

NORTH CENTRAL RAILWAY

Headquarters Office,
Prayagraj-211015.

No. 797-E/Gaz/Gr. 'B' Sele./CBT-Spl./Pers./70%/NCR

Dated: 09.01.2024.

All PHODs & CHODs/HQrs., DRMs: PRYJ, JHS & AGC, CWMs: JHS WS, Refub/JHS, RCNK/JHS & STLI Workshop, CAO/Const., GM (P)/CORE, Sr. DPOs: PRYJ, JHS & AGC, Sr. Statistical Officer/Traffic Accounts/PRYJ, Sr. EDPMs: HQ, PRYJ, JHS & AGC, Principals: IRTMTC/SFG, CETA/CNB, STC/JHS, ETC/CNB, Sr. DFM: PRYJ, JHS & AGC, Dy. CMMs: GSD/JHS & GSD/CNB, Director/CAMTECH/GWL, Dy. CE/CSP/CPOH/ALD, Chairman/RRB/PRYJ & RRC/PRYJ, Dy. CPOs: Gaz, HQ, IR & Const., DPOs: PRYJ, JHS & AGC, Sr. AFA/Cash & Pay/PRYJ, JHS & AGC APOs: HQ, IR, PRYJ, JHS & AGC, JHS WS, CMLRW/JHS, RSK/STLI, Law Officer/HQ, Executive Engineer/TMC/Line/ Old GM Office, PRYJ.

Sub: Selection for promotion from Group 'C' to Group 'B' to the post of APO against 70% (PQ) of Personnel Department in Pay Matrix Level-8, through Centralized Computer Based Objective Type Examination (CBT) - Special drive to fill up vacancies.

Ref: Railway Board's letter No. E(GP)2022/2/4 dated 14.12.2023.

1. In reference to above, Board has decided that a special Group 'B' selection drive shall be carried out to fill up the Gazetted vacancies prevailing on the Railways. Accordingly, it has been decided to fill up these vacancies by holding another round of 70% PQ Selection and 30% LDCE through centralized CBT for promotion to Group 'B' posts by NAIR. Examination (CBT) against 70% PQ selection to be conducted on 25.02.2024 by NAIR/BRC. There shall be no supplementary examination for this special 70% PQ selection.

The break-up of vacancies assessed for the Group 'B' post of APO against 70% PQ selection for Personnel Department are as under:-

Mode	UR	SC	ST	Total	Vacancy reserved for PwBD
70% PQ selection	03	00	00	03	01

NOTE: 01 (one) post of APO (Gr.-'B') is reserved for PwBD candidates categories of disability with Functional Classification with Physical requirements as mentioned in para 2.1(a) given below.

2. Reservation against Persons with Bench Mark Disabilities (PwBD):

- 2.1. In terms of Para 2.2 of DOP&T vide their OM No. 36012/1/2020-Estt. (Res.II) dated 17.05.2022 duly circulated by Railway Board under RBE No. 97/2022, following are the categories of disability identified for reservation against PwBD.

- a. Blindness and low vision
- b. Deaf and hard of hearing.
- c. Loco-motor disability including cerebral palsy, leprosy, cured, dwarfism, acid attack victims and muscular dystrophy;
- d. Autism, intellectual disability, specific learning disability and mental illness;
- e. Multiple disability from amongst persons under clauses (a) to (d) including deaf-blindness.

2.2. Successful PwBD candidates in the written test (CBT) will be subject to medical examination by the Railway medical authority prior to viva-voce and only those candidates conforming medical standards as laid down in the Indian Railway Medical Manual (IRMM) and other extant provisions, as the case may be, will be eligible for the viva-voce/ empanelment.

3. **General condition of eligibility (as on 01.01.2023) :**

Group 'C' employees (of the following categories mentioned in para 3.1 below), working in Level 6 (7th CPC) / PB-2 Rs. 9300-34800, GP Rs. 4200/- (6th CPC) and above in Pay Matrix with 3 years of non-fortuitous service in Level-6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grades) as on 01.01.2023 are eligible. The cut-off date for assessment of eligibility of candidates of this extra round of examination shall be retained as 01.01.2023.

