पूर्वोत्तर रेलवे

कार्यालय महाप्रबंधक (कार्मिक), गोरखपुर.273012

शुद्धिपत्र

इस कार्यालय द्वारा सहायक सामग्री प्रबंधक, लेवल-08 (ग्रुप-बी) के पद पर पदोन्नति हेतु 30% (एलडीसीई) कोटे की रिक्तियों के विरूद्ध चयन हेतु जारी अधिसूचना दिनांक 19.12.2025 में त्रुटिवश सिग्नल विभाग का पाठयक्रम संलग्न हो गया है, के स्थान पर सहायक सामग्री प्रबंधक का पाठयक्रम संलग्न किया जा रहा है।

संलग्नक- ससाप्र पाठ्यक्रम।

File No- NER-HQ0PERS(SELE)/11/2024-DY CPO/GAZ/HQ/NER (123944) दिनांक 22.12.2025

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 भण्डार विभाग के अधिकारी, पूर्वोत्तर रेलवे।
चेयरमैन, रेलवे भर्ती बोर्ड, अजमेर।
महानिदेशक, आरडीएसओ, लखनऊ एवं महाप्रबन्धक, रेल विद्युतीकरण, प्रयागराज।
नियंत्रक अधिकारी/प्रतिनियुक्ति पर कार्यरत कर्मचारी।
सभी निदेशक/प्रधानाचार्य, प्रशिक्षण केन्द्र, पूर्वोत्तर रेलवे एवं रेलवे वेबसाईड प्रति।

(गोपाल प्रसाद गुप्ता)
वकाधि/मुख्या0
कृते महाप्रबन्धक/कार्मिक

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

M Saluja
07/11/22

(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 30% LDCE FOR PROMOTION TO GROUP 'B' POST OF AMM/ADMM IN STORES DEPARTMENT

Part-A

Professional Subject

1 Organization of Stores Dept. on Zonal Railway & Production Units.

2 Objectives of Stores Dept. in brief.

3 Functions of the Principal Chief Material Manager (PCMM) & other officers assisting him.

4 Cannons of Financial Propriety & its application to Stores Matters.

5 Delegation of Powers:

- i) Its need & necessary safeguards
- ii) Powers of PCMM & other officers for;

(a) Purchase, (b) Sale, (c) Write off, (d) Other misc. matters

6 Purchase of stores:

- i) Important Stages in purchase cycle
- ii) Purchase Policy & Rules of IR and GFR Provisions
- iii) Channels & Procedures of purchase of indigenous stores
- iv) Modes of tendering [including PAC purchase] & their limitations
- v) Tender consideration;
  - a) Price determination (Reasonability/Workability)
  - b) Negotiations, Cartel Formation & related instructions
  - c) Concept & constitution of Tender Committee
- vi) Purchase of M&P/RSP items including CMC
- vii) Emergency Purchases
- viii) Basics of iMMS & e-Procurement
- ix) Procedures/Manuals related to iMMS and IREPS
- x) Procurement through GeM
- xi) Reverse auction
- xii) Price variation clause and its operation
- xiii) Buy back system of purchase
- xiv) Green procurement/Sustainable procurement
- xv) Composite contracts and strategic procurement

7 Purchase through Centralized agencies like:

Railway Board, BLW, CLW, etc.

8 Procedure of purchase from other Govt. Dept. in brief

9 Govt. Policy of Preference:

- a) Purchase/Price Preference
  - i) Micro & Small Enterprises
  - ii) Items reserved for procurement from MSEs
- b) Purchase Preference as per Make in India Policy.
- c) Special benefits available to MSEs

10 Supply Contracts:

i) Important provisions of Indian Contract Act, Sale of Goods Act and GST Act
ii) IRS Conditions of Contract, General Conditions of Contract
iii) Force Majeure Clause
iv)Preparation of bid documents, special conditions, price variation and eligibility criterion etc for
    a) Rate/Running & Fixed quantity/Long term contracts
    b) Service Contract
    c) Annual maintenance Contract
    d) EPC Contract
v) Online submission of EMD & SD
vi) PO Draft/Numbering Scheme & vetting considerations
vii) Contract Management
    (a) Extension of DD/Modification of PO
    (b) Penalties for breach of contracts (LD, GD, RP)
viii) Settlement of Disputes
    a) Arbitration Clause in IRS Conditions
    b) Arbitration & Conciliation Act 1996 including Amendment Act, 2019
    c) Dispute resolution between two Govt. Deptt. Or (CPSU)

11 Import of Material:
i) Direct import by Zonal Railways/Production Units
ii) Import through Railway Board
iii) Types of Import Contracts: FOB, CFR, CIF & DDP etc.
iv) Modes of Payment, Letter of Credit & its types
v) Sea & Air freighting of Railway Materials & Insurance Covers
vi) Port clearance of imported consignments
vii) Claims settlement
viii) INCOTERMS (latest edition)

12 Strategic Sourcing (Rational Source Selection):
a) Registration of firms on Railways and IREPS
b)Vendor performance evaluation; Vendor rating; Penal Action against vendors; Alternatives available with Railways, PUs
c) Registration by RDSO
d) Supply chain concept — relevance to Railways especially PUs

13 Important Statistics on Stores matters:
a) Submitted to Railway Board, periodically
b) Included in Railway Board's annual report & GM's Narrative Report
c) Yardsticks to measure efficiency of Stores Dept.

