



North Eastern Railway

Office of the General Manager (Personnel)-273012

File No: NER-HQ0PERS(SELE)/12/2024-DY CPO/GAZ/HQ/NER (124190)

Date- 28.11.2024

1. Secretary/Establishment & Director/Vigilance/Railway Board, New Delhi
2. Secretary/General Manager & Additional General Manager, NER, GKP.
3. DG/NAIR/Lalbaug/Vadodra, Director/RDSO & General Manager/BLW/BSB
4. DG/DFCCIL,RVNL New Delhi and DG/IRITM/ Lucknow
5. Secretary/All PHOD,CAO/Con, CAO/Con/RSP, HODs, NER, GKP.
6. All DRMS, ADRMS, CPM/Gati Shakti, Sr.DEN, Sr.DPOs, NER, GKP.
7. All Officers of Personnel & Civil Engg. Department, NER, GKP.
8. Dy.CE/GA, CWM/SWS/BWS GKC, CWM/MWS GKP & IZN.
- 8 Principal/ZRTI Ghazipur & MSTC/GKP, Railway Website.

Sub:- Selection for the post of **AEN-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 no. E(GP)2024/2/28 dt.27.09.2024, 08.10.2024, and 06.11.2024, it is proposed to conduct selection through CBT mode and Viva-voce for 14 post (UR-13, SC-01) of AEN (Level-08) against 70% of vacancies for the vacancy cycle 2025-26. The details of which are as follows:

1. Vacancy:-

Post	UR	Reservation required as per Roaster		Total	PwBD
		SC	ST		
AEN	13	01	00	14	02

PwBD Classification for Post of AEN	
Functional Classification	Physical Requirement
LD-OA/OL, Leprosy Cured, Acid attack victims.	S,ST,BN,W,SE,MF, C,RW,KC,CL,JU,H
Hearing impaired (HI(HH))	S,ST,BN,W,SE,MF,C,RW,KC,CL,JU,H (Acceptable with Hearing Aids)

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

1.	Last date for submission of Application to the Controlling Officer	09.12.2024
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.	11.12.2024
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.	13.12.2024

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, All Group-C employees working in Level-6 (7th CPC) Pay Band- 02 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)2024/2/09 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 spent 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 AEN

Supervisors (Technical staff) working in Engineering Department on regular basis in Group-C who have rendered not less than 03 years of non-fortuitous service, as on 01.01.2025, working in PB-2 Rs.9300-34800/-, with Grade Pay Rs. 4200/- (of 6th PC)/ Level-6 (of 7th PC) & above and having lien in Engineering department of NER are eligible to appear in the Selection as per RBE No.216/2019 and in terms of RBE No.93/2024.

In terms of Railway Board's letter No.E (GP)99/2/22 dated 04.01.2007, P/Way Mistries with 3/5 years non-fortuitous service in the erstwhile scale Rs.4500-7000+ 100(SA) (as per Vth P.C) or in the equivalent pay scale as per 6th/7th PC shall be eligible for being considered for Selection/LDCE for promotion to Group 'B'.

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 Performa as in **Annexure-III** and forward the same to Gaz. Section of PCPO Office/GKP in hard copy.

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 only **SC candidates** for this selection.

15-20 working days (3 to 4 weeks) pre-selection training for SC 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

(3)

case any eligible candidate 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 30.12.2024**. 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 organization 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.

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 AEN (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.	

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 AEN as per Para 530(a) of IRMM. 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 qualify marks are 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 of the record of service)

8. Syllabus-

As per Railway Board's letter no. E(GP)2022/02/04 dt.07.11.2022 is enclosed as (**Annexure-II'**) to this Notification.

9. Other Instructions-

a. 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.

b. All controlling Officers should relieved the eligible employees as per the eligibility list, who 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.

c. 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.

d. The Office concerned from where the employee has proceeded on deputation must inform the staff who are 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.

e. 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.

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 https://ner.indianrailways.gov.in/view_section.jsp?id=0,1,304,434,756 (Gazetted Area) 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.

