



North Eastern Railway

Office of the General Manager (Personnel) - 273012

File No. NER-HQ0PERS/55/2024-DY CPO/GAZ/HQ/NER (124185)

Date- 19.11.2024

1. Secretary/Establishment & Director/Vigilance/Railway Board, New Delhi
2. Secretary/General Manager & Additional General Manager, NER, GKP
3. DG/NAIR/Lal Bagh/Vadodra, Director/RDSO & General Manager/BLW/BSB
4. Secretary/All PHODs & HODs, NER, GKP
5. All DRMS, ADRMS, CPM/Gati Shakti, Sr.DMMs, Sr.DPOs, NER
6. All Officers of Personnel Department, NER.ALL SR EDPM
- 7.FA&CAO, Dy. CE/GA, APO/BG, APO/GKC,Sr. Law officer, Statistical Officer, Efficiency Officer/GKP, Dy. CMM/DEPOT, CWM/MWS/GKP/IZN, CWM/SWS/ BWS/GKC,
8. Chairman RRB, Chairman RRC/GKP
9. CPRO, AS/Confidential/GKP
10. General Manager RE & BLW/BSB
11. Copy to Railway Website .

Sub:- Selection for the post of **APO-70%** Group-B for the vacancy cycle of year 2025-2026.

Ref:- Railway Board's letter no. E(GP)2024/2/28 dt. 27.09.2024, 08.10.2024 & 06.11.2024.

In reference to Railway Board's letter mentioned above, it is proposed to conduct 70% selection for promotion from Group 'C' to Group 'B' service for the post of APO ,Scale Rs.9300-34800 (PB-2) Grade pay Rs.4800/- (Level – 8) through CBT mode and Viva-voce for (UR-04 ST-01 SC-01 posts) for the vacancy cycle 2025-26. The details of which are as follows:-

1. Vacancy:-

Post	UR	Reservation required as per Roaster		Total	PwBD	PwBD Classification
		SC	ST			
APO	04	01	01	06	01	LD-OA/OL, Leprosy Cured, Acid Attack victims, H & HI(HH).

2. Timeline for date of submission of Application and Statements:-

1.	Last date for submission of Application to the Controlling Officer	30.11.2024
2.	Applications to be forwarded by the Controlling Officer to the concerned Personnel Officers of HQ/Divisions/Units concerned for Verification/ Scrutinizing of service particulars/eligibility of the employee for selection etc.	02.12.2024
3.	Concerned Personnel Officers should forward all the Applications (in Soft & Hard copy) with a remark (Eligible or Non-Eligible) in the consolidated list in proforma (Annexure-III) to Gaz. Section, PCPO Office/GKP.	04.12.2024

3. Mode of Submission of Application for Regular Selection:-

Willing Candidates are required to fill-up his 'Basic Details' in **Annexure-I**. It is mandatory and hence all the columns need to be filled.

4. Eligibility:-

a. In terms of Railway Board's letter no. E(GP)2019/2/25 (RBE No. 216/2019) dt.27.12.2019 and Para 6.2.1 of master circular no. 68, Group-C employees working in Level-6 (7th CPC) Pay Band- 02

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19.11.24

Rs. 9300-34800 with Grade Pay- Rs. 4200 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 as on 01.01.2025 will be eligible.

b. In terms of Railway Board's letter no. E(GP)2024/2/28 dt. 08.10.2024 [RBE no. 93/2024] (Attached as Annexure-IV), it has been decided by Board that henceforth, in respect of selection (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' posts of Assistant Personnel Officer.

c. In terms of Railway Board's letter no. E(GP)2024/2/28 dt. 14.10.2024, an employee who has been medically de-categorized 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. These instructions pretend only to reckoning eligibility for promotion to Group-B posts.

d. In terms of instructions contained in Railway Board's letter no. E(GP)2005/2/74 dt. 13.03.2008 (RBE No. 40/2008), in case of employees transferred own request to a new unit in the same category of post and assigned bottoms seniority therein, the service rendered by them in previous unit maybe reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition, for promotion in new unit, subject the condition that the length of service which is so allowed to be counted does not exceed the length of service of the immediate senior in the new unit. This is also applicable for promotion to Group-B posts also.

e. Further the service rendered by Group-C staff in Grade Pay- Rs. 4200 (Level 6) of pay Matrix 7th CPC in MACP, grade will not be considered for reckoning the period of service.

f. In terms of Board's letter no. E(NG)I-93/PMI/4 dt. 18.01.1993, the time spend by the Railway Servant under training immediately before appointment to service will be counted as service for the purpose of Group-B Selection/LDCE.

