

SOUTH CENTRAL RAILWAY

Office of the Divl.Rly.Manager,
Personnel Branch, 4th floor,
Sanchalan Bhavan, Secunderabad.

No.SCR/P-SC/262(a)/Reg/70% quota-APO/2018

Dt : 04.01.2018.

ALL CONCERNED

Sub: Formation of panel for promotion to Group 'B' post of Assistant Personnel Officer in Personnel department against 70% quota Selection in Level 8 in 7th PC Pay Matrix.

Ref : PCPO/SC's Notification No.SCR/P-HQ/262(a)/Gaz/P9/70% quota/2018, dt.03.01.18.

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The copy of the notification cited in reference and the copy of its enclosure being the syllabus for selection to the Group 'B' post of Assistant Personnel Officer against 70% quota in Personnel department are enclosed for giving wide publicity among the staff under your control and for compliance of instructions contained in the notification in respect of forwarding applications to the cadre controlling officers of Personnel branch on or before 29.01.2018 for onward transmission to headquarters. Applications received after the last date will not be entertained.

Encl: eight (08)


(C.N. DEEVAN REDDY)
Sr.DPO/SC

Copy to:

- 1) PS to DRM/SC, ADRMs (G), (I) & (O) for kind information please.
- 2) All Branch officers for information and necessary action.
- 3) All DPOs, APOs for information and necessary action.
- 4) All Ch.OSs/S&WIs, In charges of Cadres & Bills section of Sr.DPO/SC's office for information and necessary action.
- 5) OS/PNM section.


Sr.DPO/SC



SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
4th Floor, Rail Nilayam,
Secunderabad - 500071

Dt: 03.01.2018.

No.SCR/P-HQ/262(a)/Gaz/P9/70% quota/2018.

All Concerned,

S. C. Railway.

Sub: Formation of panel for promotion to Group 'B' post of **Assistant Personnel Officer** in Personnel Department against 70% quota Selection in Level 8 in 7th PC Pay Matrix.

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It is proposed to hold a selection to form a panel for promotion to Group 'B' posts of Assistant Personnel Officer in Personnel Department through 70% quota by calling volunteers from amongst those fulfill the eligibility conditions. The details are as under:-

- 1) **ASSESSMENT PERIOD** -- 01.01.2018 to 30.06.2020
- 2) **No. of VACANCIES** -- 05 (UR-05,)

3) CONDITIONS OF ELIGIBILITY:

Employees who fulfill the following eligibility criteria can apply for the selection. The eligibility conditions should have been fulfilled as on 01.01.2018.

- All Ministerial staff in Group 'C'/Inspectorial Staff of Personnel branch working in Level 6 in 7th PC Pay Matrix and above with three years of non-fortuitous service in the grade as on 01.01.2018 (including non-fortuitous service rendered in the corresponding pre-revised grades) are eligible to volunteer for the Selection.
- Group 'C' ministerial staff of all other departments including Cash & Pay Office and Time office and excluding Hindi (Rajbasha) & Accounts Departments working in Level 6 in 7th PC Pay Matrix and above with three years of non-fortuitous service in the grade as on 01.01.2018 (including non-fortuitous service rendered in the corresponding pre-revised grades) are eligible to appear for the Selection.
- 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 whether they want to progress to Group 'B' post of APO or to other Group 'B' posts for which avenue is available for them in their respective departments.

Further it is mentioned that in favour of employees who are empanelled as Law Assistants and Stenographers and who have put in 3 years of service in Level 6 in 7th PC Pay Matrix and above in the cadre and staff medically decategorised/surplus staff absorbed in Ministerial cadre and have put in 3 years of service in Level 6 in 7th PC Pay Matrix and above in the cadre are only eligible.

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4) SCHEME OF EXAMINATION AND QUALIFYING MARKS:

- i) The selection consists of a written examination and viva-voce.
- ii) There will be one paper for the written examination as detailed below.

PAPER	MAXIMUM MARKS	QUALIFYING MARKS	Duration of Examination
Professional subject , Establishment Rules & Financial Rules	150	90	3 hours

NOTE:

- i. Out of 150 marks, the questions relating to Professional subject will carry at least 100 marks.
- ii. As per extant instructions of the Railway Board, the question paper shall also contain question(s) on Official Language Policy and Rules to the extent of 10% of the total marks allotted for professional ability, answering of which is not compulsory.
- iii. Only those employees who secure minimum 90 marks out of 150 and passing in the prescribed medical examination will be called for viva-voce subject to restricting the number to be called for viva-voce to six times the number of vacancies for which selection is being held.

