

# NORTH CENTRAL RAILWAY

Headquarters Office,  
Prayagraj-211015.

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

Dated:25.11.2024.

Principal Chief Engineer,

CAO/Const., AGM, SDGM, GM/CORE, PFA, CAO/C/RSP, CTE, CPD/BW, CPD/SD, CBE, CE/P&D, CE/TMC, CE/TS, CE/HQ, CE/G, CE/Works, CE/G, CE/RSW, CE/Works, CE/SD, CE/C/Central, CE/C/North, CE/C/HQ, CPM(Const)s:PRYJ,JHS & AGC, CPM/GSU/AGC, FA&CAO/C, CWMs: JHS & STLI & CPOH, DRMs: PRYJ, AGC & JHS, Sr. DENs/Co.: PRYJ, AGC & JHS, Dy. CE/Consts :PRYJ, CNB, JHS & AGC, Dy.CEs: CSP/SFG, CPOH/SFG, TMC/L/PRYJ, AGC & JHS & Bridge/Line/PRYJ, AGC & JHS, Sr. DPOs: PRYJ, AGC & JHS, Dy. CPO/HQ, Dy. CPO/Const. & IR, Dy. CPO/G, APO/IR, Dy. CVOs, Sr. EDPMs: PRYJ, AGC & JHS, Sr. Statistical Officer, SPO/JHS & STLI Workshop, Principals, ETC/CNB, CETA/CNB, STC/JHS, IRTMTC/PRYJ

## NOTIFICATION

**Sub:** Selection for promotion from Group 'C' to Group 'B' to the post of AEN/AXEN against 70% quota for Civil Engineering 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)

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- As advised by Railway Board vide letters referred above, it is proposed to conduct selection for the Group 'B' post of AEN/AXEN 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. Main examination (CBT) is scheduled 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	21	1	1	23
30% LDCE	9	1	0	10

Instructions regarding reservation with benchmark disabilities (PwBDs) issued by DoPT vide their 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 selections/LDCEs.

### 3. Eligibility:-

(i) In terms of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019, (RBE No. 216/2019), for Group 'B' selections (70% quota), Group 'C' employees working in Level-6 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 grade pay) will be eligible.

(ii) In terms of Railway Board's letter No. E(GP)2024/2/28 dated 08.10.2024 (RBE No.93/2024) and in modification of provisions of para 203.4 of IREM Vol.I, 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.

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

In terms of Board's letter No. E(GP)2005/2/42-RBE No. 161/2005 dated 21.9.2005, the date of commencement of the vacancy period should be taken as the cut-off date for determining the eligibility of candidates for appearing in the selections for promotion from Gr. 'C' to Gr. 'B' post against the vacancies to be filled in the said period. As such the cut-off date for reckoning eligibility of candidates for appearing in selection for the assessment period 2025- 2026 will be 01.01.2025 for promotion to Gr. 'B' post of AEN/AXEN against 70% quota.

The eligible employees should submit their applications duly forwarded by immediate supervisor/officer through proper channel in their respective office in the prescribed proforma (**Annexure-'A'**) enclosed (in triplicate) on or before **02/12/2024** and acknowledgement to this effect may be obtained. It is mandatory to fill each and every column with correct information. 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.

The applications received by the respective office may 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.

Applications received after **04/12/2024** should not be entertained by the Personnel Department of respective HQ/Division/ Workshop/Unit concerned.

#### **4. 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, in the enclosed proforma (**Annexure -'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 **06.12.2024**. **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 Annexure -'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.**

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.



## 5. Syllabus:

A copy of the syllabus for 70% selection for promotion to Group 'B' posts of AEN/AXEN in Civil Engineering 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:

All the SC/ST candidates are required to be given pre-selection coaching/ training to be organised by the concerned department as per extant instruction contained in Railway Board's letter No. E(GP)2010/2/39 dated 28.08.2019 (RBE No. 142/2019).

Dy.CEs/Sr.DENs/DENs/AENs/Officers-in-charge will be personally responsible to spare the staff for pre-selection coaching/training well in time. In case any SC & ST 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 before the date of written examination (CBT). All care has been taken to indicate SC & ST status by this office.