Selection to Group-B posts of APO-

Group 'C' employees having lien in NER of the following departments fulfilling the required conditions are eligible to appear in the selection:-

- i) All Group 'C' Ministerial staff of the Personnel department.
- ii) Group 'C' ministerial staff General Administration, Public Relations, Excluding Publicity/ advertising Inspectors and Photographers.
- iii) Group 'C' ministerial employees of compilation/Statistical Branch, Store, Transportation (Traffic), Commercial departments and Law Assistants and Stenographer ,who have avenues for promotion to Group 'B' in their own department too.
- iv) Group 'C' Ministerial employees working in cadre posts in any department excluding Hindi/Rajbhasha Organization and Accounts departments, but including Cash and Pay and Time Office who have no avenue for promotion to Group 'B' in their own department.
- v) The eligible employees viz-Chief Law Assistant, Stenographers of all departments except Accounts, Ministerial staff Group 'C' of Statistical & Compilation Branch, Stores, Traffic & Commercial are required to give option for advancement to Group-'B' posts either in their own Department or APO within 30 days of the result of the selection/LDCE by the employee in writing and option once exercised should be treated as final.
- vi) Eligibility of employees working in Construction Organization/Project officers/other ex-cadre Organization/units will be determined with reference to their position in the parent department subject to the fulfillment of other conditions laid down, provided their juniors in the open line also become eligible.

 19/11/24

5. Scrutiny of Application:-

The Personnel Department of concerned HQ/division/unit are requested to scrutinize the application and verify the eligibility as per the Service Records maintained by them and certify their eligibility or otherwise in the application of each candidate. After scrutinizing the applications HQ/ Divisions/Units should forward the list of Eligible Candidates along with the applications in the prescribed proforma as in **Annexure-III** and forward the same to Gaz. Section of PCPO Office/GKP in hard copy. **It is the responsibility of the HQ/Divisions/Units to certify the eligibility of candidates concerned**

6. Pre-Selection Training:-

As per Railway Board's letter no. E/(GP)2010/2/39 & RBE No. 142/2019 dt.28.08.2019, pre-selection training is to be given to SC & ST candidates for this selection.

15-20 working days (3 to 4 weeks) pre-selection training for SC & ST candidates have to be conducted in terms of Railway Board's instructions contained in their letter No. E(GP) 2010/2/39 dt.28.08.2019. In case any eligible candidates(s) is/are not willing to attend the pre-selection training, written refusal should be obtained. Eligible candidates, who fall sick or proceed on leave during the period of pre-selection training, will not be eligible for second chance and they will have to resort to self-training or make their own arrangement for training. Not attending the coaching classes on account of leave, sickness or any other reasons will not be treated as an excuse of cancellation of selection or for demanding another coaching class.

Secretary to PHODs of the concerned Department is advised to chalk out a pre-selection training program, without waiting for the final Eligibility List, conduct the same & send completion report of the pre-selection training to this office ensuring that the said training is completed before 25.12.2024. However, merely attending pre-selection training will not make any candidate automatically eligible for appearing in the examination.

If any of the candidates included in the eligibility list has been transferred from the division/unit as indicated against his/her name, he/she should be advised of the selection through the present Controlling officer and his acknowledgement be obtained. As per Board's instructions, a Sr. Scale officer/ Unit-in-charge may be nominated who will be responsible to ensure that the notification is brought to the notice of all the candidates in the respective organisation under him. It should be the personal responsibility of the concerned officer to ensure that no complaint whatsoever arises on a future date. A line in confirmation that this notification has been circulated to all units/subunits may be sent by the respective Sr. DPO's/DPO's/SPO's etc. by 25.12.2024

7. Scheme of Examination:-

In terms of Railway Board's letter No. E(GP) 2022/2/24 dt. 07.10.2022, the written examination for APO1 (Regular-70%) selection will be held through Centralized Computer Based Test (CBT) which shall comprise of One Paper which shall have 100% Objective Type Multiple Choice Question Only. The paper will be 100 marks and the distribution of marks will be as under-

a.	Professional Subject including Optional Question of 10 Marks on Official Language Policy and Rules	70 Marks
b.	Establishment Matters and Financial Rules	30 Marks
c.	Qualifying Marks	60 Marks
d.	Duration	02 Hours
e.	There shall be No Negative Marking in written examination held as part of Selections (70%), where the final panels are made on Seniority Basis in terms of RBE No. 93/2024.	
f.	Assessment of record of service and Viva-voce will be conducted in terms of para 10.4 of Master Circular No. 68, dt. 08.07.2019.	