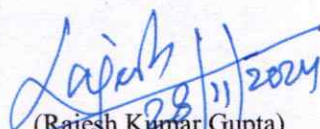
10. Regarding Supplementary Examination-

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

- 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-In charge gives categorical reason with regards to candidate's failure to appear in the main examination.
- 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-In charge concerned.

Please ensure compliance and acknowledge receipt of this Notification.

DA/As above


(Rajesh Kumar Gupta)
Chairman/RRC
For General Manager (P)

Application cum proforma for Selection to the Group 'B' post of AEN /NER against 70% quota vacancy cycle 2025-26.

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	
	Please write clearly, If SC Candidate, provide willingness/unwillingness for Pre-Selection Training.	
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 0 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	Dt. 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.-NER-HQ0PERS(SELE)/12/2024-DY CPO/GAZ/HQ/NER(124190) Date-28.11.2024 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 No- NER-HQ0PERS(SELE)/12/2024-DY CPO/GAZ/HQ/NER (124190) Date- 28.11.2024

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 Officer/Designation/Seal
Date:

Signature of Personnel Officer
Name of Officer/Designation/Seal
Date:

**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.**

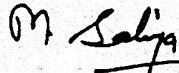
(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G))

**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)
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Railway Board
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E.mail ID- meena.1964@gov.in

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 FOR PROMOTION TO GR.B POST OF AEN IN
CIVIL ENGINEERING DEPARTMENT.**

(A) Civil Engineering (General)

1. Surveying

a. Types

i. Surveying basics

Basic principles; base lines; check lines: perpendicular and oblique offsets; conventional signs; plotting of survey; true and magnetic bearings; open and closed traverses; recording plotting of traverse, closing errors.

ii. Surveying equipment

Auto level, Total station, DGPS, LIDAR.

iii. Leveling -

Level Lines - datum, bench marks, simple leveling, fly leveling; recording the levels in field book; method of reducing levels; arithmetical check; longitudinal and cross section contouring.

iv. Theodolite Survey -

Types of theodolites; measurement of horizontal angles, vertical angles, magnetic bearings and deflection angles; prolonging a straight line; traversing by method of included angles; balancing the survey - closing errors; calculations of latitude and departure.

b. Curves-

Elements of simple circular curves, setting out simple circular curves.

c. Set out works -

Setting out buildings, culverts, Central line of Railway alignment. Usage of GPS technology in setting out Centre line of Railway alignments.

2. Strength of Materials, Structural Designs & Drawings

a) Strength of Materials:

Stress, strain, Hooke's law, working stress, factor of safety; bending moment and shear force in simply supported beams and cantilevers; simple theory of bending.

b) Structural Design & Drawing Drawings

Different sizes of paper, folding and storage of drawing, plan, elevation, sections, isometric view.

c) RCC Structures

RCC, methods of design, Working Stress Method and Limit State Method. IRS Code

of Practice for RCC (Concrete Bridge Code).

d) Steel Structures

Rivets and welds. Sketch and detailing of connections different types of joints and strength determination. IRS Steel Bridge Code.

3. Construction material:

Description, specification, properties and uses of building materials - stones, sand, timber, bricks, cement, lime, building hardware, paints varnishes, glasses, and tiles. Concrete mix design, placing, compaction and durability.

4. Foundation & Construction Engineering

a) Soil Mechanics

Different type of Soils, Three phase diagram and their relationships, IS classification of soil, index and engineering properties of soil, compaction, consolidation, shear strength, earth pressure theories, slope stability. Specification and construction of earthwork in embankment and cuttings.

b) Foundation Engineering

Functions of foundation, different type of foundations - open foundations; well foundations and pile foundations, determination of safe bearing capacity, stress and settlement analysis, method of reducing differential settlements.

