

NORTH CENTRAL RAILWAY

Headquarters Office,
Prayagraj-211015.

No. 797-E/Gaz/Gr. 'B' Sele./CBT/Pers./70%/2025-26

Dated: 25.11.2024

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, Dy. CPO/JHS WS & CMLRW/JHS, 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 & General, IR & Const., SPO/HQ, JHS & STLI Workshop, DPOs: PRYJ, JHS & AGC, Sr. AFA/Cash & Pay/PRYJ, JHS & AGC APOs: HQ, IR, PRYJ, JHS & AGC, JHS WS, CMLRW/JHS, 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% quota of Personnel Department in Pay Matrix Level-8, through Centralized Computer Based Objective Type Examination (CBT) for vacancy cycle from 01.01.2025 to 31.12.2026.

Ref: Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024, 08.10.2024 & 14.10.2024 and letter No. E(GP)2024/2/09 dated 14.10.2024 (copy enclosed)

1. As advised by Railway Board vide letters referred above, it is proposed to conduct selection for the Group 'B' post of APO against 70% quota in Pay Matrix Level-8 through Centralized Computer Based Objective Type Examination (CBT) conducted by National Academy of Indian Railways (NAIR) / Vadodara for the vacancy cycle from 01.01.2025 to 31.12.2026. For which examination (CBT) against 70% quota to be conducted on 09.03.2025 and if required, supplementary examination on 23.03.2025.

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

Mode	UR	SC	ST	Total
70% Quota	02	00	00	02
30% LDCE	01	00	00	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 01.01.2025) :**

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 01.01.2025 are eligible. (RBE No. 216/2019):

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

3.2 **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 02.12.2024 and acknowledgement may be obtained.
- b) Applications received after 02.12.2024 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 04.12.2024, retaining one copy of application in their office for record.
- d) Applications received after 04.12.2024 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 06.12.2024. The applications of the eligible 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 no negative marking for incorrect answers. Authority Railway Board's letter No.E(GP)2024/2/28 dated: 08.10.2024(RBE No. 93/2024)

8. **Written(CBT) 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.

9. **Supplementary:**

If required, a supplementary written test will be conducted on 23.03.2025 subject to the following conditions and extant rule in this regard.

- a. Only the employees who are detained on administrative account from appearing in the main written test (CBT) will be allowed to appear in the supplementary written test (CBT) after Personnel Officer in-charge gives categorical reason with regard to employees failure to appear in the main examination (CBT).
- b. The employees who are under sick (RMC) during examination or otherwise and are continuing so since the date well before examination date will only be allowed to take supplementary written test after MS/DMO's Railway Certificate to this effect that they were not fit to appear in the said written test, countersigned by the controlling officer and duly forwarded by the Personnel Officer in-charge.

If any employee is issued G-92 on his request due to sickness, it may please be ensured that in red ink it should be clearly mentioned in G-92 that the employees concerned has to appear in the Written Examination (CBT) for the post of APO on specific date.

- c. Any reason, over which employees have no control, will only be allowed to take supplementary written test (CBT) on submission of supporting documents, countersigned by the controlling officer and duly forwarded by the Personnel Officer in charge with categorical reason in regard to employees failure to appear in the main examination.
- d. Employees who are absent for main written test will not be allowed to appear in supplementary examination except the circumstances as mentioned at para-(a), (b) & (c) above.
- e. It will be the responsibility of the each candidate appearing in the examination to ensure that they submit their claim for appearing in supplementary examination based on aforementioned reasons within two days of the conduct of written test through CBT(Main Examination).

10. **Other Conditions**

- a. The office concerned from where they proceeded on deputation must inform the staff who are on deputation with other Department/Ministries well in time. Their applications also must be routed through 'Personnel Branch' of their parent office and sent to this office after verification of their eligibility.

- b. The candidate applying for appearing in the selection shall mention the personal Mobile No. Registered in his/her account. The respective Divisions/Units shall check and ensure that Mobile No. Mentioned by the candidate has been updated in his/her HRMS account OTP will be received on the same mobile number for downloading of hall tickets etc. This should invariably be ensured.

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 so as to enable the eligible candidates to apply for appearing in the aforesaid well in time. 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 70% quota 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	Date of written examination (CBT)
02.12.2024	04.12.2024	06.12.2024	09.03.2025


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.

