



पूर्वोत्तर रेलवे

कार्यालय महाप्रबन्धक (कार्मिक), गोरखपुर-273012

संख्या-का/254/4/गुप-बी/सवाप्र/30 प्रतिशत/2023 (I)

दिनांक 23.02.2023

सचिव/स्थापना, सलाहकार/निदेशक/सतर्कता, रेलवे बोर्ड, नई दिल्ली।

सचिव/महाप्रबन्धक एवं अपर महाप्रबन्धक, पूर्वोत्तर रेलवे, गोरखपुर।

सचिव/सभी प्रमुख विभागाध्यक्ष/विभागाध्यक्ष, पूर्वोत्तर रेलवे, गोरखपुर।

सभी मंडल रेल प्रबन्धक, अपर मंडल रेल प्रबन्धक, मुख्य परियोजना प्रबन्धक (गतिशक्ति), पूर्वोत्तर रेलवे।

मुख्यालय/मंडल/मंडलेत्तर ईकाई के सभी कार्मिक एवं परिचालन/वाणिज्य अधिकारी, पूर्वोत्तर रेलवे।

महानिदेशक, भारतीय रेल राष्ट्रीय अकादमी, लालबाग बड़ोदरा।

महानिदेशक, आरडीएसओ, लखनऊ एवं महाप्रबन्धक, रेल विद्युतीकरण, प्रयागराज।

महाप्रबन्धक/बनारस लोकोमोटिव वर्क्स/बनारस, नियंत्रक अधिकारी/प्रतिनियुक्ति पर कार्यरत कर्मचारी।

सभी निदेशक/प्रधानाचार्य, प्रशिक्षण केन्द्र, पूर्वोत्तर रेलवे।

रेलवे वेबसाईड प्रति।

विषय:- सहायक वाणिज्य प्रबन्धक, 30 प्रतिशत कोटा, लेवल-8 (गुप-बी) के रिक्त पदों के विरुद्ध चयन की अधिसूचना।

सहायक वाणिज्य प्रबन्धक, गुप-बी, 30 प्रतिशत कोटा, लेवल-8 के पद पर पदोन्नति हेतु लिखित एवं मौखिक परीक्षा के आधार पर चयन कराये जाने का निर्णय लिया गया है, जिसका विवरण निम्नवत् है:-

1. रिक्ति-

पद/कोटा	UR	SC	ST	Total	PwBD	PwBD classification
सवाप्र, 30%	02	00	00	02	00	LD-OA/OL, Leprosy Cured, Acid attack victims.
प्राधिकार (PwBD)-रेलवे बोर्ड का पत्र संख्या ई (जीपी)2022/2/20 दिनांक 14.11.2022						

2. आवेदन की अन्तिम तिथि एवं सम्भावित परीक्षा कार्यक्रम-

क्रम सं.	विवरण	निर्धारित तिथि
01	आवेदन की अन्तिम तिथि	15.03.2023
02	लिखित परीक्षा की सम्भावित तिथि	14.05.2023

3. पात्रता.

A. वाणिज्य विभाग में कार्यरत समूह-ग कर्मचारी जिन्होंने दिनांक 01.01.2023 या इससे पूर्व लेवल-6 या उससे ऊपर के ग्रेडों में पाँच वर्ष की नियमित सेवा पूरी कर ली है, इस चयन हेतु पात्र होंगे।

B. पात्रता हेतु कट ऑफ डेट 01.01.2023 निर्धारित है, अर्थात् दिनांक 01.01.2018 या इससे पूर्व लेवल-6 या उससे ऊपर के ग्रेडों में नियमित रूप से नियुक्त कर्मचारी इस चयन हेतु पात्र होंगे।

