

NORTH CENTRAL RAILWAY

Headquarters Office,
Prayagraj - 211015.

No.: 797-E/Gaz/Gr. 'B' Sele./CBT/Traffic/30%/2025-26

Dated: 19.12.2025.

Principal Chief Operating Manager,

CTPM, CFTM, AGM, SDGM, GM/CORE, PFA, CAO/Const., CWMs: JHS & STLI Workshop, DRMs: PRYJ, AGC & JHS, Sr. DOMs: PRYJ, AGC & JHS, Sr. DPOs: PRYJ, AGC & JHS, Sr. DSOs: PRYJ, AGC & JHS, Sr.EDPMs: PRYJ, AGC & JHS, Dy. CPOs: Gaz., HQ, Const., Dy. CVO/Elect., Dy.CVOs, Dy.CTM/CNB, SPOs: IR, JHS & STLI Workshop, Sr. Law Officer, APO/IR & ALO/HQ, DOMs/AOMs: PRYJ, AGC & JHS, Principals: ETC/CNB, CETA/CNB, IRTMTC/PRYJ & STC/JHS, Sr. Statistical Officer/NCR.

NOTIFICATION

Sub: Selection for promotion from Group 'C' to Group 'B' to the post of AOM/ATM against 30% LDCE quota for Operating Department in Pay Matrix Level-8, through Centralized Computer Based Objective Type Examination (CBT) for vacancy cycle from 01.01.2025 to 31.12.2026.

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

1. As advised by Railway Board vide letters referred above, it is proposed to conduct selection for the Group 'B' post of AOM/ATM against 30% LDCE quota in Pay Matrix Level-8 through Centralized Computer Based Objective Type Examination (CBT) to be conducted by Railway Requirement Board/Ajmer for the vacancy cycle from 01.01.2025 to 31.12.2026.

The break-up of vacancies assessed are as under:-

Mode	UR	SC	ST	Total	PwBD
30% LDCE	01	01	Nil	02	00

2. Eligibility:-

The scheme is open to Non-ministerial staff of Operating Department. In terms of Railway Board's letter no E(GP)2019/2/25 dated 27.12.2019 (RBE No 216/2019), for Gr 'B' selection 30% LDCE quota, Gr. 'C' employees working in level 6 and above in Pay Matrix with five (05) years of non-fortuitous service in level 6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) will be eligible.

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.

It has been clarified that instructions contained in Board's letter No. E(NG)I/2023/PM/4/2 dated 02.03.2023(RBE No.40/2023) are not applicable while determining eligibility for promotions from Group 'C' to Group 'B' posts. Accordingly, an employee should have rendered the requisite eligibility service in the relevant grade(s) after absorption in the alternate post for being eligible for promotion to Group 'B' posts. (Authority Railway Board's letter No. E(GP)2024/2/09 dated 14.10.2024).

At/Gw.

In case of employees, whose appointment were subject to completion of satisfactory training against the post they were so appointed, the length of service should be reckoned including the training period prescribed.

In terms of Railway Board' letter No. E(GP)2005/2/87 dated 18.08.2015(RBE No. 92/2015), for determining the eligibility of running staff for selection to the Gr. 'B' posts, the grades of running staff may be equated with those of the stationery staff as indicated below:

S.No.	Designation	Scale of Pay applicable (VI CPC)	Scale of stationary post to which should be equated (VI CPC)
01	Mail/Express Guard	PB-2+GP Rs.4200 +500 addl. allowance	PB-2 + GP 4600
02	Sr.Passenger Guard	PB-2+GP Rs. 4200	PB-2 + GP 4600
03	Sr.Goods Guard (NF)	PB-2+GP Rs. 4200	PB-2 + GP 4200
04	Goods Guard	PB-1+GP Rs. 2800	PB-2 + GP 4200

In terms of Board's letter No. E(GP)2005/2/42-RBE No. 161/2005 dated 21.9.2005, the date of commencement of the vacancy period should be taken as the cut-off date for determining the eligibility of candidates for appearing in the selections for promotion from Gr. 'C' to Gr. 'B' post against the vacancies to be filled in the said period. As such the cut-off date for reckoning eligibility of candidates for appearing in selection for the assessment period 2025- 2026 will be 01.01.2025 for promotion to Gr. 'B' post of AOM/ATM against 30% quota (LDCE).