However, it may also be checked at your end and ensured that no SC & ST candidate is left out from pre-selection coaching/training and same may be advised to this office.

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 & ST employees must be sent to this office. Proforma for sending the information is enclosed herewith as Annexure 'D'.

## 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	In terms of Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024(RBE No.93/2024), issued in partial modification of Board's letter dated 19.03.2019 ibid, there shall be no negative marking in written examinations held as part of Selections(70%) where the final panels are made on seniority basis.		

## 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, 3<sup>rd</sup> 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 AEN/AXEN 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 five 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 or working 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 as 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 selection 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](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

9  
25/11/24  
(Rajesh Kumar Sharma)  
Dy CPO/Gaz  
for General Manager (P)

Copy forwarded for kind information to:-

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



Application for selection to the post of AEN/AXEN (Gr. –‘B’) against 70% for  
Civil Engineering Department for Vacancy Cycle -2025-26

Ref: No.797-E/Gaz/Gr. ‘B’ Sele./CBT/Civil/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 : .....	
Details of service: (MACP dates not required, write date of regular promotion in the corresponding Grade / Level):-					
17	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 01.01.2025 : .....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 01.01.2025 : ..... 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
18	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				
	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: .....



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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

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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 AEN/AXEN 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 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

**SYLLABUS FOR 70% SELECTION FOR PROMOTION TO GR.B POST OF AEN IN  
CIVIL ENGINEERING DEPARTMENT.**

**(A) Civil Engineering (General)**

**1. Surveying**

**a. Types**

**i. Surveying basics**

Basic principles; base lines; check lines: perpendicular and oblique offsets; conventional signs; plotting of survey; true and magnetic bearings; open and closed traverses; recording plotting of traverse, closing errors.

**ii. Surveying equipment**

Auto level, Total station, DGPS, LIDAR.

**iii. Leveling -**

Level Lines - datum, bench marks, simple leveling, fly leveling; recording the levels in field book; method of reducing levels; arithmetical check; longitudinal and cross section contouring.

**iv. Theodolite Survey -**

Types of theodolites; measurement of horizontal angles, vertical angles, magnetic bearings and deflection angles; prolonging a straight line; traversing by method of included angles; balancing the survey - closing errors; calculations of latitude and departure.

**b. Curves-**

Elements of simple circular curves, setting out simple circular curves.

**c. Set out works -**

Setting out buildings, culverts, Central line of Railway alignment. Usage of GPS technology in setting out Centre line of Railway alignments.

**2. Strength of Materials, Structural Designs & Drawings**

**a) Strength of Materials:**

Stress, strain, Hooke's law, working stress, factor of safety; bending moment and shear force in simply supported beams and cantilevers; simple theory of bending.

**b) Structural Design & Drawing Drawings**

Different sizes of paper, folding and storage of drawing, plan, elevation, sections, isometric view.

**c) RCC Structures**

RCC, methods of design, Working Stress Method and Limit State Method. IRS Code



of Practice for RCC (Concrete Bridge Code).

#### **d) Steel Structures**

Rivets and welds. Sketch and detailing of connections different types of joints and strength determination. IRS Steel Bridge Code.

### **3. Construction material:**

Description, specification, properties and uses of building materials - stones, sand, timber, bricks, cement, lime, building hardware, paints varnishes, glasses, and tiles. Concrete mix design, placing, compaction and durability.

### **4. Foundation & Construction Engineering**

#### **a) Soil Mechanics**

Different type of Soils, Three phase diagram and their relationships, IS classification of soil, index and engineering properties of soil, compaction, consolidation, shear strength, earth pressure theories, slope stability. Specification and construction of earthwork in embankment and cuttings.

#### **b) Foundation Engineering**

Functions of foundation, different type of foundations - open foundations; well foundations and pile foundations, determination of safe bearing capacity, stress and settlement analysis, method of reducing differential settlements.

### **(B) Civil Engineering (Railways)**

#### **1. Railway Surveys & Construction**

Provisions in Engineering Code regarding - Classification of Surveys, Terms of Reference, Principles governing Railway alignment, Ruling gradients, Grade compensation for curves, Horizontal and vertical curves, Hill Surveys, Catch sidings, Tunnels, preparation of various maps and drawings, preparation of Survey reports for RECT, PECT and FLS, Project estimates.