(B) Civil Engineering (Railways)

1. Railway Surveys & Construction

Provisions in Engineering Code regarding - Classification of Surveys, Terms of Reference, Principles governing Railway alignment, Ruling gradients, Grade compensation for curves, Horizontal and vertical curves, Hill Surveys, Catch sidings, Tunnels, preparation of various maps and drawings, preparation of Survey reports for RECT, PECT and FLS, Project estimates.

2. Railway Track.

(a) Track Structure and Components.

Classification of Lines, Track Structure, Rail and Rail fastenings, Sleepers & Fastenings, Ballast- Specifications, Ballast Profile/Section/Depth of Cushion, Formation- Classification of Formation Requiring Treatment and Remedial Measures Suggested, Insulated joints & Switch expansion joints, Track structure on Bridges.

(b) Duties.

Duties of ADEN, Duties of SSE/P.Way (In-charge), Duties of JE/ SSE/ P.Way (sectional), Duties of JE/ SSE/ P.Way (Other than sectional), Duties of Gang mates, Keymen, Patrolmen, Gateman and Track maintainer.

(c) Maintenance of Permanent way.

Regular track maintenance, Handling and maintenance of rails, sleepers, fastenings & other misc. Items, Works incidental to regular track maintenance, Record keeping, Maintenance of track in track circuited areas, Maintenance of track in electrified

areas.

(d) Special Maintenance Works.

Alumino Thermit welding of rails, Flash-Butt welding of rails, Short welded Rails, Long welded Rails. USFD.

(e) Curves and Turnout.

Curves, Realignment of curves, Points and Crossing.

(f) Track tolerances and Track Monitoring.

(g) Schedule of dimensions.

Schedule-I Standard dimensions, Station Yards and extra clearance on curve.

(h) CRS sanction for works affecting passenger running lines.

(i) Training and Competency of Permanent Way Staff.

(j) Permanent Way renewals.

(k) Engineering Restrictions and Indicators.

(l) Level Crossings and Gateman.

(m) Working of Trolleys, Lorries and Material trains etc.

(n) Track Management System.

(o) General:

Reference to G & SR; types of signals and their significance; rules for working of trains; block working rules - types, Introduction of temporary single line working.

(p) Accidents:

Action during accidents including breaches, Restoration of through running, Pre-monsoon precautionary measures.

3. Maintenance of Bridges

a) Maintenance of bridges:

Responsibility of the Engineering officials, action to be taken after inspection of bridges; maintenance of substructure - abutments, piers, wing walls and return walls, maintenance of arches, dismantling of arches. Details of common repair techniques - cement pressure grouting, epoxy grouting, shotcreting / Guniting. Maintenance of RCC & PSC super structures - periodical maintenance, common defects and repair / strengthening techniques; maintenance of super structure (steel) girders - loss of camber in steel girders, cracks in steel works, strengthening of weak girders, replacement of loose rivets; maintenance of HSFG bolts, corrosion and its prevention, protective coatings by painting - periodicity and precautions, patch

painting, ordinary paints - for severe and no severe corrosion, metallising & epoxy based paints, Maintenance of welded girders; maintenance of composite girders. Various defects in bed blocks and their remedies; maintenance of bearings; Precautions while carrying out maintenance works on bridges.

b) Inspection of bridges:

Classification of bridges - major, minor, important; Inspection of Bridges by Permanent Way and Works Inspectors, by Bridge Inspectors (SSE/JE- P. Way, Works, Bridges) – Periodicity/ schedule and details of inspection, record of bridge inspection, registers to be maintained by the Bridge Inspectors, Certificate of inspection. Inspection by Assistant Divisional Engineers - Bridge Inspection Register, Numerical Rating System (NRS), Unique Rating Number, Condition Rating Number, Overall Rating Number, Certificate by the Assistant Engineer. Details of Inspection of Bridge –foundations, Flooring, masonry in substructure, under-water substructure inspection, arch bridges, protection works and water ways, girder alignment and seating, structural condition of girders, track on the bridge and its approaches, trolley and safety refuges, foot paths, painting, marking HFL and danger level, providing foundation particulars and bridge name boards, flood records at important bridges, road over/under bridges, concrete bridges, special Inspection during Monsoon, equipment required for inspection of bridges. painting of steelworks, laying of bridge sleepers; replacing cracked bed blocks.

