

पश्चिम मध्य रेल
प्रधान कार्यालय,
कार्मिक विभाग,
जबलपुर-482 001



पश्चिम मध्य रेलवे

West Central Railway
Headquarters Office
Personnel Branch,
Jabalpur-482001

No.WCR/PHQ/GAZ/Selection/AEE/Gr B'/30% LDCE/25-26

Dated.22.12.2025

ALL PHODS/CHODS, PCPO/CORE/ALD
CWM/WRS/KTT, CWM/CRWS/BPL, DRM(P)-JBP, BPL, KTT
Sr.DEE/G-JBP,BPL.KTT Sr.DEE/TRO- JBP BPL KTT
Sr.DEE/TRD-JBP,BPL,KTT Sr DEE/TRS-NKJ, ET, TKD
Sr.DME/DIESEL-NKJ & ET, DEE/Const.-KTT,SPO/RE-KTT
Dy. CEE/C-JBP & BPL DMM-TKD, ,
Co-ordinating Officer- Secy to PCEE

Sub:- Notification to fill up vacancies of AEE- Group 'B', GP-4800 (Level-8)/Pay Band-2-against **30% LDCE Quota** selection for vacancy cycle 01.01.2025 to 31.12.2026 (including anticipated vacancies upto 30.06.2027).

Ref:- (1) Railway Board's letter No.E(GP) 2024/2/28 Dated 27.09.2024
(2) Railway Board's letter No.E(GP)2024/2/28. Dated.08.10.2024.
(3) Railway Board's letter No. E(GP)2024/2/37(3477173) Dated 12.12.2025

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Railway Board vide letter cited under reference-3, have decided that the centralized CBT for 30% LDCE for promotion to Group-B posts in all departments having organised services for the vacancy cycle 01.01.2025 to 31.12.2026 (including anticipated vacancies upto 30.06.2027) shall be conducted by RRB/Ajmer. Accordingly, applications are hereby invited for promotion to Group 'B' posts of **AEE** in Pay Band-2/GP-4800 (Level-8) against 30% LDCE Quota selection, as per selection procedure laid down by Railway Board vide letter No.E(GP)88/2/111 dt.20.08.1991, E(GP)2019/2/5.dt.08.07.2019 (M.C.No.68), letter No.E(GP)/2018/2/31 dt.19.03.2019, letter No.E(GP)2022/2/4. dt.07.10.2022 and extant provisions/Railway Board's latest instructions.

1. Vacancies & Reservation

The particulars of the total number of vacancies assessed for Promotion to Group 'B' posts of **AEE in Electrical departments** in level-8 against **30% LDCE Quota selection** are given below:

Post	Categories			Total	Vacancies reserved for PwBD categories			
	UR	SC	ST		a	b	c	d&e
AEE	03	01	00	04	00	00	00	00

2. Eligibility Criteria:-

Post/Dept	Eligibility criteria
AEE	1. Non-ministerial Group 'C' staff of of Electrical Department of West Central Railway working in Level 6 & above, in Pay Matrix, with 5 years of non-fortuitous service in Level 6 and above (including non-fortuitous service rendered in the corresponding pre-revised grade pay) as on 01.01.2025 are eligible (Authority – RBE No. 216/2019).

	<p>2. In terms of Railway Board's letter No. E(GP)2019/2/25 dated 16.03.2022, Senior Technicians in Level-6 with requisite length of service are eligible for appearing in the LDCE.</p> <p>3. In terms of Railway Board's L.No.-E(GP)2005/2/87 dt. 18.08.2015 (RBE No- 92/2015), Loco Pilot (Shunting)II from running cadre having grade pay 2400 are also to be considered for the post of AEE (Gr. B) while fulfilling other eligibility conditions as on 01.01.2025.</p> <p>4. The employees who are trained in dual traction are eligible for AEE (Gr. B Electrical) selection or AME (Gr. B Mechanical) selection and they can seek further promotion only in the respective wing either in Electrical or Mechanical.</p> <p>5. Accordingly, the concerned employee should exercise clear option by giving the declaration that "<i>I have opted to appear in selection for the post of AEE and will not apply for the post of AME</i>" in the remarks column (appearing at the end of application in HRMS). In case no such declaration is given in the remarks field of online application in HRMS by the concerned employee, the application submitted first (as per time stamp of submission of application in HRMS) by the employee either for post of AEE or AME will be considered.</p>
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3. Other Eligibility Conditions:-

- a) 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.
- b) The eligibility condition should have been fulfilled as on 01.01.2025 in terms of para 6.1.1 of Master Circular No.68.
- c) Those employees whose services have been terminated or who have retired or transferred from WCR after the cut off date i.e. 01.01.2025 are not considered eligible to apply for the post.
- d) Those employees who have been transferred on own request/mutual transfer and joined in WCR after the **cut off date 01.01.2025** shall not be eligible to appear in the selection.
- e) As advised in RBE No.102/2019 dated 25.06.2019, the time spent by a Railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".
- f) Staff whose lien is maintained on W. C. Rly. are only eligible.
- g) Those group 'C' employees who have been given financial upgradation in GP-4200 (Level-6) under MACPs are not eligible to volunteer for the above LDCE selection.