#### **2. Railway Track.**

##### **(a) Track Structure and Components.**

Classification of Lines, Track Structure, Rail and Rail fastenings, Sleepers & Fastenings, Ballast- Specifications, Ballast Profile/Section/Depth of Cushion, Formation- Classification of Formation Requiring Treatment and Remedial Measures Suggested, Insulated joints & Switch expansion joints, Track structure on Bridges.

##### **(b) Duties.**

Duties of ADEN, Duties of SSE/P.Way (In-charge), Duties of JE/ SSE/ P.Way (sectional), Duties of JE/ SSE/ P.Way (Other than sectional), Duties of Gang mates, Keymen, Patrolmen, Gateman and Track maintainer.

##### **(c) Maintenance of Permanent way.**

Regular track maintenance, Handling and maintenance of rails, sleepers, fastenings & other misc. Items, Works incidental to regular track maintenance, Record keeping, Maintenance of track in track circuited areas, Maintenance of track in electrified

areas.

**(d) Special Maintenance Works.**

Alumino Thermit welding of rails, Flash-Butt welding of rails, Short welded Rails, Long welded Rails. USFD.

**(e) Curves and Turnout.**

Curves, Realignment of curves, Points and Crossing.

**(f) Track tolerances and Track Monitoring.**

**(g) Schedule of dimensions.**

Schedule-I Standard dimensions, Station Yards and extra clearance on curve.

**(h) CRS sanction for works affecting passenger running lines.**

**(i) Training and Competency of Permanent Way Staff.**

**(j) Permanent Way renewals.**

**(k) Engineering Restrictions and Indicators.**

**(l) Level Crossings and Gateman.**

**(m) Working of Trolleys, Lorries and Material trains etc.**

**(n) Track Management System.**

**(o) General:**

Reference to G & SR; types of signals and their significance; rules for working of trains; block working rules - types, Introduction of temporary single line working.

**(p) Accidents:**

Action during accidents including breaches, Restoration of through running, Pre-monsoon precautionary measures.

**3. Maintenance of Bridges**

**a) Maintenance of bridges:**

Responsibility of the Engineering officials, action to be taken after inspection of bridges; maintenance of substructure - abutments, piers, wing walls and return walls, maintenance of arches, dismantling of arches. Details of common repair techniques - cement pressure grouting, epoxy grouting, shotcreting / Guniting. Maintenance of RCC & PSC super structures - periodical maintenance, common defects and repair / strengthening techniques; maintenance of super structure (steel) girders - loss of camber in steel girders, cracks in steel works, strengthening of weak girders, replacement of loose rivets; maintenance of HSFG bolts, corrosion and its prevention, protective coatings by painting - periodicity and precautions, patch



painting, ordinary paints - for severe and no severe corrosion, metallising & epoxy based paints, Maintenance of welded girders; maintenance of composite girders. Various defects in bed blocks and their remedies; maintenance of bearings; Precautions while carrying out maintenance works on bridges.

#### **b) Inspection of bridges:**

Classification of bridges - major, minor, important; Inspection of Bridges by Permanent Way and Works Inspectors, by Bridge Inspectors (SSE/JE- P. Way, Works, Bridges) – Periodicity/ schedule and details of inspection, record of bridge inspection, registers to be maintained by the Bridge Inspectors, Certificate of inspection. Inspection by Assistant Divisional Engineers - Bridge Inspection Register, Numerical Rating System (NRS), Unique Rating Number, Condition Rating Number, Overall Rating Number, Certificate by the Assistant Engineer. Details of Inspection of Bridge –foundations, Flooring, masonry in substructure, under-water substructure inspection, arch bridges, protection works and water ways, girder alignment and seating, structural condition of girders, track on the bridge and its approaches, trolley and safety refuges, foot paths, painting, marking HFL and danger level, providing foundation particulars and bridge name boards, flood records at important bridges, road over/under bridges, concrete bridges, special Inspection during Monsoon, equipment required for inspection of bridges. painting of steelworks, laying of bridge sleepers; replacing cracked bed blocks.

