

दक्षिण मध्य रेलवे / SOUTH CENTRAL RAILWAY



मंडल रेल प्रबंधक, कार्मिक शाखा, के कार्यालय, 4 मंजिल, संचालन भवन, सिकंदराबाद -25

Office of the Divisional Railway Manager, Personnel Branch, 4th Floor, Sanchalan Bhavan, Secunderabad - 25

No.SCR/P-SC/ET/210/SHM-II/PRQ

Date:-21.10.2025

Sr.DOM/SC

NOTIFICATION

Sub: Filling up the vacancies for the post of Shunting Master-II in Level-4 of 7th CPC Pay Matrix against 100% PRQ (Selection) in Operating Department of Secunderabad Division - Reg.

It is proposed to conduct Selection to the post of Shunting Master-II in Level-4 of Pay Matrix against 100% PRQ Selection in Operating Department of Secunderabad Division.

I) The no. of Vacancies assessed are 5 (UR-4, SC-1, ST-Nil)

II) Eligibility and Service conditions

- i) Staff working in the category of Cabinman, Pointsman in Level-2 of 7th CPC Pay Matrix having three(3) years of Regular service in the above said categories as on the date of notification.
- ii) Medical Fitness: Should be fit in the prescribed Medical Classification of A-2 (Aye-Two)

III) Mode of Selection (Para 219 (j) IREM Vol-I)

- i) **Professional Ability:** The professional ability of the employees will be adjudged through Computer Based Test (CBT) mode. The employees should secure 60%marks in Professional ability. The final panel will be drawn up in the order of merit based on an aggregate marks secured in the CBT. The post of Shunting master being a safety one, there will be no relaxation in qualifying marks, for candidates belonging to SC/ST community.
- ii) In case they are empanelled, they have to undergo prescribed initial training as Pro -SHM-II at ATC/KCG for a period of 21 working days. On successful completion of training, they will be promoted and posted as SHM-II in Level-4 of 7th CPC Pay Matrix anywhere in Secunderabad Division.

Staff selected and promoted as SHM-II will have to seek further promotions as per Avenue prescribed to Shunting Masters (SHM) and no requests for repatriation to their parent category will be entertained under any circumstances.

IV) Pre Selection Coaching:

- i) Sr.DOM/SC shall arrange for pre-selection Coaching to the volunteered reserved employees only who are found eligible for a period of 3-4 weeks (21 working days) which shall cover entire syllabus prescribed for examination as per Board's instructions under SC No.41/98 read with SC.No 245/2001.

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- ii) After completion of the Pre-selection coaching, a certificate is to be issued by the controlling officer to the effect that all the eligible SC employees have been imparted pre-selection training for a period of 21 working days.
- iii) In case any of the reserved community employee is unwilling to undergo Pre-selection coaching, a written refusal in this regard shall be obtained and sent to this office for record.

These instructions should be adhered to strictly in an effective manner so that the performance of the reserved employees may come up to the required standard.

V) Syllabus and Question Bank

- i) Syllabus and sample question bank for the Computer Based Examination will be uploaded on SCR website scr.indianrailways.gov.in SHORTLY.
- ii) It is further advised that there will not be any mandatory limit of questions from the question banks.
- iii) The controlling Officer/Supervisor has to ensure that the Question Bank is circulated to all the eligible staff and holding of selections will not be postponed /delayed due to non circulation of Question Banks.
- iv) Question Bank will only be indicative in nature but not exhaustive. The examinees are advised to update their knowledge with the latest Rules/Circulars/Policies.

VI Procedure for CBT (Computer based Test):

- i) In terms of Railway Board's Lr. No E(NG)1/2018/PM1/4 dated 14.12.2018 (RBE No.196/2018), PCPO/SC's SC.No.212/2018, the CBT (Computer based Test) consists of 100% objective type, with 110 questions and all the questions will be multiple choices only. Out of 110, 10 questions (Optional) will be on Rajbhasha. The first 100 attempted questions will be evaluated. The employees will have option to opt for Hindi or English.
- ii) As per RBE No.194/19, there will be **No** negative marking .
- iii) There will not be any supplementary test for absentees under any circumstances, since the selection is by calling volunteers.

VII) Notifying to the Staff:

The controlling Officer/Supervisor should give wide publicity of the notification to all the eligible staff of Operating department of SC Division and notification should be displayed at conspicuous place. It is the responsibility of the controlling Officer/Supervisor to circulate the notification among the staff concerned and staff who are under sick/leave/absent.

