

SOUTH CENTRAL RAILWAY



Headquarters Office,
Personnel Department,
4th Floor, Rail Nilayam,
Secunderabad.

No. SCR/P-HQ/262(a)/Gaz/M-7/30% LDCE/2025

Date: 17.12.2025

PCME, PCEE, PCOM, SDGM, CWE, CRSE, CMPE/Dsl, CEnHM/HQ
CPMs/RE/ALD; SC, VSKP, CEN, BBS, Director General/RDSO/LKO
CWMs/LGDS, RYPS, TPYS, DRMs/SC, HYB, BZA, GTL, NED & GNT
Sr.DPOs/SC, HYB, BZA, GTL, NED & GNT
Dy.CME/Plg./HQ, Dy.CPO/Cadre-II
Sr.DME/C&Ws/SC, BZA, GTL, GNT, NED, HYB
Sr.DSO/Mech/BZA, GNT, Dy.CSO/Mech/HQ
Sr.DEE/TRD – SC, BZA, GNT, GTL, NED, HYB; Sr.DEE/TRS/SC, BZA
Sr.DME/DSL – BZA, GY, MLX, KZJ; DME/P – SC, BZA, GTL, GNT, NED, HYB
WPO/LGDS, RYPS, TPYS, Principal/STC/LGDS/SC
APO/Cadre-II, AEME/LOFP/SC

Sub:- Formation of Group 'B' Panel to the post of Assistant Mechanical Engineer/Assistant Workshop Manager in Level-8 of 7th CPC Pay Matrix in Mechanical Department against 30% LDCE quota for the vacancy cycle 01.01.2025 to 31.12.2026.

Ref: - Railway Board's letter No. E(GP)2024/2/37 (3477173) dated 12.12.2025

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It is proposed to hold a selection for formation of Group 'B' Panel for 05 (UR-3, SC-1, ST-1, PwBD-Nil) vacancies for the post of Assistant Mechanical Engineer/Assistant Workshop Manager in level-8 of 7th CPC Pay Matrix in Mechanical Department against 30% LDCE quota through the Centralized Computer Based Objective Type Examination (CBT).

1) **ELIGIBILITY CRITERIA:**

- A. All Group 'C' Non-Ministerial staff working in Mechanical Department in Level-6 of 7th CPC Pay Matrix and above with 5 (five) years of non-fortuitous service in the grade **as on 01.01.2025** (including non-fortuitous service rendered in the corresponding pre-revised grades) and
- B. All Group 'C' Running staff in Level-6 of 7th CPC Pay Matrix and above with 5 (five) years of non-fortuitous service in the grade **as on 01.01.2025** (including non-fortuitous service rendered in the corresponding pre-revised grades) in terms of Railway Board's letter No. E(GP)2005/2/87 dated 18.08.2015. (RBE No. 92/2015) are eligible to appear for the selection in terms of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019. (RBE No. 216/2019)

In terms of Railway Board's RBE No. 40/2008, in case of persons transferred on request basis to a new unit in the same category of posts, and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition, for promotion in the new unit, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.

[Signature]
17/12/25

The eligibility conditions should have been fulfilled as on 01.01.2025 in terms of para 6.1.1 of Master Circular No. 68.

2) SCHEME OF SELECTION:

The selection will consist of (A) Written Examination (B) Medical Examination (C) Viva-voce and record of service.

A. WRITTEN EXAMINATION:

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 28.06.2022 & 08.07.2022, the written Examination will be conducted in the form of Centralized Computer Based Objective Type Examination (CBT) by RRB/Ajmer **tentatively on 08.03.2026**. There shall be a single paper of 150 marks comprising 100% objective type Multiple Choice Questions consisting of 175 questions out of which 150 questions are to be attempted. All objective type questions carry equal marks, 1 mark will be allotted for every correct answer. **THERE SHALL BE NEGATIVE MARKING FOR EACH INCORRECT ANSWER** and **One-third (1/3rd)** of the marks allotted for each question will be deducted for every wrong answer.

i. 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 – 'B'**.

ii. The distribution of marks will be as under:

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 06.09.2022, the break-up of marks for individual topics for the written examination consisting of 150 questions will be as detailed hereunder.