#### **4. Rehabilitation of Bridges**

Reasons for Rehabilitation, special Strengthening, Imposition of speed restriction, Priority for rehabilitation of bridges, Special Inspection, Site Data, Execution of rehabilitation works, Precautions when working on bridges; rebuilding or alterations to bridges - design and execution of bridge works; temporary arrangements; false work for erection of girders; assembly and erection of girders; cranes for erection of girders; testing of girders; proposal for strengthening existing girder spans: methods of regirding major bridges, Strengthening of foundations, Strengthening/rebuilding of substructure, shaken/displaced/ cracked bed blocks, distressed arch bridges, replacement of nonstandard girders, replacement of pipe culverts, distress in parapets, replacement of small opening, distress in superstructure.

#### **5. Rivers & Floods**

Behavior of rivers; past history of bridges, danger level at bridges, watchman at important bridges, duties and equipment of bridge watchmen; special inspection during monsoon, action to be taken in the case of weather warning, pitching stone, boulder and monsoon reserve; vigilance during floods; flood records during and after the monsoon; survey of the course of river. Rivers and flood register, Flood Reports, rainfall data, provision of anemometer on bridges. River training works, Guide Bunds, Spurs (Groynes), Marginal Bunds, Closure Bunds, Assisted Cut-Offs, Boulder crates, Protection of approach banks, drop wall & curtain wall i.e. protection measures for minor bridges.

#### **6. Inspection and Maintenance of Tunnels and Deep Cuttings:**

a) **Tunnels** - Inspection by Engineering officials, items to be covered in the



Inspection, record of inspection, mobile staging for inspection, details of tunnel inspection, ventilation of tunnels, leakage in tunnels and methods of correction, works connected with the maintenance of tunnels.

**b) Deep Cuttings** - General, inspection register of vulnerable cuttings, points to be noted during Inspection of cuttings, action to be taken in the case of boulder drops, action to be taken after inspection of cutting, guarding of vulnerable cuttings.

## **7. Inspection and Maintenance of Building and Structures (Other than Bridges)**

- a) Inspection & Maintenance of buildings & structures (including steel structures).
- b) Building Registers
- c) Periodical maintenance of Works including repairs to leaky roof/water proofing of roofs.
- d) Standard Measurement Registers for Buildings.
- e) Dismantling of buildings/structures.
- f) Retro-fitting / structural repairs of existing weak buildings/structures.

## **8. Maintenance of sanitary and hygienic conditions in station and railway Colonies; water supply, drainage and sewerage**

### **a) Water Supply**

I. Standards of Quality of drinking water- physical; chemical and bacteriological standards of water, Water-borne diseases, water demand-methods of forecasting, sources of water; Method of treatment of water – aeration; sedimentation; filtration (slow and rapid sand filters); disinfection; hardness methods of removal etc.

### II. Conveyance and Distribution:-

Preparation of Schemes for New Water Supply/ Augmentation of Existing Water Supply; Estimating Requirements of Water, water supply from outside sources, Types; Selection & Installation of Pumps; Capacity of Pumping, Conveyance of Water Rising mains; systems of distribution, residual pressure; different types of pipes and fittings; testing of pipes, Pipe laying and Fittings of Valves and Meters, Storage tanks; Capacity, Maintenance and Cleaning of Storage Tanks, Water-Supply Plans, maintenance and operation of water supply installation - responsibilities of Engineering department, Mechanical department and Electrical Department.

III. Rain water harvesting – legislation, necessity; advantage; types; techniques; estimation of capacity of rain water harvesting pits/ salient methods of recharging subsurface aquifer etc.

### IV. Water Audit and water Management:

Conservation of Water, water reuse, water recycling, water recycling plant, flow measurement system, identification of losses & leakages.



**b) Sewerage:**

Preparation of schemes for sewerage, sewage & water collection and carriage; design of sewers; house connection; storm water drains; maintenance of sewerage and drainage, conservancy and sanitary arrangements, disposal of sewage – river pollution and control; sewage treatment; land irrigation, septic tanks, primary clarifier, sludge and scum removal, trickling filters, activated sludge process, sludge digesting, principles of anaerobic digestion, sludge gas, sludge drying and disposal.

