Statistical and Compilation Branch, Chief Law Assistants and Stenographers of all Departments (Excluding Accounts Department) who have an avenue for promotion to Group 'B' in their own Department but on the basis of option given to them have elected to be considered for promotion to the post of Assistant Personnel Officer.
c. Group 'C' Ministerial Staff working in cadre post in any other Department of the South Central Railway excluding Hindi organization and Accounts Department but including Cash and Pay and Time office who have no avenue for promotion to Group 'B' in their own Department.

(ii) The three (3) years of regular service 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.

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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.

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' (Non-Technical) for promotion to Group 'B' post of Assistant Personnel Officer. 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:

	Max. Marks	Qualifying Marks
i) Viva voce	25	30 (including at least 15 marks under record of service)
ii) Record of service	25	

Empanelment: Mere passing the written examination (CBT) would not make the employees eligible for promotion to the post of Assistant Personnel Officer. 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.

4) **Pre-Selection Coaching Classes:** Pre-Selection Coaching to the eligible 'SC' candidates only 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 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

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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.

5) SYLLABUS

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

6) SUBMISSION OF APPLICATION:

a. 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.
b. Employees who fulfill the eligibility conditions shall submit their applications in the prescribed proforma (**Annexure-A**).
c. The applicants should fill all the columns in the application form.
d. 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).
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.

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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	88180
Dealing Clerk	85437

5) 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.

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 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/-Secy. to PCPO: 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 Personnel Officer (APO)** in Level-8 of 7th CPC Pay Matrix against 70% Selection Quota in Personnel Department

1	Name of the employee (In Capital/Block letters)	
2	IPAS No. (11 Digit)	
3	HRMS ID (In capital letters) (6 Digit)	
4	Mobile No. (10 Digit) (as provided in HRMS)	
5	E-mail ID	
6	Present Designation, Office, Department	
7	Division/Unit	
8	Controlling officer	
9	Date of Birth	D D M M Y Y Y Y
10	Community (SC/ST/UR)	
11	Whether belongs to PwBD (Yes/No)	If, Yes mention PwBD category (VI/LD/HI/MD) Required Scribe
12	Educational Qualification(Highest qualification)	
13	Date of Appointment	D D M M Y Y Y Y
14	Medically Decategorised/Surplus and provided with alternative employment in Ministerial cadre	**YES/NO** **If, YES** Date of Absorption_____Post_____
15	Date of regular promotion/appointment in Ministerial category with (Not MACPS)	**Level-6**_____ **Level-7**_____
16	Service rendered in Ministerial category of Level-6 and above as on 01.01.2025	_____Years_____Months_____Days

I wish to appear to the post of APO against 70% selection quota with reference to PCPO/SC's letter No. SCR/P-HQ/262(a)/Gaz/P-9/70% Quota/2024 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

ANNEXURE-B

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 AND 30% LDCE FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

a) Organization, objectives and functions of Personnel Department.

b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.

c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

a) Classification of Services and Categories;

b) General qualifications, conditions & rules for appointment; Medical fitness;

c) Safety, Non-safety & Essential Categories;

d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;

e) Railway Recruitment Boards & Railway Recruitment Cells;

f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

a) Appointment, Seniority & Lien;

b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;

c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;

d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;

e) Procedures of Selection, Suitability and Trade Tests;

f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;

g) Rules of Transfer (Inter Railway & Inter Divisional);

h) Deputation;

i) Types of Leave; Rules & Joining Time; Encashment of leave;

j) Pass Rules; AILTC;

k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;

l) HOER;

m) PME & Mandatory Health Check-up;

n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;

b) Manpower planning; Book of Sanctions & Scale-check;

c) Supernumerary posts & Redeployment;

d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;

e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;

f) Duty Rosters; Link Diagram; Crew Link & Power Plan;

g) Work-charged posts;

h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;

i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65

j) Training Modules for different posts,

k) Training under Apprentices Act, Online Training,

l) Performance Appraisal - APARS & SPARROW.

m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

a) Formal & informal interaction with recognised trade unions and associations;

b) PNMs, Staff Councils & PREM at various levels;

c) Role of JCM and Labour Tribunals & Labour Commissioner;

d) Facilities and privileges to trade unions & associations.

e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

a) Staff Grievances Redressal Mechanisms;

b) SBF, Railway Institutes, Railway schools & colleges, scholarships,

c) Ex-gratia payment,

d) Incentive Bonus Scheme;

e) Sports Incentives & cultural competitions, extra-curricular activities;

f) Excursions, tours and holiday camps; co-operative Societies;

g) Medical assistance;

h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.

b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

a) Retirement rules, types & benefits;

b) Old and New Pension schemes; Final Settlement rules under various circumstances;

c) Qualifying Service;

d) Pension & Family Pension, Provident Fund Rules;

e) Commutation, Gratuity, GIS, Leave Salary;

f) Other-than-Normal Retirement (ONR) cases;

g) ARPAN, Pension Adalats & Pensioners' Associations & representations;

h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;

b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

a) Service Law;

b) Handling legal cases (in CATs and Courts);

c) RTI & CIC matters; other statutory commissions / bodies;

d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.

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/Civil Surgeon/Chief District Medical Officer_____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 NAIR

Sl. No.	Railway /PU	Post Name	Name of the applicant	I-PAS No.	HRMS ID	Designation	Mobile No.	Email ID	Place of posting	Division/ workshop/ Unit	Controlling officer	DOB (DD/MM/YYYY)	Community (UR/SC/ST)	PwBD or not (Yes/No)	If Yes, PwBD category	If a PwBD, whether entitled to scribe (Yes/No)	Proposed Exam City
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]	[18]