

# NORTH CENTRAL RAILWAY

Headquarters Office,  
Prayagraj - 211015.

No.: 797-E/Gaz/Gr. 'B' Sele./CBT-Spl/Operating/30%/NCR

Dated: 21.03.2024.

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' post over NCR through Centralized Computer Based Objective Type Examination (CBT)-Special Drive to fill up the vacancies to the post of AOM/ATM against 30% LDCE in Operating Department in Pay Matrix Level-8.

Ref: Railway Board's letter No. E(GP)2022/2/4 dated 14.12.2023 & 14.03.2024.

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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 in Pay Matrix Level-8 through Centralized Computer Based Objective Type Examination (CBT)-Special Drive conducted by National Academy of Indian Railways (NAIR)/BRC. Written examination (CBT)-against 30% LDCE is scheduled to be conducted on 23.06.2024(tentative) by NAIR/BRC.

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

Mode	UR	SC	ST	Total
30% LDCE	Nil	01	Nil	01

Instructions regarding reservation with benchmark disabilities (PwBDs) issued by DoPT vide their letter OM No. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022 circulated by Railway Board vide letter no E(GP)2022/2/20 dated 18.08.2022 is being followed in the selection/LDCEs.

## 2. Eligibility:-

The scheme is open to Non-ministrial staff of Operating Department working in Pay Band PB-2 Rs 9300-34800 +GP Rs 4200/- (present Level 6 of 7th CPC). 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, Gr. C employees working in level 6 and above in Pay Matrix with 05 (five) 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 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)2022/2/4 dated 14.12.2023, the cut-off date for assessment of eligibility of candidates of this extra round of examination(Special Drive) shall be retained as 01.01.2023.

The eligible employees should submit their applications duly forwarded by immediate supervisor/officer through proper channel in their respective office in the prescribed proforma (Annex.-'A') enclosed (in triplicate) on or before **05/04/2024** and acknowledgement to this effect may be obtained. It is mandatory to fill each and every column with correct information. Applications received after **05/04/2024** 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.



The applications received by the respective office may be sent to the Personnel Department of HQ/Division/Workshops/Units by **10/04/2024** retaining one copy of application in their office for record.

Applications received after **10/04/2024** should not be entertained by the Personnel Department of respective HQ/Division/ Workshop/Unit concerned.

### **3. SCRUTINY**

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 certify their eligibility or otherwise in the application of each candidate. After scrutinizing the applications, the HQ/Division/ Workshops /Units should forward **the list of eligible candidates only, repeat, eligible candidates only** in the enclosed proforma (**Annex.-'B'**) alongwith the applications. One copy of application of each employee will be retained in the HQ/Division/Workshops/Units and one copy should be forwarded to Personnel Department of HQ office per bearer alongwith covering letter so as to reach Dy. CPO/Gaz./NCR/HQ/PRYJ on or before **17.04.2024**. Under no circumstances, applications will be accepted after the due date. While forwarding the applications, Dy. CPO/ Sr.DPO/ DPO /SPO/APO/Establishment officers should certify that no applications is left out with them. List of the eligible candidates in Annex. 'B' may also be provided in soft copy in excel sheet, repeat, provided in soft copy in excel sheet as well as through e-mail at [gaztrgncr@gmail.com](mailto:gaztrgncr@gmail.com).

Similar exercise as mentioned in Para above should be done by the Dy. CPO/HQ & APO/HQ in respect of the staff of HQ office.

In case a candidate is found ineligible for the above selection at any stage, his/her candidature will be summarily rejected. It may be ensured that the applications of candidates working under Construction Organization should be submitted through Dy.CPO/Const./NCR/HQ/PRYJ.

### **4. Pre-Selection Training to SC/ST employees:**

All the eligible SC/ST candidates are required to be given pre-selection coaching/training as per syllabus attached as **Annexure 'C'** to be organised by the Divisions/Sr.DOMs, DOMs, AOMs 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). Further, pre-selection coaching/training is not required for the candidates, if there is no vacancy reserved for them as per instructions contained in Railway Board's letter no E(GP)2010/2/39 dated 28.08.2019 (RBE no. 142/2019) In this notification vacancy is reserved for SC candidates only, hence only eligible SC candidates are required to be given pre-selection coaching/training. Sr.DOMs, DOMs, AOM/ATMs Officers in charges will be personally



responsible to spare the staff for pre-selection coaching/training well in time. The eligible SC candidates working in the Headquarters Office & 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, alongwith the training completion reports (Annexure 'D').

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 'D'.

### **5. Syllabus:**

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

### **6. SCHEME OF EXAMINATION**

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 be 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 languages 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.		

## 7. Written (CBT) and Viva-voce:

The selection will comprise of Written Test followed by Viva-Voce test. 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 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.

Sr. DPOs, Dy. CPOs, DPOs, SPOs, APOs & 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 at concerned Personnel Branch	Submission of application in HQrs office	Issue of final eligibility list	Receipt of report of completion of pre-selection coaching to SC candidates	Tentative Date of written examination (CBT)
05.04.24	10.04.24	17.04.24	02.05.24	24.05.24	23.06.24

The notification is also available on this Railway's website – [www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in)

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

Receipt of this notification may please be acknowledged.