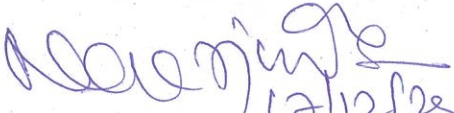
Topic	Questions	Marks
Technical (Professional) Subject	85 Questions (including 5 optional questions)	80 marks
General Knowledge and Official Language Policy & Rules	55 Questions (Including 15 optional questions on Official Language Policy & Rules)	40 marks
Establishment & Financial Rules	35 Questions (including 5 optional questions)	30 marks

iii. Qualifying marks : 90

iv. Duration : 3 Hours

B. MEDICAL EXAMINATION:

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 06.03.2023, employees who qualify in the written examination (CBT) by securing 60% or more marks shall be shortlisted, to the extent of five times the number of respective vacancies (community-wise), in order of merit, for the prescribed medical examination for promotion to Group 'B' (Technical) post of AME, as per the Railway Medical Manual. Only those candidates who are declared medically fit in the prescribed medical examination shall be called for the viva-voce, in accordance with extant instructions.


13/12/23 -

C. VIVA – VOCE & RECORD OF SERVICE:

The following marks are allotted for viva-voce and record of service:

	Max. Marks	Qualifying Marks
Viva-voce	25	30
Record of service	25	(Including at least 15 marks under record of service)

Empanelment: Mere passing the written examination would not make a candidate eligible for promotion to the post of AME/AWM. In order to qualify, apart from passing medical examination, a candidate must secure 30 marks out of 50 marks in “viva-voce” and “record of service” put together (including at least 15 marks out of 25 in “record of service”).

There will be no grading of successful candidates as ‘outstanding’, ‘very good’ etc. After viva-voce, the Panel will be drawn restricting the same to the number of assessed vacancies **in the order of merit.**

3) SYLLABUS FOR THE WRITTEN EXAMINATION:

The syllabus for the written examination is enclosed as **Annexure-A**. Questions on Official Language Policy and Rules will be included to the extent of 10% of total marks answering of which is not compulsory in terms of Para 204.3 IREM Vol.I.

The examinees are advised to update their knowledge keeping in accordance with the change of technology and job requirement with latest Rules/circulars/policies

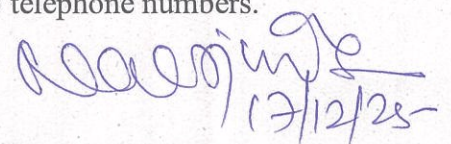
4) SUBMISSION OF APPLICATIONS THROUGH HRMS:

- The applications for the aforesaid LDCE shall be invited through HRMS.
- Physical applications will not be entertained.
- The detailed instructions to the candidates to submit the online application through HRMS is enclosed herewith as **Annexure-C**.
- **The last date for the submission of applications by the eligible employees is 30.12.2025.**
- The reserved community employees are advised to check whether their community certificate is available in employee details, if the certificate is not available, the system prompts him to upload the certificate and the same can be done by raising a ESS request by employee himself/herself and get it approved.
- The system doesn't allow the application to be submitted if the photo and signature of the employee are not available in the system. In such cases, the employee has to go to ESS and get the current photo and signature uploaded in the system and get it approved.

Staff whose lien/seniority is maintained on this Railway and who are on deputation/leave/sick or serving in other Railways, Railway Board/IRCTC/CONCOR/CRIS/RDSO/RITES/CORE/IRCON/KRCL/RVNL/TA Camp etc., should also be notified to enable them to submit their applications through HRMS. It would be the responsibility of the officer concerned to bring the notification to the notice of staff on deputation/leave/sick under clear acknowledgement, copy of which has to be sent to this office for record.

