Amitabha Khare
Executive Director Estt.(RRB)

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
रेल भवन, नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
RAIL BHAVAN, NEW DELHI-110001

No. 2015/E(RRB)/25/26

Dated 16.08.2016

Dear Shri Prakash,

**Sub: Online Indenting Portal for RRB Recruitments.**

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After resumption of stalled recruitment activity in 2012, RRBs have been conducting regular examinations. Between 2010 and 2015 four rounds of recruitments for critical categories of Senior Section Engineers (SSEs) and Junior Engineers (JEs), three rounds for Assistant Loco Pilot (ALPs) and Technicians Gr.-III and two rounds for NTPC Graduate categories including Assistant Station Masters (ASMs) and Goods Guards have been conducted. Third round of recruitment for NTPC Graduate categories is currently under way. In the process more than 60 examinations for about 1.4 lakh vacancies in more than 800 categories, involving approx. 2 crore applicants, have been conducted successfully without any disruption or cancellation, and panels of more than 1.26 lakh candidates have been provided to the indenting Railways. Time taken in conducting exams has also been reduced drastically. All the exams since 2014 have been held within 6 months from the close of applications. Few exams have been held in even as less as 2.5 months. Recently RRB recruitments have undergone a paradigm shift and in a technological leap 'Online Applications' and 'Computer Based Examinations' have also been introduced in a big way.

As a result of these multipronged improvement strategies the credibility of RRBs recruitments has been restored and number of applicants has increased manifolds in recent exams. Ratio of applicants vis-à-vis notified vacancies, which was around 60 in 2011-12 has gone upto 500 or even more in 2015-2016.

**Wastage & Sub-optimal Utilization of Recruitment Efforts:**

Increasing number of applicants and holding of regular exams at recent pace should have been able to meet the recruitment requirement of Railways adequately. However despite such large number of applicants and holding of regular exams (involving huge cost and resources), the problem of vacancies in Railways still continues. It has been noticed that following two reasons are mainly responsible for this problem:-

1. Piecemeal or delayed indents which cannot be included in the ongoing recruitment cycle and have to perforce wait for next recruitment cycle.

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In number of cases it has also been noticed that some Railway or the other has not sent any indents at all for a particular recruitment cycle even for critical categories like ALP, ASM, Goods Guards etc.

2. Current practice of vacancy assessment often fails to take into account the lead time of recruitment, post recruitment formalities, training period etc realistically. Unforeseen future vacancies and factor of short materialization of the panels also result in unrealistic vacancy assessment and indents.

**Portal for Online Indenting and Recruitment Management System**

In order to address these problems a portal for 'Online Indenting and Recruitment Management System' (OIRMS) has been developed. On this portal all the indenting units (Divisions, Workshops, Depots etc.) will be able to calculate and submit the indents online. This can be accessed and used as per the procedure outlined below.

As a first step towards its implementation, a consolidated vacancy statement of all direct recruitment category posts as on 01/08/2016 is urgently required. For this purpose a 'Vacancy Assessment Tab' has been created in the OIRMS portal for all the posts categorised under various exam groups. Railways are requested to fill up the vacancies in all the direct recruitment posts in this tab. Based on the vacancy scenario, the recruitment schedule for future examinations shall be formulated.

After finalisation of the 'Recruitment Schedule' the same shall be published in the portal with an SMS to all the CPOs. According to this schedule railways shall be required to review the initial vacancy assessment and submit the updated indents for recruitment in the portal online.

CPOs are requested to familiarize themselves and their concerned officials with this online indenting portal and to ensure timely submission of 'Online Vacancy Assessment' for all the posts in their railways as per following targets:

- by the indenting units (Divisions, Workshops, Depots etc.) - 5th September 2016 ,
- by CPO office - 12th September 2016.

**Procedure for filling up 'Online Vacancy Assessment'**

The online vacancy assessment can be filled in by logging on to *rimsonline.in*.

The user id and password for all the users is enclosed as Annexure A.

A brief description for the uncommon nomenclatures used in the portal is enclosed as Annexure B.

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A self-explanatory help menu for creation of 'Online Vacancy Assessment' by Indenting Units and CPO office is attached as Annexure- C. This is also available in the Indenting Unit and CPO layers of aforesaid portal.

In case of any difficulty or for any clarification, coordinating administrator for this application, Chairman/RRB/Bangalore, Shri B. Kasiviswanathan may be contacted at 9731666010.