14 Stores Budget:
a) Compilation & various review/amendments to the budget during the financial year
b) Controls to adhere to the budget provisions, Exchequer control
c) Control over stores expenditure to minimize working expenses
d) Purchase Grant
e) Zero Base Budgeting (ZBB)

15 ISO Certification/ 5S Certification/ 6 Sigma Certification:

Procedure for obtaining the certification & subsequent compliance for continuation of the same:

a) For Purchase Office,

b) For stores depot

16 Paperless Working:

a) e-Office

b) Digitally signed electronic reports in iMMS and IREPS

17 Online acceptance of tenders:

Technical Scrutiny, Tender Committee Minutes preparation& Tender acceptance/Direct acceptance, Letter of Acceptance generation and auto-generation of Purchase order.

18 Procedure for keeping/retention/destruction of official records.

19 Stores Depots:

a) Location

b) Functions

c) Typical Layout of a stores depot

20 Design Aspects of a Typical Stores Depot/Warehouse:

a) Important parameters to be considered for design

b) Space Management

i) Buildings, Yards, Roads

ii) Various types of storage arrangements

c) Materials Handling:

i) Equipments

ii) Unit piling, container/pallet systems

iii) Vertical storage system

d) Important Fire Safety aspects & Latest fire fighting Techniques

e) Security Arrangements to prevent & action called for by the Depot Officer in case of incidence of the following:

i) Theft

ii) Pilferage

iii) Misappropriation

iv) Provision of CCTV in Stores Depots/Divisional Depots

f) Procedure for locking & sealing of wards/go-downs in a depot and depositing/collecting the keys

g) Gate Pass

21 Depot Organization:

a) Functions/Responsibilities of Depot Officer & Subordinate Staff

b) Various sections of stores depot, its functions & working procedures

22 Receipt & Accountal of materials:

a) Procedure for receipt & accountal, in a depot

b) Consequent clearance of purchase suspense

c) Accounts checks on suppliers' bills

d) Purchase Suspense/Sales Suspense

23 Inspection of Stores:

a) Inspection Techniques
b) Various Agencies for Inspection of Railway Materials
c) Acceptance of material against WTC
d) Inspection at firm's premises & Inspection at Depot
e)Rejection of pre-inspected materials and procedure for joint inspection
f) Disposal of rejected materials
g) Warranty Claim Procedure

24 Sampling for Inspection:

a) Sampling Methods
b) Indian Standards relating to Sampling

25 Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items.

26 Receipt & Issue of Stores on iMMS:

a) FIFO Method of Receipt and Issue
b) Procedure of issue of materials from stores depot to consumers other than attached workshops & debiting the indentors for stores issued

27 Properties & Preservation of stores such as: Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.

28 Imprest Stores:

a) Procedure for issue and supply of Imprest Stores
b) Road contract and its Management

29 Returned Stores through iMMS:

a) Its receipt & accountal in the depot
b) Valuation of returned stores
c) Monthly Credit Summaries

30 Sale of Railway Materials:

a) SAG Committee Recommendations
b) Survey Committee & its functions for various categories of stores
c) Procedure for condemnation of an asset (M&P items including Motor Vehicle)
d) Procedure for sale by tender
e) Procedure for disposal of scrap by e-auction
f) General & Special conditions of sale
g) On-line payment of BSV
h) On-line payment of EMD
i) Payment Gateway

31 Purchase by Depot/Divisional Officers:

a) Purchase Powers- Local & Cash Purchases
b) Digital recoupment of cash imprest

32 Important Components & its usages:
In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs

33 Dispatch of Railway Materials:
a) By Rail, Road
b) By Sea & Air
c) Safeguards against loss/damage in transit
d) Settlement of claims with carriers

34 Inter-depot transfers & Clearance of SINT suspense

35 Stock Verification:
a) By Accounts
b) Departmental
c) Disposal of Stock Sheets

36 Classification of Heads of Accounting & Various Suspense Heads relating to Stores

37 Codification:
i) Stores nomenclature & price lists (Unified & Non-unified)
ii) Unified Vendor Code
iii) Consignee Code
iv) Advantages of codification

38 Standardization & Variety reduction

39 Provisioning & Recoupment of Stores:
a) Maxima Minima Method
b) Annual Review Method
c) Main Depot-Sub depot arrangement
d) Economic Order Quantity (EOQ)
e) Lead time & Safety/Buffer Stock
f)Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
g) Various forecasting statistical techniques

40 Inventory Management:
a) Types of inventories
b) Various Inventory models:
i) The Basic (EOQ) Model: Constant Demand & Lead Time
ii) Variable Demand but constant Lead Time
iii) JIT Inventory Model
c)Computer as an aid to inventory control & inventory management
d) Inventory reports in iMMS & its use for inventory control

e) Selective Control Techniques:
i) ABC, VED, FSN & XYZ analysis for inventory control & improvement in service levels

ii) Related multi-criteria matrix

f) Inventory performance indices on IR

g) Over stock, Inactive & Surplus Stores:

i) Definitions

ii) Reasons for accrual & its disposal

iii) Steps for prevention

41 Computerized Price Ledgers:

a) Preparation of Price Ledgers: Role of Stores Depot

b) Book Average Rates

c) Debiting the indentors for cost of materials issued & preparation of Debit Summaries

42 Audit:

Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.