3.1 **Eligible Categories:**

- a. All Group 'C' staff of Personnel Department.
- b. Group 'C' ministerial staff of Genl. Admn., Public Relations, excluding Publicity/Advertising Inspectors and Photographers.
- c. Ministerial Group 'C' staff of Statistical & Compilation Branch, Stores and Traffic & Commercial Departments.
- d. Stenographers of all departments except Accounts.
- e. Chief Law Assistants.
- f. Ministerial Group 'C' staff working in cadre post in any other department of N.C. Railway having no avenue of promotion to Group 'B' posts in their own department. This will exclude Rajbhasha Department and Accounts Department.
- g. Ministerial staff of Cash & Pay who have no other avenue of promotion to Group 'B' in their own Department (Authority: Board's letter No. E(GP)2002/2/45 dated 14.08.2002).

The eligible employees of (c) to (e) above are required to give option for advancement to Group 'B' post either in their own department or for APO within one month from the date of their empanelment. This option once exercised will be treated as final.

Note: Eligibility of staff working in Construction Organization / Project Offices / other ex-cadre Organizations / Units will be determined with reference to their substantive post in the parent department subject to the fulfillment of other conditions laid down.

4. **Submission of applications & scrutiny:**

- a) The eligible employees should submit their application duly forwarded by immediate supervisor/officer through proper channel in their respective office in the prescribed proforma enclosed as **Annexure – 'A'** (in triplicate) on or before 15.01.2024 and acknowledgement may be obtained.
- b) Applications received after 15.01.2024 should not be entertained and summarily rejected. If no application is received by the office concerned, a certificate should be given to the Personnel department of HQ/Division/ Workshop/Unit concerned that no application has been received in their office.

- c) The applications received by the respective office should be sent to the Personnel Department of HQ/Division/Workshops/Units by 17.01.2024, retaining one copy of application in their office for record.
- d) Applications received after 17.01.2024 should not be entertained by the Personnel Department of respective HQ/Division/Workshop/Unit concerned.
- e) The Personnel Department of the HQ/Division/Workshops/Units will arrange to register the applications received indicating names of the employees of each office who have applied for the selection. The Personnel Officer/Officer in-charge of Establishment of the HQ/Division/Workshops/Units should scrutinize the applications and verify the eligibility as per the Service record maintained by them and clearly certify their eligibility in the application of each candidate.
- f) After scrutinizing the applications, the Personnel Department of the HQ/Division/Workshops/Units should forward the application of eligible candidates only with a consolidated statement as per the format enclosed as **Annexure-'B'** (in hard copy as well as in soft copy, in excel sheet) to Dy. CPO/Gaz/Gazetted Section, PCPO's Office/NCR/HQ on or before 19.01.2024. The application of the candidates working over HQrs should be submitted through APO/HQ/NCR/PRYJ and candidates working under Construction Organization should be submitted through Dy.CPO/Const./NCR/HQ/PRYJ. In case a candidate is found ineligible at any stage, his/her candidature will be summarily rejected.

5. **Syllabus:**

A copy of the syllabus for 70% selection for promotion to Group 'B' posts of APO in Personnel Department, circulated by Railway Board vide letter E(GP)2022/2/4 dated 07.11.2022 is attached as **Annexure-'C'**.

6. **Pre-Selection Training to SC & ST employees:**

Pre-selection coaching/training to the SC & ST community employees will not be imparted as the vacancies are earmarked as UR (Unreserved) as per extant instructions contained in Railway Board's letter No. E(GP)2010/2/39 dated 28.08.2019 (RBE No. 142/2019).