With best wishes,

Yours sincerely,

(Amitabha Khare) 12/12/16

Shri Shri Prakash,
Chief Personnel Officer
North Eastern Railway,
Gorakhpur.

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Annexw- B

LIST OF SPECIAL TERMINOLOGY USED IN POST MASTER

| | | |
|---|---|---|
| 1 | INDENTING UNIT | The Field Unit where Indents are created, viz., Division, Workshop, Construction Units, Stores etc. |
| 2 | PRESENT POST DESIGNATION | Designations with which recruitment is being done currently |
| 3 | PROPOSED DESIGNATION | Designations with which recruitment is proposed to be made with uniform Post description, Medical standard, PWD classification, Educational Qualification etc. |
| 4 | DRQ % | Direct Recruitment Percentage for each post |
| 5 | EXAM GROUP | List of posts grouped together for the purpose of Centralized Employment Notification and for conducting Examination |
| 6 | PANEL GROUP | List of posts borne on a Combined Merit List for preparation of panels. Vis., SSE/CDMS, JE/DMS etc. |
| 7 | DEPARTMENT TYPE | Technical / Non-Technical |
| 8 | POST CLASSIFICATION | For the purpose of managerial analysis, the posts have been classified under groups like Train Operation, Technician, Supervisor, Ministerial, Medical etc. |
| 9 | POST CATEGORY | Categorisation of posts based on designations viz., SSE, JE, ALP, Technician, ASM etc. |
| 10 | POST TYPE | Classification of post into Safety and Non Safety |

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Annexure

BRIEF GUIDELINES ON ONLINE INDENTING AND RECRUITMENT MANAGEMENT SYSTEM
(FOR INDENTING UNITs AND CPO's)

The present system of Vacancy assessment and details of posts (Post description, EQ, PWD Suitability etc) being recruited by RRB is widely varying across Railways and RRBs thereby imposing huge challenge in ensuring uniform standards for recruitment. It is also observed that the entire manual work flow w.r.t vacancy assessment, preparation of RRB indent at field unit and HQs level, processing of the indent by RRB for conducting exam is a time consuming process with inherent inaccuracies and duplications.

Hence, further to the successful conduct of on line exam systems by RRB w.r.t CEN 1/15&2/15 and the scheduled CBT for CEN 3/15 from 28/03/16, an Online Indenting and Recruitment Management System has been developed for assessing the vacancy, preparation of recruitment schedule and for processing indents and recruitment.

The entire application has been designed withsixlevels/layers as below.

a) Indenting Unit(Divisions, Workshops, Stores Depots, Construction, CORE etc.)
b) CPO (CPOs of all Railways, PU, RDSO etc)
c) RRB
d) Nodal RRB
e) Railway Recruitment Control Board
f) Administrator

In this guidelines the details are furnished to the extent of creation of vacancy assessment indents at Indenting unit and CPO levels.

1.0 **Consolidated Post Master**

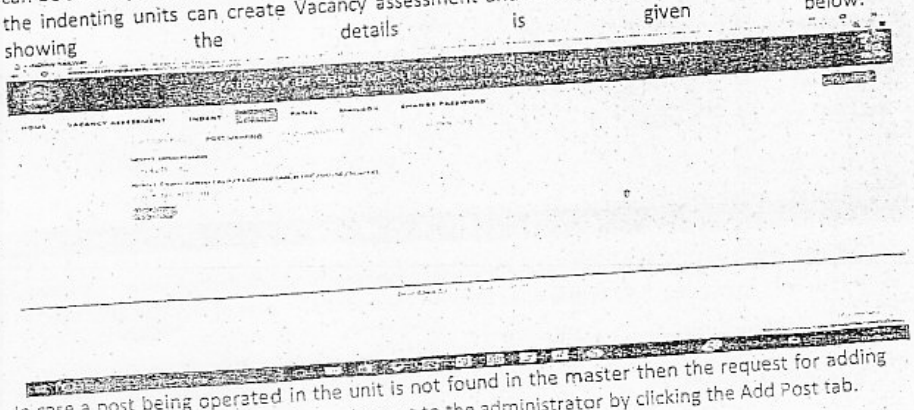
A consolidated Post master detailing the description of posts, EQ, Pay,Medical Standard, PWD Suitability etc has been prepared to facilitate uniformity across railways and the entire list can be viewed in the post master tab of Indenting unit layer.