Hindi version will follow.

DA: As above


(Rajesh Kumar Sharma)
Dy.CPO/Gaz.
for General Manager

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% for
Personnel Department for the vacancy cycle from 01.01.2025 to 31.12.2026

Ref: No.797-E/Gaz/Gr. 'B' Sele./CBT/Pers./70%/2025-26 dated 25.11.2024

(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 (as registered with HRMS ID)	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 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 01.01.2025 : Years Months Days			
	c)	Date of promotion/appointment 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 01.01.2025 : 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, i) please indicate the date of decategorisation: ii) Date and total length of service in level-6 and above, after decategorisation (alternate post) & Years Months Days				
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	
19.	If a PwBD, whether entitled to Scribe (Yes/No), if yes, (enclosed PwBD Certificate)				
20.	Whether eligible for compensatory time (Yes/No), if yes, enclosed certificate.				

(Signature of the employee with date)

Name:

21 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
attested

(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

.....
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 APO against 70% Quota & it is certified that no ad hoc or fortuitous service has been taken into account for computing the eligibility as on 01.01.2025. 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

Centralised CBT for Gr.B posts against 70% Selection quota for the vacancy cycle 2025-26																		Annexure-B	
Format of particulars of eligible applicants to be sent to NAIR																			
Sl. No.	Railway / PU	Post Name	Name of the applicant	I-PAS No.	HRMS ID	Designation	HRMS Linked Mobile No.	Email ID	Place of posting	Division/ workshop/ Unit	Controlling officer	DOB (DD/MM/YYYY)	Community (UR/SC/ST)	PwBD or not (Yes/No)	If Yes, PwBD category	If a PwBD, whether entitled to scribe (Yes/No)	Weather eligible for compensatory time (YES/No)	Proposed Exam City	Remark
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]	[18]	[19]	[20]
1																			
2																			
3																			
4																			

Note1:(Column-5) I-PAS No. should be of 11 digits. In case the employee ID is less than 11 digits, equal number of zeroes may be pre-fixed to make it 11 digit.

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

Mail Received - 14.10.2024

(4)

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(GP)2024/2/28

New Delhi, dated: 14.10.2024

**The General Managers,
All Indian Railways & Production Units.**

(Kind Attn.: PCPO / PFA / Dy. CPO (G) / Dy. CAO (G))

Sub.: Promotions to Group 'B' posts in Indian Railways through Centralized Computer Based Test (CBT) in all departments having Organized Services for the vacancy cycle beginning 01.01.2025.

Ref.: Board's letter of even number dated 27.09.2024.

With reference to the Virtual Conference with all Dy.CPO(G)'s and NAIR conducted by Board's office today, all Zonal Railways/PUs are advised to ensure finalization of the assessment of vacancies and thereafter, Issuance of notifications for the 70% Selection for filling up Group 'B' vacancies for the period from 01.01.2025 to 30.08.2027 through Centralized CBT, latest by 23.10.2024. The Model Calendar for the same shall follow shortly.



(Arti Singh Lal)

Dy. Director/ Estt. (GP)-I

Railway Board

Ph. No. 23047250

Email ID - arti.singh1@gmail.com

Copy to : Shri Rakesh Rajpurohit, Dy. Director General, NAIR, Vadodara, Gujarat.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(GP)2024/2/09

New Delhi, dated: 14.10.2024

The General Manager,
North Eastern Railway, Gorakhpur.
Central Railway, Mumbai.

(Kind Attn: Dy. CPO (G)s)

Sub.: Promotion from Gr. 'C' to Gr. 'B' posts - clarification regarding medically de-categorized staff.

Ref.: I.) N.E. Railway's letter No. NER-HQ0PERS (SELB)/10/2023-O/o/APO/GAZ/HQ/NER (106296) dt. 13.08.2024.
II.) Central Railway's letter No. P/CR/HQ/Gaz-SelJ260/7/APO(70%)-2 dt. 14.08.2024.