- h) In terms of Railway Board's letter No.E(GP)2024/2/09 dated 14.10.2024, an employee who has been medically de-categorized 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. These instructions pertain only to reckoning eligibility for promotion to Group 'B' posts.
- i) As per IREM Para. 310, "Railway servants transferred on mutual exchange from one cadre of a division, office or railway to the corresponding cadre in another division, office or railway shall retain their seniority on the basis of the date of promotion to the grade or take the seniority of the railway servant with whom they have exchanged, whichever of the two may be lower".
- j) As per Railway Board's letter dated 03.10.2006, the provisions of Chapter-II of Indian Railway Establishment Manual, Vol-I (including para203.2) are applicable only to 70% of selection and **not to 30% LDCE** i.e. if, the junior is eligible, Sr. employee will not be eligible unless he is also fulfilling the conditions of eligibility of 5 years non-fortuitous service in LDCE.
- k) Eligible staff on deputation, training, Sick/leave or working on ex-cadre basis including RE/Construction/Project etc and having lien and seniority in WCR, should also be notified to enable them to submit their applications through HRMS.
- l) If any candidate is subsequently found ineligible for the above selection, at any stage, his/her candidature will be rejected without assigning any reason.**

4. Scheme of Examination:-

The examination will consist of :-

- a) Written examination through Centralized Computer Based Objective Type Exam-CBT.
- b) Medical Test – As per Para 530 (a) & 532(1) of IRMM Vol.1, 2000 (III Edition).
- c) Viva-Voce

5. Format Of Written Examination (CBT)-

As per RBE No.53/2019, dated 19.03.2019, RBE No.115/2019 dated 16.07.2019, Board's letter No.E(GP) 2022/2/4 Dt 28.06.2022 & E(GP)2022/2/4. dated 06.09.2022.

- (i) The written examination will be conducted in the form of Centralized Computer Based objective type examination (CBT). LDCE will be one stage only and will comprise of only 01 paper with the following set up:-
- a) Single paper of 150 marks comprising 100% Objective type Multiple Choice Question with following distribution of marks:-

Topic	Questions	Marks
Technical (Professional) subject	85 Questions (including 5 optional questions)	80 Marks
General Knowledge & Official language Policy & Rules	55 Questions (includes 15 optional questions on official languages Policy & Rules)	40 Marks
Establishment & Financial Rules	35 Questions (including 5 optional questions)	30 Marks

(b) **Qualifying Marks-**

90

(c) **Duration-**

3 Hours

- (ii) Questions paper will have 175 questions, out of which 150 questions are to be attempted.
- (iii) There shall be negative marking for incorrect answers and 1/3rd of marks allotted to each question will be deducted for every wrong answer.

6. 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 (CBT) on his/her behalf from the competent Railway medical authority as per proforma enclosed as **Annexure – 'B'**.

7. Medical fitness:-

The candidates who qualify in the written test will be subjected to Medical examination for Group 'B' (Technical) posts as per Para 530 (a) & 532(1) of IRMM Vol.1 2000(III Edition) and only those candidates who are found medically fit will be allowed to appear for Viva-Voce, as per Railway Board's letter No. E (GP)80/2/8 dated 31.10.1991.

8. Finalization of Panel: -

Final Panel will be drawn on the basis of overall performance in the selection (Centralized CBT and viva-voce) and according to applicable rules and provisions of Para 204 of IREM Vol.1.

Mere passing the written examination would not make a candidate eligible for promotion to the Group B post. 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 marks in "record of service").

9. Syllabus:

As prescribed by Railway Board's letter No.E(GP)2022/2/4 dated 07.11.2022, syllabus for the selection is enclosed as Annexure-A for information and guidance.

10. Submission of Application through HRMS:

- a) Applications for the aforesaid LDCE selection is invited through HRMS only from the volunteers who fulfil the eligibility conditions as on **01.01.2025** as mentioned in this notification.
- b) Physical applications will not be entertained.
- c) The detailed instructions to the candidates to submit the online application through HRMS is enclosed as **Annexure-C**.
- d) **The last date for submission of application by the eligible employees is 06.01.2026.**
- e) 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.

