SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Department,
Secunderabad-500 003.

No. SCR/P-HQ/262(a)/Gaz/P-9/30%LDCE/2025 Date: 17.12.2025

ALL CONCERNED

Sub:- Formation of Group 'B' panel to the post of Assistant Personnel Officer in Personnel 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 30.06.2026

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

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It is proposed to hold selection for formation of Group 'B' Panel for 02 vacancies (UR-1, SC-01, ST-Nil, PwBD-Nil) for the post of Assistant Personnel Officer in Level-8 of 7th CPC Pay Matrix in Personnel Department against 30% LDCE Quota through the Centralized Computer Based Objective Type Examination (CBT).

ELIGIBILITY CRITERIA:

Employees who fulfill the following eligibility criteria **as on 01.01.2025** are eligible to apply for the selection

(i) All Ministerial staff in Group 'C'/Inspectorial Staff of Personnel Branch working in Level-6 of 7th CPC pay matrix and above with five years of non-fortuitous service in the grade (ministerial cadre) as on 01.01.2025 (including non-fortuitous service rendered in the corresponding pre-revised grades) are eligible to appear for the selection.

(ii) Group 'C' ministerial staff of all other departments excluding Hindi (Rajbasha) and Accounts Departments but including Cash & Pay Office and Time Office working in Level-6 of 7th CPC pay matrix and above with 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.

(iii) In respect of Ministerial Staff of Operating, Commercial, Stores and Statistical and Compilation Departments as well as Law Assistants and Stenographers who fulfill the conditions of eligibility mentioned above will have to exercise option in writing within one month from the date of their empanelment as APO as to whether they want to progress in Group 'B' post of APO or in other Group 'B' post for which avenue is available for them in their department.

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

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1) **SCHEME OF SELECTION:**

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

A. **WRITTEN EXAMINATION (CBT):**

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 28.06.2022, 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 (CBT) 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' (Non-Technical) post of APO, 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.

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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 (Including at least 15 marks under record of service)
Record of service	25	

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

2) 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 .

3) 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.

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The employees, who have responded to this notification, are also equally responsible to attend the written examination through Centralized CBT tentatively scheduled on 08.03.2025. For enquiries, if any, they may contact on 88180/86855 telephone numbers.

4) PRESELECTION COACHING CLASSES:

The pre-selection training classes, to eligible volunteers belonging to only 'SC' community will be organized for 15-20 working days with a minimum 60 hours will be conducted in due course.

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

17/12/25

C/- Dy.CPO/Cadre-I: For kind information and to upload in the SCR Website.

(D. Narasimha)
APO/Gaz
for Principal Chief Personnel Officer

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Annexure - A

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

SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

a) Organization, objectives and functions of Personnel Department.

b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.

c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

a) Classification of Services and Categories;

b) General qualifications, conditions & rules for appointment; Medical fitness;

c) Safety, Non-safety & Essential Categories;

d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;

e) Railway Recruitment Boards & Railway Recruitment Cells;

f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

a) Appointment, Seniority & Lien;

b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;

c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;

d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;

e) Procedures of Selection, Suitability and Trade Tests;

f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;

g) Rules of Transfer (Inter Railway & Inter Divisional);

h) Deputation;

i) Types of Leave; Rules & Joining Time; Encashment of leave;

j) Pass Rules; AILTC;

k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;

l) HOER;

m) PME & Mandatory Health Check-up;

n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;

b) Manpower planning; Book of Sanctions & Scale-check;

c) Supernumerary posts & Redeployment;

d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;

e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;

f) Duty Rosters; Link Diagram; Crew Link & Power Plan;

g) Work-charged posts;

h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;

i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65

j) Training Modules for different posts,

k) Training under Apprentices Act, Online Training,

l) Performance Appraisal - APARS & SPARROW.

m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

a) Formal & informal interaction with recognised trade unions and associations;

b) PNMs, Staff Councils & PREM at various levels;

c) Role of JCM and Labour Tribunals & Labour Commissioner;

d) Facilities and privileges to trade unions & associations.