C. पदों के समान श्रेणी में किसी नई यूनिट में अनुरोध आधार पर स्थानान्तरित किए गए व्यक्तियों के मामले में और उसमें दी गयी निम्नतम वरिष्ठता में उनके द्वारा पिछली यूनिट में की गई सेवा को उनकी अर्हता निर्धारण में गिना जाए जहाँ शर्त के रूप में नई यूनिट में पदोन्नति के लिए न्यूनतम सेवा अवधि निर्धारित की गई है, जो इस शर्त के अधीन है कि इस प्रकार अनुमति दी गई सेवा अवधि उनकी नई यूनिट में उनके निकटतम वरिष्ठ की सेवा अवधि से अधिक नहीं है।

D. उपरोक्त चयन मास्टर सर्कुलर-68 (अपडेट-2019) एवं रेलवे बोर्ड द्वारा जारी अन्य निर्देशों के अनुसार होना सुनिश्चित है।

4. चयन पूर्व प्रशिक्षण

रेलवे बोर्ड के पत्र संख्या ई (जीपी)2010/2/39 (आरबीई-142/2019) दिनांक 28.08.2019 के अनुसार इस चयन हेतु चयन पूर्व प्रशिक्षण नहीं दिया जाना है।

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5. चयन प्रक्रिया-

- A. मास्टर सर्कुलर-68, रेलवे बोर्ड के पत्र संख्या ई (जीपी) 2022/2/4 दिनांक 28.06.2022 एवं ई (जीपी)2022/2/4 दिनांक 06.09.2022 में निहित निर्देशानुसार उपरोक्त चयन हेतु लिखित परीक्षा, मौखिक परीक्षा एवं सेवा अभिलेख के अंको का आवंटन निम्नवत् है :-

Topic	Questions	Marks	अर्हक अंक
Technical (Professional) subject	85 Questions (includes 5 optional questions)	80	90 अंक
General Knowledge Policy & Rules	55 Questions (includes 15 optional questions on official language Policy & Rules)	40	
Establishment & Financial Rules	35 Questions (includes 5 optional questions)	30	
सेवा अभिलेख	—	25	30 अंक (इसमें सेवा अभिलेख में कम से कम 15 अंक प्राप्त होना आवश्यक है)
मौखिक परीक्षा	—	25	

- B. लिखित परीक्षा में 150 अंको का एक प्रश्न पत्र होगा, जिसमें 100 प्रतिशत केवल वस्तुनिष्ठ किस्म के बहुविकल्पीय प्रश्न होंगे। परीक्षा का समय 03 घण्टे निर्धारित है।
- C. गलत जबाबों के नकारात्मक अंक होंगे। प्रत्येक सही उत्तर के लिए एक अंक निर्धारित है तथा प्रत्येक गलत उत्तर के लिए एक तिहाई अंक काटा जायेगा।
- D. इस चयन हेतु रेलवे बोर्ड के पत्र संख्या ई (जीपी)2022/2/4 दिनांक 07.11.2022 द्वारा निर्धारित पाठ्यक्रम संलग्न है।
6. अभ्यर्थियों हेतु निर्देश—
- A. चयन के दौरान पात्रता के सम्बन्ध में यदि कोई नया तथ्य प्रकाश में आता है, जिसमें अभ्यर्थी की पात्रता प्रभावित होती हो तो उसे चयन के किसी भी स्टेज में अपात्र घोषित कर दिया जायेगा।
- B. चूंकि यह अधिसूचना वेबसाइट के माध्यम से सर्वसम्बन्धित के सूचनार्थ प्रकाशित है एवं अभ्यर्थियों से विकल्प प्राप्त होने के पश्चात उनकी जॉचोपरान्त पात्रता सूची, परीक्षा कार्यक्रम आदि की सूचना भी वेबसाइट के माध्यम से सर्वसम्बन्धित के सूचनार्थ प्रकाशित की जानी है, अद्यतन सूचना/दिशा निर्देशों हेतु सभी अभ्यर्थी पूर्वोत्तर रेलवे की वेबसाइट समय-समय पर देखते रहें।
- 7- नियंत्रक अधिकारी/कार्मिक अधिकारी हेतु निर्देश—