43 Accounts:

Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II.

44 M&P, RSP and Works Program

45 Features of MS-Word, Excel, PPT

46 Exception Reports and Action Documents generated on iMMS.

47 Computerisation of User Depot and Integration with iMMS/IREPS (User Depot Module)

पूर्वोत्तर रेलवे
कार्यालय महाप्रबंधक (कार्मिक), गोरखपुर.273012

File No- NER-HQOPERS(SELE)/11/2024-DY CPO/GAZ/HQ/NER (123944) दिनांक 19.12.2025

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 भण्डार विभाग के अधिकारी, पूर्वोत्तर रेलवे।
चेयरमैन, रेलवे भर्ती बोर्ड, अजमेर।
महानिदेशक, आरडीएसओ, लखनऊ एवं महाप्रबन्धक, रेल विद्युतीकरण, प्रयागराज।
नियंत्रक अधिकारी/प्रतिनियुक्ति पर कार्यरत कर्मचारी।
सभी निदेशक/प्रधानाचार्य, प्रशिक्षण केन्द्र, पूर्वोत्तर रेलवे एवं रेलवे वेबसाईड प्रति।

विषयः-सहायक सामग्री प्रबंधक, लेवल-08 (ग्रुप-बी) के पद पर पदोन्नति हेतु 30% (एलडीसीई) कोटे की रिक्तियों के विरूद्ध चयन की अधिसूचना।

रेलवे बोर्ड के पत्र संख्या-ई(जीपी)/2024/2/37(3477173) दिनांक 12.12.2025 के आलोक में सहायक सामग्री प्रबंधक, ग्रुप-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 हैः-

1. रिक्ति-

पद/कोटा	UR	SC	ST	PwBD	Total
ससाप्र., 30%	01	00	00	00	01

2. आवेदन की अन्तिम तिथि एवं सम्भावित परीक्षा कार्यक्रम-

क्रम सं.	विवरण	निर्धारित तिथि
01	HRMS पर आवेदन की अन्तिम तिथि	15.01.2026
02	लिखित परीक्षा की सम्भावित तिथि	08.03.2026

3. पात्रता.

A. भण्डार विभाग में कार्यरत ग्रुप-सी कर्मचारी (Non Ministerial Group-C) जिन्होंने दिनांक 01.01.2025 या इससे पूर्व लेवल-6 (ग्रेड पे-4200) या इससे ऊपर के ग्रेड में पाँच वर्ष की नियमित सेवा पूरी कर ली है, वो इस चयन हेतु पात्र होंगे।

B. पात्रता हेतु कट ऑफ डेट 01.01.2025 निर्धारित है, अर्थात दिनांक 01.01.2020 या इससे पूर्व लेवल-6 (ग्रेड पे-4200) या उससे ऊपर के ग्रेडो में नियमित रूप से नियुक्त कर्मचारी इस चयन हेतु पात्र होगे।

C. रेलवे बोर्ड के पत्र संख्या E(NG)I-93/PMI/4 दिनांक 18.01.1993 के अनुसार, रेलवे कर्मचारी द्वारा सर्विस में नियुक्ति से ठीक पहले ट्रेनिंग में बिताया गया समय ग्रुप-बी, सिलेक्शन/LDCE के लिए सेवा के तौर पर गिना जाएगा।

D. रेलवे बोर्ड के पत्र संख्या ई 74/2/2005 (जीपी)दिनांक) 13.03.2008 RBE No. (2008/40के अनुसार 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।

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

4. चयन पूर्व प्रशिक्षण-

उक्त चयन हेतु आरक्षित समुदाय का कोई रिक्ति नहीं है अतः रेलवे बोर्ड के पत्र सं. ई(जीपी) 2010/2/39 दिनांक 28.08.2019 एवं आरबीई सं. 142/2019 के अनुसार चयन पूर्व प्रशिक्षण नही दिया जाना है।

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 वस्तुनिष्ठ किस्म के बहुविकल्पीय प्रश्न होगे। परीक्षा का समय 03 घण्टे निर्धारित है।

C. रेलवे बोर्ड के पत्र संख्या-E(GP)2024/2/28 दिनांक 08.10.2024 में निहित निर्देशों के अनुसार गलत जवाबों के नकारात्मक अंक होंगे। प्रत्येक सही उत्तर के लिए एक अंक निर्धारित है तथा प्रत्येक गलत उत्तर के लिए उस प्रश्न पर आवंटित अंक का एक तिहाई अंक काटा जायेगा।