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.

The employees, who have responded to this notification, are also equally responsible to attend the written examination through Centralized CBT tentatively scheduled on 08.03.2026. For enquiries, if any, they may contact on 88180/85415 telephone numbers.


17/12/25

5) PRESELECTION COACHING CLASSES:

The pre-selection training classes, to eligible volunteers belonging to 'SC' and 'ST' community, will be organized for 15-20 working days with a minimum 60 hours by Dy.CME/Plg./HQ in terms of RBE No.142/2019.

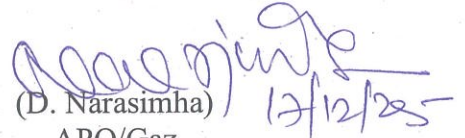
NOTE: This Notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at later date

The copy of Notification is made available SCR official website.

Encl: Annexure - A - Syllabus

Annexure - B - Scribe Declaration

Annexure - C - Instructions to the employees to submit application through HRMS


(D. Narasimha) 17/12/25
APO/Gaz

for Principal Chief Personnel Officer

C/- Dy.CPO/Cadre-I/HQ - for information and necessary action.

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE. ANNEXURE - A

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, Canons 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 PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH 30% LDCE IN MECHANICAL DEPARTMENT

Paper will be of two parts one part will be of General questions comprising questions from General Knowledge, Quantitative aptitude, Applied Mechanics, General Science Information Technology and EnHM. and other sections comprising of questions from establishment, financial rules and Stores will be and Technical questions from four streams of Mechanical Department. Questions on PU are included in workshop segment. Question on Rajbhasha will be of optional nature of fifteen marks

Section A

GENERAL PORTION-

GENERAL KNOWLEDGE

This section would contain questions of general interest and importance which is acquired by general observation and reading without specific text book study. Subjects of national importance as well as achievements of railways will also be covered. The standard of General Knowledge shall not be more rigorous than Matriculation.

Quantitative Aptitude

- Arithmetic & Statistical Operations Graphs, Fractions, Percentage, Sampling & Averages
- Geometry-Area & volume upon Higher Secondary/Class 12 Standard
- Algebra, simultaneous equations etc upon Higher Secondary/Class 12 Standard
- Questions on General quantitative aptitude

Applied Mechanics

Various Engineering materials and their properties, Bearings, Stress & Strain, Fatigue, Hardness, Corrosion & Surface finish.

General Science

- Mechanics: Newton's Laws of Motion, Velocity & Acceleration, work, energy, power, Archimedes Principle etc.
- Temperature & its measurement
- Mechanics Velocity & Acceleration, work done & horse power etc upon Higher Secondary/Class 12 standard
- Heat & Work, Expansion of Solids Liquids & Gases
- IC Engines, Gas Turbines, Heat Recovery & Thermal Efficiency, Supercharging & Intercooling
- Ohm's Law, Coulombs Law, Faraday's Laws, Voltage, Current & Resistance, wet & dry batteries, power factor
- Simple Motors & Dynamos-Principle & working, transformer, relay, fuse, circuit breakers
- Power Supply, AC & DC, Rectification

INFORMATION TECHNOLOGY

Familiarity with Personal Computer Specs- Processor, RAM, Hard Disk, Floppy, CD, Multimedia etc.

- Basic MS Word, Excel and Power Point

- Basic Local Area Networks: Servers, Hubs, Switches, Structured Cabling, Nodes, Network applications
- Using Internet: Email, Browsing, Searching
- General Information on various portals used in Indian Railways including GEM,UDM,IREPS,FMM,E Office etc.

EnHM

- Environment, Quality Management Systems ISO 9000 & ISO 14000
- Environment management system (ISO 14001),
- solid waste management rules
- CTE (Consent to Establish) CTO, (Consent to operate)
- Water act, air act,
- hazardous waste management act
- water policy of Indian Railways

Section B

Part-A consists of questions from Establishment ,Financial rules & Stores.