- f) The system will not allow to submit the application, 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.
- g) Eligible staff on deputation, training, Sick/leave or working on ex-cadre basis including RE/Construction/Project etc and having lien and seniority in WCR should submit their application through HRMS only.

11. Application Process & Scrutiny:

- a) The Personnel Officer/Cadre controlling officer/Establishment officer will verify and check the correctness of all the particulars of the applications with the Service Record and other relevant records and certify the correctness of each item of the application and the responsibility will be fixed for incorrect or incomplete certification on the officials who are certifying and verifying the applications.
- b) The Personnel Officer/Cadre controlling officer/Establishment officer concerned should reject the applicant not eligible at their level duly specifying the reason for rejections.
- c) Role of “Unit Custodians” is assigned to an officer of a each unit who will receive applications submitted by the applicants and will forward the applications to the appropriate authorities for scrutiny to concern sections. Once scrutiny is completed by unit, any Gaz officer of that unit can send the applications to HQ.
- d) It may also be noted that application other than HRMS will not be entertained.

12. Pre-selection Coaching/Training –

As per RBE No. 142/2019, for the post of AEE having SC reserved vacancy notified, hence the pre-selection training, to eligible volunteers belonging to SC category only will be organized for 15-20 working days with a minimum 60 hours which may be arranged by Concerned Department at Division/Unit/HQ level before the examination (CBT) is held. This training to SC candidates mandatory and refusal, if any, should be taken in writing. On completion of pre-promotional training, a certificate to this effect may please be sent to this office.

Pre selection Training will be conducted ONLINE/ OFFLINE for those reserved community SC candidates who will select “Yes” in the option for Pre selection Training in the application form in HRMS. In case, option not filled by the candidate in HRMS, it will be treated as “Yes” for training, unless refusal given in writing to controlling officer before start of training.

13. Duties of Officers at different Level:-

Nodal officer for Department are nominated as co-ordinating person for all activities related to this Selection.

14. Tenatative Calender:

Date of notification	22.12.2025
Application to be submitted by the candidates within target date and time (Closing date & time)	06.01.2026
“Unit Custodians will receive applications submitted by the applicants and will forward the applications to the appropriate authorities for scrutiny to concern sections.	09.01.2026
Once scrutiny is completed by unit, any Gaz officer (Personnel Officer /Cadre controlling officer/ Establishment officer) of that unit can send the applications to HQrs.	16.01.2026

Final list of eligible candidates will be published on WC Railway website 10.150.2.19	23.01.2026
Pre Selection Training of SC employees for the written test (CBT) will be completed by the Division/Workshop/HQ on or before	20.02.2026
Tentative date of written examination (CBT)	08.03.2026

15. Other Important Instructions:

- a) **No leave of any kind should be granted to the employees, which may result in their absence in the examination. They should not be sent on line duty at the time of written examination (CBT).**
- b) If any of the eligible employees are on deputation and working under Central/State Government undertaking and whose lien is maintained on this Railway, their Controlling Officers should be advised to inform the candidates(s). It would be the responsibility of the officer concerned to bring the notification to the notice of such employees, copy of which has to be sent to this office for record.
- c) The concerned Personnel/Establishment Officers & Controlling Officers should ensure the submission of service records and APARs of last 05 years and DAR/SPE/ Vigilance clearance in respect of staff declared qualified for the Viva-Voce immediately after publication of the result of written examination (CBT) through special messenger to Dy.CPO (Gaz.)/ WCR/JBP. If any DAR/Vigilance/SPE case is pending/penalties are in operation/pending against anybody, the details thereof may be advised immediately to this office by the concerned Officials.
- d) The concerned Divisional Officers/Establishment/Executive officers are advised to give wide publicity to this notification and inform the concerned employees of their departments. **This should be ensured by the nominated co-ordinating officer who shall be the overall co-ordinating officer at Zonal Level of their concerned department.**
- e) Copies of this notification should also be given to local branches of the recognized Union and Associations for their information.
- f) Staff should keep themselves in readiness for the written examination (CBT) and should also visit WCR's railnet website 10.150.2.19/WCR official website and RRB Ajmer's website for any further updates.
- g) This notification can also be seen on WCR website. All the Divisions/Units & applicants are advised to regularly visit above mentioned websites for update in the matter.
- h) The employees who have responded to this Notification, are also equally responsible to attend the written examination (CBT) on the schedule date and time. They shall be in contact with their Divisions/Units/Depot/Controlling/Reporting office at frequent intervals for any updates.