7. **Scheme of Examination:**

In terms of Railway board's letter No. E(GP)2022/2/4 dated 07.10.2022, the examination through CBT shall comprise of one paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks and the distribution will be as under:-

a)	Professional Subject including optional questions of 10 Marks on Official language policy & Rules : 70 Marks
b)	Establishment and financial Rules : 30 Marks
c)	Qualifying marks : 60 marks with relaxation as per extant rules
d)	Duration / Time : Two Hours
e)	There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer (In terms of Para 4.3 of RBE No. 53/2019 dated 19.03.2019)

8. **Written and Viva-Voce:**

This selection will comprise of Written/CBT examination followed by viva-voce test. Only those qualify in the Written/CBT examination 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 test and without medical fitness certificate candidates will not be eligible for attending viva-voce 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.

If any employee of HQ/Divisions/Workshops/Units is on deputation/outside cadre or working against ex-cadre posts whose lien is maintained by this Railway should be informed about the selection provided they fulfil the conditions through their respective offices without fail. It should also be intimated to this office by the Personnel Department of Division/Workshop/Unit concerned, Dy. CPO/HQ, SPO/HQ in HQ office that the employees who are out of the cadre have been informed about the selection.

Sr. DPOs, Dy. CPOs, DPOs, SPOs, APOs & controlling officers may personally ensure displaying of the notification in the prominent notice board of the respective offices of HQ/Divisions / Workshops/Units.

The notification is also available on this Railway's website – www.ncr.indianrailways.gov.in

(About us→ Department→ Personnel→ NCR Gazetted Section→ CBT)

Receipt of this notification may please be acknowledged.

DA: As above.


(Iftikhar Ahmad Khan)
SPO/Gaz
for General Manager (P)

Copy forwarded for kind information to:

1. Secy./Railway Board/New Delhi
2. Secy to GM – for kind information of GM/NCR
3. PCPO & CPO(IR)
4. PCMD, SDGM
5. CMS/PRYJ, AGC, JHS & CNB.
6. General Secy./NCRES & NCRMU/PRYJ
7. General Secy., SC/ST & OBC Association.
8. CPRO/NCR.

Application for selection to the post of APO (Gr. –‘B’) against 70% (PQ) selection,
special drive to fill up vacancies for Personnel Department

Ref: Notification No. 797-E/Gaz/Gr. ‘B’ Sele./CBT-Spl./Pers./70%/NCR dated 01.2024

(It is mandatory to fill each and every column with correct information)

1. Name (in block letters):.....
2. Father's Name:.....
3. I PAS number (11 digit employee ID):.....
4. HRMS ID..... 5. Designation.....
6. DOB (DD/MM/YYYY) 7. Mobile No.....
8. Community (UR/SC/ST)..... 9. e-mail ID.....
10. Place of posting:..... 11. Division/workshop/unit:.....
12. Controlling officer:..... 13. Pay matrix Level as on 01.01.2023 :

14.	Date of initial appointment	Designation	Grade / Level	Railway / Division / Unit
15.	Lien holding Railway :		16	Department :
17	Details of service: (MACP dates not required, write date of regular promotion in the corresponding Grade / Level:-			
a)	Date of promotion in Level-6 (7 th CPC) / PB-2, ₹. 9300-34800, GP ₹. 4200/-(6 th CPC)		
b)	Length of non-fortuitous service in Level-6 (7 th CPC) / PB-2, ₹. 9300-34800, GP ₹. 4200/-(6 th CPC) as on 01.01.2023 :Years.....Months.....Days			
c)	Date of promotion in Level-7 (7 th CPC) / PB-2, ₹. 9300-34800, GP ₹. 4600/-(6 th CPC)		
d)	Length of non-fortuitous service in Level-7 (7 th CPC) / PB-2, ₹. 9300-34800, GP ₹. 4600/-(6 th CPC) as on 01.01.2023 : Years MonthsDays			
e)	Are you transfer from other Railway, please filled up the followings:-			
	Previous Railway		Present Railway	
	Date of transfer	Grade/Level	Date of joining	Grade/Level
f)	In case of mutual / own request transfer from other Railway, please filled up the followings:-			
	Previous Railway		Present Railway	
	Date of transfer	Grade/Level	Date of joining	Grade/Level
g)	In case of Medically de-categorised personnel, please write and date of joining / promotion in Level-6 (7 th CPC) / PB-2, ₹. 9300-34800, GP ₹. 4200/-(6 th CPC) :			