D. लिखित परीक्षा में उत्तीर्ण अभ्यर्थियों को चिकित्सा जाच में फिट पाये जाने के उपरान्त ही मौखिक परीक्षा हेतु बुलाया जायेगा एवं मेरिट के अनुसार पैनल बनाने का प्रावधान है।

E. 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, जिससे अभ्यर्थी की पात्रता प्रभावित होती हो तो उसे चयन के किसी भी स्टेज में अपात्र घोषित कर दिया जायेगा। इस चयन हेतु अनुपस्थिति लिखित परीक्षा का कोई प्रावधान नहीं है।

B. चूकि यह अधिसूचना वेबसाइट के माध्यम से सर्वसम्बन्धित के सूचनार्थ प्रकाशित है एवं अभ्यर्थियों से HRMS Module पर आवेदन प्राप्त होने के पश्चात उनकी जाँचोपरान्त पात्रता सूची, परीक्षा कार्यक्रम आदि की सूचना भी वेबसाइट के माध्यम से सर्वसम्बन्धित के सूचनार्थ प्रकाशित की जानी है, अद्यतन सूचना/दिशा निर्देशो हेतु सभी अभ्यर्थी पूर्वोत्तर रेलवे की वेबसाईट https://ner.indianrailways.gov.in/ समय-समय पर देखते रहें।

7. HRMS के माध्यम से आवेदन करने हेतु दिशानिर्देश-

A. उपर्युक्त LDCE 30% के लिए आवेदन एचआरएमएस के माध्यम से आमंत्रित किए जाएंगे। Physical Application स्वीकार नहीं किए जाएंगे।

B. समस्त आवेदक HRMS पर अपना Employee Service Record [E-SR] एवं Employee Master को Employee Self Service [ESS] के माध्यम से अपडेट कर स्वीकृत करवा लें।

C. इच्छुक अभ्यर्थी द्वारा HRMS के माध्यम से ऑनलाइन आवेदन जमा करने के लिए उम्मीदवारों को दिए गए विस्तृत निर्देश अनुलग्नक-सी के रूप में संलग्न हैं।

D. आरक्षित समुदाय के कर्मचारी जांच लें कि उनका समुदाय प्रमाण पत्र कर्मचारी विवरण में उपलब्ध है या नहीं। यदि प्रमाण पत्र उपलब्ध नहीं है, तो सिस्टम उन्हें प्रमाण पत्र अपलोड करने के लिए संकेत देगा और कर्मचारी स्वयं ESS अनुरोध करके इसे अपलोड कर सकते हैं और इसे स्वीकृत करवा सकते हैं।

E. यदि कर्मचारी की फोटो और हस्ताक्षर HRMS में मौजूद नहीं हैं, तो सिस्टम आवेदन जमा करने की अनुमति नहीं देता है। ऐसे मामलों में, कर्मचारी को ESS के माध्यम से अपनी वर्तमान फोटो और हस्ताक्षर अपलोड करना और अनुमोदन प्राप्त करना होगा।

F. इस रेलवे में सेवारत कर्मचारी जिनका पद/वरिष्ठता बरकरार है और जो प्रतिनियुक्ति/छुट्टी/बीमारी की छुट्टी पर हैं, उन्हें भी सूचित किया जाना चाहिए ताकि वे HRMS के माध्यम से अपने आवेदन जमा कर सकें। संबंधित अधिकारी की यह जिम्मेदारी होगी कि वे प्रतिनियुक्ति/छुट्टी/बीमारी की छुट्टी पर कार्यरत कर्मचारियों को इस अधिसूचना की सूचना, स्पष्ट पावती के साथ दें, जिसकी एक प्रति रिकॉर्ड के लिए इस कार्यालय को भेजी जानी चाहिए।

G. यह सुनिश्चित किया जाना चाहिए कि इस अधिसूचना का व्यापक प्रचार-प्रसार सभी संबंधित कर्मचारियों तक हो। यह इकाई के कार्मिक अधिकारियों/नियंत्रक अधिकारियों की व्यक्तिगत जिम्मेदारी है कि अधिसूचना सभी पात्र कर्मचारियों तक समय पर पहुंच जाए।

H. सम्बन्धित कर्मचारियों को यह सलाह दी जाती है कि किसी भी अद्यतन सूचना के लिए पूर्वोत्तर रेलवे की वेबसाइट https://ner.indianrailways.gov.in का अवलोकन करते रहे।

नोट: यह अधिसूचना भविष्य में रेलवे बोर्ड द्वारा जारी किए गए दिशा-निर्देशों के अनुसार संशोधन किये जाने के अधीन है।

संलग्नक- A- पाठ्यक्रम।

B- कर्मचारियों को HRMS के माध्यम से आवेदन करने हेतु निर्देश।

(गोपाल प्रसाद गुप्ता)
वकाधि/मुख्या.
कृते महाप्रबन्धक कार्मिक

O/C
19/12/25 19/12/2025

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 & Àppeal) 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 30% LDCE for Promotion to Group 'B' post of ASTE in Signalling & Telecommunication Department

Part – A - General

I. Current Affairs and General Knowledge

- This section would contain questions of general interest and importance, which is acquired by general observation or reading without specific text book study. Subjects of national importance as well as achievements of Railways are also to be covered. The standard of General Knowledge shall not be more rigorous than Matriculate level.