VIII) How to Apply:

- i) The employees should submit the application in the prescribed format through proper channel enclosed as Annexure 'B'.
- ii) The application should be of good quality of A-4 size paper using one side only.
- iii) They should fill up the application form in their own writing with blue or black ball point pen only.

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- iv) All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor /Officer wherever required else the same will not be considered.
- v) Employee should paste the recent photograph on the application which shall be attested by the concerned supervisor.
- vi) Applications received without date and incomplete applications will be rejected and no correspondence will be made in the matter.
- vii) The willing and eligible volunteers have to submit their applications duly filling all columns with date in prescribed pro-forma to their controlling supervisors on or before 31.10.2025, who will in turn forward the applications in one bunch to the controlling officer on or before 03.11.2025 after ensuring the correctness of the service particulars. The applications which are incomplete or received after the last date i.e, 31.10.2025 or without forwarding from supervisory official will not be considered and no correspondence in this regard will be entertained.
- viii) Eligible staff on deputation to other offices, but holding lien on SC Division may also submit applications through their respective supervisory officials and their applications should reach the controlling Officer on or before 03.11.2025. Concerned Branch Officer and supervisory officials should inform such staff.
- ix) The controlling officer has to forward all the applications in one bunch to Sr DPO/SC's office together with DAR/SPE/Vig. Clearance on or before 06.11.2025.

IX) Tentative Schedule for the Selection by CBT test (Computer Based Test)

1	Date of issue of Notification	21.10.2025
2	Last date for submission of application to supervisors	31.10.2025
3	Last Date for Submission of application to Controlling Officer	03.11.2025
4	Last Date for submission of application to Personnel Branch	06.11.2025

The Date and venue of the examination will be advised separately to the eligible Employees.

The candidates are advised to follow updates regularly on this in Railway official website scr.indianrailways.gov.in (About Us → Divisions → Secunderabad → Personnel → Notification.

Note: If any of the above instructions are modified /altered at a later date by the Railway Board or Head Quarters, the administration reserves rights to amend the above notified instructions to the extent to give the effect of the same.

Encl: As above

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21/10/25
(B.SATEESH)
APO/T

for Sr.Divisional Personnel Officer/ SC

C/-PCPO/SC-for information please.

C/- All TI's/Cabinman, Pointsman/SC

C/- OS (P)/ Centralized selection cell for information and necessary action.

C/- Ch OS/PNM section for information of Recognized Trade Unions.

C/- Ch OS/Computer Cell for infn & n.a to up load the same on official web site.

C/- O.O file

B. Sateesh
21/10/25
for Sr. Divisional Personnel Officer/ SC

Proforma of Application

Application for the post of Shunting Master-II in Level-4 (GP 2400) against 100 % PRQ quota on SC Division vide Notification issued under Lr. No. SCR/P-SC/210(a)/ET/SHM-II /100% PRQ dated 21.10.2025.

1. Name of the applicant :
(in block letters)
2. Fathers Name :
3. PF Account number :
4. Present Designation /Stn :
5. Community :
(Attested copies of Caste certificate in Prescribed proforma)
6. Date of birth :
7. Age as on the date of notification :
8. Date of Appointment :
9. Designation at the time of Appointment :
10. Present Level of Pay Matrix :
11. Date of entry into present grade :
12. Educational Qualification :
(True copies of certificates to be enclosed duly self attested)
13. DAR/SPE/Vig. cases if any :
14. Phone No :
15. Email id :

Recent photo to be
be affixed and
attested by concern
supervisor

I hereby declare that the above information is true to best of my knowledge and belief. In case any information is found to be false I am aware that my candidature will be terminated and I am liable to be taken under D & A Rules 1968.

Date :

Station:

Signature of the applicant.

Forwarded to Sr. DOM/SC for further action and the above particulars are verified and found to be correct.

Date :

Station :

Signature of the immediate Supervisor
With stamp

Name:

Desig:

Verified and forwarded to Personnel Branch for further action.

Date:

Station:

Signature of the Controlling Officer
Desig/Stn.

