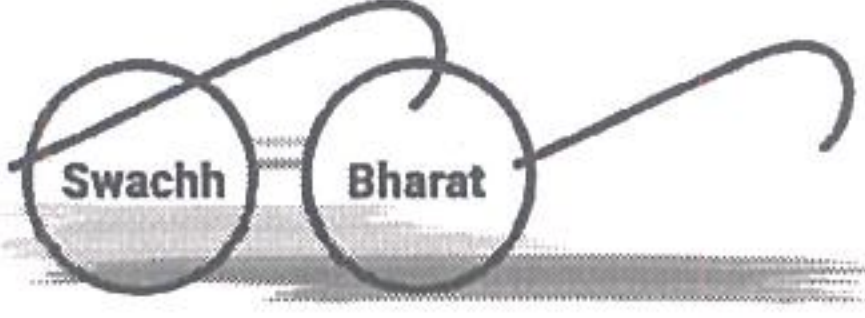


SOUTH CENTRAL RAILWAY



Headquarters office,
Personnel Department,
Rail Nilayam, 4th Floor,
Secunderabad-500 003.

No.SCR/P-HQ/263(a)/Gaz/N-10/30%/2025

Date: 17.12.2025

DGM (co-ord) & Secy. to GM, SDGM, PCSTE, CSTE/Project/Co-ord/HQ,
DRM/Sr.DPO/Sr.DSTE: SC, HYB, BZA, GTL, GNT & NED
CWM/WPO: LGDS, TPYS, RYPS
CSTE/CN/SC, CSE-I, CSE-II, CCE, CSTE/Plg, CSTE/Project-I,
CSTE/Project-II, CSTE/Project-III/BZA, CPM/GS/S&T/SC,
CPM/RE/CEN, SC, VSKP, BBS, Dy.CPO/Cadre-II/HQ
Dy.CSTE/HQ, Dy.CSTE/P/T/HQ, Dy.CSTE/PRS/SC,
Dy.CSTE/MW/SC, Dy.CSTE/Tele/HQ, Dy. CNM/FOIS/SC, Principal/ZRTI/MLY,
Principal/STTC/MLY, Dy.CSTE/P/SC, BZA, T/BZA, CN/SC, CN/BZA, CN/GTL,
Director/IRISET/SC, Regional Manager/Rail Tel/SC,
GM/RITES/Ltd., New Delhi House-37, Barakhamba Road, New Delhi-110001

Sub:- Formation of Group 'B' panel to the post of Assistant Signal and Telecommunication Engineer/Assistant Divisional Signal and Telecommunication Engineer in S&T Department against 30% LDCE Quota in Level-8 of 7th CPC Pay Matrix through Centralized Computer Based Objective Type Examination (CBT) for the vacancy cycle 01.01.2025 to 31.12.2026.

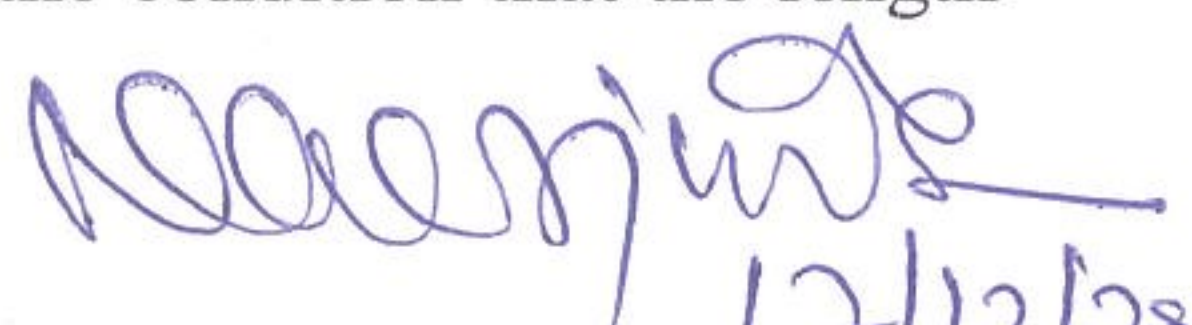
Ref: - Railway Board's letter No. E(GP)2024/2/37 (3477173), dated 12.12.2025.

oOo

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 Signal and Telecommunication Engineer/Assistant Divisional Signal and Telecommunication Engineer in Level-8 of 7th CPC Pay Matrix in S&T Department against 30% LDCE Quota through the Centralized Computer Based Objective Type Examination (CBT).