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Division & Workshop Management, Diesel Locomotives, Carriage & Wagon and Workshops,

PART-A (Stores Rules)

STORES

- Classification of Stores
- Procedure of drawal of Stores
- Indenting Procedures
- Procurement methods-Local purchase, Spot purchase, Bulletin tender, Advertised tender, Limited tender, Tender Committee, Direct Purchasing
- Schedule of Powers
- Incoming inspection requirements
- Scrap disposal

PART-B-Professional Portion-

DIVISIONAL WORKING & OPERATIONS MANAGEMENT

- Working Time Table
- Working in Control Office including Passanger grievance redressal portals e.g. Rail Madad
- Accident Classification, definitions, ART Ordering, Role of Supervisors & officers at accident site Management. ,Accident investigation including proforma for measurement
- 140 ton Crane Construction & safety in operations

DIESEL LOCOMOTIVES

- Basic Features and troubleshooting of HHP locomotives
- Preventive maintenance schedules
- Latest design improvements in diesel locomotives to reduce failures on line.
- Features of GE Locomotives
- Design improvements in bogies to make them fit for high speed operation
- Air Brake system of diesel locos including working of compressors and vigilance control devices and their maintenance
- Cooling water system of diesel engines
- Fuel oil system of diesel engines
- Control of lubricating oil consumption
- Safety devices used on diesel engines and locomotives
- Trouble shooting on locomotives running on the railways
- Fuel Economy on diesel locomotives
- Thermal loading of engine components
- Under gear maintenance
- Suspension bearings, wheels
- Electric Systems of Diesel Locomotive
- Load Box Testing
- MEMU ,DEMUs-types, systems & trouble shooting
- Basics of DPRS (Distributed Power Rolling Stock)
- Introduction to GM Locomotives and its systems

CARRIAGE & WAGON

Coaching stock- preventive maintenance schedules in Coaching Depots including IOH.POH, SS2, SS3 Schedules in shops

- Wagon Stock-preventive maintenance including ROH in depots and POH Schedule in shops ,Ride Index, Anti Telescopic features
- IRCA Rules for reject able defects
- ICF & LHB Coach Bodies and their maintenance in sick line/shops
- Generic details of train set
- Casnub Bogie & its modifications for high speed
- Corrosion repairs to caching and goods stock
- Couplers & Draw gear, Train Parting , Brake Binding & measures to avoid the same
- Water availability in coaches
- Fire prevention on Trains
- Air Brake System-Twin Pipe & single pipe. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches
- Passenger amenity items
- OBHS , CTS and other coach cleaning systems

- Maintenance Pattern of freight trains including CC Rakes & Coaching stock maintenance including Revised Policy Circular-4
- Neutral Train Examination
- Maintenance of various components like DV, SAB, PEASD
- Latest design improvements of Carriage & Wagons to improve their performance and speed potential
- LHB Coaches & BLC Wagons
- Construction, Design & Maintenance of special purpose Wagons

WORKSHOPS and Production Units

- System of labour accountal GA Cards for time keeping documents, tally sheets, Job/Route Cards, inspection & rate fixing
- Rules & Calculations under incentive scheme
- Paints & painting systems
- Different types of machine tools such as lathes, milling machines, shapers, planers, cutting tools & cutting speeds
- CNC machines
- CLW Pattern of Incentive Scheme, Group Incentive Scheme
- Different types of welding processes, welding defects
- Wheels, tyres & axles and their ultrasonic testing
- Heat treatment of ferrous items such as surface hardening, annealing, normalizing etc
- Roller Bearing & Cartridge Bearings
- Injury free features in coaches
- Material handling
- Design of coaches and wagons
- Basic concepts of casting and Heat treatment methods
- Manufacturing and Heat treatment process of wheels and axles
- Factory Layout
- Process flow chart of Production Units
- Machinery and Plant maintenance