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Office of the Divisional Railway Manager, Personnel Branch, 4th Floor, Sanchalan Bhavan, Secunderabad - 25

No.SCR/P-SC/ET/210/SHM-II/100%PRQ/2025

Date:- 2 .10.2025

Sr.DOM/SC

Sub: Selection to the post of SHM-II in Level-4 of 7th CPC Pay Matrix against 100%

PRQ in Operating Dept of SC division-Reg

Ref: 1. This Office notification No.SCR/P-SC/ET/210/SHM-II/PRQ dt:21.10.2025.

Further to this office Notification dt. 21.10.2025 cited, issued for selection to the post of SHM-II in Level-4 of 7th CPC Pay Matrix, against 100% PRQ in Operating Dept of SC division, the unified syllabus for the post of SHM-II is enclosed for circulating among the eligible staff.

The concerned supervisor may circulate the syllabus so as to reach all the employees and also to those who are on leave /sick/deputation.

The candidates are advised to follow updates regularly from this office in Railway official website scr.indianrailways.gov.in (About us Division→ Secundrebad → Personnel→ Notification.

B. Sateesh
(B.Sateesh)
APO/SC

for Sr.Divl Personnel Officer/SC

C/- SS's of all Stations of SC Division for information and necessary action.

B. Sateesh
for Sr.Divl Personnel Officer/SC

Syllabus for Departmental Examination for the Post of Shunting Master

1. Important definitions from G&SR Chapter I:

- Block section, Station section, Station Limits.
- Facing & Trailing Points, Interlocking, Isolation, KAVACH.
- Shunting, Authority to proceed, Point & Trap Indicators etc.

2. Railway Conduct Rules (G&SR Chapter II):

- Supply and upkeep of rule books, Knowledge of rules.
- obedience to rules and orders
- Duties and conduct,
- Attendance and Absence from duty,
- Alcohol and drug consumption, Duty for securing safety.

3. Signals (Chapter III G&SR)

- Types of Signals
- Description and Aspects of Distant Signal,
- Description of Reception and Departure Stop Signals,
- Description of Subsidiary Signals,
- Kinds of Automatic Signals and its identification.
- Minimum Equipment of Signals in MAS Signal Line/Double Line Station.
- Points affecting movement of Trains, Locking of Facing Points.
- Conditions for taking off Home Signal and LSS.
- Points, Kinds of Points Setting and Locking of Points.
- Role of Points Man during points Failure. Hand Signals and its uses, Detonators and its uses.

4. Working of Trains Generally (G&SR Chapter IV)

- Limits of Speed Over Facing Points, Tail Board/Tail lamp, Duties of Pointsman regarding the same for Passing Trains.
- Position of Brake Van on Train Couplings, Damaged/Defective Vehicles, Exchanging of All Right Signals etc.
- Engine Whistle Codes, Protection and Stabling of Material Train.

5. Control and working of Stations.

- SWR and its importance, Operating Forms and its Importance
- Reception of a Train on Obstructed Line, Reception and Dispatch of Train from Un-signalled Line.
- Shunting, Control of Shunting, Responsibility during Shunting. Securing of Vehicles.

6. Accidents and Unusual Occurrences.

- Accident or Obstruction
- Fire on Train, Vehicles Escaping from Station,
- Train Parting, divided Train working
- Trains unusually delayed.

7. Systems of working on Indian Railways & in SCR.

- Automatic and Absolute Block Systems,
- Following train system, Pilot Guard system,
- Train Staff and Ticket System One Train Only System.

8. Shunting and Siding working:

- Obstruction in the face of an approaching Train at station on Single Line,

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- Obstruction within Station section at station on Single Line,
 - Shunting in Block section
 - Placement and removal of rakes from Pit line
 - Working of trains into and out of Sidings
9. **Block working:**
- Condition for closing Block section,
 - Authority To Proceed (ATP),
 - Responsibility of Pointsman regarding ATP
 - Forms of messages and Written Authority to proceed.
10. **Marshalling:**
- Standard rake formation, Position of SLR/Brake Van in trains.
 - Marshalling of Dead Engines, damaged vehicles
 - Explosives, Petrol Tanks,
 - Attaching of Saloons and Inspection carriages, VPs.
11. **Caution Order:**
- Types of Caution orders,
 - circumstances for issuing Caution orders,
 - Preparation and Delivery of Caution orders.
12. **Rajbhasha & Official Language Policy**
13. **Passenger Amenities at stations**
14. **General Knowledge and Current affairs**

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