e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

a) Staff Grievances Redressal Mechanisms;

b) SBF, Railway Institutes, Railway schools & colleges, scholarships,

c) Ex-gratia payment,

d) Incentive Bonus Scheme;

e) Sports Incentives & cultural competitions, extra-curricular activities;

f) Excursions, tours and holiday camps; co-operative Societies;

g) Medical assistance;

h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.

b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

a) Retirement rules, types & benefits;

b) Old and New Pension schemes; Final Settlement rules under various circumstances;

c) Qualifying Service;

d) Pension & Family Pension, Provident Fund Rules;

e) Commutation, Gratuity, GIS, Leave Salary;

f) Other-than-Normal Retirement (ONR) cases;

g) ARPAN, Pension Adalats & Pensioners' Associations & representations;

h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;

b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

a) Service Law;

b) Handling legal cases (in CATs and Courts);

c) RTI & CIC matters; other statutory commissions / bodies;

d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.

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 (nametobe 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)	Occupatio nal 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:

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 than40% disability and having difficulty in writing

I_____,a candidate with_____(nature of disability/condition)appearing for the_____(name of the examination)bearing RollNo._____at _____(name of the centre)in the District _____,_____(name of the State).My educational qualification is _____.

2. I do here by 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)

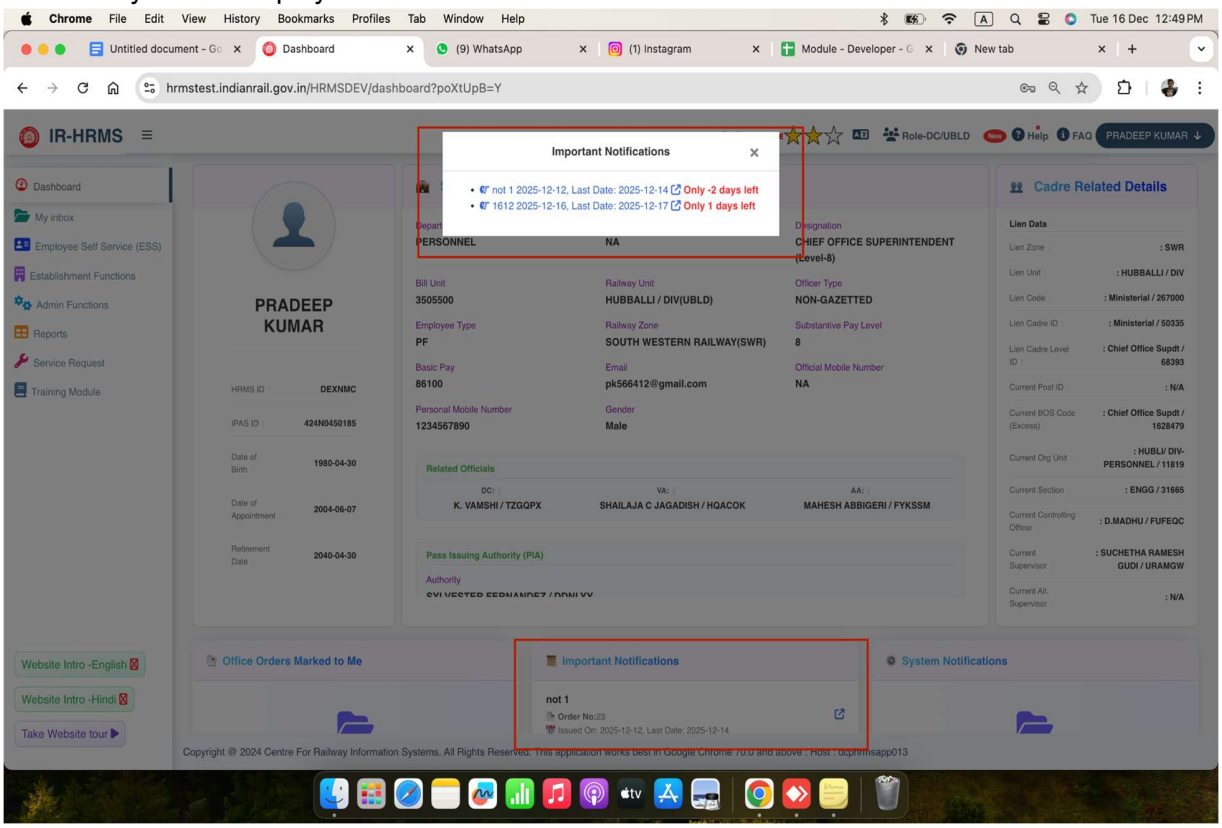
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