Rajbhasha

Optional questions of 15 marks

Appendix-I

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(Vill/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:

Appendix-II

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)

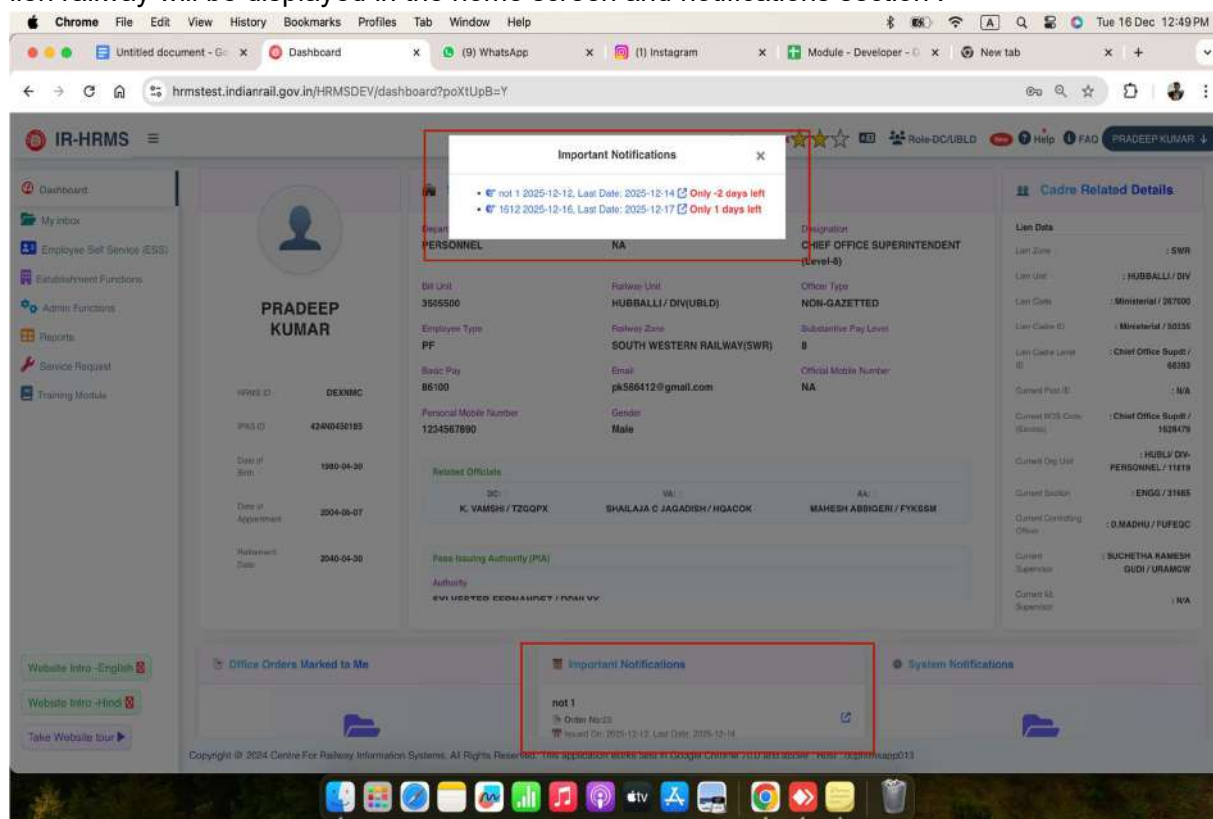
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

