



SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
Secunderabad.
Date: 18.12.2025.

No. SCR/P-HQ/262/Gaz/C -1/ACM/30% LDCE/2025

DGM/Co-ord. & Secy. to GM, SDGM, PCCM, PCOM, PCSO,
CCM/Claims, CCM/PM, CCM/PS, CCM/FS, CAO/CN/SC, CPRO
DRM/Sr.DPO/Sr.DCM/Sr.DOM/Sr.DSO: SC, HYB, BZA, GTL, GNT, NED
DGM/G, GM/CRIS, GM/ITES, CPM/RE/SC, CEN, BBS, RGM/IRCTC/SC, RGM/CONCOR
Addl. Registrar/RCT: SC, AMVT; Station Director/TPTY, KCG, HYB, Sr.LO/HQ
Principal/ZRTI/MLY, Dy.CPO/Cadre-I/HQ, SPO/Bills/HQ, APO/Cadre-I/HQ.

Sub:- Formation of panel for promotion to Group 'B' post of Assistant Commercial Manager in Commercial 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.
&&&

It is proposed to hold a selection for formation of Group 'B' Panel for **01 (SC)** vacancy for the post of Assistant Commercial Manager (ACM) in Level-8 of 7th CPC Pay Matrix in Commercial Department against 30% LDCE Quota through the Centralized Computer Based Objective Type Examination (CBT).

1) ELIGIBILITY CRITERIA:

(i) All 'SC' community Group 'C' Ministerial staff/Non-Ministerial staff working in Commercial Department in Level-6 of 7th CPC Pay Matrix and above with 05 (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

(ii) Chief Law Assistants belonging to the 'SC' community fulfilling the above said eligibility conditions 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.

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 (CBT) (B) Medical examination and (C) Viva-voce and record of service.

contd..

1 18/16

[Handwritten signature]
18/12/25

A. WRITTEN EXAMINATION (CBT):

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 (CBT) consisting of 150 questions will be as detailed hereunder:

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

2/18/16

Naam Singh
18/12/25

D. EMPANELMENT: Mere passing the written examination (CBT) would not make a candidate eligible for promotion to the post of ACM. 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 31.12.2025.**
- 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 an 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 be 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 the telephone numbers 88180 & 85437 (Ch.OS/Gaz. Section/HQ).

Handwritten signature and date:
18/12/2025

3 of 16

11411

5) PRE SELECTION COACHING CLASSES:

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

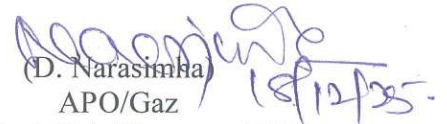
NOTE: This Notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at later date.

The copy of notification is made available on 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

C/- SCM/Resv/HQ: for information and necessary action.

C/- Dy. CPO/Cadre-I/HQ – for information and to upload the notification on SCR webpage.

4 08 16

ANNEXURE - A

Ref:- PPO/SCR'S Notification NO. SCR/P-NQ/262/SaB/10-1/
ACM/30% LDCE/2025dt. 18-12-2025

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE. — ACM

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.

Rajbhasha

Optional questions of 15 marks

Contd -

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

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

Contd...

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

10/7/16

ANNEXURE - B

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:

Contd. . .

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)