(4)

The Candidates have the option to give answers in Hindi or English in the written tests (CBT) as well as in Viva-voce.

The mark prescribed for qualifying in the CBT/Written Examination is 60%. Such passed candidates will be directed for medical examination for selection to Group-B post of APO as Para 530(b) of IRMM for selection of Group-B post of APO. On passing the prescribed medical examination, such candidates will be called for Viva-voce test in terms of Railway Board's letter no. E(GP)2024/2/28 dt 08.10.2024 (RBE No. 93/2024).

The marks allotted in Viva-voce and record of service along with qualifying marks is as under:-

Record of Service	25 (maximum marks)
Viva-voce (The Viva-voce consists of personality address, leadership and academic and technical qualifications of the candidates)	25 (maximum marks)
Qualifying Marks	30 (including minimum of 15 marks in the Record of service)

8. Syllabus:-

As per Railway Board's letter no. E(GP)2022/2/4 dated 07.11.2022 is enclosed as **Annexure- II** to this Notification.

9. Other Instructions:-

a. It is the personal responsibility of the concerned Officer-In charge and Unit-In charge of the respective HQ/Division/Unit to ensure that this notification is circulated amongst the employees working under respective HQ/Division/Unit so as to enable the eligible employees to apply for appearing for Group-B Selection in time. Also a Copy of the said Notification may be placed on Notice Board, Training Centre and Other important places.

b. The Office concerned from where the employee has proceeded on deputation must inform the staff who is on deputation or who are working with other Department/ Ministries well in time. Their application must be routed through 'Personnel Branch' of their parent office and the same may be sent to this office after verification of their eligibility.

c. Dy.CPO/Sr.DPO/DPO/SPO/APO should certify that all the employees of their HQ/Division/Unit, working on deputation to other units are informed well in advance to submit their application in time.

d. APARs of the employees as per the eligibility list notified for above selection for the last five years to be kept ready by the concerned HQ/Divisions/Units. It may be ensured that representations, if any, received from the said employees within the stipulated period, have been disposed of immediately.

e. All controlling Officers should relieve the eligible employees as per the eligibility list, which will be notified in due course, who are willing to appear in the above selection and nobody should be held back under any circumstances from appearing in the selection.

f. The employees applying for appearing in the selection shall mention the personal/active mobile number registered in his/her HRMS account. The respective HQ/Division/Unit shall check and ensure that the mobile number mentioned by the employee has been updated in his/her HRMS account as the OTP will be received on the same mobile number for the downloading of Admit Card, etc. This should invariably be ensured.

g. All the HQ/Division/Units and applicants are advised to regularly visit NER website for any updates in the matter. This notification is being issued as per existing provisions/instructions of selection of Group-B post. In case any changes in the existing provisions/instructions are issued by Railway Board, the same will be uploaded in the Railway's website in due course.



(5)

10. Regarding Supplementary Examination:-

The supplementary examination will be conducted subject to the following condition and that to with the approval of competent authority –

a. Only those candidates, who are detained on administrative account for appearing in the main examination, will be allowed to appear in the supplementary examination after Dy.CPO /Sr.DPO / Unit-Incharge gives categorical reason with regards to candidate's failure to appear in the main examination.

b. The candidates who are under sick during the examination and are continuing so since the date well before the examination date, will be allowed to take supplementary examination only after MD/CMS/DMO's certificate to this effect duly forwarded by the Dy.CPO/Sr.DPO/Unit-Incharge concerned.

Please ensure compliance and acknowledge receipt of this Notification.