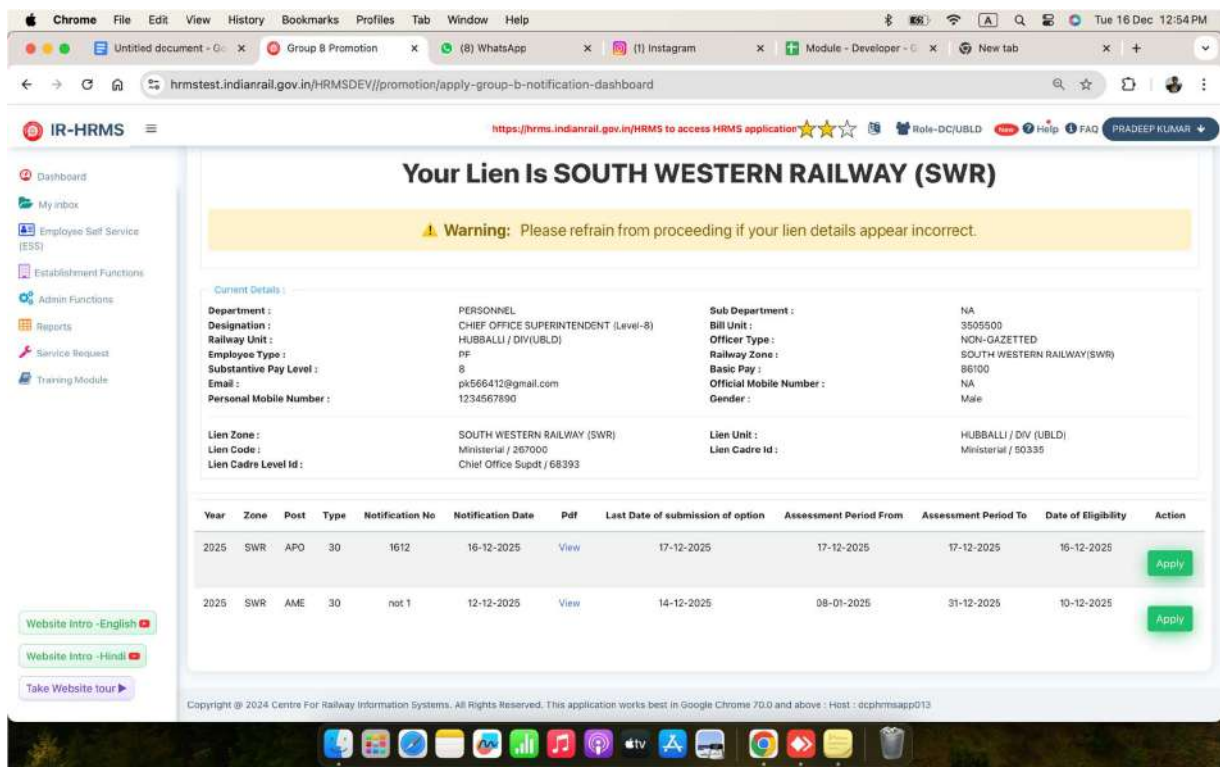
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