P T O

18	PwBD categories (candidates claiming relaxation under PwBD categories should fill up the followings) (refer para 2.1 of the notification)			
	PwBD categories (write a, b, c, d & e)	Percentage of disability	Disability certificate no.	Valid upto
	Do you want to avail the service of scribe : (Yes / No) :			
19	I hereby declare that all the information given in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information given herein, if found false or incorrect or concealed, my candidature will liable to be terminated and D&AR action can be taken against me for this.			

Affix recent passport size
colour photograph of the
employee duly attested

(Signature of the employee with date)

Name: _____

-----X-----X-----X-----X-----X-----X-----

Signature with date of the immediate supervisor forwarding application :

Office Seal :

Forwarded to Controlling officer

Signature of Controlling officer
with date & office seal

-----X-----X-----X-----X-----X-----X-----

Forwarded to Headquarter office

Forwarded to Dy. CPO/Gaz/NCR/HQ/PRYJ, Mandakini Building, 'G' Block, Subedarganj, Prayagraj. The particulars given by the employee in this application have been scrutinized and found correct as per Service Record & the above named employee is eligible to appear for selection to the Post of APO against 70% PQ selection & it is certified that no ad hoc or fortuitous service has been taken into account for computing the eligibility as on 01.01.2023. In case of any variation in the service particulars this office shall be held responsible.

Signature & name with official seal of
the Controlling Officer i.e. Personnel Officer of
respective Division/Workshops/Units

Annexure - 'B'

PROFORMA OF CONSOLIDATED STATEMENT FOR FORWARDING THE APPLICATIONS FOR SELECTION TO THE POST OF APO (GROUP - 'B') AGAINST 70% PQ SELECTION FOR
SPECIAL DRIVE TO FILL UP VACANCIES OF PERSONNEL DEPARTMENT

SN	Name (S/Shri)	Father's name	I PAS number (11 digit employee ID)	HRMS ID	Designation	Mobile No.	e-mail ID	Place of posting	Division/w orkshop/u nit	Controlling officer	DOB (DD/MM/Y YYY)	Community (UR/SC/ST)	PwBD or not (Yes/No)	If yes, PwBD category	If PwBD, whether entitled to scribe (Yes/No)	Eligible (Yes/No)
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]

Note: I-PAS (Column-4) should be of 11 digits. In case the employee ID is less than 11 digits, equal number of zeros may be pre-fixed to make it 11 digit.

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

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

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- a) Organization, objectives and functions of Personnel Department.
- b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

- a) Classification of Services and Categories;
- b) General qualifications, conditions & rules for appointment; Medical fitness;
- c) Safety, Non-safety & Essential Categories;
- d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- e) Railway Recruitment Boards & Railway Recruitment Cells;
- f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- a) Appointment, Seniority & Lien;
- b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- e) Procedures of Selection, Suitability and Trade Tests;
- f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- g) Rules of Transfer (Inter Railway & Inter Divisional);
- h) Deputation;
- i) Types of Leave; Rules & Joining Time; Encashment of leave;
- j) Pass Rules; AILTC;
- k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;
- l) HOER;
- m) PME & Mandatory Health Check-up;
- n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

- a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- b) Manpower planning; Book of Sanctions & Scale-check;
- c) Supernumerary posts & Redeployment;
- d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
- g) Work-charged posts;
- h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- j) Training Modules for different posts,
- k) Training under Apprentices Act, Online Training,
- l) Performance Appraisal - APARS & SPARROW.
- m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
- b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
- c) Ex-gratia payment,
- d) Incentive Bonus Scheme;
- e) Sports Incentives & cultural competitions, extra-curricular activities;
- f) Excursions, tours and holiday camps; co-operative Societies;
- g) Medical assistance;
- h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

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

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