

Is date 13/3/ LDCE + 66 2/3/

**Syllabus for Selection to the Post of Senior Clerk-cum-Typist in Personnel
Department/S.C.RLY., in Pay Matrix Level 5 with Grade Pay ₹2800/-**

Sl. No.	TOPICS	Tentative Percentage of Questions
1.	Organizational set up & processes of Railways I. Role of Railways in development of country II. Organization of Railways – Railway Board, HQ & other units III. Role of Personnel Department vis-à-vis & other units IV. Schedule of Powers with respect to establishment matters V. General Office Procedure – a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system VI. Policy guidelines like Manuals, codes & circulars	05
2.	General Conditions of Service & Establishment Rules I. Modes of Recruitment, Functions of RRB & RRC & Placing of Indent II. Reservation Policy for SC, ST, OBC, PwBD & EWS including rosters III. Book of Sanction, Reservation Roster IV. Casual Labour, Substitutes & Act Apprentice trainees V. Seniority, Lien & AVCs VI. Special Quota Recruitment – Sports, Cultural, Scout & Guide Quota VII. Promotion rules – GDCE, LDCE, Selection, Suitability & Trade Test. Refusal of promotion VIII. Rules regarding APAR IX. MACP & Up-gradation, Service review X. Transfer & Deputation, Ex-cadre posts XI. Rules for Service record, DOB, Dependent family members, E-SR XII. Pass Rules & Leave Rules	25
3.	Financial Aspects of Establishment matter I. Pay structure & Pay fixation – practical aspects II. Increments & Notional Increment III. Pay Bills & related rules, unpaid wages IV. Recoveries & Arrears V. Loans, PF, Advances Allowances etc.	10
4.	Settlement I. Retirement rules – Old Pension scheme, New Pension Scheme & Unified Pension scheme II. Post-retirement benefits – Commutation, Gratuity, GIS, Leave Encashment, Family Pension, Provident Fund Rules etc., III. Other than normal retirement cases like VR, Resignations, Ex-gratia payment IV. Handling of Pension Adalat, Pensioner's Associations	10
5.	CGA & Medical De-categorization rules I. Medical examination of Railways employees II. Medical de-categorization & absorption of medically de-categorized staff III. Employment on Compassionate Grounds Rules and procedures	05



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6.	Man-power planning I. Book of Sanction, Vacancy Bank Register II. Bench-Marking & Yardsticks, Workstudy III. Surrender, Redistribution, Creation, Extension & Transfer of posts IV. Supernumerary posts, Work charged posts V. Redeployment of surplus staff VI. Training Modules for different posts VII. Training under Apprentices Act VIII. Training Centers in Zones, Divisions & Workshops IX. Plan Head 65	10
7.	Welfare Activities & Industrial Relations I. Staff Benefit Fund II. Medical & other facilities to employees III. Elections & Recognition of Trade Unions IV. Permanent Negotiation Machinery, PREM & ZRUCC V. Facilities to Office Bearers of Recognized Unions/ Associations	05
8.	D & AR and CONDUCT RULES I. Railway Services (Conduct) Rules & related instructions II. Railway Servants (Discipline & Appeal) Rules & related instructions	10
9.	Legal Matters & Grievance Re-dressal I. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Re-dressal Act 2013) II. Right to Information Act III. Courts like CAT, High Court, Supreme Court & National Commissions IV. Grievance Re-dressal Mechanism of Railways	10
10	Use of IT Platforms in Personnel working I. eOffice, HRMS, IPAS, RESS II. CPGRAMS, UMID, GeM, IRPSM III. Working knowledge of Computers	05
11	Financial Expenditure etc., I. Canons of Financial Propriety II. Audit and Accounts Narrative Report III. Budget, Classification of Demands of Grants IV. Award of Works in Works Programme V. Procedure for Stores procurement, GeM, IRPSM & Outsourcing	05
12	Rajbhasha: (Optional) I. Rajbhasha Rules 1976 and its applicability on Railways	10

N o t e: The syllabus is only indicative in nature & not exhaustive.