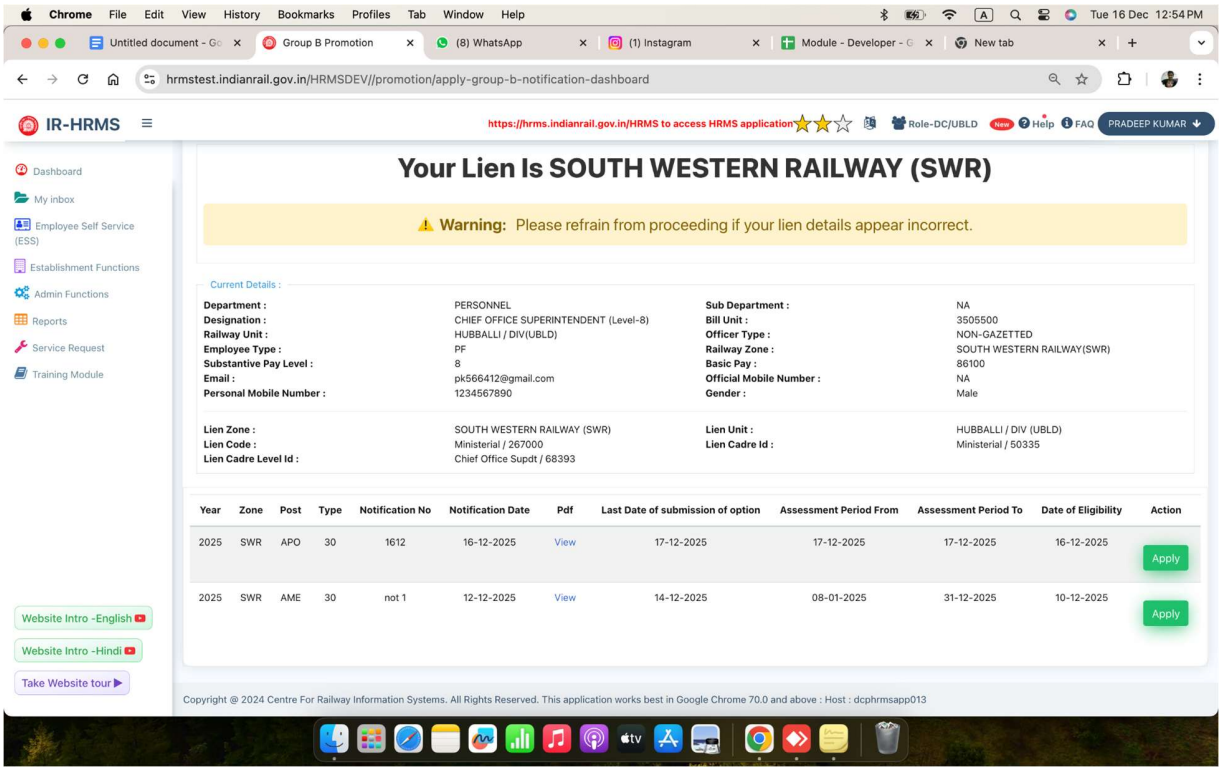
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