Hindi version will follow.

DA: As above

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

Copy forwarded for kind information to:-

1. Secy. to GM
2. Secy., Estt. (GP), Railway Board, New Delhi
3. PS-I to PCOM. CPRO
4. PCPO, CPO/Admn, CPO/IR
5. PCMD, CMSs: PRYJ, AGC, JHS & CNB



Application for selection to the post of AOM/ATM(Gr. –'B') against 30% LDCE in  
Operating Department for Special Drive

Ref: No.797-E/Gaz/Gr. 'B' Sele./CBT-Spl/Operating/30%/NCR dated 21.03.2024

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

1.	Name (in block letters):.....				
2.	Father's Name:.....				
3.	I PASS number (11 digit employee ID):.....				
4.	HRMS ID:.....		5.	Designation:.....	
6.	Mobile No	.....	7.	e-mail ID :.....	
8.	Place of posting:.....		9.	Division/workshop/unit:.....	
10.	Controlling officer:.....		11.	DOB (DD/MM/YYYY):.....	
12.	Community(UR/SC/ST):.....		13.	Whether a PwBD (Yes/No) :.....	
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/appointment in Level-6 (7 <sup>th</sup> CPC) / PB-2, ₹. 9300-34800, GP ₹. 4200/-(6 <sup>th</sup> CPC) .....			
	b)	Length of non-fortuitous service in Level-6 (7 <sup>th</sup> CPC) / PB-2, ₹. 9300-34800, GP ₹. 4200/-(6 <sup>th</sup> CPC) as on 01.01.2023 : .....Years.....Months.....Days			
	c)	Date of promotion/appointment in Level-7 (7 <sup>th</sup> CPC) / PB-2, ₹. 9300-34800, GP ₹. 4600/-(6 <sup>th</sup> CPC) .....			
	d)	Length of non-fortuitous service in Level-7 (7 <sup>th</sup> CPC) / PB-2, ₹. 9300-34800, GP ₹. 4600/-(6 <sup>th</sup> CPC) as on 01.01.2023 : ..... Years ..... Months .....Days			
	e)	If you transfer from other Railway either on own request or Mutual basis, please filled up the followings:-			
		Mode of Transfer Own Request/Mutual	Transfer from which Railway with date	Date of joining in NCR	Name of Post
f)	In case of Medically de-categorised personnel, please write and date of joining / promotion in Level-6 (7 <sup>th</sup> CPC) / PB-2, ₹. 9300-34800, GP ₹. 4200/-(6 <sup>th</sup> CPC) : .....				
18	PwBD categories (candidates claiming relaxation under PwBD categories should fill up the followings), if Yes, in Column 13				
	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) : .....					

(Signature of the employee with date)

Name: .....

19 I hereby declare that I am eligible and all the information given in this application are true, complete & 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

(Signature of the employee with date)

Name: \_\_\_\_\_

-----X-----X-----X-----X-----X-----X-----  
Signature with date of the immediate supervisor forwarding application of **eligible candidate** only :

Office Seal :

**Forwarded to Controlling officer**

Signature of Controlling officer  
with date & office seal

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

**Forwarded to Headquarter office**

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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, repeat, is eligible to appear for selection to the Post of AOM/ATM against 30% LDCE & 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 OF ELIGIBLE CANDIDATES ONLY FOR SELECTION TO THE POST OF AOM/ATM (GROUP - 'B') AGAINST 30% LDCE OF OPERATING DEPARTMENT THROUGH SPECIAL DRIVE

SN	Name (S/Shn)	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)	Wether belongs to PwBD category (Yes/No)	If yes, PwBD category	Whether PwBD entitled for scribe (Yes/No)
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]

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)

NAME: \_\_\_\_\_

DESIGNATION : \_\_\_\_\_



GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. E(GP)2022/2/4

New Delhi, dt:07/11/2022

The General Managers,  
All Indian Railways/PUs.


(Kind Attn.: All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G))

**Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of  
Centralized Computer Based Multiple Choice Objective type  
examination (CBT) in all departments having Organised Services**

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f. 1.1.2023.

DA:As above

  
(Meenakshi Saluja)  
Dy. Director, Estt.(GP)-III  
Railway Board  
Ph. No. 233047250  
E.mail ID- meena.1964@gov.in

**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.



- 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 Pre 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**



- 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, Canons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

**Annexure - 'D'**

Statement of pre-selection coaching of SC/ST employees for selection to the post of AOM/ATM (Gr. 'B')  
against 30% LDCE, special drive to fill up vacancies for Operating Department held from

\_\_\_\_\_ to \_\_\_\_\_

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

Number of SC/ST candidates who attended pre selection training/coaching : \_\_\_\_\_

Number of SC/ST candidates who have given refusal to attend pre selection training/coaching : \_\_\_\_\_.

Number of SC/ST candidates who remained absent during pre selection training/coaching: \_\_\_\_\_