1. **ELIGIBILITY CRITERIA:** All Group 'C' Non-Ministerial staff working in S&T 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) 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


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of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.

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 the person concerned has limitation to write and that the 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

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

[Handwritten signature]
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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 Assistant Signal and Telecommunication Engineer/ Assistant Divisional Signal and Telecommunication Engineer 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.

C. VIVA – VOCE & 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 under record of service)
Record of service	25	

Empanelment: Mere passing the written examination (CBT) would not make a candidate eligible for promotion to the post of ASTE/ADSTE. 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.**

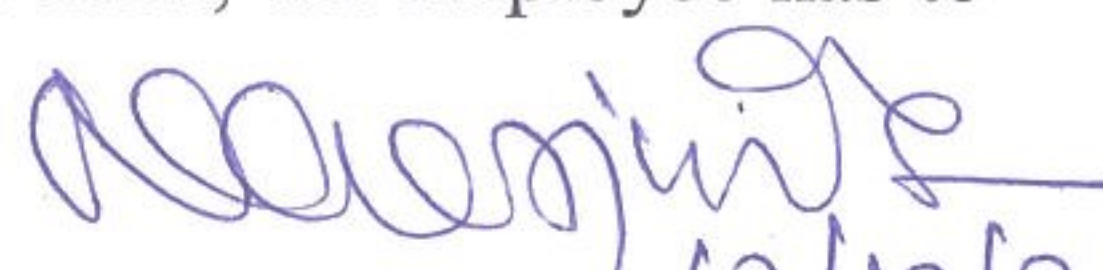
3) SYLLABUS FOR THE WRITTEN EXAMINATION (CBT):

The syllabus for the written examination (CBT) 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


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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 88180/85437 telephone numbers.

5) PRESELECTION COACHING CLASSES:

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

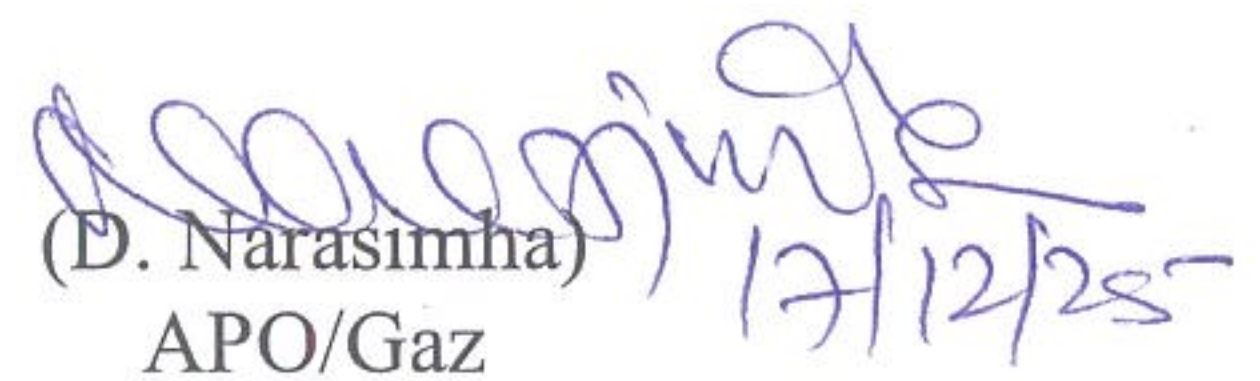
NOTE: This Notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at later date

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)
APO/Gaz

for Principal Chief Personnel Officer

Syllabus for 30% LDCE for Promotion to Group 'B' post of ASTE in Signalling & Telecommunication Department

Part – A - General

I. Current Affairs and General Knowledge

- This section would contain questions of general interest and importance, which is acquired by general observation or reading without specific text book study. Subjects of national importance as well as achievements of Railways are also to be covered. The standard of General Knowledge shall not be more rigorous than Matriculate level.