DA- As Above


(Anand Kumar)
APO/Gaz.
for General Manager (P)

File No. NER-HQ0PERS/55/2024-DY CPO/GAZ/HQ/NER (124185) dt.19.11.2024

Application cum proforma for Selection to the Group 'B' post of APO/NER against 70% quota vacancies for the assessment period 01.01.2025 to 30.06.2027

Attested recent
Photo

1.	Name (with full initials in Block letters)					
2.	Father's name/ Husband's Name					
3.	Present designation/holding lien on					
4.	Station of posting/division/unit					
5.	Controlling Officer Designation					
6.	Date of Birth					
7.	Category (UR/SC/ST), please write clearly					
8.	Date of initial appointment to service with designation/grade					
9.	Qualification					
10.	Employee Number (11 digit Employee ID, In case there are no 11 digits, put first) attach Pay-Slip					
11.	Mobile No. (Registered with HRMS ID)					
12.	Email ID					
13.	HRMS ID					
14.	Whether PwBDs, if yes please write & specify category					
15.	Whether scribe required in case of PwBDs (Enclose valid medical certificate)					
16.	Date of regular appointment/promotion in Grade Rs. 9,300-34,800, Grade Pay Rs. 4,200/4,600/- (Pay Matrix Level-6/7) Note: Ad-hoc/ MACP/ fortuitous service will not be counted.					
16.	(i) Whether Staff came on transfer from other Seniority Unit/Other Railway, if yes indicate length of service in present Seniority unit as per service record. (ii) Date of joining on North Eastern Railway (if joined from other Zone/PU)					
17.	Length of non-fortuitous service in present Gr. 9,300-34,800, Grade Pay Rs. 4,200/4600 (Pay Matrix Level-6/7) as on 01.01.2025					
18.	Date of regular promotions					
	Grade	Date. Of Promotion on regular basis	Designation	Length of Non-fortuitous service as on 01.01.2025		
				Y	M	D
	Rs. 5000-8000/Rs. 5500-9000, Rs. 9300-34000+GP 4200/- (Pay Matrix Level-06)					
	Rs. 6500-10500/ Rs. 7450-11,500, Rs. 9300-34800+4600/- (Pay Matrix Level-07)					

I, S/o/D/o do hereby declare that I have gone through the instructions in GM/P's letter No File No. NER-HQ0PERS/55/2024-DY CPO/GAZ/HQ/NER (124185) dt.19.11.2024 and I declare that the above particulars given by me are correct to the best of my knowledge and for any wrong declaration I am liable to be held responsible for that.

Date:

Signature of applicant

Name-

Designation-

Certificate to be recorded by the respective Personnel Branch Officer who verified the service particulars of the applicant from the service record available in his office:

1. It is certified that the above service particulars of Sh/Ms S/o/D/o Sh have been checked and verified from the service record available in this office and have been found to be correct.

2. Sh./Ms S/o/D/o Sh is eligible/ineligible the general conditions of eligibility as on 01.01.2025 as stipulated in GM/P letter NER-HQ0PERS/55/2024-DY CPO/GAZ/HQ/NER (124185) dt.19.11.2024

3. it is certified that no Ad-hoc/MACP/fortuitous service has been taken into account for computing the eligibility service as on 01.01.2025 in Gr. Rs. 5000-9000/9300-34800+4200/4600. In case of any variation in the service particulars this office will be held responsible.

Signature of Controlling Officer

Name of Officers Designation/Seal

Date:

Signature of Personnel Officer

Name of Officer/Designation/Seal

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

SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- a) Organization, objectives and functions of Personnel Department.
- b) 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.

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.

4. HUMAN RESOURCES MANAGEMENT:

- a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- b) Manpower planning; Book of Sanctions & Scale-check;
- c) Supernumerary posts & Redeployment;
- d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
- g) Work-charged posts;
- h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- j) Training Modules for different posts,
- k) Training under Apprentices Act, Online Training,
- l) Performance Appraisal - APARS & SPARROW.
- m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
- b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
- c) Ex-gratia payment,
- d) Incentive Bonus Scheme;
- e) Sports Incentives & cultural competitions, extra-curricular activities;
- f) Excursions, tours and holiday camps; co-operative Societies;
- g) Medical assistance;
- h) Quarters – types, allotment & retention rules.

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.

Annexure-III

[illegible]

NOTE:- The above information may also be provided in Soft Copy either in Google Sheet or Excel Sheet.

RBE No. 93/2024

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2024/2/28

New Delhi, dated: 08.10.2024

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 @1/3rd 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