Record of service and Viva-voce

	Maximum Marks	Qualifying marks
1) Viva-voce	25	} 30 (including at least 15 marks under record of service)
2) Record of service	25	

Those who qualify in the written examination will have to appear for a medical examination as per Medical Manual for promotion to Group 'B' post of APO. Those who are found fit in the prescribed medical examination will only be called for viva-voce as per extant instructions.

5) SYLLABUS

- i. The syllabus for the written examination is enclosed as **Annexure 'B'** (Authority Railway Board's letter No. E[GP]2013/2/24 dated 21.05. 14 [RBE No.52/2014] circulated under S.C. No. 153/2014)

7) SUBMISSION OF APPLICATIONS:

- a. 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 to all the eligible employees in time.

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- b. Applications in the prescribed proforma (Annexure-A) are invited from the volunteers who fulfill the eligibility conditions as on 01.01.2018 as detailed above.
- c. The applicants should fill all the columns in the application form.
- d. The applicants should put their signature with date on the application form. (Repeat signature and date both are compulsory otherwise applications are liable to be rejected).
- e. The filled in applications should be submitted by the candidates to their supervisory officials on or before **24.01.2018**.
- f. The supervisory officials should forward such applications duly affixing their **signature and date in each of the application** invariably and forward them in one bunch under covering letter to the Personnel Department/Cadre Controlling Officer where the service register and personal files of the employees are maintained on or before **29.01.2018**.
- g. The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars in the application with the service registers and other relevant records and certify the correctness of each item of the application and affixing signature with an endorsement as '**checked and verified**'.
- h. Controlling officers/heads of the units have no discretion to entertain any application received beyond the last date. The applications received beyond the target date should not be entertained and the same should be disposed off at divisional/extra divisional level rejecting them on account of late receipt under advice to this office.
- i. The Personnel Officer/cadre controlling Officer should forward the scrutinized and checked applications duly affixing their **signature and date in each of the application** and send the same in one bunch under one covering letter furnishing the details in the following proforma addressed to Dy.CPO/Gaz on or before **02.02.2018 certain**.
- j. Further the details are also to be sent in soft copy (MS Excel format).

Sl. No	Name of the employee	Desig.	Station	Comm-unity	Date of submission of application (Annexure - A) to his Supervisor	Date of regular promotion In Level in 7 th PC Pay Matrix		Total service in Level 6 in 7 th PC Pay Matrix above Y - M - D
						Level 6	Level 7	

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- k. Only those applications of candidates who fulfill the eligibility conditions should be forwarded.
- l. Candidates who do not fulfill the eligibility conditions should be informed by the Personnel Officer/Cadre controlling Officer duly indicating the reasons for rejection.
- m. Staff who are on deputation/leave/sick etc should also be notified to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation/leave/sick etc under clear acknowledgement and a copy of which may be sent to this office for record.
- n. If any employee is holding an ex-cadre post, details of his post in regular cadre with grade and date of entry on regular measure should be furnished.
- o. The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time. For further details, they may contact on the following Nos.

	Rly Telephone No.	Mobile No.
SPO/Gaz/HQ	86954	9701370623
Ch.OS/Gaz. Sec.	88180	9849068309

- 8) The vacancies are reserved for un-reserved posts for above selection, hence no pre-promotional classes will be imparted for reserved community employees in terms of Railway Board letter no. 83-E(SCT)42/1 dated 14.04.83.

9) Important dates:

Date	Subject
24.01.2018	Last date for submission of the application by the candidate to their supervisory officials.
29.01.2018	Last date for forwarding the applications by Supervisors in one bunch to their respective Personnel/Cadre controlling officers concerned.
02.02.2018	Last date for forwarding the applications duly scrutinized and checked to Dy.CPO/Gaz by Personnel/Cadre controlling officers concerned.
25.02.2018	Date for written examination ,the venue will be advised separately.

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Signature
21/18


It is brought to the notice of Sr.DPOs/WPOs that under no circumstances the dates mentioned above should be changed and the applications should be submitted on **02.02.2018** certain without fail. If the applications are forwarded after the due date i.e. after **02.02.2018**, the Sr.DPOs/WPOs will be held responsible.

The notification is also placed on the SCR's official website.

Please acknowledge the receipt of this notification.