II. General Mathematics

- Arithmetic and Statistical operations, Graphs, Fractions, Percentage, Sampling & Averages
- Geometry – Areas & Volumes up to Higher Secondary /12th Standard level
- Algebra, Simultaneous Equations etc up to Higher Secondary /12th Standard level

III. Physics & Basic Electricity

- Units & Measurements
- Mechanics – Newton's Law of motion, Velocity & Acceleration, Work, Energy, Power
- Mechanical properties of solids and fluids
- Heat & work, expansion of solids, liquids & gases
- Ohm's law, Coulomb's law, Faraday's Law, Voltage, Current & Resistance, Kirchhoff's Laws, Wet & Dry Batteries, Power Factor
- Fleming's Law, Lenz's Law, Simple Motors & Dynamos, Generators, Principle of working of Transformer, Relay, Fuse, Circuit Breaker
- Semi conductor devices – P-N diode, Transistors, FETs, Applications
- Power supply, AC & DC, Rectifiers

IV. Digital Electronics & Information Technology

- Principles of Digital Electronics – Boolean Algebra, Digital Devices and their applications
- Information Technology – Generations, PC specifications, Operating systems – Windows, Linux and Application Software.

Part – B - Professional Subjects

I. Signalling :

- Basics of Signalling
- Principles of Interlocking, Signal Interlocking Plan, Route holding principles, Table of Control
- Colour Light Signal concepts

- Signalling Elements – Relays, Cables, LED Signals, Point Machines, Track Circuits (DC, AC & AFTC), Axle Counters (SSDAC & MSDAC), Block instruments, Integrated Power Supply, Interlocked Level Crossing Gates and Data Loggers
- Automatic Signalling
- Intermediate Block Signalling, BPAC, UFSBI
- RE Modifications
- Relay Interlocking concepts - Metal to Carbon, Metal to Metal, Panel Interlocking and Route Relay Interlocking
- Electronic Interlocking – Principles, Configuration, Interface logic, Application logic, VDU logic, FAT, SAT, Technical System Approval
- Earthing, Lightning and Surge protection arrangements
- Train Protection Systems – TPWS, Kavach
- Centralised Traffic Control (CTC) , Train Management System (TMS)
- Execution of S&T Infrastructure works – Planning, Execution, CRS sanction, Documentation, Testing and Commissioning

II. Telecommunications

- Outdoor and Indoor Telecom cable system, jointing procedures, and maintenance and fault localisation methods, laying practices and precautions at work site
- Control Communication, OFC based, VoIP based, Emergency Control Communication, Voice Logger, COA
- Telephone Instruments, Signalling principles of Telephone Exchanges, Automatic, ISDN, and VoIP Telephone Exchanges
- PCM-TDM Principles, PD multiplexers, SDH principles and SDH equipments
- Modulation techniques and radio propagation
- VHF, UHF, Tetra, GSM-R, LTE-R
- OFC Communication systems, OFC Splicing, Measurements and laying practices
- Data Communication and IP networks, IP-MPLS, Data networks of IR, PRS, UTS, FOIS, TMS, NMS, Wi-Fi at stations, Firewalls/UTM, Cyber security and Wireless security
- Public address system, Passenger information systems and VSS

III. Codes & Manuals

- General Rules
- Railways (Opening for Public Carriage of Passengers) Rules
- Indian Railways Schedule of dimensions
- Indian Railway Signal Engineering Manual
- Indian Railway Telecom Manual
- Accident Manual
- Block working Manual
- Extracts of Operating manual for Indian Railways, Indian Railways manual of AC Traction Maintenance and Operation and Indian Railways Permanent Way Manual relevant for Signal & Telecom Engineers