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

For any enquiry, candidates may contact the Railway Phone No. 015-54737.

Please acknowledge receipt of this notification.

Encl: As above.

Annexure - A - Syllabus

Annexure - B - Scribe Declaration

Annexure - C - Instructions to the employees to submit application through HRMS



(Kishore Kumar Borasi)

APO(Gaz)/WCR/JBP

For Principal Chief Personnel Officer/WCR

Copy to:

Secretary (E) Ministry of Railways, Railway Board, New Delhi – for kind information please.

Secy. to GM/WCR- for kind information of GM please.

AGM & SDGM/WCR – for kind information please.

Director Estt (GC), Railway Board, New Delhi – for kind information please.

Genl. Secy/WCRMS, Zonal Genl. Secy. All India SC/ST & All India OBC Employees

Association JBP - for information please.

CIO/WCR – for placing copy of this notification on official website of WCR.

Syllabus for 30% LDCE for promotion to Group 'B' post of AEE in Electrical Department.

A. Professional Subjects :

Part I : General Electrical Engg.

1. Electrical Circuits: Electrical Circuit Elements (Resistance, Inductance and capacitance), Voltage and Current Sources, Ohm's law, Kirchoff's Voltage and Current Laws, DC & AC circuit analysis, Magnetic circuits and analysis, Poly phase circuit analysis.

2. Electronic Devices & Analog Electronics: Energy Band Theory of Solids, Intrinsic and Extrinsic Semiconductors Doping, Doping Materials, Carrier Mobility, Conductivity, Semiconductor Diodes, Diode Rectifiers, Bipolar Junction Transistor, JFET, MOSFET, Transistor Biasing Circuits. CE, CB and CC modes of transistor. Using transistors as amplifiers and switches. Characteristics of an Operational Amplifier – Applications of Op-Amp as an Inverting and Non-Inverting Amplifier, Integrator, Differentiator, Summing and Subtracting Amplifier and Logarithmic Amplifier. Differential Amplifier - Calculation of common mode rejection ratio, Active & Passive Filters.

3. Digital Electronics: Number Systems, Basic Logic Gates & Boolean Algebra, Digital Logic Gate Characteristics, Minimization Techniques, Combinational Logic Circuits, Flip flops and Sequential Circuits.

4. Power Electronics: Power Semiconductor Devices (Diodes, BJT, MOSFET, SCR, GTO and IGBT) and their characteristics, selection of devices for different power electronics applications, Working of single phase and three phase rectifiers, H-bridge inverter, Three phase voltage source inverter, PWM converters, Harmonic analysis and power factor improvement, AC machine control, VVVF drives.

5. Electrical Engg. Materials: Properties & applications of Electrical insulating materials, Magnetic materials, Conducting materials & Semiconducting materials.

6. Electrical Machines: DC Machines, Induction Machines and Synchronous Machines. Losses in rotating machines. Single phase and three phase transformers. Losses and efficiency of transformers, Machine Drives.

7. Renewable Energy Sources: Climate change, Global warming, Various sources of Renewable energy- Resources and applications, Solar Cells, Rooftop solar and land based solar plants- Concepts of Basic Design, construction and maintenance, Off grid and Grid connected solar plants, Wind turbines, Net Zero carbon emission, ECBC, Round the clock green energy, Energy Storage systems, Policies and regulations , Net and Gross metering, Business model, tendering.

8. Power System and Protection: Basic concepts of electrical power generation and various equipment. Concepts of transmission lines, Models and performance of transmission lines and cables, Series and shunt compensation, Electric field distribution

and insulators, Distribution systems, Per-unit quantities, Bus admittance matrix, Load flow methods, Power factor correction, Symmetrical components, Symmetrical and Asymmetrical fault analysis, Principles of various protection system, Circuit breakers, Latest research in the field of power system.