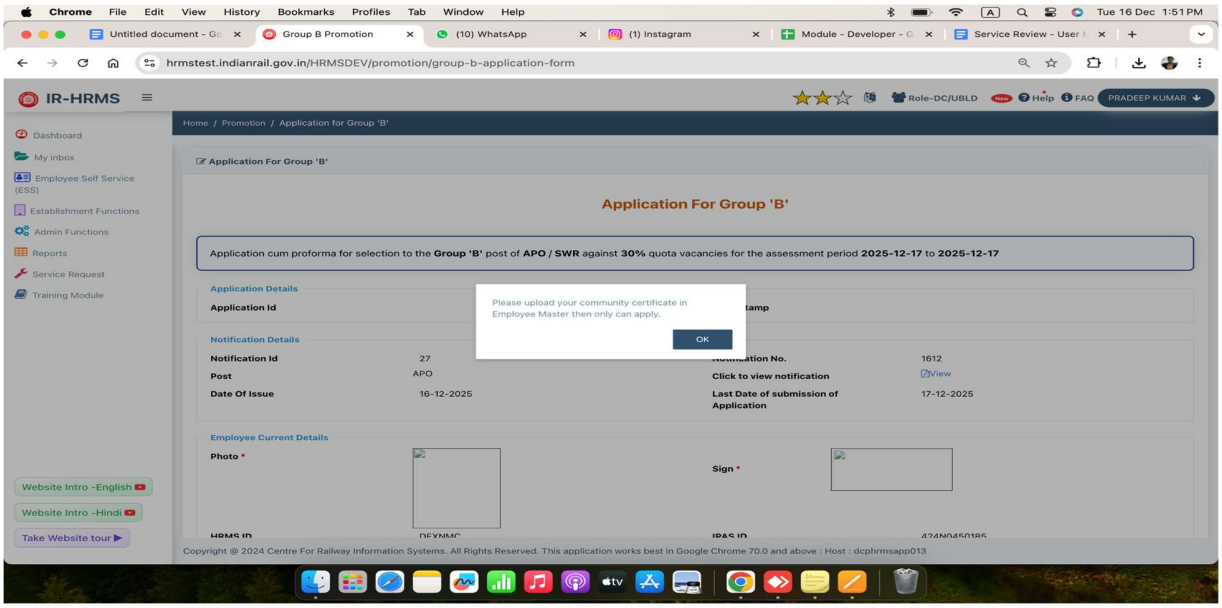
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee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



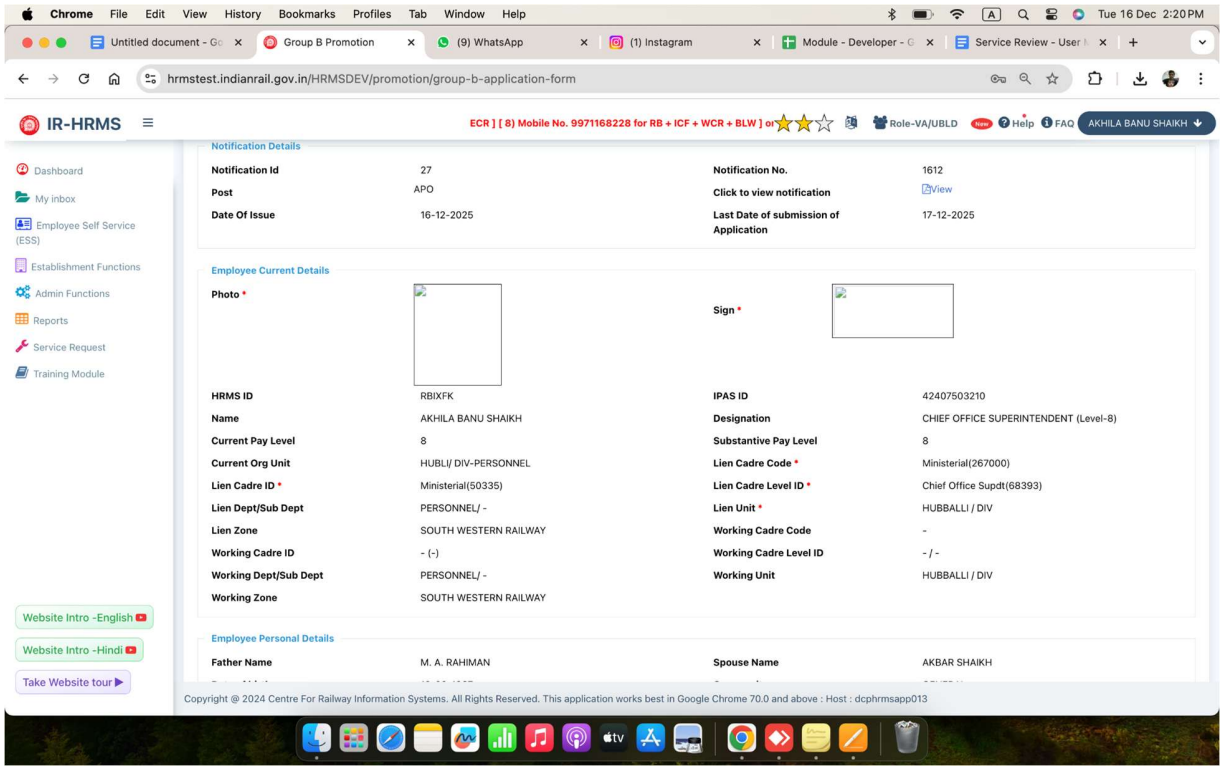
Once the employee clicks on ‘Apply’ button, the page for application opens up.