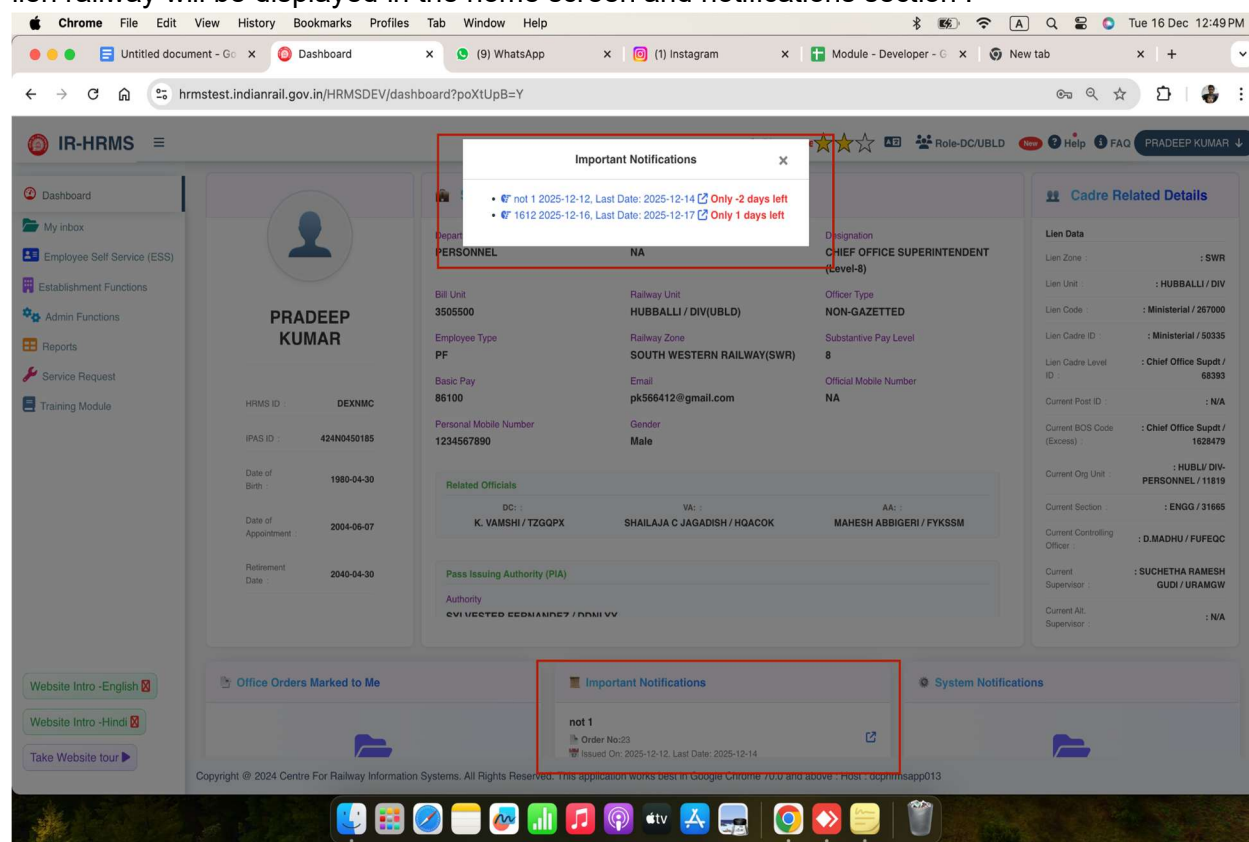
Place:

Date:

ANNEXURE-C

2)Application against the Notification by the Employee

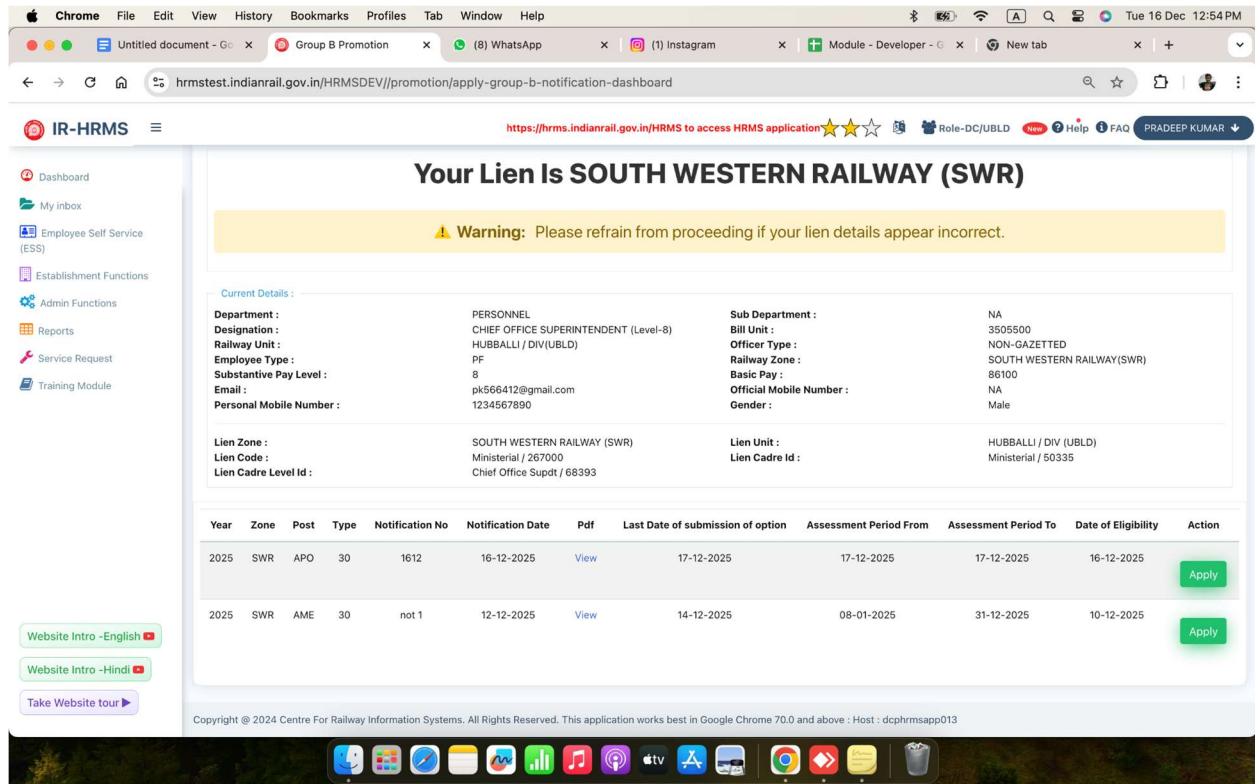
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