IV Workshop Practices

- Raw material processing
- Workshop Machines and their utilisation
- Overhauling procedure and practices
- Inspection and testing of components
- Testing procedures of Block Instruments , Relays, Point Machines, IPS, EoLB, Track Feed Battery Chargers, EKTs, Control Panels and Mechanical Items.
- RDSO approval procedure and Renewal
- Production Management Plan
- Quality control and Safety Practices
- Calibration of instruments and machines
- ISO/IMS Certification for workshops
- Scrap disposal
- Workshop suspense
- Costing of products
- Incentive schemes

Part - C – Official Language

Official Language Policy, Act, Rules, Incentive Schemes etc

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

Annexure-B

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 use saids 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.....Chairperson	Medical Officer/Civil Surgeon/Chief District Medical Officer			

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)

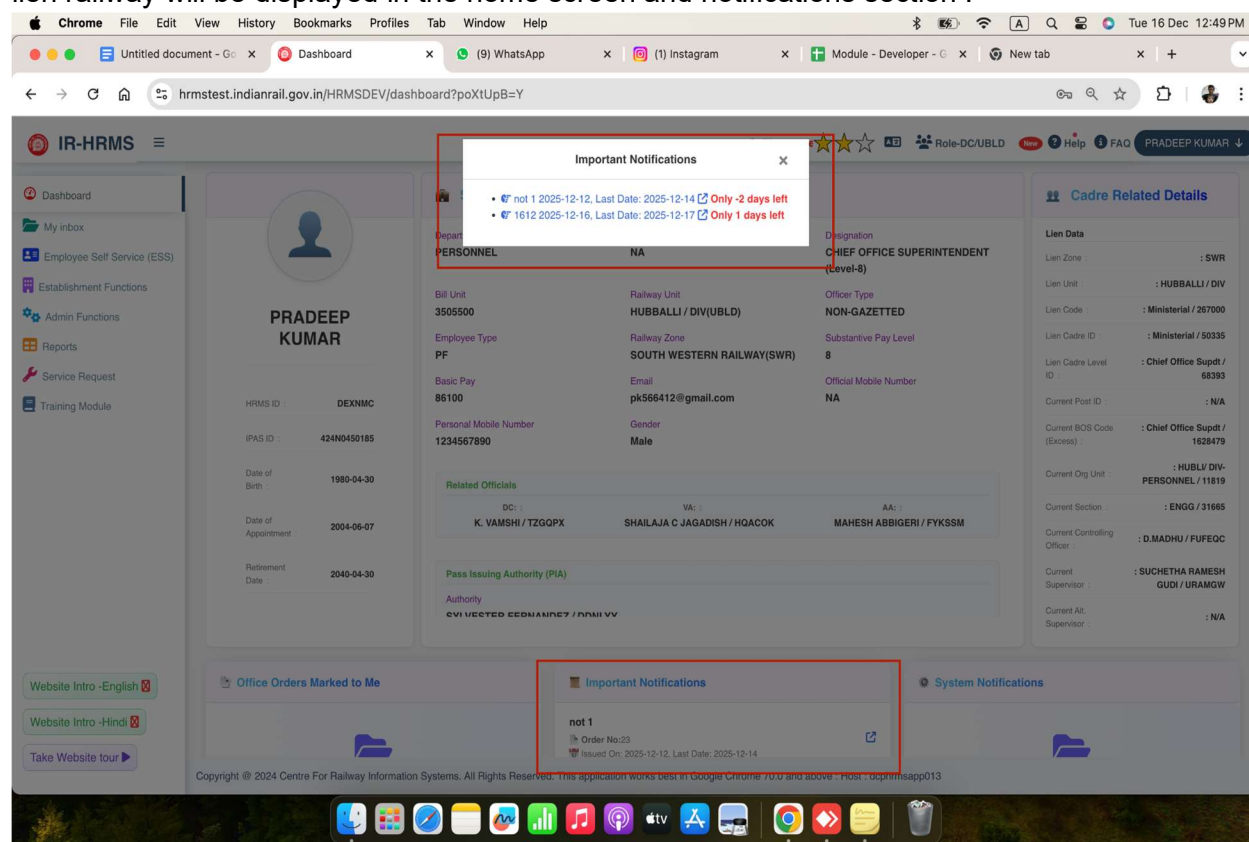
(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