4. Rehabilitation of Bridges

Reasons for Rehabilitation, special Strengthening, Imposition of speed restriction, Priority for rehabilitation of bridges, Special Inspection, Site Data, Execution of rehabilitation works, Precautions when working on bridges; rebuilding or alterations to bridges - design and execution of bridge works; temporary arrangements; false work for erection of girders; assembly and erection of girders; cranes for erection of girders; testing of girders; proposal for strengthening existing girder spans: methods of regirding major bridges, Strengthening of foundations, Strengthening/rebuilding of substructure, shaken/displaced/ cracked bed blocks, distressed arch bridges, replacement of nonstandard girders, replacement of pipe culverts, distress in parapets, replacement of small opening, distress in superstructure.

5. Rivers & Floods

Behavior of rivers; past history of bridges, danger level at bridges, watchman at important bridges, duties and equipment of bridge watchmen; special inspection during monsoon, action to be taken in the case of weather warning, pitching stone, boulder and monsoon reserve; vigilance during floods; flood records during and after the monsoon; survey of the course of river. Rivers and flood register, Flood Reports, rainfall data, provision of anemometer on bridges. River training works, Guide Bunds, Spurs (Groynes), Marginal Bunds, Closure Bunds, Assisted Cut-Offs, Boulder crates, Protection of approach banks, drop wall & curtain wall i.e. protection measures for minor bridges.

6. Inspection and Maintenance of Tunnels and Deep Cuttings:

a) Tunnels - Inspection by Engineering officials, items to be covered in the

Inspection, record of inspection, mobile staging for inspection, details of tunnel inspection, ventilation of tunnels, leakage in tunnels and methods of correction, works connected with the maintenance of tunnels.

b) Deep Cuttings - General, inspection register of vulnerable cuttings, points to be noted during Inspection of cuttings, action to be taken in the case of boulder drops, action to be taken after inspection of cutting, guarding of vulnerable cuttings.

7. Inspection and Maintenance of Building and Structures (Other than Bridges)

- a) Inspection & Maintenance of buildings & structures (including steel structures).
- b) Building Registers
- c) Periodical maintenance of Works including repairs to leaky roof/water proofing of roofs.
- d) Standard Measurement Registers for Buildings.
- e) Dismantling of buildings/structures.
- f) Retro-fitting / structural repairs of existing weak buildings/structures.

8. Maintenance of sanitary and hygienic conditions in station and railway Colonies; water supply, drainage and sewerage

a) Water Supply

I. Standards of Quality of drinking water- physical; chemical and bacteriological standards of water, Water-borne diseases, water demand-methods of forecasting, sources of water; Method of treatment of water – aeration; sedimentation; filtration (slow and rapid sand filters); disinfection; hardness methods of removal etc.

II. Conveyance and Distribution:-

Preparation of Schemes for New Water Supply/ Augmentation of Existing Water Supply; Estimating Requirements of Water, water supply from outside sources, Types; Selection & Installation of Pumps; Capacity of Pumping, Conveyance of Water Rising mains; systems of distribution, residual pressure; different types of pipes and fittings; testing of pipes, Pipe laying and Fittings of Valves and Meters, Storage tanks; Capacity, Maintenance and Cleaning of Storage Tanks, Water-Supply Plans, maintenance and operation of water supply installation - responsibilities of Engineering department, Mechanical department and Electrical Department.

III. Rain water harvesting – legislation, necessity; advantage; types; techniques; estimation of capacity of rain water harvesting pits/ salient methods of recharging subsurface aquifer etc.