II. General Mathematics

- Arithmetic and Statistical operations, Graphs, Fractions, Percentage, Sampling & Averages
- Geometry – Areas & Volumes up to Higher Secondary /12th Standard level
- Algebra, Simultaneous Equations etc up to Higher Secondary /12th Standard level

III. Physics & Basic Electricity

- Units & Measurements
- Mechanics – Newton's Law of motion, Velocity & Acceleration, Work, Energy, Power
- Mechanical properties of solids and fluids
- Heat & work, expansion of solids, liquids & gases
- Ohm's law, Coulomb's law, Faraday's Law, Voltage, Current & Resistance, Kirchhoff's Laws, Wet & Dry Batteries, Power Factor
- Fleming's Law, Lenz's Law, Simple Motors & Dynamos, Generators, Principle of working of Transformer, Relay, Fuse, Circuit Breaker
- Semi conductor devices – P-N diode, Transistors, FETs, Applications
- Power supply, AC & DC, Rectifiers

IV. Digital Electronics & Information Technology

- Principles of Digital Electronics – Boolean Algebra, Digital Devices and their applications
- Information Technology – Generations, PC specifications, Operating systems – Windows, Linux and Application Software.

Part – B - Professional Subjects

I. Signalling :

- Basics of Signalling
- Principles of Interlocking, Signal Interlocking Plan, Route holding principles, Table of Control
- Colour Light Signal concepts

- Signalling Elements – Relays, Cables, LED Signals, Point Machines, Track Circuits (DC, AC & AFTC), Axle Counters (SSDAC & MSDAC), Block instruments, Integrated Power Supply, Interlocked Level Crossing Gates and Data Loggers
- Automatic Signalling
- Intermediate Block Signalling, BPAC, UFSBI
- RE Modifications
- Relay Interlocking concepts - Metal to Carbon, Metal to Metal, Panel Interlocking and Route Relay Interlocking
- Electronic Interlocking – Principles, Configuration, Interface logic, Application logic, VDU logic, FAT, SAT, Technical System Approval
- Earthing, Lightning and Surge protection arrangements
- Train Protection Systems – TPWS, Kavach
- Centralised Traffic Control (CTC) , Train Management System (TMS)
- Execution of S&T Infrastructure works – Planning, Execution, CRS sanction, Documentation, Testing and Commissioning

II. Telecommunications

- Outdoor and Indoor Telecom cable system, jointing procedures, and maintenance and fault localisation methods, laying practices and precautions at work site
- Control Communication, OFC based, VoIP based, Emergency Control Communication, Voice Logger, COA
- Telephone Instruments, Signalling principles of Telephone Exchanges, Automatic, ISDN, and VoIP Telephone Exchanges
- PCM-TDM Principles, PD multiplexers, SDH principles and SDH equipments
- Modulation techniques and radio propagation
- VHF, UHF, Tetra, GSM-R, LTE-R
- OFC Communication systems, OFC Splicing, Measurements and laying practices
- Data Communication and IP networks, IP-MPLS, Data networks of IR, PRS, UTS, FOIS, TMS, NMS, Wi-Fi at stations, Firewalls/UTM, Cyber security and Wireless security
- Public address system, Passenger information systems and VSS

III. Codes & Manuals

- General Rules
- Railways (Opening for Public Carriage of Passengers) Rules
- Indian Railways Schedule of dimensions
- Indian Railway Signal Engineering Manual
- Indian Railway Telecom Manual
- Accident Manual
- Block working Manual
- Extracts of Operating manual for Indian Railways, Indian Railways manual of AC Traction Maintenance and Operation and Indian Railways Permanent Way Manual relevant for Signal & Telecom Engineers

IV Workshop Practices

- Raw material processing
- Workshop Machines and their utilisation
- Overhauling procedure and practices
- Inspection and testing of components
- Testing procedures of Block Instruments , Relays, Point Machines, IPS, EoLB, Track Feed Battery Chargers, EKTs, Control Panels and Mechanical Items.
- RDSO approval procedure and Renewal
- Production Management Plan
- Quality control and Safety Practices
- Calibration of instruments and machines
- ISO/IMS Certification for workshops
- Scrap disposal
- Workshop suspense
- Costing of products
- Incentive schemes