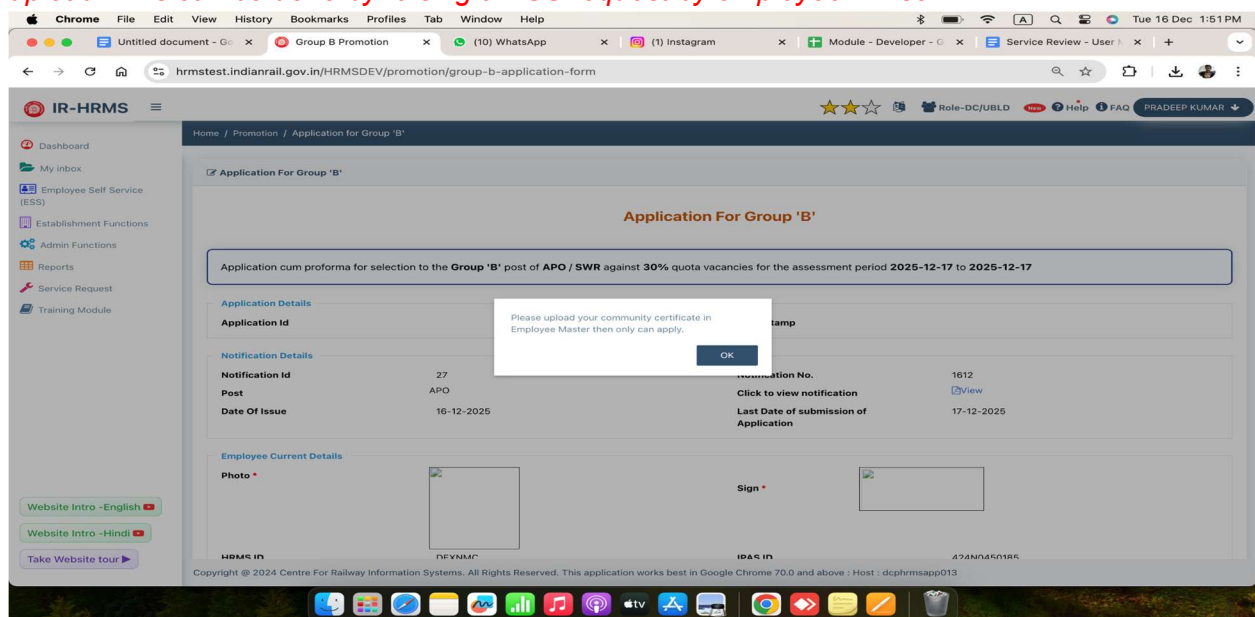
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee 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 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 on the left 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 footer contains copyright information and a note about the application's compatibility with Google Chrome 70.0 and above.

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.

IR-HRMS CTI + NR [4] Mobile No. 9971535534 for NCR + NER + ER + NF

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 :	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		

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

Website Intro -English [Website Intro -Hindi](#) [Take Website tour](#)

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.