Part II : Railways Electrical Engg

1. General Services:

- a. Power Supply arrangement: Radial distribution system, Looped(Ring Main) distribution systems. Layout & Equipment at Distribution sub-station. Operation & Maintenance of sub-station, Various testing at sub-station, overhead & underground distribution, protective devices & their coordination. Construction, erection & commissioning of new sub-station and distribution lines. Basic features of PVC and XLPE cables. Cable rating and derating, Cable laying. Concept of average demand, peak demand, load factor & electrical billing. Power factor improvement, Electrical & fire safety, Safety auditing of sub-station, concept of energy audit, Functions of Electrical Inspector to Government (EIG) in Railways. Power line crossing, Electricity Act-2003, CEA Regulations, SCADA and Substation automation. Earthing arrangement.
- b. Building Electrification: Types of various wiring methods, metering & safety measures. Wire, switchgears & fittings used for wiring, Energy efficient appliances, scale of fittings as per policy in various types of quarters, various types of Tariffs, commercial connection, concept of prepaid and postpaid metering, concept of smart meters. Safety coordination, Electrical accidents and prevention.
- c. Illumination & Lighting: Various parameters related to illumination, Different types of illumination sources, lighting methods, classification of lux levels at various types of stations, yard lighting & street lighting. Passenger amenities at Railway stations.
- d. Water supply: Types of water supply system, Pumping system, Classification of pumps, Comparison of various pumps, fluid theory, discharge calculations. Centrifugal pump, turbine pump, Submersible pumps, characteristic curve of pumps, efficiency. Cavitations & priming of pumps, necessity of multistage pumping, storage capacity and purification of water. Installation, maintenance & troubleshooting of pumps, Starter & drives of pumps, automation of pumps.
- e. Lift & Escalator: Working of Lift & Escalator, Installation of Lift and Escalator. Maintenance, various safety devices, control panels & Safety aspects.
- f. Air Conditioning & Refrigeration: Theory of air conditioning, refrigeration cycles, Various types of refrigerants, window/split/package AC unit. Central air conditioning plant, VRF system, air cooling systems, planning for capacity and drives for refrigeration plant, Maintenance and troubleshooting.

- g. Energy Conservation: Need of conservation of energy, Various measures being taken by railways to conserve energy in the field of Electrical General Services. Necessity and implementation of Open Access in Indian Railways. Energy conservation Act.

2. Traction distribution:

- a. OHE: Basic design concepts of TRD system of conventional and 2x25kV system. Types of overhead equipment. Sectioning principles of OHE. Various parts of OHE. Foot Patrolling, current collection, Tower wagons, seasonal & cyclic checks, maintenance Schedule, Preventive maintenance Tools, failure investigation of OHE, earthing and bonding. Railway Electrification and process of construction. Power Blocks & Procedure to obtain it.
- b. PSI: Schematics of 1x25kV and 2x25kV traction substation with names/ratings of various equipment, protection scheme for TSS. Fixed and dynamic PF correction, Feeding stations, SSP & SPs, 132 kV transmission lines, PSI equipment. Maintenance and failure investigation of PSI equipment.
- c. SCADA and Miscellaneous items: Operation and maintenance of remote control, traction power control organization, permit to work, emergency arrangements, coordination with operating and other departments. Liaison with supply authorities, maintenance and failure investigation of SCADA equipment.
- d. NDT techniques, Open Access, safety precautions for electrified sections, Latest development in TRD, MSG meetings. Instructions issued by Railway Board, RDSO's TI/MI, TCs, IRSOD & ACTM.

3. Train Lighting and AC Coaches: Systems of Train Lighting and Air conditioning on coaches, Self Generating Coaches, ICF TL/AC Coach Generation system. Circuits and protection in ICF TL/AC coaches, Emergency feed extension in coaches. Air Conditioning in coaches, Heat Load Calculation, Precooling and Pulldown Tests. Dynodrive test. 25 kVA coach inverter, Water raising apparatus. EOG and HOG systems in coaches- Hotel Load converter and Interlocking panel. Power and control circuits and protection systems in LHB TL/AC coaches, Power car, Pantry car, AC Double Decker, AC 3Tier Economy and LSLRD coach. HVAC Microcontroller and Electronic equipment in LHB coaches. LHB pantry car and its equipment. Push pull train operation. Maintenance schedules of ICF and LHB coaches, Pantry cars and Power cars. Manufacturing, POH and IOH activities of coaches. Commissioning tests and Special Repair. Circuits, working and maintenance of Passenger amenities items in ICF/LHB coaches. Coaching depot working, Primary & Secondary maintenance, Sick line attention, Pit occupation chart, Rake links and Coach requirement, Staff yardsticks and benchmarking. Duties of ACCM/ACCA. Pre-cooling of AC Coaches. Features of ICMS. Unit exchange spares. Fire causes and prevention measures in coaches. SMIs, Modification Sheets and Technical circulars issued by RDSO and instructions by Railway Board and RDSO. Reliability Action plan, recent developments in coaches.

4. Electric Locos: Organizational structure and duties of officers & staff. Conventional AC & 3 phase locomotives on IR. Equipment in locomotives, their functioning / operations, maintenance / overhauling and testing parameters & maintenance schedules. Reliability & safety action plans. Traction Power Circuit, Auxiliary Circuit, Control Circuits and Pneumatic Circuits. Different types of braking arrangements. Locomotive maintenance schedules & various tests to be carried out. Working of Electric Loco Shed & Electric Loco Workshop. Safety items and safety checks involved in safe locomotive operation. Relevant paras of ACTM, Accident Manual, G&SR, IR SOD and Instructions issued by Railway Board, RDSO and CLW. Latest developments in the field of electric locomotives.