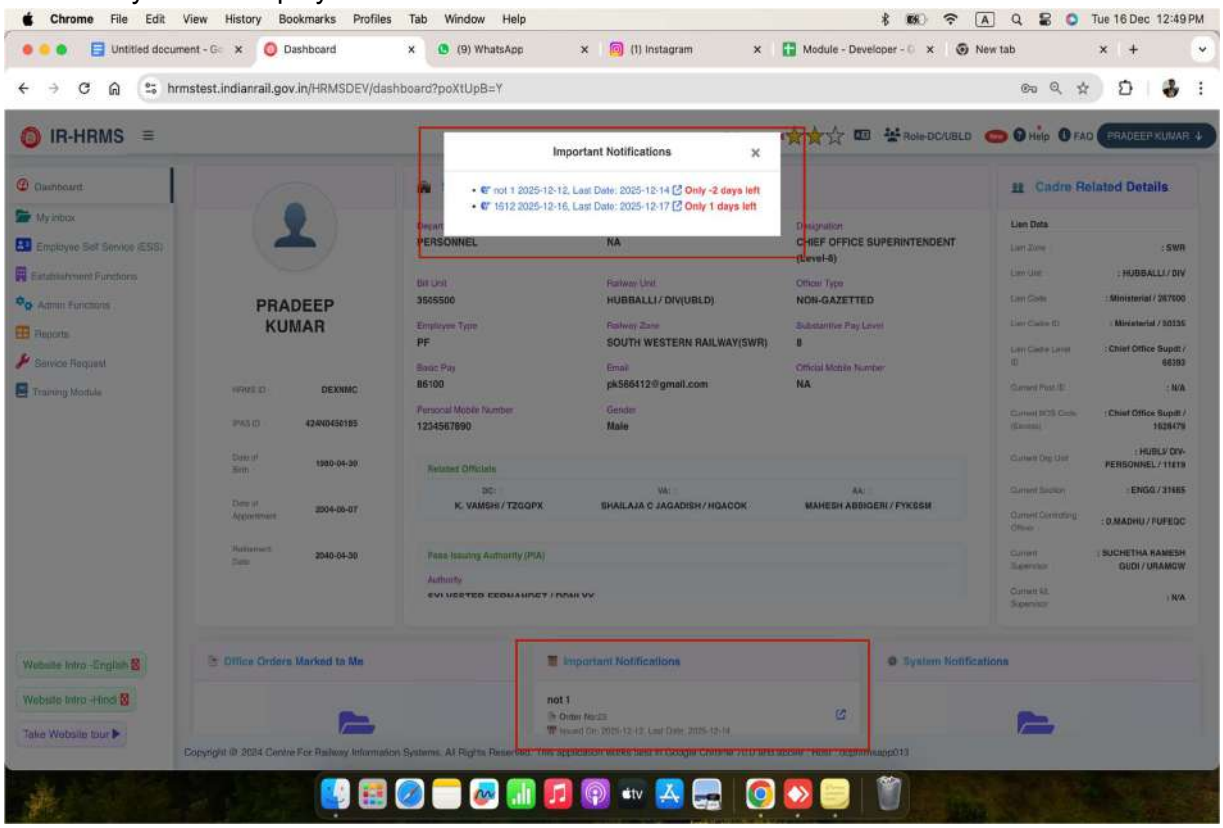
Part - C – Official Language

Official Language Policy, Act, Rules, Incentive Schemes etc

ANNEXURE-B

Application against the Notification by the Employee

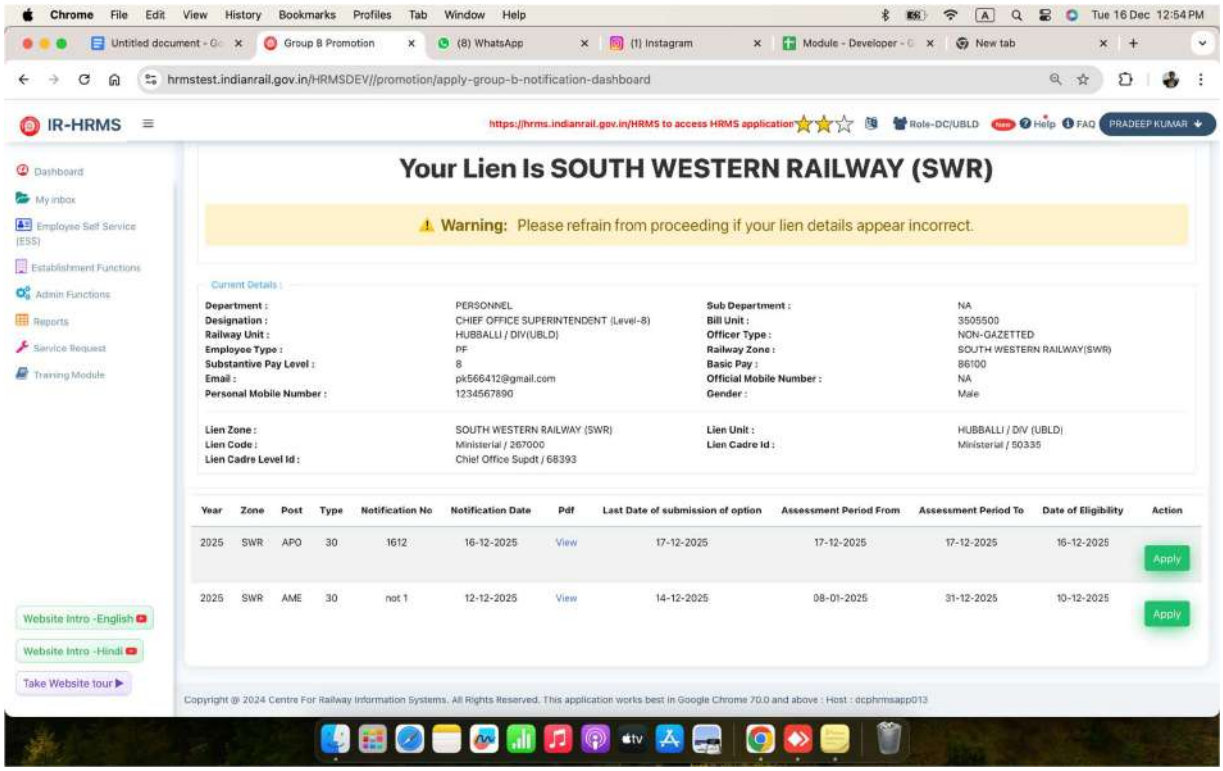
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