“*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 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.

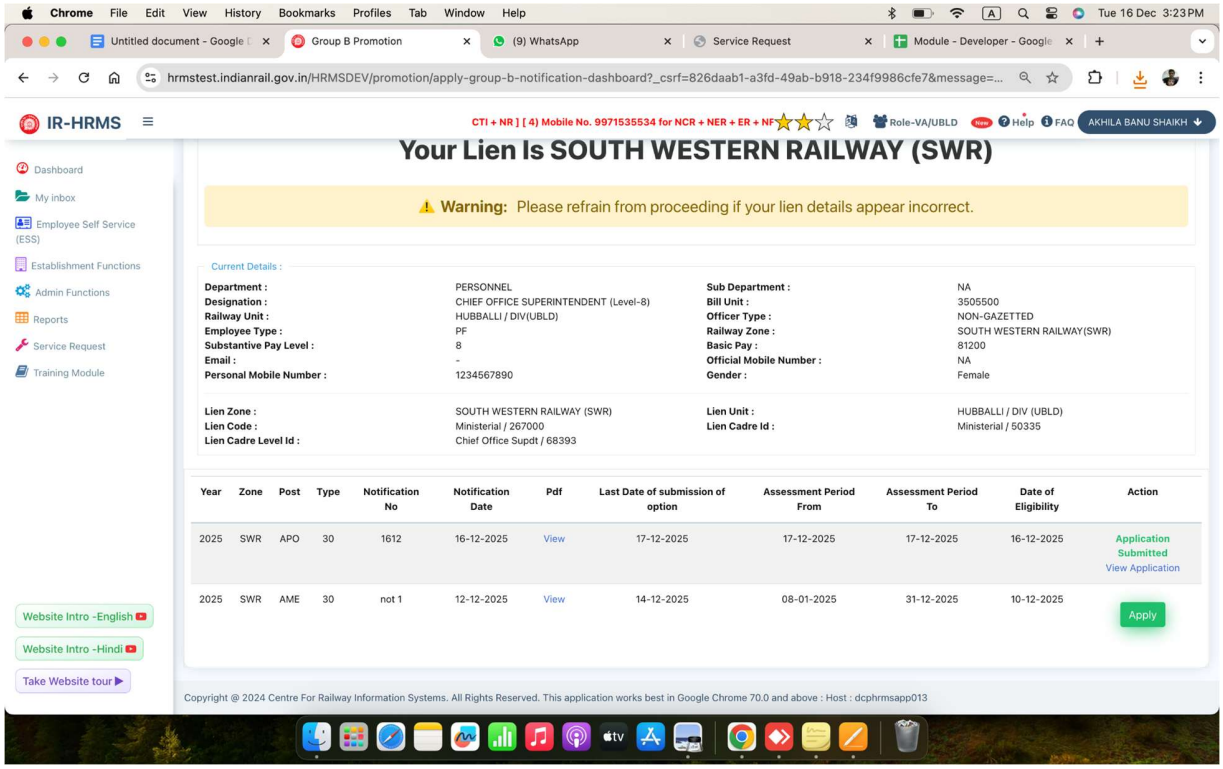
a) Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
b) If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
c) Employee has to enter the details of promotion 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.



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.