- A. नियंत्रक अधिकारी/कार्मिक अधिकारी से अनुरोध है कि अभ्यर्थियों को जिसमें वाह्य सम्बर्ग/प्रतिनियुक्ति पर कार्यरत कर्मचारी शामिल है, को उपरोक्त चयन की सूचना से अवगत करा दें एवं यह निर्देश भी दे दें कि इस सम्बन्ध में अभ्यर्थी संलग्न आवेदन पत्र पर परीक्षा में सम्मिलित होने हेतु अपना आवेदन नियंत्रक अधिकारी द्वारा अग्रसारित कराकर मूल रूप में सम्बन्धित कार्मिक अधिकारी को उपलब्ध करा दें।
- B. नियंत्रक अधिकारी द्वारा अग्रसारित अभ्यर्थियों के आवेदन एवं वेतन पर्ची की प्रतिलिपि ई-आफिस के माध्यम से अग्रिम सूचना के रूप में उपमुकाधि/राज0 को उपलब्ध करा दी जाए एवं गूगल फॉर्म (<https://forms.gle/aUHdksjhEhK8dcRE7>) के माध्यम से अपना विवरण अग्रिम सूचना के रूप में उपलब्ध करा दें।
- C. सम्बन्धित कार्मिक अधिकारी अभ्यर्थी द्वारा भरे गए विवरण एवं इस चयन हेतु पात्रता का मिलान कर्मचारी की सेवा पुस्तिका से करा कर सावधानीपूर्वक इस तथ्य की जाँच कर लें कि वर्तमान वरीयता ईकाई में कर्मचारी दिनांक 01.01.2018 या इससे पूर्व से लेवल-6 या उससे ऊपर के ग्रेडों में नियमित रूप से कार्यरत है। यह भी सुनिश्चित कर लें कि स्थानान्तरण पर आये अभ्यर्थियों को वर्तमान वरीयता ईकाई में दी गई सेवा अवधि उनके निकटतम वरिष्ठ की सेवा अवधि से अधिक नहीं है।
- D. चयन हेतु पात्र अभ्यर्थियों का आवेदन दिनांक 15.03.2023 तक उपमुकाधि/राजपत्रित कार्यालय को अवश्य उपलब्ध करा दें।

संलग्नक—आवेदन पत्र एवं पाठ्यक्रम।

RAJESH Digitally signed
 by RAJESH
KUMAR KUMAR PANDEY
PANDEY Date: 2023.02.23
 13:37:19 +05'30'
 (राजेश कुमार पाण्डेय)
 सकाधि/राज0
 कृते महाप्रबन्धक/कार्मिक

आवेदन पत्र

उपमुकाधि/राजपत्रित,
पूर्वोत्तर रेलवे, गोरखपुर।

द्वारा-उचित माध्यम

विषय: सवाप्र, लेवल-08, ग्रुप-बी, 30 प्रतिशत रिक्तियों के विरुद्ध चयन।

संदर्भ: महाप्रबन्धक/कार्मिक द्वारा जारी अधिसूचना सं. का/254/4/ग्रुप-बी/सवाप्र/30
प्रतिशत/2023 (1) दिनांक 23.02.2023।

Photograph

(To be attested
by Controlling
Officer)

उपरोक्त संदर्भित अधिसूचना के अनुसार मैं इस परीक्षा हेतु पात्र हूँ। मेरा विवरण निम्नवत् है-

नाम	अंग्रेजी के बड़े अक्षरों में			
पिता/पति का नाम	अंग्रेजी के बड़े अक्षरों में			
IPAS Employee No (11 Digit)	(Pls attach Pay-Slip)			
बिल यूनिट				
HRMS ID				
पदनाम एवं कार्य स्थल				
मोबाईल नं० (10 Digit)				
ई-मेल आईडी				
विभाग/मंडल/ईकाई				
नियंत्रक अधिकारी				
जन्मतिथि				
शैक्षणिक योग्यता				
समुदाय (अजा/अजजा/अनारक्षित)				
चयन पूर्व प्रशिक्षण हेतु इच्छुक है या नहीं	चयन पूर्व प्रशिक्षण नहीं दिया जाना है।			
विकलांगता की श्रेणी एवं SCRIBE की आवश्यकता है या नहीं	विकलांगता श्रेणी (Pls attach Certificate) SCRIBE की आवश्यकता है या नहीं-.....			
सेवा विवरण				
ग्रेड-पे/लेवल	दिनांक	पदनाम	रेलवे	नियुक्ति का प्रकार
रु० 2400/ लेवल-04				
रु० 2800/ लेवल-05				
रु० 4200/ लेवल-06				
रु० 4600/ लेवल-07				