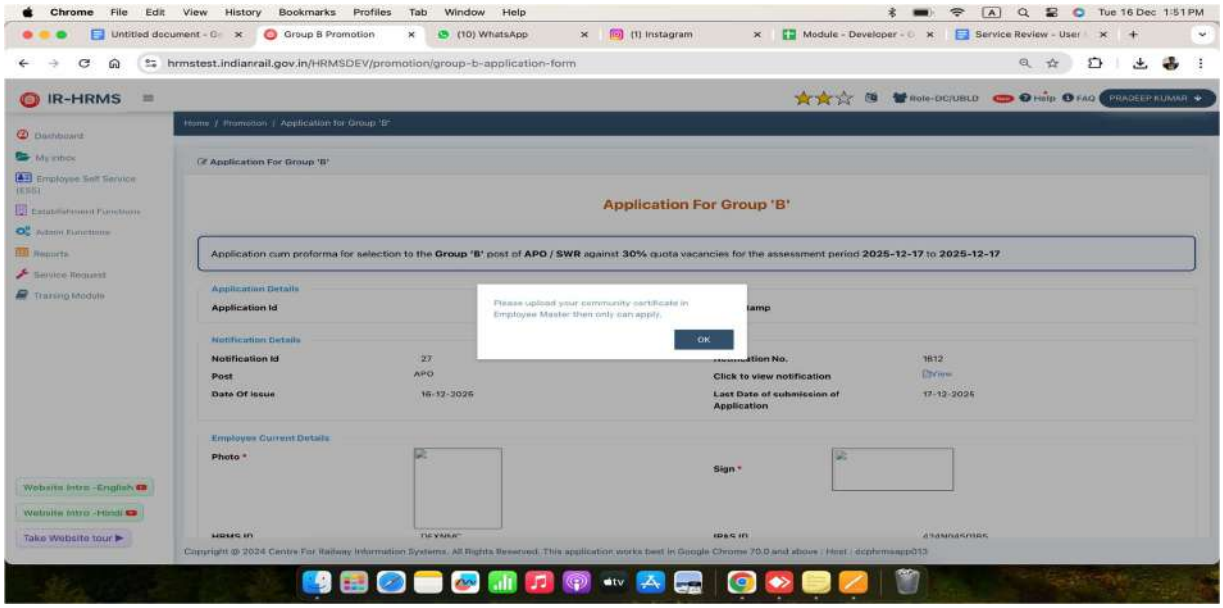
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway.The employee can apply against any notification by clicking on the ‘Apply’ button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**