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.**

IR-HRMS | <https://hrms.indianrail.gov.in/HRMS to access HRMS application> | Role-DC/UBLD | Help | FAQ | PRADEEP KUMAR

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

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 :	86100
Email :	pk566412@gmail.com	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Male
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		

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	APO	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Apply
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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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."

IR-HRMS | Home / Promotion / Application for Group 'B' | Role-DC/UBLD | Help | FAQ | PRADEEP KUMAR

Application For Group 'B'

Application cum proforma for selection to the Group 'B' post of APO / SWR against 30% quota vacancies for the assessment period 2025-12-17 to 2025-12-17

Application Details

Application Id

Notification Details

Notification Id

Post

Date Of Issue

Employee Current Details

Photo

Sign

Please upload your community certificate in Employee Master then only can apply.

OK

Application No. 1612

Click to view notification [View](#)

Last Date of submission of Application 17-12-2025

HRMS IN

DEFNMC

HRMS IN

474N/A5/185

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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 divided into several sections:

- Notification Details:**
 - Notification Id: 27
 - Post: APO
 - Date Of Issue: 16-12-2025
 - Notification No.: 1612
 - Click to view notification: [View](#)
 - Last Date of submission of Application: 17-12-2025
- Employee Current Details:**
 - Photo:
 - Sign:
 - HRMS ID: RBIXFK
 - Name: AKHILA BANU SHAIKH
 - Current Pay Level: 8
 - Current Org Unit: HUBLI/ DIV-PERSONNEL
 - Lien Cadre ID: Ministerial(50335)
 - Lien Dept/Sub Dept: PERSONNEL/ -
 - Lien Zone: SOUTH WESTERN RAILWAY
 - Working Cadre ID: - (-)
 - Working Dept/Sub Dept: PERSONNEL/ -
 - Working Zone: SOUTH WESTERN RAILWAY
 - IPAS ID: 42407503210
 - Designation: CHIEF OFFICE SUPERINTENDENT (Level-8)
 - Substantive Pay Level: 8
 - Lien Cadre Code: Ministerial(267000)
 - Lien Cadre Level ID: Chief Office Supdt(68393)
 - Lien Unit: HUBBALLI / DIV
 - Working Cadre Code: -
 - Working Cadre Level ID: - / -
 - Working Unit: HUBBALLI / DIV
- Employee Personal Details:**
 - Father Name: M. A. RAHIMAN
 - Spouse Name: AKBAR SHAIKH

The form also includes a sidebar menu with options like Dashboard, My inbox, Employee Self Service (ESS), Establishment Functions, Admin Functions, Reports, Service Request, and Training Module. At the bottom, there are links for Website Intro in English and Hindi, and a Take Website tour button.

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 be 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 application interface. At the top, a navigation bar includes the IR-HRMS logo, a user profile dropdown for AKHILA BANU SHAIKH, and various utility links like CTI + NR, Mobile No, and Help. The main header reads "Your Lien Is SOUTH WESTERN RAILWAY (SWR)". Below this, a yellow warning box states: "Warning: Please refrain from proceeding if your lien details appear incorrect."

The "Current Details" section is divided into two columns of information:

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		

Below the details, a table lists submitted applications:

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	APO	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

At the bottom, there are links for "Website Intro -English", "Website Intro -Hindi", and "Take Website tour". A footer note states: "Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcphrmsapp013".

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.