2.0 **Indenting Unit**

It is the base/Foundation level from which the indents are created for various Posts. The sequence for creation the vacancy assessment indents are as below

- **Mapping of Posts**

The direct recruitment posts which are being operated in all the departments have to be mapped by selecting the relevant department and exam group(Details of exam group wise posts can be seen by double clicking on the exam group tab in the post master). Only after mapping, the indenting units can create Vacancy assessment and recruitment indents. The screenshot showing the details is given below.



In case a post being operated in the unit is not found in the master then the request for adding the same with all relevant details can be sent to the administrator by clicking the Add Post tab.

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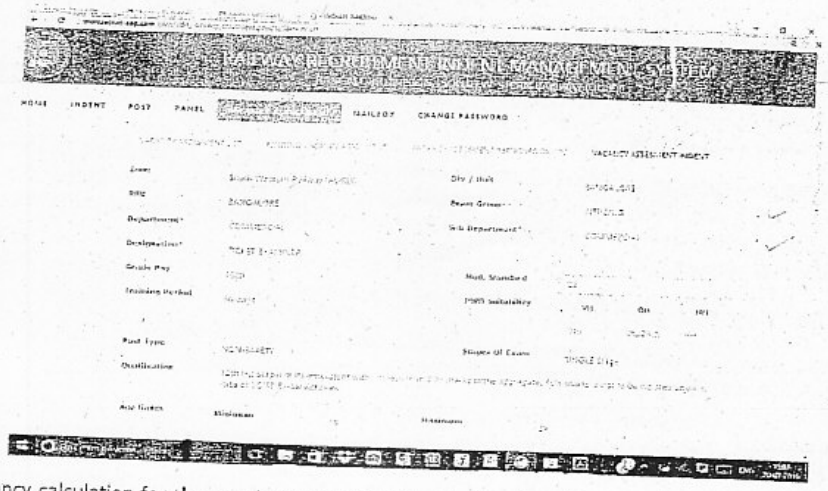
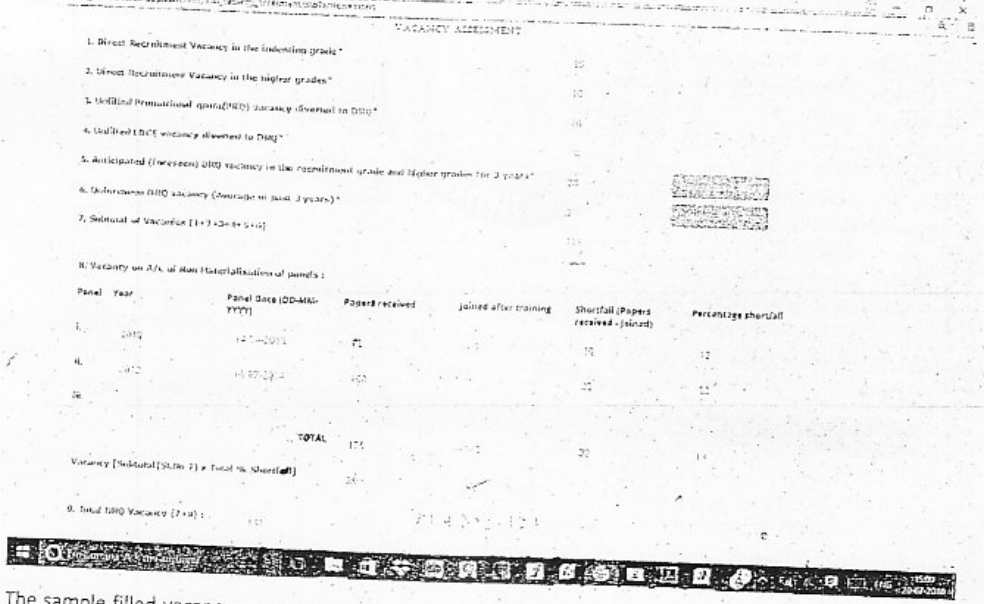
Highlight and click on the Vacancy Assessment tab and select vacancy assessment indent tab and select the required Exam group, Department, Sub Department and Designation. Then all the predefined details of the post shall be auto-populated as can be seen in the screen shot below




The vacancy calculation for the post has to be done by entering the relevant details against each of the criteria indicated below which are self-explanatory.