3. **SUBMISSION OF APPLICATIONS THROUGH HRMS & SCRUTINY: -**

- The eligible employees should submit their application through HRMS. The application received through proper channel only on HRMS will be entertained. The applications for the aforesaid LDCE shall be invited through HRMS. It is mandatory to fill each and every column with correct information.
- **Physical application / application received through other channels 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 through HRMS is **04.01.2026**. The application received after **04.01.2026** should not be entertained.
- 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 uploaded in the system and gets it approved.
- The eligible employees are advised to immediately login into HRMS and ensure that on Login into HRMS, they are able to see the Notification of the post against which they need to apply. In case an employee is not able to apply/see the notification in HRMS, he needs to immediately correct his details in HRMS through ESS module and get it approved.
- In case an Ineligible employee applies through HRMS, his request can be rejected at any stage of selection or thereafter. Disciplinary action would also be taken against him.
- Staff whose lien/ seniority is maintained on this Railway and who are on deputation/leave/sick should also be notified to enable them to submit their application through HRMS.
- While forwarding the applications, Dy CPO/Sr.DPO/DPO/SPO/APO/ Establishment officers should certify that no applications is left out with him. **List of the eligible candidates in Annex. 'D' may also be provided in hard copy as well as in soft copy in excel sheet.**

Signature

4. Syllabus:

A copy of the syllabus for 30% LDCE selection for promotion to Group 'B' posts of AOM/ATM in Operating Department, circulated by Railway Board vide letter E(GP)2022/2/4 dated 07.11.2022 is attached as **Annexure-'A'**.

5. Pre-Selection Training to SC & ST employees:

All the eligible SC candidates are required to be given pre-selection coaching/training as per syllabus attached as **Annexure 'A'** to be organised by the Dy.COMs, Sr.DOMs, STM, DOMs, AOM/ATM concerned as per extant instructions contained in Railway Board's letter No. E(GP)2010/2/39 dated 28.08.2019 (RBE No. 142/2019). Dy.COMs, Sr.DOMs, STM, DOMs, AOM/ATM Officers in changes will be personally responsible to spare the staff for pre-selection coaching/training well in time. The eligible SC candidates working in the Headquarters Officer & PU should be attached with Prayagraj Division and Construction Units should be attached with adjacent Divisions for pre-selection Coaching/Training.

Training may be imparted to SC candidates who are found eligible for appearing in the selection by the Divisions/Workshops/Units. In case any SC candidate is not interested for pre-selection Coaching/Training his/her written refusal may be obtained and sent to this office in original through special messenger.

On completion of the Coaching/Training, a certificate to this effect and schedule of pre-selection coaching containing date, time, venue, name of the lecturer, topics/subjects & attendance sheet of eligible SC employees must be sent to this office in proforma enclosed herewith as **Annexure 'E'**.

6. SCHEME OF EXAMINATION (CBT)

In terms of Railway Board's letter No. E (GP)2022/2/4 dated 28.06.2022 & 06.09.2022, the examination through CBT shall comprise of one paper as per following details: -

Single paper of 150 marks comprising 100% Objective type Multiple Choice Questions with following distribution of marks:		
Topic	Questions	Marks
Technical(Professional)subject	85 Questions(includes 5 optional questions)	80 marks
General Knowledge & 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
Qualifying Marks	: 90	
Duration	: 3 Hours	
Question paper will have 175 questions out of which 150 questions are to be attempted.		
1 mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3rd of Marks allotted for each question will be deducted for every wrong answer.		

In terms of Railway Board's letter No. E(NG)/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'**.

7. Written (CBT) and Viva-voce:

The selection will comprise of Written Test (CBT) followed by Viva-Voce test as per Railway Board's letter No E(GP)2022/2/4 dated 06/03/2023. Only those who qualify in the Written Test and pass the prescribed standard of medical examination as detailed in Railway Board's letters No. E(GP)80/2/8 dated 31/10/91, letter No. 99/H/5/3 dated 21.05.1999, & 18.12.2000 will be called for the Viva-Voce

Silva

test. In this regard provisions laid down in paras 529 and 530 read with para 503 of IRMM/Volume-I, 3rd Edition 2000, are relevant.

8. OTHER CONDITIONS: -

- a) The office concerned, from where an employee has proceeded on deputation, must inform the staff who are on deputation with other Department/Ministries well in time. Their applications on HRMS also must be routed through 'Personnel department' of their parent office and sent to this office after verification of their eligibility.
- b) The candidate applying for appearing in the selection shall mention the personal Mobile No. Registered in his/her account. The respective Divisions/Units shall check and ensure that Mobile No. Mentioned by the candidate has been updated in his/her HRMS account OTP will be received on the same mobile number for downloading of hall tickets etc. This should invariably be ensured.
- c) In event of any information given by the candidate, found false or incorrect and in case a candidate is found ineligible for the above selection at any stage (including reversion after promotion has been affected), his/her candidature will be summarily rejected and in addition D&AR action will be taken against him for this.