In terms of Board's letter of even number dated 05.07.2024, it has been clarified that instructions contained in Board's letter No. E(NG)12023/PM/4/2 dated 02.03.2023 (RBE 40/2023) are not applicable while determining eligibility for promotions from Group 'C' to Group 'B' posts. Accordingly, an employee should have rendered the requisite eligibility service in the relevant grade(s) after absorption in the alternate post for being eligible for promotion to Group 'B' posts.

2. Herein, it is further clarified that the aforesaid instructions pertain only to reckoning eligibility for promotion to Group 'B' posts. The seniority of medically de-categorized employees shall be determined in terms of Paras 313(ii) and 1310 of IREM Vol. I.



(Arti Singh Lal)
Dy. Director-II / Estt. (GP)
Railway Board
Ph. No. 23047260
E. Mail Id.- arti.singh1@gov.in

Copy to: All Zonal Railways/Production Units.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(GP)2024/2/28

New Delhi, dated: 27.09.2024

**The General Managers,
All Indian Railways & Production Units.**

(Kind Attn.: PCPO / PFA / Dy. CPO (G) / Dy. CAO (G))

Sub.: Promotions to Group 'B' posts in Indian Railways through Centralized Computer Based Test (CBT) in all departments having Organized Services.

The results of the Centralized CBT conducted on 04.08.2024 under 30% LDCE (Special Drive) has since been declared by NAIR for all the departments (except ACM and AEE) on 06.09.2024. Accordingly, it is advised that the panels of all the posts (excluding ACM and AEE) on the basis of the said examination may be finalized latest by 04.10.2024.

2. Besides, the 70% Selection and 30% Limited Departmental Competitive Examination (LDCE) for filling up Group 'B' vacancies for the vacancy cycle 01.01.2025 to 31.12.2026 through Centralized CBT is planned shortly. As such, the Railways are advised to initiate the preparations at their end. Model calendar for the same shall be issued separately.

2.1 Herein, it is advised that in terms of Para 202.2 of Indian Railways Establishment Manual Vol. 1, the vacancies due to arise in the next 6 months (i.e., upto 30.06.2027) should also be included to the assessment made for the aforesaid vacancy cycle to cater to unforeseen contingencies and the panel should be formed for the total number of vacancies.

3. Further, considering the shortage of officers on Railways, Board has decided to grant one-time dispensation to the Railways to include upto 100% of STS and JTS / Group 'A' vacancies in assessment of Group 'B' vacancies for the aforesaid vacancy cycle, if considered crucial to the working of the system by the General Manager. These vacancies may be distributed between both 70% Selection and subsequent 30% LDCE.



**(Arti Singh Lal)
Dy. Director-II/ Estt. (GP)
Railway Board**

**Ph. No. 23047250
Email ID – artl.singh1@gmail.com**

RBE No. 92/2024

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2024/2/28

New Delhi, dated: 07.10.2024

The General Managers,
All Indian Railways & Production Units.

[Kind Attn.: PCPO / PFA / Dy. CPO (G) / Dy. CAO (G)]

Sub.: Promotions from Group 'C' to Group 'B' posts - Centralized CBT.

In terms of Para 203.4 of Indian Railways Establishment Manual Vol. I, the Zone of Consideration of eligible candidates for Selections for promotion to Group 'B' posts is determined in accordance with sliding scale in the order of seniority. In this regard, it has been decided by Board that henceforth, in respect of Selections (70%) to Group 'B' posts in all departments, all employees who are eligible and who volunteer for the Selection, should be considered without any limitation of number, as is being done in case of Selection to the Group 'B' post of Assistant Personnel Officer.

2. It has further been decided that in partial modification of Board's letter no. E(GP)2018/2/31 dated 19.03.2019, there shall be no negative marking in written examinations held as part of Selections (70%) where the final panels are made on seniority basis. However, negative marking @1/3rd of a mark for every wrong answer in the LDCEs (30%) where panels are prepared on the basis of merit shall continue.

3. The aforesaid instructions would apply to Selections / LDCEs notified after the date of issue of these instructions. Any Selection which has already been notified should be dealt with in terms of existing instructions only.

4. These Instructions should be widely circulated.

5. Please acknowledge the receipt.

6. Hindi version will follow.



(Arti Singh Lal)
Dy. Director-II/ Estt.(GP)
Railway Board
Ph. No. 23047250
Email ID – artl.singh1@gov.com