The sample filled vacancy assessment form for anticipated vacancy and unforeseen vacancy are detailed below. All the cells have to be mandatorily filled with required values. In case of nil value Zero need to be filled.

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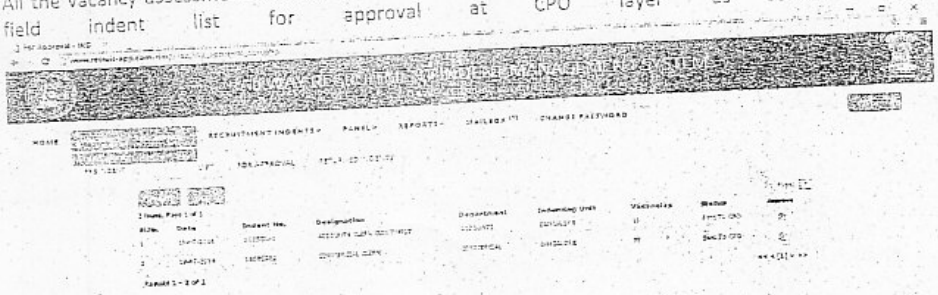
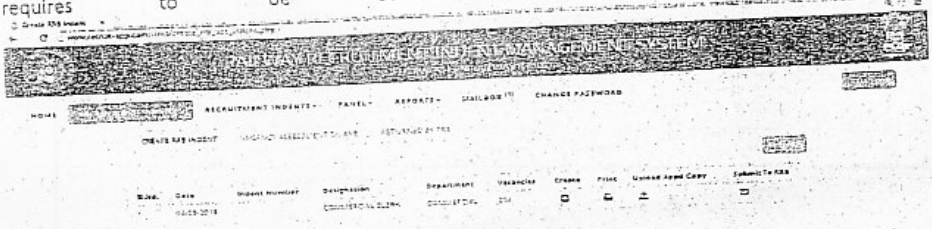
## 3.0 PROCESSING OF VACANCY ASSESSMENT INDENT AT CPO LEVEL

All the vacancy assessment indents created and submitted by the indenting units to CPO gets listed as field indent list for approval at CPO layer as shown below.



The authorised officer(s)of the railway at CPO office shall approve the field indents after reviewing the same and on approval, the indents received from the indenting units gets compiled designation(Post)wise at the RRB indent tab for creation of vacancy assessment indent on RRB. The RRB vacancy assessment indent for a post can be created only after receipt of indents for the same from all the indenting units who have mapped that particular post. Accordingly CPO may have to advise all the indenting units to Map all the direct recruitment posts of the unit and then create the vacancy assessment indents for the same within the stipulated cut-off date. In case of nil vacancy for a mapped post then a 'Nil' Vacancy indent requires to be sent by the indenting unit



CPO's authorised officer need to create the vacancy assessment indent on RRB, print, sign, scan, upload

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the indent has to pass through the departmental heads and then to be approved by AGM or other competent authority before scanning and uploading the indent.

4.0 Monitoring of Indents.

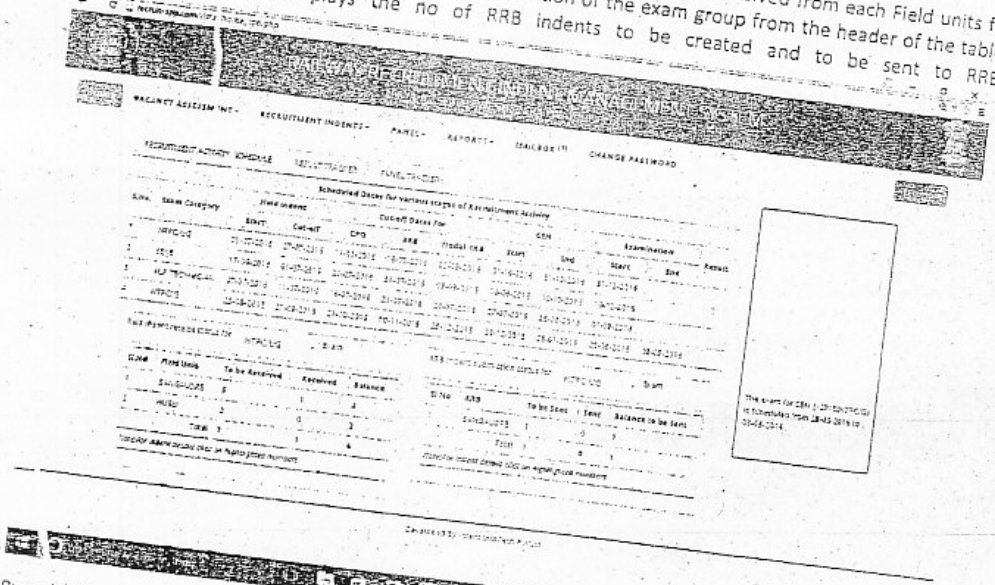
The Vacancy Assessment as well as Recruitment indents can be initiated only after the publication of Vacancy assessment and recruitment schedule by RRCB with cut dates for each layer. Based on the mapping of the posts by the indenting units of the railway, the no of indents to be created by indenting units to CPC and then by CPO to RRB. Accordingly a monitoring table is enabled in the respective home page.