5. EMU and MEMU/Metros: Concept of EMU/MEMU/Metro trains, various types of EMU/MEMU stock, Conventional & 3 phase EMUs & their salient features. Different types of brakes used in EMU/MEMU/Metros. Power circuits, auxiliary, control circuits. Mechanical components and its functions. Different electrical equipment and its functions. Inspection/Maintenance/Overhauling schedules of EMUs/MEMU/Metros. Safety precautions and fire prevention in EMU/MEMU/Metros. Train Control Management System(TCMS). Recent developments in EMU/MEMU/Metros.

6. Electric Loco and EMU Operation: Organizational structure and duties of officers & staff. Crew management – Training, Monitoring & Counseling. Crew & loco links. HOER Rules. Loco utilization. SPAD (Signal Passing At Danger). Management of Crew lobby, running room, trips shed & TLC / Power controller office. Working of CMS & FOIS. Safe, punctual & efficient loco / EMU operation with online troubleshooting of locomotive / EMU failures. Relevant paras of ACTM, Accident Manual, G&SR and Instructions issued by Railway Board & RDSO. Latest developments in the field of electric locomotives / EMU operations.

7. Store Matters: Procedure related to procurement of stock items and non-stock items, distribution and accountal of stores. Receipt and custody of stores. Sale of surplus stores. Inventory management, ABC Analysis. Procurement through GeM, IREPS. Schedule of powers under stores matters.

8. Tenders and Contracts: Work proposals, Types of estimates & estimation stages, procedure of survey, Type of tenders, earnest money, Performance guarantee, security deposit, technical & financial eligibility criteria, Merits and demerits of EPC tender. IRPMS. Procedure and stages of e-tendering through IREPS, General Condition of Contract (GCC) for works and service contracts, various provisions in Schedule of Power (SOP) under works matters, Basic principles of Project management, quality control in electrical works.

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 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.

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 _____ (Village/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 .

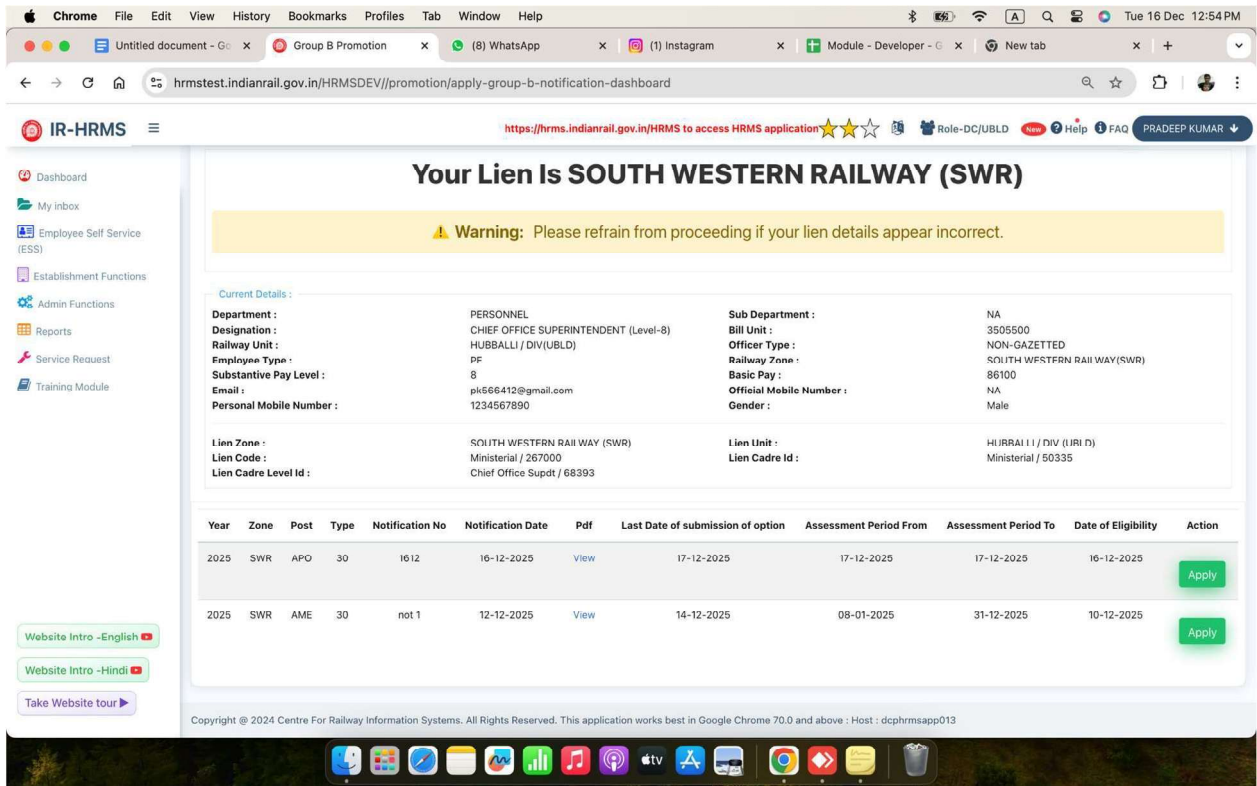
The screenshot displays the IR-HRMS dashboard for employee PRADEEP KUMAR. The dashboard is divided into several sections:

- Personal Details:** HRMS ID: DEXNMC, IPAS ID: 424N0450185, Date of Birth: 1900-04-30, Date of Appointment: 2004-06-07, Retirement Date: 2040-04-30.
- Cadre Related Details:** Designation: CHIEF OFFICE SUPERINTENDENT (Level-8), Officer Type: NON-GAZETTED, Substantive Pay Level: 8, Official Mobile Number: NA.
- Notifications:** A pop-up window and a section at the bottom both show 'Important Notifications' for 'not 1'. The pop-up notification indicates a last date of 2025-12-14 with 'Only 2 days left'. The bottom notification indicates a last date of 2025-12-14 with 'Only 1 days left'.

The employee will click on notification to apply.

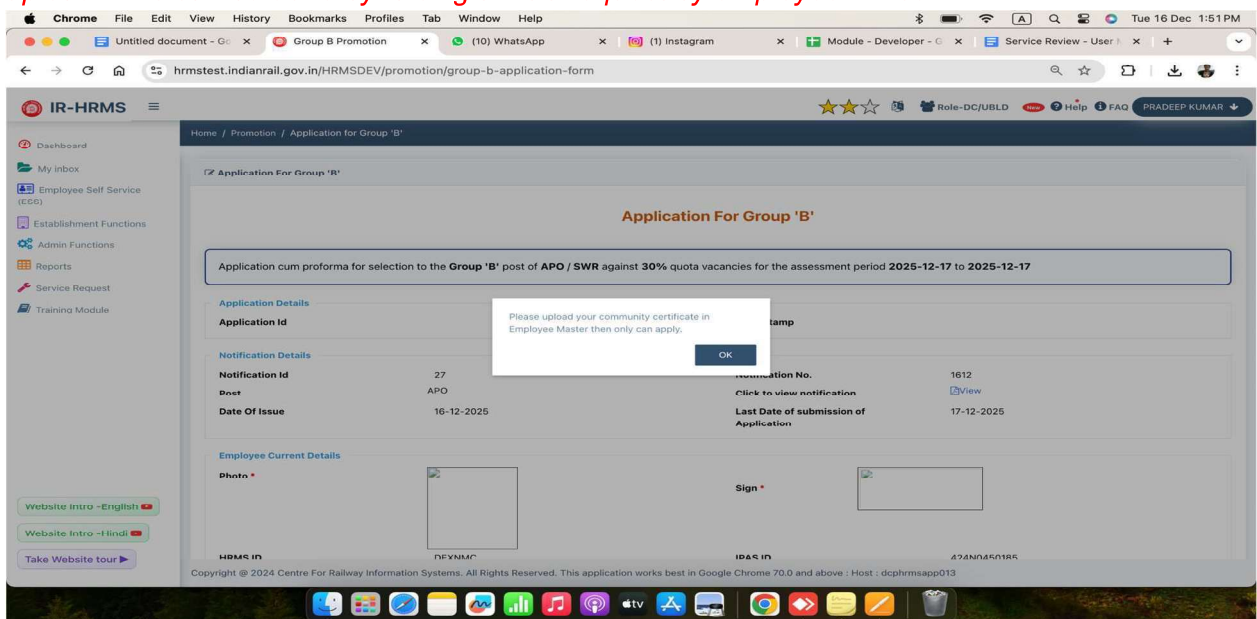
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee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

IR-HRMS

ECR] [8] Mobile No. 9971168228 for RB + ICF + WCR + BLW]