मैं एतद्वारा यह घोषणा करता/करती हूँ कि मेरे द्वारा दी गयी उपरोक्त सभी सूचना/घोषणा सत्य एवं सही है तथा उक्त चयन हेतु पात्र हूँ, यदि कोई सूचना/घोषणा गलत पायी जाती है या पात्रता के सम्बन्ध में यदि कोई नया तथ्य प्रकाश में आता है, जिससे मेरी पात्रता प्रभावित होती है तो चयन के किसी भी स्टेज में मुझे अपात्र घोषित कर दिया जाए।

अभ्यर्थी का हस्ताक्षर.....
दिनांक

नियंत्रक अधिकारी के हस्ताक्षर/कार्यालय मुहर

उपरोक्त विवरण एवं इस चयन हेतु पात्रता का मिलान कर्मचारी की सेवा पुस्तिका से कर लिया गया है, वर्तमान इकाई में कर्मचारी दिनांक 01.01.2018 या इससे पूर्व से लेवल-6 या उससे ऊपर के ग्रेडों में नियमित रूप से कार्यरत है। उक्त कर्मचारी इस चयन हेतु पात्र है, तदनुसार इसे उपमुकाधि/राजपत्रित कार्यालय को अग्रेषित किया जाता है।

कार्मिक अधिकारी के हस्ताक्षर/कार्यालय मुहर

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

No. E(GP)2022/2/4

New Delhi, dt:07/11/2022

The General Managers,
All Indian Railways/PUs.

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

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

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

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

DA:As above


(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
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Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

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

6. SYLLABUS FOR 70% SELECTION & 30% LDCE FOR PROMOTION TO GROUP 'B' POSTS OF AOM & ACM IN THE TRAFFIC (TRANSPORTATION AND COMMERCIAL) DEPARTMENTS

A. TRAFFIC (TRANSPORTATION)

I. GENERAL Hierarchical set up and line of control of Operating Department at the Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and Analysis of Operating Performance along with compilation of Statistical Data.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

- Engine Utilization aspects requiring special attention: -.
 - ❖ Engine Crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
 - ❖ Power Plan: Assessment of Loco Requirement.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of Maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of Locomotives.
 - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transshipment Points.
- Causes of Yard and Section Congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders - Principles and Procedures.
- Rules regarding Carriage of Explosive and other General Goods.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
- Observance of Civil ban and Carriage of Contraband Goods etc,
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
- Running of Unit Trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated Day Loading.
 - Rationalization Scheme of movement of Freight Traffic for avoiding congestion by specific routes.
 - Merry-Go-Round (MGR) System.
 - Engine on Load (EOL) System.
 - Mini/Two Point/Multi Point Rake System.
 - Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

Consignments.

- Maximum Moving Dimensions. Wagon Census.
- IT applications: -
 - ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)
 - ✓ ICMS and Coaching Operations Information System(COIS)
 - ✓ COA
 - ✓ CMS
 - ✓ SATSANG
 - ✓ RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics

- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

- Responsibility and function of Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station Staff in Working of Trains.
- Various Systems of Working of Trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling Systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight Trains.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
 - Improved Signaling and Inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay Inter-locking
 - Solid State Interlocking/Electronic Interlocking
 - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
 - Wheel Impact Load Detector (WILD)
 - End of Train Telemetry (EOTT) and its functions.
 - Centralised Traffic Control (CTC)
 - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP,SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.

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 VPUs, 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.