4.1 Indenting unit

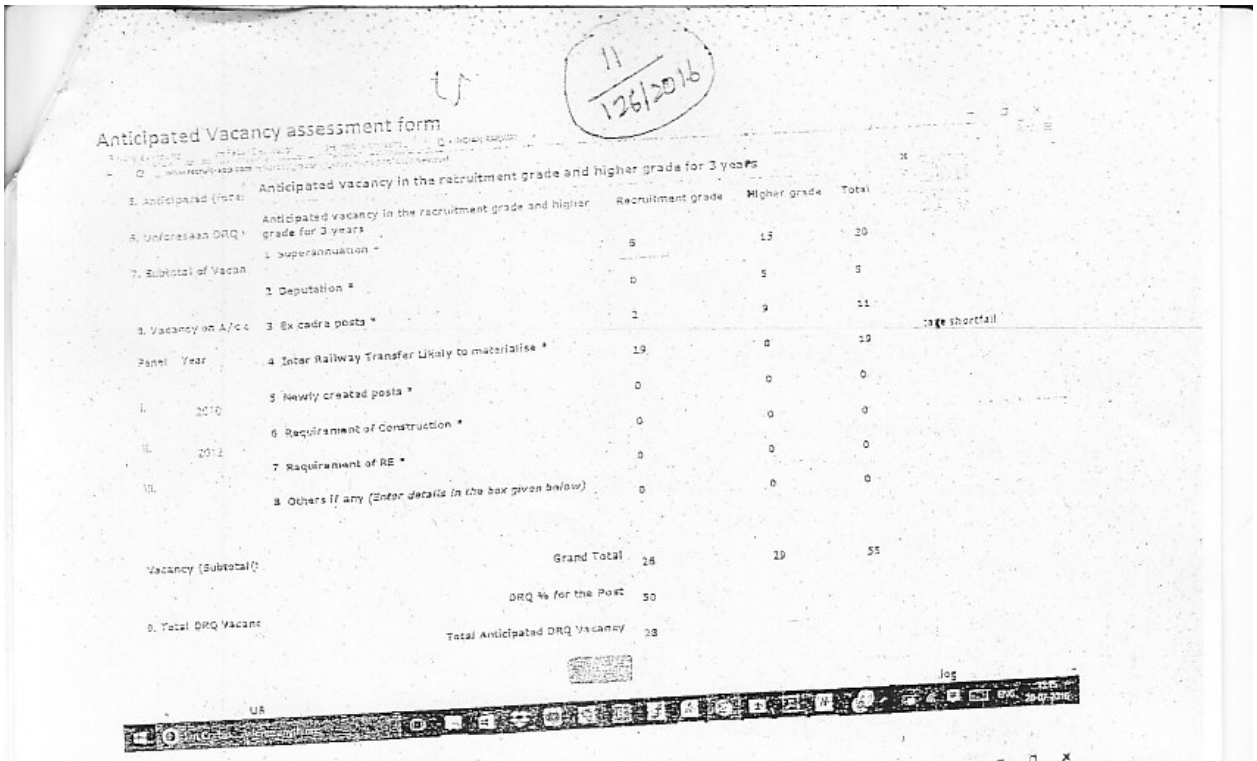
The table shows the exam group wise no of indents to be created and nos sent to CPO. By selecting the exam group and by clicking on the no of indent figures the description of the indents shall be displayed.

4.2 CPO

The left side table showsthe no of indents to be received and received from each Field units for all the mapped posts of the railway as per the selection of the exam group from the header of the table. The right side table displays the no of RRB indents to be created and to be sent to RRB.