**c) Sanitation:**

Formation of sanitation committee ; Inspection by sanitation committee , sanitary arrangements in stations and colonies, drinking water wells-protection; Cleaning of wells; disinfection; prevention of Infectious diseases; disinfection of quarters.

**9. Acquisition, management and disposal of land: General Codes, Manuals, rules:**

Ownership of Railway land; sanctioning authority for acquisition and relinquishment; Principles of acquisition and relinquishment; Procedure for acquisition and relinquishment; Land plans and schedule; Documents of Handing over and taking over Railway Land; Land Records- Responsibility and procedure for demarcation, verification of railway boundary , land plan etc. maintenance of right of way; religious structure. Management of railway Land leasing, licensing of land, way leave facility and easement rights, grow more food. Leasing licensing for merchants and vendors at stations, bulk oil installation. Encroachment and responsibly; rules for permission for construction of building near Railway land; instructions regarding cutting/trimming and sale of natural product like mature tree, dry trees within and outside railway boundary, near electric or telegraph lines , sale of grass right etc. Provisions of Land Acquisition Act. 1989, Right to fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013.

**10. Preparation of Plans and Estimates:****(a) Preparation of plans:**

General procedure; plan for other departments; size of drawings; titles and numbering of drawings; scale of drawings; details on drawings; symbols and colours in drawings; RDSO drawings; CE's plans; Plans of Divisional/Asst. Engineer's/inspector's Offices; completion drawings;

**(b) Preparations of estimates:**

Engineering code provisions, various types of estimates, technical details, rates and quantities; schedule of rates and price - listing of stores; report and justification; rent statement for staff quarters; special features of estimates for remodeling of station yards, track renewal works, deposit works: Urgency Certificate;

**11. Contract and Execution of Work:**



**a) Contract:**

Engineering code provisions, schedule of rates; analysis, non-schedules rates, tenders; types; tender documents, drawings and specifications, tender committees, acceptance of tenders, contracts; types, contract documents, General and special condition of contract; measurement and measurement books - code reference; recording measurements; 'on account' and final measurements; standard measurements books; responsibilities of inspectors/JE/SSE) and Asst. Engineers for measurement of works; ballast measurement; computation quantities; preparation of abstract in measurement books; submission of bills; checking of bills; bill registers; Variations; PVC; Basics of Arbitration.

**b) Execution of Work:**

Engineering code provisions, agencies for executing works; responsibilities of executive officers; deposit works; excess and savings on estimates; attention to public interests; prevention of accidents; planning - activity, milestone, bar charts, critical path networks, PERT; departmental execution of work - record; progress reports, charges for stores and labour, execution of works in Engineering workshops; contracted works; issue of work orders; completion documents; zonal works.

**12. Track Machines:**

**a) Organizational structure, duties and inspection:**

Duties of Executive (XEN)/Assistant Executive Engineer (AXEN)/TM/Line, Duties of SSE/TM/SDI, Duties of SSE/JE/TM Working on Machines, Duties of SSE/JE Machine In-Charge Duties of Machine Assistant, Duties of Assistant Divisional Engineer (Open Line) ADEN, Duties of SSE/JE (P.Way) Deployed with the Machine, Inspection Schedule of Track Machine Officials, Inspection Schedule of Open Line Officials.

**b) Tamping machine and dynamic track stabilizer:**

Types of Tamping Machines, Tamping Mechanism, Tamping Parameters, ALC, Lining System, 4 Point Lining Method, Corrections to be Applied in 4 Point Lining Method, Modes of Tamping using 4-Point Lining Method (Only for curves), 3 Point Lining Method, Corrections to be applied in 3- Point Lining, Determination of Target Versine Values for the 3-Point Lining Method, Mode of Tamping using 3-Point Lining Method, Comparison between 3 Point and 4 Point Lining System, Levelling of Track, Mode of working for levelling, General Lift, Input of the Lifting Values, Survey and working of Tamping Machines in Design Mode, Works required Before, During and After Tamping, Working Principle of Dynamic Track Stabilizer, Modes of working of Dynamic Track Stabilizer, Working of DTS.