Sr. DPOs, Dy. CPOs, DPOs, SPOs, APOs, Establishment officers & controlling officers of the employees may personally ensure that this notification has been given wide publicity to all concerned. Displaying of this notification in the prominent Notice Boards of the respective offices of HQ/Divisions/Workshops/Units may also be ensured.

The time line for conducting the selection (CBT) against 30% LDCE vacancies is as under:-

Last date of submission of application by the applicant in their respective office	Submission of application in HQrs office	Issue of final eligibility list	Receipt of report of completion of pre-selection coaching to SC/ST candidates	Tentative Date of written examination (CBT)
04.01.2026	13.01.26	23.01.26	27.02.26	08.03.26

The notification has been uploaded in HRMS.

The notification is also available on this Railway's website – www.ncr.indianrailways.gov.in
(About us → Department → Personnel → NCR Gazetted Section → CBT)

All the divisions/units and applicants are advised to regularly visit NCR website/HRMS for any update in the matter.

Instructions on the subject issued by the Railway Board/competent authority from time to time, if applicable, will be adhered.

Receipt of this notification may please be acknowledged.

DA: As above

Md. Nawab Alam
19.12.25
(Md. Nawab Alam)
APO/Gaz & Welfare
for General Manager (P)

Copy forwarded for kind information to:-

1. Secy., Estt. (GP), Railway Board, New Delhi
2. Secy. to GM – for kind information to GM.
3. PS-I to PCOM & PCCM.
4. PCPO, SDGM.
5. PCMD, CMSs: PRYJ, AGC, JHS & CNB,
6. General Secy. NCRES & NCRMU/PRYJ
7. General Secy. SC/ST & OBC Association.
8. CPRO/NCR

6. SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORTATION AND COMMERCIAL) DEPARTMENTS

A. TRAFFIC (TRANSPORTATION)

I. GENERAL Hierarchical set up and line of control of Operating Department at the Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and Analysis of Operating Performance along with compilation of Statistical Data.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

- 9/12 2
- Engine Utilization aspects requiring special attention: -
 - ❖ Engine Crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
 - ❖ Power Plan: Assessment of Loco Requirement.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of Maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of Locomotives.
 - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
 - Shunting Operations in Yards or Road side Stations.
 - Working of Marshalling Yards & Transshipment Points.
 - Causes of Yard and Section Congestion and remedial strategies.
 - All India Marshalling Order and Railway-wise Marshalling Orders - Principles and Procedures.
 - Rules regarding Carriage of Explosive and other General Goods.
 - Preferential Traffic Schedule, Priority within same class and ODR.
 - Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
 - Notified Stations.
 - Wagon Stock Management for Loading and Unloading Operations.
 - Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
 - Observance of Civil ban and Carriage of Contraband Goods etc.
 - Important Documents/Registers maintained in Yards & at Stations.
 - Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
 - Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
 - Running of Unit Trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated Day Loading.
 - Rationalization Scheme of movement of Freight Traffic for avoiding congestion by specific routes.
 - Merry-Go-Round (MGR) System.
 - Engine on Load (EOL) System.
 - Mini/Two Point/Multi Point Rake System.
 - Container Train Operation, Hub and Spoke system.
 - Supervision and control over movement of Special type of Stock, ODC

Consignments.

- Maximum Moving Dimensions, Wagon Census.
- IT applications: -
 - ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)
 - ✓ ICMS and Coaching Operations Information System(COIS)
 - ✓ COA
 - ✓ CMS
 - ✓ SATSANG
 - ✓ RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pro Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics

- 3/14
- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
 - Engine Tickets and maintenance of Engine Tickets
 - Analysis of the Operating Statistics.
 - Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
 - Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table. Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

- Responsibility and function of Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station Staff in Working of Trains.
- Various Systems of Working of Trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling Systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight Trains.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMES) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
 - Improved Signaling and Inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay Inter-locking
 - Solid State Interlocking/Electronic Interlocking
 - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
 - Wheel Impact Load Detector (WILD)
 - End of Train Telemetry (EOTT) and its functions.
 - Centralised Traffic Control (CTC)
 - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP, SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.

