

पूर्वोत्तर रेलवे

कार्यालय
महाप्रबन्धक / कार्मिक
गोरखपुर
दिनांक: 16.05.2024

No. NER-HQ0PERS(SELB)/25/2024-DYCPO/GAZ/HQ/NER (114095)

सचिव/स्थापना, रेलवे बोर्ड, नई दिल्ली एवं सलाहकार/निदेशक/सतर्कता/रेलवे बोर्ड, नई दिल्ली।
महानिदेशक, भारतीय रेल राष्ट्रीय अकादमी, लालबाग बड़ोदरा।
महानिदेशक, आरडीएसओ, लखनऊ एवं महाप्रबन्धक, रेल विद्युतीकरण, प्रयागराज।
महाप्रबन्धक/बीएलडब्ल्यू/वाराणसी।
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 अधिकारी, पूर्वोत्तर रेलवे।
नियंत्रक अधिकारी/वाह्य सर्वग/प्रतिनियुक्ति पर कार्यरत कर्मचारी।
सभी निदेशक/प्रधानाचार्य, प्रशिक्षण केन्द्र, पूर्वोत्तर रेलवे।
रेलवे वेबसाईड प्रति।

विषय:—सहायक कार्मिक अधिकारी (ग्रुप-बी), लेवल-8 के पद पर विशेष अभियान के अन्तर्गत
30 प्रतिशत रिक्तियों के विरुद्ध चयन के पाठ्यक्रम के सम्बन्ध में।

संदर्भ:— इस कार्यालय द्वारा जारी अधिसूचना दिनांक 22.03.2024 ।

सहायक कार्मिक अधिकारी (ग्रुप-बी), लेवल-8 के पद पर विशेष अभियान के अन्तर्गत
30 प्रतिशत रिक्तियों के विरुद्ध चयन हेतु इस कार्यालय द्वारा जारी संदर्भित अधिसूचना दिनांक-
22.03.2024 के साथ संलग्न पाठ्यक्रम के संशोधन में नवीनतम पाठ्यक्रम दिनांक 07.11.2022 संलग्न कर
प्रेषित किया जा रहा है, जिसका संज्ञान लेवे।

संलग्नक—पाठ्यक्रम दिनांक 07.11.2022 ।


(आनन्द कुमार)
सकाधि/राज0
कृते महाप्रबन्धक/कार्मिक

(15)

**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% LDCs 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% LDCs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCs 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% LDCs 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 & LDCs to be conducted w.e.f.1.1.2023.

DA:As above


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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

- a) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

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2. RECRUITMENT:

- a) Classification of Services and Categories;
- b) General qualifications, conditions & rules for appointment; Medical fitness;
- c) Safety, Non-safety & Essential Categories;
- d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- e) Railway Recruitment Boards & Railway Recruitment Cells;
- f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- a) Appointment, Seniority & Lien;
- b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- e) Procedures of Selection, Suitability and Trade Tests;
- f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- g) Rules of Transfer (Inter Railway & Inter Divisional);
- h) Deputation;
- i) Types of Leave; Rules & Joining Time; Encashment of leave;
- j) Pass Rules; AILTC;
- k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;
- l) HOER;
- m) PME & Mandatory Health Check-up;
- n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.