AKHILA BANU SHAIKH

Notification Details

Notification Id	27	Notification No.	1612
Post	APO	Click to view notification	View
Date Of Issue	16-12-2025	Last Date of submission of Application	17-12-2025

Employee Current Details

Photo *		Sign *	
HRMS ID	RBIXFK	IPAS ID	42407503210
Name	AKHILA BANU SHAIKH	Designation	CHIEF OFFICE SUPERINTENDENT (Level-8)
Current Pay Level	8	Substantive Pay Level	8
Current Org Unit	HUBLI/ DIV-PERSONNEL	Lien Cadre Code *	Ministerial(267000)
Lien Cadre ID *	Ministerial(50395)	Lien Cadre Level ID *	Chief Office Supdt(68303)
Lien Dept/Sub Dept	PERSONNEL/ -	Lien Unit *	HUBBALLI / DIV
Lien Zone	SOUTH WESTERN RAILWAY	Working Cadre Code	-
Working Cadre ID	- (-)	Working Cadre Level ID	- / -
Working Dept/Sub Dept	PERSONNEL/ -	Working Unit	HUBBALLI / DIV
Working Zone	SOUTH WESTERN RAILWAY		

Employee Personal Details

Father Name	M. A. RAHIMAN	Spouse Name	AKBAR SHAIKH
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Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcphrmsapp013

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.

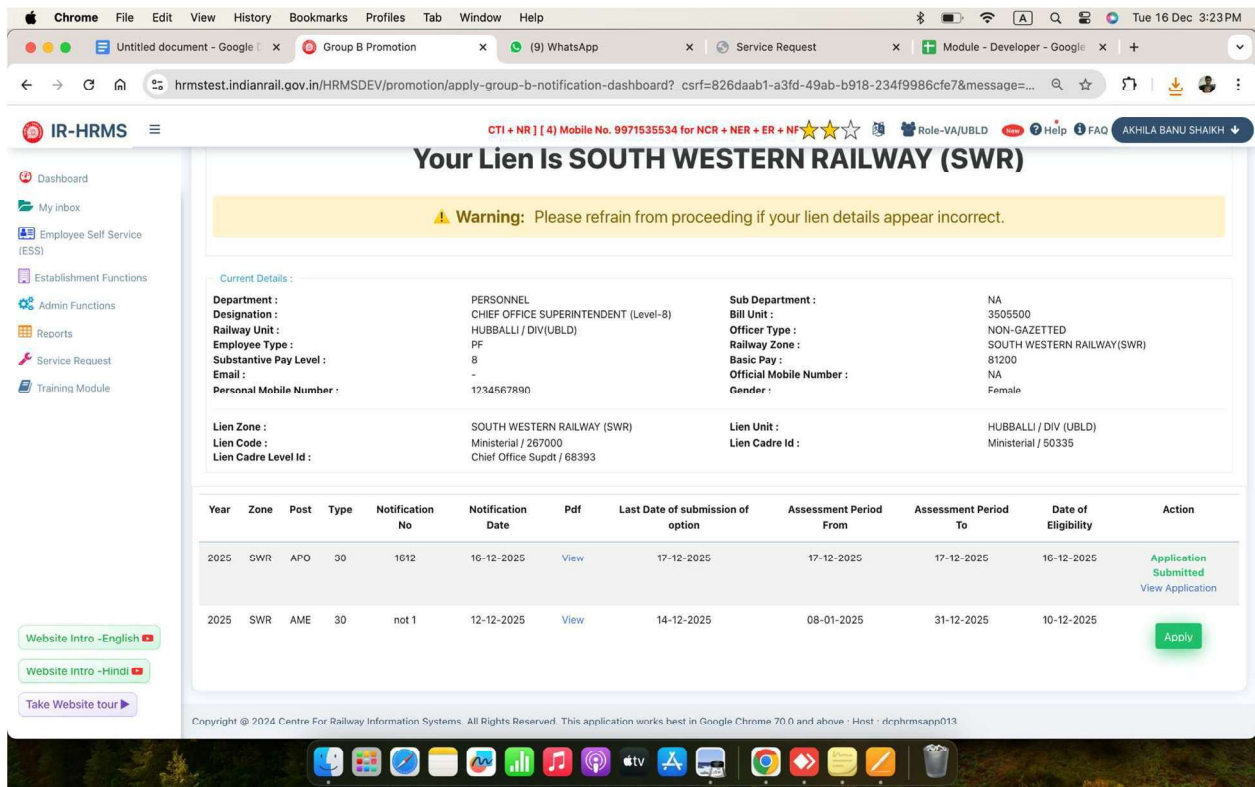
- Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
- If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
- Employee has to enter the details of promotion i.e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



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.