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

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:

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)

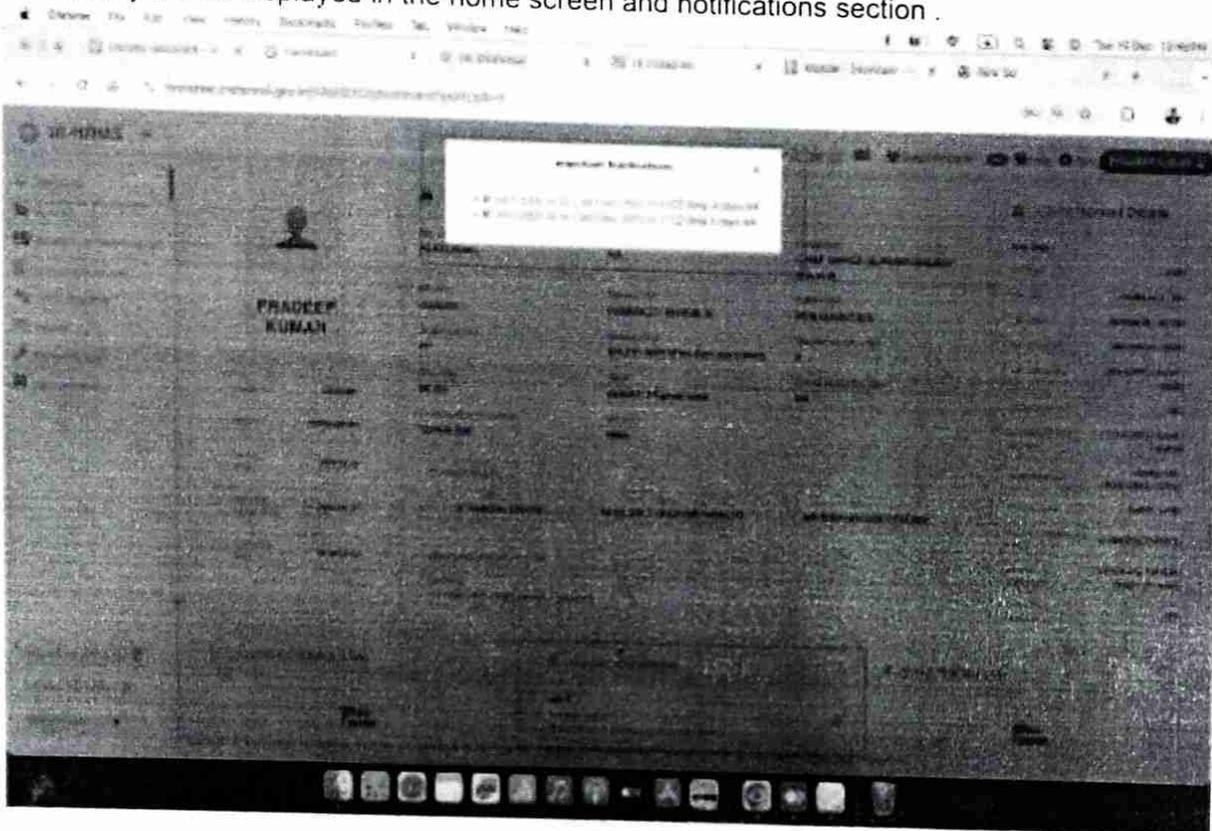
Place:

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.**

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.

Field	Value	Field	Value
Application No	37	Application No	37
Name	AKASH KUMAR SHARMA	DOB in YYYY-MM-DD	27/01/1988
Date of Birth	27/01/1988	Last Date of Submission of Application	01/12/2023
Gender	Male		
Religion	HINDU		
Address	AKASH KUMAR SHARMA GATE NO. 10, SECTOR 10, Gurgaon, Haryana		
Contact No.	9876543210		
Email	AKASH.KUMAR@GOV.IN		
Working Grade	ASST. COMMISSIONER		
Working Grade Level	1		
Working Date	01/12/2023		
Working Date Level	1		
Lien Grade	ASST. COMMISSIONER		
Lien Grade Level	1		
Lien Date	01/12/2023		
Lien Date Level	1		

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.

Annexure - 'E'

Statement of pre-selection training/coaching of SC employees for selection to the post of AOM/ATM (Group 'B') against 30% LDCE held from _____ to _____

DATE	Duration/Time		Name of Officer/Lecturer	Venue	Subjects taught
	From	To			

Number of SC candidates who attended pre-selection training/coaching: _____

Number of SC candidates who have given refusal to attend pre-selection training/coaching: _____.

Number of SC candidates who remained absent during pre-selection training/coaching: _____

Signature of Personnel officer /
Controlling officer
(with date & office seal)