**c) Ballast cleaning and handling machines:**

Ballast Cleaning Machines (BCM), Types of Ballast Cleaning Machines, Working Principle and Capability of Ballast Cleaning Machines, Works Required Before, During and After Deployment of Ballast Cleaning Machines.



**d) Track relaying machines:**

Track Relaying Machines, Working Mechanism and Capability of Track Laying Equipment, Pre-Relaying Operations, Operation During Block, Post Relaying Operations, Working Mechanism of TRT, Operations Prior to Deployment of TRT, Operations During The Block of TRT, Post Block Operations for TRT, Precautions During TRT Working

**e) Rail Grinding Machines:**

Rail Grinding Machine (RGM) (Purpose & Advantage), Grinding Strategy, Working Parameters of RGM, Monitoring Equipment for Grind Quality, Quality Inspection of Grinding, Preparatory Works for Introduction of RGM, Pre-Block Activity Before Deploying RGM, Operation During RGM Block, Post Grinding Operation.

**f) Planning and deployment of Machines:**

Pre-requisites for Deployment of Track Machines on Construction Projects/Other Agencies, Minimum Duration of Blocks, Through Tamping and Spot Attention.

**g) Rules for movement and block working:**

Provision of G&SR, Operation and Working of Track Machine, Competencies of Track Machine Staff, Safety Equipment, Rules for Operation – General, Important Instructions and Precautions (Protection of Work Site, Fouling of Adjacent Lines, Information to Level Crossings etc), Failure and Accidents of Track Machines, Speed Certification for Track Machines, Special Precautions while working in Special Circumstances (Ghat Sections, Night Working)

**h) Periodical maintenance and associated infrastructural facility:**

Maintenance Schedule for Various Track Machine, Types of Workshops, Functions of Central Periodic Overhauling Workshop (CPOH), Functions of Zonal Machine Depot (ZMD), Functions of Satellite Depot, Functions of Mobile Workshop, Functions of Camping Coach Workshop.

**i) Track Machine Manpower**

Training (Officers, SSEs/JEs/TM(s), Technical Staff, Machine Assistant), Roster

**13. Miscellaneous:**

**a) Engineering plant:**

Control of plant and machinery, engineering plant reserve, plant register; valuation of plant; maintenance; storage and repairs; requisitioning of plants; use of plant at site; maintenance of log books; hiring out of engineering plant; examination of boilers of the engineering department.

**b) Explosives:**

Issue of Instructions on use of explosives; observance of rules, carriage of explosives, Protection of trains and Railway property, precautions to be observed

during blasting, Misfire with electrical method of firing, explosives disposal, destruction of explosives

**c) Management of Engineering Stores:**

Reference to code and Rules; procurement of stores; requisition; receipt and issue of challans; claims of short receipts; etc.; custody of stores - classification, handling and storage, Account head of stores - operation, records and returns; disposal of released and surplus stores - return to stores Depot, disposal by auction; verification of stock and adjustment for shortage/excesses.

**d) Law and Order**

Railway Police; lodging complaints; cooperation with railway police; cognizable offences; non cognizable offences; powers of arrest by railway staff; warrant against railway staff; action by railway staff in case of attempted sabotage; answering of court summons; Prevention of trespass disposal of human bodies found run over; disposal of cattle found dead on the line.



**Annexure - 'D'**

Statement of pre-selection coaching of SC/ST employees for selection to the post of AEN.AXEN (Gr 'B')  
against 70% PQ 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: \_\_\_\_\_

Signature of Personnel officer /  
Controlling officer

(with date & office seal)

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RBE No. 93/2024

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 @1/3<sup>rd</sup> 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

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(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 30.06.2027 through Centralized CBT, latest by 23.10.2024. The Model Calendar for the same shall follow shortly.



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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)/18/2023-O/o/APO/GAZ/HQ/NER (106296) dt. 13.08.2024.

ii.) Central Railway's letter No. P/CR/HQ/Gaz-Sol./260/7/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.



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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.



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