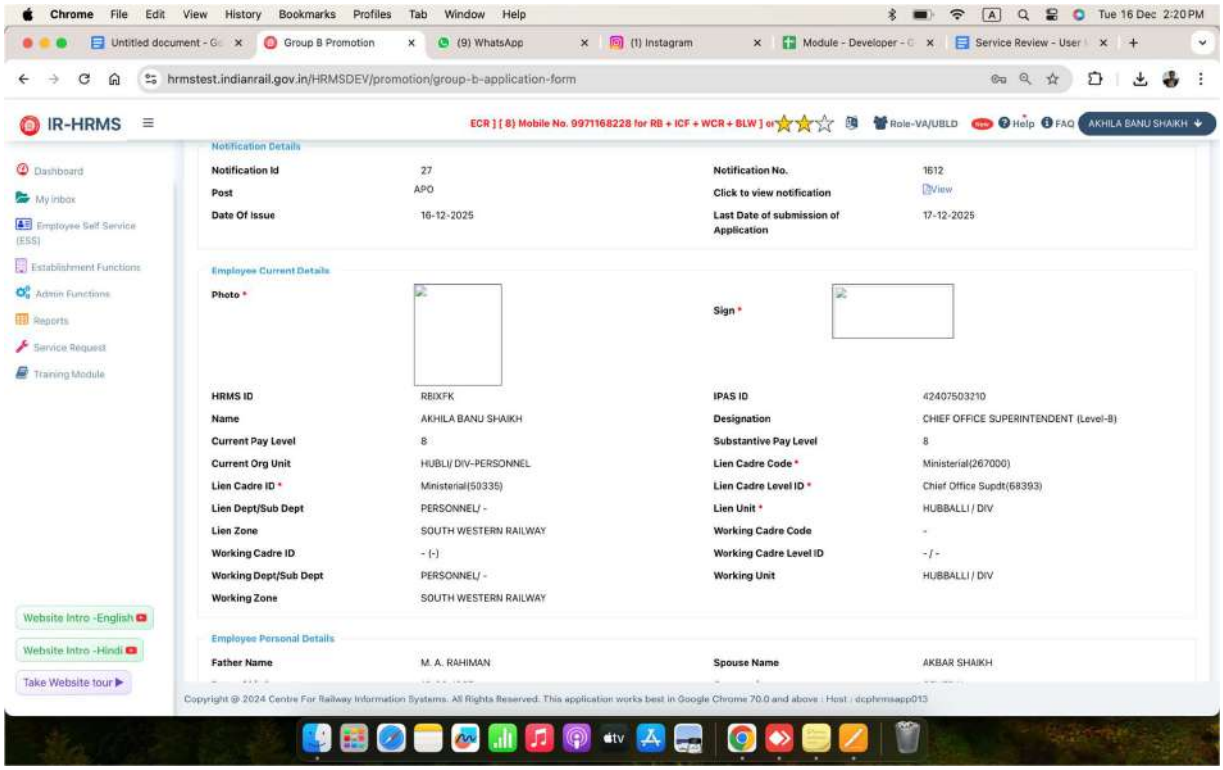
Once the employee clicks on ‘Apply’ button, the page for application opens up.

“*If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself.*”



The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.
If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.



The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

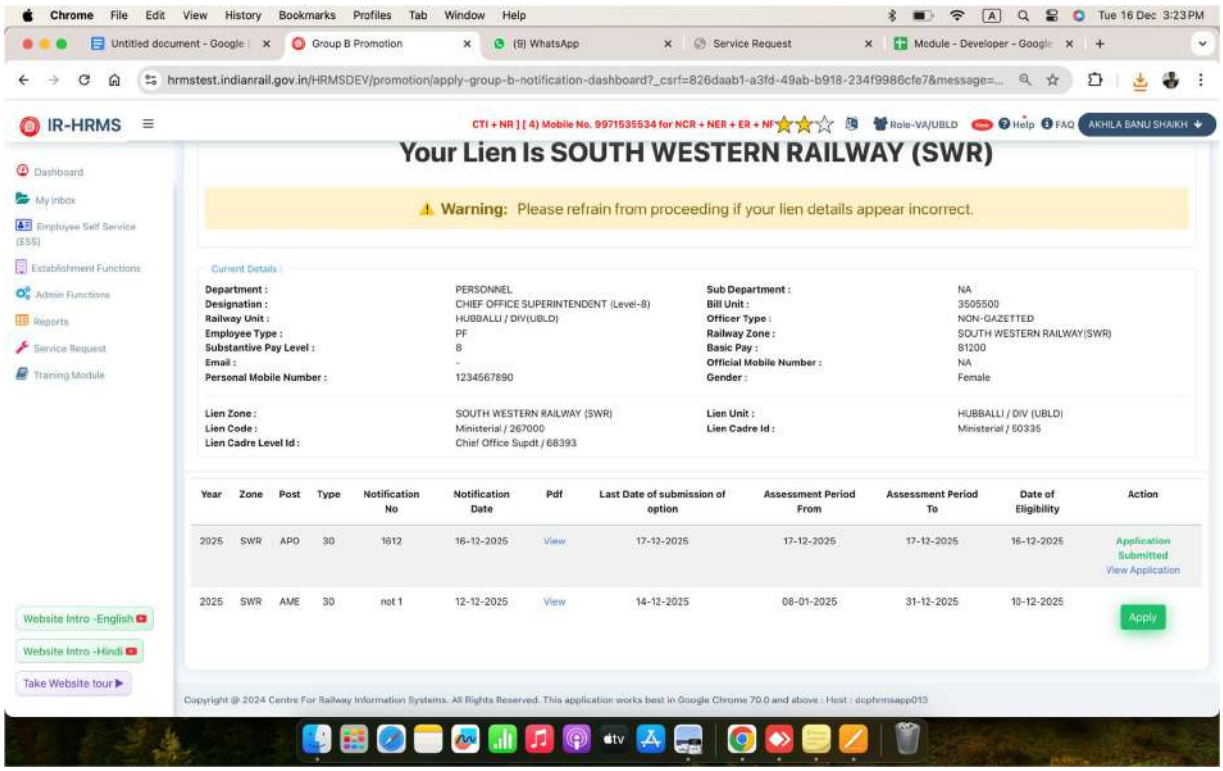
a) Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
b) If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
c) Employee has to enter the details of promotion i.e date of past promotion and the length of service in each grade.

d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
e) If the employee is medically decategorised, the details of the same has to be entered.
f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.



This completes the employees' part of submitting an application.
All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.