



SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
4th Floor, Rail Nilayam,
Secunderabad-500025.
Date: 05.11.2024.

No. SCR/P-HQ/263/Gaz/T-14/AOM/70%/2024

DGM/Co-ord. & Secy. to GM, SDGM, PCOM, PCCM, PCSO, CAO/CN/SC
CPTM, CFTM, CTPM, COM/G/SC, CAO/Systems/SC, Station Director/SC
DRMs: SC, HYB, BZA, GTL, GNT & NED, GM/CRIS/SC
Principal/ZRTI/MLY, APO/Traffic/HQ, APO/Bills/HQ,
Sr.DPOs/ Sr.DOMs/ Sr.DSOs: SC, HYB, BZA, GTL, GNT & NED,
GM/RITES, RGM/CONCOR, Station Director/ HYB, BZA & TPTY.
CPM/RE/SC, CEN, BBS.

Sub:- Formation of panel for promotion to Group 'B' post of AOM/ATM in Level-8 of Pay Matrix against 70% selection quota in Operating Department 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.

oOo

It is proposed to hold a selection for formation of Group 'B' Panel for 7 (seven) vacancies with the following communal break-up for the post of Assistant Operations Manager/Assistant Traffic Manager (AOM/ATM) in Level-8 of 7th CPC Pay Matrix in Operating 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
6	1	0	7	1 (LD)

In terms of Railway Board's instructions contained in RBE No. 97/2022, out of 7 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, PP,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 working in Operating Department are eligible to submit the applications to the selection to the Group 'B' post of AOM/ATM against 70% selection quota:

- i. All the Group 'C' employees working in Level-6 and above of 7th CPC Pay Matrix with three (3) years of non-fortuitous service in Level-6 and above as on 01.01.2025 in Operating Department (including non-fortuitous service rendered in the corresponding pre-revised grades) in terms of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019 (RBE No. 216/2019) &
- ii. All Group 'C' Running staff working in Level-6 and above of 7th CPC Pay Matrix with three (3) years of non-fortuitous service in Level-6 and above as on 01.01.2025 as per

10816

[Signature]
05/11/24

Railway Board's letter No. E(GP)2005/2/87 dated 18.08.2015 (RBE No. 92/2015) (including non-fortuitous service rendered in the corresponding pre-revised grades).

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. If any employee answers more than 100 out of 110 questions, the first 100 attempted questions will only be evaluated. All objective type questions carry equal marks. 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' (Technical) for promotion to Group 'B' post of Assistant Operations Manager/Assistant Traffic 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
Record of service	25	under record of service)

28/16

Naam Singh
05/11/24

5

4) **Empanelment:**

Mere passing the written examination (CBT) would not make the employees eligible for promotion to the post of Assistant Operations Manager/Assistant Traffic 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 only to the eligible 'SC' employees 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 Secy. to PCOM 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 Operations Manager/Assistant Traffic Manager in Operating 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 APPLICATIONS:**

- 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 **15.11.2024**.
- 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 **18.11.2024**.
- 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 **22.11.2024** **certainly**.

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

3 of 16

Received
05/11/24

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 85437.

8) Important dates:

Date	Subject
15.11.2024	Last date for submission of the applications by the candidates to their supervisory Officials.
18.11.2024	Last date for forwarding the applications by Supervisors in one bunch to their respective Personnel/Cadre controlling officers concerned.
22.11.2024	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 22.11.2024 without fail. Applications forwarded after the due date i.e. after 22.11.2024, 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)
APO/Gaz

for Principal Chief Personnel Officer

C/- Dy.CPO/Gaz: May arrange to upload the notification on the SCR website

C/- Secy. to PCOM: for information and requested to ensure that the applications from all the concerned units are received in time, to process the selection further.

(D. Narasimha)
APO/Gaz

for Principal Chief Personnel Officer

4.12.16

Sl. No. (for Gaz. Section use)

Annexure-A

Application for the Group 'B' post of **Assistant Operations Manager/Assistant Traffic Manager (AOM/ATM)** in Level-8 of 7th CPC Pay Matrix against 70% Selection Quota in Operating 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"/>
12	Educational Qualification (Highest qualification)	
13	Date of Appointment	<input type="text"/>
14	Medically Decategorised/Surplus and provided with alternative employment in Operating Department	YES/NO <input type="text"/> If, YES Date of Absorption _____ Post _____
15	Date of regular promotion/appointment in Operating Department with (Not MACPS)	Level-6 _____ Level-7 _____
16	Service rendered in Operating Department of Level-6 and above as on 01.01.2025	_____ Years _____ Months _____ Days

I wish to appear to the post of AOM/ATM against 70% selection quota with reference to PCPO/SC's letter No. SCR/P-HQ/263/Gaz/T-14/AOM/70%/2024 dated 05.11.2024. I am aware that, if the application is unfilled and submitted after due date i.e. 15.11.2024 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

5 of 16

REF: PCPO/SCS Notification AND SCR/P.NR/263/842/7-14/ADM/70/P224
dt: 05-11-24 ANNEXURE - IS

SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORTATION AND COMMERCIAL) DEPARTMENTS

A. TRAFFIC (TRANSPORTATION)

I. GENERAL Hierarchical set up and line of control of Operating Department at the Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and Analysis of Operating Performance along with compilation of Statistical Data.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

Contd. . .

- Engine Utilization aspects requiring special attention: -.
 - ❖ Engine Crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
 - ❖ Power Plan: Assessment of Loco Requirement.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of Maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of Locomotives.
 - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transshipment Points.
- Causes of Yard and Section Congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders - Principles and Procedures.
- Rules regarding Carriage of Explosive and other General Goods.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
- Observance of Civil ban and Carriage of Contraband Goods etc,
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
- Running of Unit Trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated Day Loading.
 - Rationalization Scheme of movement of Freight Traffic for avoiding congestion by specific routes.
 - Merry-Go-Round (MGR) System.
 - Engine on Load (EOL) System.
 - Mini/Two Point/Multi Point Rake System.
 - Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

7 of 16

Contd..

- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

B of 16

Contd...

Consignments.

- Maximum Moving Dimensions. Wagon Census.
- IT applications: -
 - ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)
 - ✓ ICMS and Coaching Operations Information System(COIS)
 - ✓ COA
 - ✓ CMS
 - ✓ SATSANG
 - ✓ RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics

Contd. -

9 of 16

- Responsibility and function of Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station Staff in Working of Trains.
- Various Systems of Working of Trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling Systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight Trains.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

10 of 16

Contd ---

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
 - Improved Signaling and Inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay Inter-locking
 - Solid State Interlocking/Electronic Interlocking
 - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
 - Wheel Impact Load Detector (WILD)
 - End of Train Telemetry (EOTT) and its functions.
 - Centralised Traffic Control (CTC)
 - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP, SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.

Contd -

11 of 16

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

contd..

12/16

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.

Official Language

Official Language Policy, Act, Rules, Incentive Schemes etc.,

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 Officer _____	Chairperson		

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

14/08/16

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:

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

[illegible]

16 07 16