

# NORTH CENTRAL RAILWAY

Headquarters Office,  
Prayagraj-211015.

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

Dated: 25.11.2024.

Principal Chief Commercial Manager,  
CCM/FM, AGM, SDGM, GM/CORE, PFA, CAO/Const., CWMs: JHS & STLI Workshop, DRMs: PRYJ, AGC & JHS, Sr. DCMs: 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, DCMs/ACMs: 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' to the post of ACM against 70% quota for Commercial 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 ACM 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.
2. The break-up of vacancies assessed are as under:-

Mode	UR	SC	ST	Total
70% Quota	1	0	0	1
30% LDCE	1	0	0	1

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.

(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 ACM 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 ACM in Commercial 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	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:

- 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).
- 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 ACM on specific date.*
- 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.
- 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.
- 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

- 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.
- 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

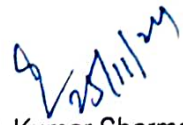
The notification is also available on this Railway's website – [www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in)

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

Receipt of this notification may please be acknowledged.

Hindi version will follow.

DA: As above

  
(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. PS-I to PCCM.
4. PCPO, CPO/Admn, PCCM
5. CMSs: PRYJ, AGC, JHS & CNB
6. CPRO



Application for selection to the post of ACM (Gr. -'B') against 70% for

Commercial Department for Vacancy Cycle -2025-26

Ref: No.797-E/Gaz/Gr. 'B' Sele./CBT/Comm./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 <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
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: .....

P.T.O

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 ACM 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, 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. ~~4.1~~ Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
1. ~~1.1~~ Financial Control
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
2. ~~2.1~~ Procedure
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
3. ~~3.1~~ Rules of Allocation
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
4. ~~4.2~~ Works Programme - Financial
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
1. ~~1.2~~ Financial Control
9. Delegation of Powers.
5. ~~5.1~~ Financial control over
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
7. ~~7.1~~ Rules of Allocation
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
8. ~~8.1~~ Procedure for
14. Information Technology in general with specific reference to Railway's IT Applications
9. ~~9.1~~ Information Technology
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

13. Classification of Railway Revenue

14. Information Technology

15. Taxation matters

16. Organization of CGA and C&AG

17. Any other topic felt necessary

## B. TRAFFIC (COMMERCIAL)

### I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

### II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge, Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.



- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

### **III. Passenger Traffic:**

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

- Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.
- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

#### **IV. Parcel Traffic**

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPU, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

#### **V. Other Sources of Revenue:**

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

#### **VI. Traffic Accounts:**

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail



Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

#### **VII. Misc:**

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of Untoward Incidents and Accidents, Ex-gratia payments.**
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

**Annexure - 'D'**

Statement of pre-selection coaching of SC/ST employees for selection to the post of ACM (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)



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)/2023/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. 23047250  
E. Mail Id.- arti.singh1@gov.in

Copy to: All Zonal Railways/Production Units.

Mail received - 14.10.24

74

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.



(Arti Singh Lal)

Dy. Director/ Estt. (GP)-II

Railway Board

Ph. No. 23047250

Email ID - [arti.singh1@gmail.com](mailto:arti.singh1@gmail.com)

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



(2)

RBE No. 92/2024

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. E(GP)2024/2/28

Now 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  
Email ID - arti.singh1@gov.com

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 – arti.singh1@gmail.com