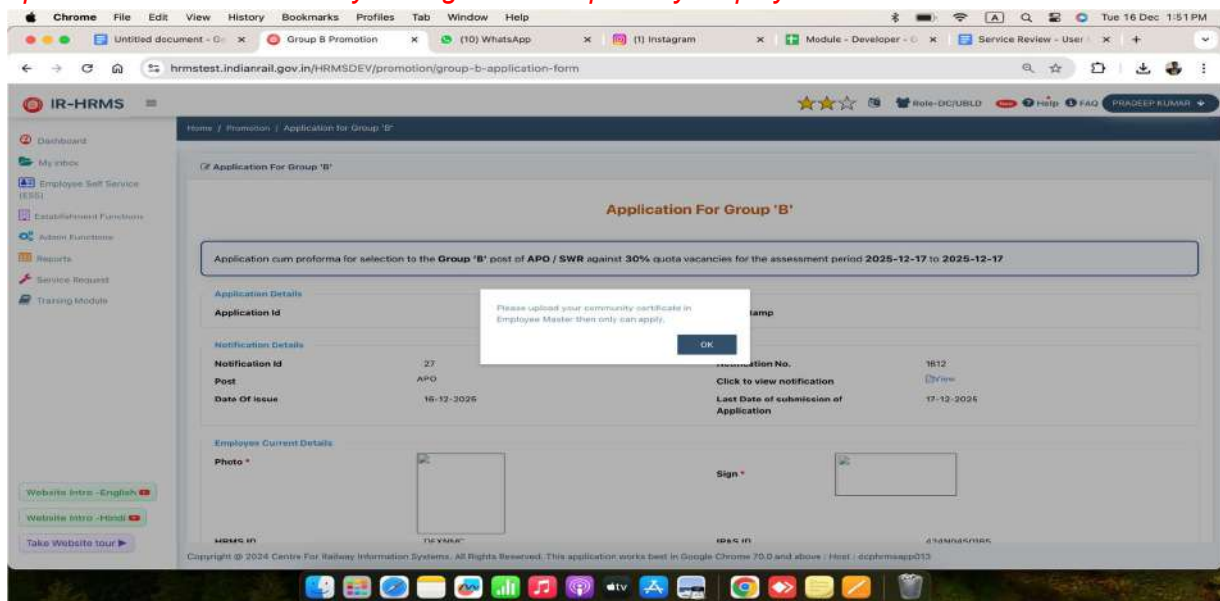
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway. The employee can apply against any notification by clicking on the 'Apply' button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**



Once the employee clicks on 'Apply' button, the page for application opens up.

"If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself."



The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.

If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.

The screenshot shows the IR-HRMS application form for Group B Promotion. The form is displayed in a web browser window with the URL hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form. The form is titled "Group B Promotion" and includes a notification details section, employee current details, and employee personal details.

Notification Details

Notification Id	27	Notification No.	1612
Post	APO	Click to view notification	View
Date Of Issue	16-12-2025	Last Date of submission of Application	17-12-2025

Employee Current Details

Photo *		Sign *	
HRMS ID	RE0XFK	IPAS ID	42407503210
Name	AKHILA BANU SHAIKH	Designation	CHIEF OFFICE SUPERINTENDENT (Level-B)
Current Pay Level	8	Substantive Pay Level	8
Current Org Unit	HUBLI/ DIV-PERSONNEL	Lien Cadre Code *	Ministerial(267000)
Lien Cadre ID *	Ministerial(50335)	Lien Cadre Level ID *	Chief Office Supdt(68393)
Lien Dept/Sub Dept	PERSONNEL/ -	Lien Unit *	HUBBALLI / DIV
Lien Zone	SOUTH WESTERN RAILWAY	Working Cadre Code	-
Working Cadre ID	- (-)	Working Cadre Level ID	- (-)
Working Dept/Sub Dept	PERSONNEL/ -	Working Unit	HUBBALLI / DIV
Working Zone	SOUTH WESTERN RAILWAY		

Employee Personal Details

Father Name	M. A. RAHMAN	Spouse Name	AKBAR SHAIKH
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Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above. Host : dcphmsapp013

The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

- Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
- If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
- Employee has to enter the details of promotion i.e date of past promotion and the length of service in each grade.

- d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
- e) If the employee is medically decategorised, the details of the same has to be entered.
- f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.

The screenshot displays the IR-HRMS web application. The header shows the user's name as AKHILA SANU SHAIKH and their role as NA/UBLD. The main heading is "Your Lien Is SOUTH WESTERN RAILWAY (SWR)". A warning message states: "Warning: Please refrain from proceeding if your lien details appear incorrect."

Current Details:

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV(UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY(SWR)
Substantive Pay Level :	8	Basic Pay :	81200
Email :	-	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Female
Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Submitted Applications Table:

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APD	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Application Submitted View Application
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

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This completes the employees' part of submitting an application.

All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.