Encl: Proforma - Annexure-'A'

Syllabus - Annexure-'B'


(T. Suresh)
SPO/GAZ

For Principal Chief Personnel Officer

Enclosure to notification No.SCR/P-HQ/262(a)/Gaz/P9/70% quota/2018.Dt:03.01.2018

Annexure - A

**Application for the Gr.B post of Asst. Personnel Officer in Personnel Department
against 70% Quota Selection in Level 8 in 7th PC Pay Matrix**

1.	Name (in Block Capitals):	
2.	Designation & Station at which working and Division:	
3.	Date of Birth:	
4.	Date of Appointment to Railway service:	
5.	Level (as on 01.01.2018) Date from officiating in that Level:	
6.	Details of service:	<u>Date of Regular promotion to the grade</u>
	i) in Level 6 in 7 th PC Pay Matrix	
	ii) in level 7 in 7 th PC Pay Matrix	
7.	Service rendered in level 6 in 7 th PC Pay Matrix and above as on 01.01.2018: Years Months Days
8.	Community	SC / ST / UR
9.	Contact Number	
I wish to appear for the above 70% Quota Selection in reference to CPO/SC's letter No.SCR/P-HQ/262(a)/Gaz/P9/70% quota/2018 dt: 03.01.2018. I am also aware that if the application is submitted after 24.01.2018, the same will not be considered.		
Station :		
Date :		
		Signature of the employee.
No		Division.
		Date:
The particulars furnished above are verified and found to be correct. The employee is eligible to appear for the examination. The application is forwarded to CPO/SC for further necessary action.		
Signature of the Controlling Officer.		Signature of the Personnel Officer
Date		Date:

Note:- The application with any column unfilled will be summarily rejected.

June
21/1/18

**SYLLABUS FOR SELECTION TO THE GROUP 'B' POST OF APO AGAINST 70% IN
PERSONNEL DEPARTMENT**

Establishment Rules & Financial Rules 50 Marks

Professional Subject 100 Marks

Professional Subject

1. Personnel department on Indian Railways, Legal framework, industrial laws, industrial relations and grievance redressal system:

- a) Organisation and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters.
- b) Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
- c) Labour legislations viz., Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.
- d) Hours of Employment Regulations, conducting of job analysis, payment of overtime etc.
- e) Engagement of casual labour and substitutes, policy and procedure thereof, Contract Labour [Regulation & Abolition] Act, 1972, Sexual Harassment of women at workplace [Prevention, Prohibition & Redressal], Act, 2013.
- f) Recognition of Trade Unions and dealing with unrecognized Trade Unions / Associations, Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
- g) Grievance redressal mechanism, Staff Welfare –Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers Education Scheme, Societies and educational assistance.

2. Manpower planning, methods of recruitment in Railways:

[a] Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc.

[b] Recruitment:

[i] Recruitment at various levels and methods of recruitment:

- Functioning of Railway Recruitment Boards
- Recruitment at Zonal Railways including recruitment of artisan staff, RRC, its role and functions
- Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guides quota appointments etc.
- Liberalised Active Retirement Scheme for Guaranteed Employment for Safety Staff [LARSGESS]

[ii] Various Group 'A' organized services and recruitment to organized Gr. 'A' Railway Services.

[iii] Direct recruitment quota as well as quota for recruitment for intermediate grades

[iv] Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.

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[c] Apprentice act and implementation of Apprentices Act.

[d] Absorption of medically de-categorised staff in alternative posts.

3. Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:

- a. Training of Group C employees
 - b. Functioning of Zonal Training Schools and other training institutions.
 - c. Training of Gazetted Officers in Railways as well as non-Railway institutions.
 - d. Various Railway Training Institutes like NAIR, IREEN, IRITM, IRISSET etc.
 - e. Future developments in Railways, the changing roles of Railway personnel and the need for on the job retraining, multi skilling etc.
4. Pay and allowances: Preparation of Pay Bills, Pay and allowances in the Railways, i.e. Pay bands, Grade pays etc. Principles of pay fixation in case of appointment and promotion [functional and non-functional promotions etc.] instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB, etc.
5. Seniority and Promotion:
- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
 - b. Provision of reservation for Scheduled Caste and Scheduled Tribe employees. Maintaining of reservation rosters.
 - c. Other relaxations available to SC/ST candidates in safety and non-safety category posts and procedure for de-reservation of posts.
 - d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc.
 - e. NBR, sealed cover procedure etc.
6. Retirement benefits:
- a] Pension Rules [new and old], Provident Fund Rules, Leave encashment rules, Gratuity rules
 - b] Retirement benefits under different circumstances [superannuation, voluntary retirement, resignation, dismissal, technical absorption etc].
 - c] Impact of Disciplinary and Appeal Rules, penalties etc. on retirement benefits
 - d] Pension adalats, timely settlement and redressal of grievances related to settlement.
 - e] Retirement benefits under Provident Fund & Pension rules and schemes of Financial Settlement.
7. Disciplinary & Appeal Rules [1968], Railway Services Conduct Rules [1966] & Schedule of Disciplinary Powers.
8. Pass Rules, Leave Rules and joining time. Medical assistance to Railway employees and retired Railway employees.
9. Computerisation of records and personnel management functions [Human Resource Management System] – benefits, challenges and implementation.
10. Right to Information Act, 2005.
11. Official Language Policy and Official Language Rules.

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