IV. Water Audit and water Management:

Conservation of Water, water reuse, water recycling, water recycling plant, flow measurement system, identification of losses & leakages.

b) Sewerage:

Preparation of schemes for sewerage, sewage & water collection and carriage; design of sewers; house connection; storm water drains; maintenance of sewerage and drainage, conservancy and sanitary arrangements, disposal of sewage – river pollution and control; sewage treatment; land irrigation, septic tanks, primary clarifier, sludge and scum removal, trickling filters, activated sludge process, sludge digesting, principles of anaerobic digestion, sludge gas, sludge drying and disposal.

c) Sanitation:

Formation of sanitation committee ; Inspection by sanitation committee , sanitary arrangements in stations and colonies, drinking water wells-protection; Cleaning of wells; disinfection; prevention of Infectious diseases; disinfection of quarters.

9. Acquisition, management and disposal of land: General Codes, Manuals, rules:

Ownership of Railway land; sanctioning authority for acquisition and relinquishment; Principles of acquisition and relinquishment; Procedure for acquisition and relinquishment; Land plans and schedule; Documents of Handing over and taking over Railway Land; Land Records- Responsibility and procedure for demarcation, verification of railway boundary , land plan etc. maintenance of right of way; religious structure. Management of railway Land leasing, licensing of land, way leave facility and easement rights, grow more food. Leasing licensing for merchants and vendors at stations, bulk oil installation. Encroachment and responsibly; rules for permission for construction of building near Railway land; instructions regarding cutting/trimming and sale of natural product like mature tree, dry trees within and outside railway boundary, near electric or telegraph lines , sale of grass right etc. Provisions of Land Acquisition Act. 1989, Right to fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013.

10. Preparation of Plans and Estimates:**(a) Preparation of plans:**

General procedure; plan for other departments; size of drawings; titles and numbering of drawings; scale of drawings; details on drawings; symbols and colours in drawings; RDSO drawings; CE's plans; Plans of Divisional/Asst. Engineer's/inspector's Offices; completion drawings;

(b) Preparations of estimates:

Engineering code provisions, various types of estimates, technical details, rates and quantities; schedule of rates and price - listing of stores; report and justification; rent statement for staff quarters; special features of estimates for remodeling of station yards, track renewal works, deposit works: Urgency Certificate;

11. Contract and Execution of Work:

a) Contract:

Engineering code provisions, schedule of rates; analysis, non-schedules rates, tenders; types; tender documents, drawings and specifications, tender committees, acceptance of tenders, contracts; types, contract documents, General and special condition of contract; measurement and measurement books - code reference; recording measurements; 'on account' and final measurements; standard measurements books ; responsibilities of inspectors/JE/SSE) and Asst. Engineers for measurement of works; ballast measurement; computation quantities; preparation of abstract in measurement books; submission of bills; checking of bills; bill registers; Variations; PVC; Basics of Arbitration.

b) Execution of Work:

Engineering code provisions, agencies for executing works; responsibilities of executive officers; deposit works; excess and savings on estimates; attention to public interests; prevention of accidents; planning - activity, milestone, bar charts, critical path networks, PERT; departmental execution of work - record; progress reports, charges for stores and labour, execution of works in Engineering workshops; contracted works; issue of work orders; completion documents; zonal works.

12. Track Machines:**a) Organizational structure, duties and inspection:**

Duties of Executive (XEN)/Assistant Executive Engineer (AXEN)/TM/Line, Duties of SSE/TM/SDI, Duties of SSE/JE/TM Working on Machines, Duties of SSE/JE Machine In-Charge Duties of Machine Assistant, Duties of Assistant Divisional Engineer (Open Line) ADEN, Duties of SSE/JE (P.Way) Deployed with the Machine, Inspection Schedule of Track Machine Officials, Inspection Schedule of Open Line Officials.

b) Tamping machine and dynamic track stabilizer:

Types of Tamping Machines, Tamping Mechanism, Tamping Parameters, ALC, Lining System, 4 Point Lining Method, Corrections to be Applied in 4 Point Lining Method, Modes of Tamping using 4-Point Lining Method (Only for curves), 3 Point Lining Method, Corrections to be applied in 3- Point Lining, Determination of Target Versine Values for the 3-Point Lining Method, Mode of Tamping using 3-Point Lining Method, Comparison between 3 Point and 4 Point Lining System, Levelling of Track, Mode of working for levelling, General Lift, Input of the Lifting Values, Survey and working of Tamping Machines in Design Mode, Works required Before, During and After Tamping, Working Principle of Dynamic Track Stabilizer, Modes of working of Dynamic Track Stabilizer, Working of DTS.

c) Ballast cleaning and handling machines:

Ballast Cleaning Machines (BCM), Types of Ballast Cleaning Machines, Working Principle and Capability of Ballast Cleaning Machines, Works Required Before, During and After Deployment of Ballast Cleaning Machines.

d) Track relaying machines:

Track Relaying Machines, Working Mechanism and Capability of Track Laying Equipment, Pre-Relaying Operations, Operation During Block, Post Relaying Operations, Working Mechanism of TRT, Operations Prior to Deployment of TRT, Operations During The Block of TRT, Post Block Operations for TRT, Precautions During TRT Working

e) Rail Grinding Machines:

Rail Grinding Machine (RGM) (Purpose & Advantage), Grinding Strategy, Working Parameters of RGM, Monitoring Equipment for Grind Quality, Quality Inspection of Grinding, Preparatory Works for Introduction of RGM, Pre-Block Activity Before Deploying RGM, Operation During RGM Block, Post Grinding Operation.

f) Planning and deployment of Machines:

Pre-requisites for Deployment of Track Machines on Construction Projects/Other Agencies, Minimum Duration of Blocks, Through Tamping and Spot Attention.

g) Rules for movement and block working:

Provision of G&SR, Operation and Working of Track Machine, Competencies of Track Machine Staff, Safety Equipment, Rules for Operation – General, Important Instructions and Precautions (Protection of Work Site, Fouling of Adjacent Lines, Information to Level Crossings etc), Failure and Accidents of Track Machines, Speed Certification for Track Machines, Special Precautions while working in Special Circumstances (Ghat Sections, Night Working)

h) Periodical maintenance and associated infrastructural facility:

Maintenance Schedule for Various Track Machine, Types of Workshops, Functions of Central Periodic Overhauling Workshop (CPOH), Functions of Zonal Machine Depot (ZMD), Functions of Satellite Depot, Functions of Mobile Workshop, Functions of Camping Coach Workshop.

i) Track Machine Manpower

Training (Officers, SSEs/JEs/TM(s), Technical Staff, Machine Assistant), Roster

13. Miscellaneous:

a) Engineering plant:

Control of plant and machinery, engineering plant reserve, plant register; valuation of plant; maintenance; storage and repairs; requisitioning of plants; use of plant at site; maintenance of log books; hiring out of engineering plant; examination of boilers of the engineering department.

b) Explosives:

Issue of Instructions on use of explosives; observance of rules, carriage of explosives, Protection of trains and Railway property, precautions to be observed

during blasting, Misfire with electrical method of firing, explosives disposal, destruction of explosives

c) Management of Engineering Stores:

Reference to code and Rules; procurement of stores; requisition; receipt and issue of challans; claims of short receipts; etc.; custody of stores - classification, handling and storage, Account head of stores - operation, records and returns; disposal of released and surplus stores - return to stores Depot, disposal by auction; verification of stock and adjustment for shortage/excesses.

d) Law and Order

Railway Police; lodging complaints; cooperation with railway police; cognizable offences; non cognizable offences; powers of arrest by railway staff; warrant against railway staff; action by railway staff in case of attempted sabotage; answering of court summons; Prevention of trespass disposal of human bodies found run over; disposal of cattle found dead on the line.

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

Annexure - IV
Railway Board's
Letter

RBE No. 92/2024

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 LDCs (30%) where panels are prepared on the basis of merit shall continue.

3. The aforesaid instructions would apply to Selections / LDCs 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

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