By selecting the exam group and by clicking on the no of indent figures the description of the postsshall be displayed. Similarly on the post wise RRB indent creation table, by clicking on the vacancy value the details the indents received from field units can be viewed.



Anticipated Vacancy assessment form

Anticipated vacancy in the recruitment grade and higher grade for 3 years

| Anticipated vacancy in the recruitment grade and higher grade for 3 years | Recruitment grade | Higher grade | Total |
|---|---|---|---|
| 1 Superannuation * | 5 | 15 | 20 |
| 2 Deputation * | 0 | 5 | 5 |
| 3 Ex cadre posts * | 2 | 9 | 11 |
| 4 Inter Railway Transfer Likely to materialise * | 19 | 0 | 19 |
| 5 Newly created posts * | 0 | 0 | 0 |
| 6 Requirement of Construction * | 0 | 0 | 0 |
| 7 Requirement of RE * | 0 | 0 | 0 |
| 8 Others if any (Enter details in the box given below) | 0 | 0 | 0 |
| Grand Total | 26 | 29 | 55 |
| DRQ % for the Post | 50 | | |
| Total Anticipated DRQ Vacancy | 28 | | |

Unforeseen Vacancy Assessment form

Un foreseen Vacancy in the Past 3 years - G

| Unforeseen Vacancy in the Past 3 years - G | Year 1 | Year 2 | Year 3 | Total |
|---|---|---|---|---|
| 1 Voluntary retirement * | 5 | 3 | 2 | 10 |
| 2 Resignation * | 2 | 1 | 0 | 3 |
| 3 Medical decategorisation * | 1 | 1 | 1 | 4 |
| 4 Removal/Dismisal * | 1 | 0 | 1 | 2 |
| 5 Death * | 0 | 0 | 0 | 0 |
| 6 Others if any (Enter details in the box given below) | 0 | 0 | 0 | 0 |
| Grand Total | 10 | 5 | 4 | 19 |
| Average | 6 | | | |
| DRQ percentage for post | 50 | | | |
| Total Unforeseen DRQ Vacancy | 3 | 0 | | |

- Community wise break of total vacancy as per the roster

The vacancy as per roster may be entered in this table duly entering the vacancies reserved for filling up through various means as detailed and then submit the vacancy assessment indent. Later when the

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## Anticipated Vacancy assessment form

Anticipated vacancy in the recruitment grade and higher grade for 3 years

| | Anticipated vacancy in the recruitment grade and higher grade for 3 years | Recruitment grade | Higher grade | Total |
|---|---|---|---|---|
| | 1 Superannuation * | 5 | 15 | 20 |
| | 2 Deputation * | 0 | 5 | 5 |
| | 3 Ex cadre posts * | 2 | 9 | 11 |
| | 4 Inter Railway Transfer Likely to materialise * | 19 | 0 | 19 |
| | 5 Newly created posts * | 0 | 0 | 0 |
| | 6 Requirement of Construction * | 0 | 0 | 0 |
| | 7 Rquirement of RE * | 0 | 0 | 0 |
| | 8 Others if any *(Enter details in the box given below)* | 0 | 0 | 0 |
| | Grand Total | 26 | 29 | 55 |
| | DRQ % for the Post | 30 | | |
| | Total Anticipated DRQ Vacancy | 16 | | |

## Unforeseen Vacancy Assessment form

Unforeseen Vacancy in the Past 3 years - G

| | Unforeseen Vacancy in the Past 3 years - G | Year 1 | Year 2 | Year 3 | Total |
|---|---|---|---|---|---|
| | 1 Voluntary retirement * | 5 | 3 | 2 | 10 |
| | 2 Resignation * | 2 | 1 | 0 | 3 |
| | 3 Medical decategorisation * | 2 | 1 | 1 | 4 |
| | 4 Removal/Dismisal * | 1 | 0 | 1 | 2 |
| | 5 Death * | 0 | 0 | 0 | 0 |
| | 6 Others if any *(Enter details in the box given below)* | 0 | 0 | 0 | 0 |
| | Grand Total | 10 | 5 | 4 | 19 |
| | Average | 6 | | | |
| | DRQ percentage for post | 50 | | | |
| | Total Unforeseen DRQ Vacancy | 3 | | | |

- Community wise break of total vacancy as per the roster

The vacancy as per roster may be entered in this table duly entering the vacancies reserved for filling up through various means as detailed and then submit the vacancy assessment indent. Later when the