



पूर्वोत्तर रेलवे

कार्यालय महाप्रबन्धक (कार्मिक), गोरखपुर.273012

File No-NER-HQ0PERS(SELB)/9/2023-O/o APO/GAZ/HQ/NER (104088)

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/मंडलेतर ईकाई के सभी कार्मिक एवं यांत्रिक/विद्युत 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।

विषय:-सर्वाई/सकाप्र, 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 सर्वाई-सकाप्र/डीजल पावर, कैरेज एवं वैगन, 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 है:-

1. रिक्ति-

पद/कोटा	UR	SC	ST	PwBD	Total
सर्वाई/सकाप्र, 30%	01	01	00	00	02

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.

- यांत्रिक विभाग में कार्यरत नान-मिनिस्ट्रियल 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।
- महाप्रबन्धक/कार्मिक/गोरखपुर के पत्र संख्या-का/255/7/सर्विई/वरीयता/नवम्/लूज दिनांक 17.08.2022 के अनुसार यह निर्णय लिया गया है कि सभी चालक एवं सहायक चालक विद्युत लोको के लिए प्रशिक्षित किए जा चुके हैं, अतः रनिंग कर्मचारियों को सहायक विद्युत इंजी., ग्रुप-बी 70 प्रतिशत एवं 30 प्रतिशत के चयन में शामिल किया जायेगा। अतः रनिंग कर्मचारी सर्वाई/सकाप्र के चयन में बैठने हेतु पात्र नहीं होंगे।
- 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 ग्रेडों में नियमित रूप से नियुक्त कर्मचारी इस चयन हेतु पात्र होंगे।
- रेलवे बोर्ड के पत्र संख्या E(NG)I-93/PMI/4 दिनांक 18.01.1993 के अनुसार, रेलवे कर्मचारी द्वारा रेल सेवा में नियुक्ति से ठीक पहले ट्रेनिंग में बिताया गया समय ग्रुप-बी, चयन/LDCE के लिए सेवा के तौर पर गिना जाएगा।

- E. रेलवे बोर्ड के पत्र संख्या ई(जीपी) 2005/2/74 दिनांक 13.03.2008 (RBE No. 40/2008) के 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।
- F. उपरोक्त चयन मास्टर सर्कुलर-68 (अपडेट-2019) एवं रेलवे बोर्ड द्वारा जारी अन्य निर्देशों के अनुसार होना सुनिश्चित है।

4. चयन पूर्व प्रशिक्षण-

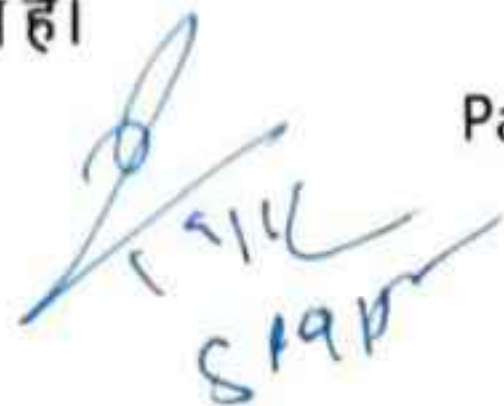
रेलवे बोर्ड के पत्र संख्या ई (जीपी)2010/2/39 (आरबीई-142/2019) दिनांक 28.08.2019 एवं ई(जीपी) 2022/2/4 दिनांक 07.02.2023 के अनुसार इस चयन हेतु अजा. अभ्यर्थियों को 15 दिन/60 घंटे का चयन पूर्व प्रशिक्षण दिया जाना है जिसके लिए HRMS पर आवेदन करते समय प्रशिक्षण प्राप्त करने हेतु दिए गए विकल्प को चुनना अनिवार्य है।

5. चयन प्रक्रिया-

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 & Official language 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	

- A. लिखित परीक्षा में 150 अंको का एक प्रश्न पत्र होगा, जिसमें 100 प्रतिशत वस्तुनिष्ठ किस्म के बहुविकल्पीय प्रश्न होंगे। परीक्षा का समय 03 घण्टे निर्धारित है।
- B. 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।
- C. इस चयन हेतु रेलवे बोर्ड के पत्र संख्या ई (जीपी) 2022/2/4 दिनांक 07.11.2022 द्वारा निर्धारित पाठ्यक्रम संलग्न है।
- D. लिखित परीक्षा में उत्तीर्ण अभ्यर्थियों को चिकित्सा जाँच में फिट पाये जाने के उपरान्त ही मौखिक परीक्षा हेतु बुलाया जायेगा एवं मेरिट के अनुसार पैनल बनाने का प्रावधान है।



6. अभ्यर्थियों हेतु निर्देश-

- 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।
- 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।
- उपरोक्त परीक्षा के लिए पात्र कर्मचारियों में इस अधिसूचना का व्यापक प्रचार किया जाए तथा इस अधिसूचना की एक प्रति नोटिस बोर्ड पर भी चस्पा कर दी जाए। सभी अभ्यर्थियों को यह भी सूचना दे दी जाये कि इस चयन में कोई अनुपूरक लिखित परीक्षा किसी भी दशा में नहीं होगी।

7. HRMS के माध्यम से आवेदन करने हेतु दिशा-निर्देश-

- उपर्युक्त LDCE 30% के लिए आवेदन एचआरएमएस के माध्यम से आमंत्रित किए जाएंगे। Physical Application स्वीकार नहीं किए जाएंगे।
- 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।
- इच्छुक अभ्यर्थी द्वारा HRMS के माध्यम से ऑनलाइन आवेदन जमा करने के लिए उम्मीदवारों को दिए गए विस्तृत निर्देश अनुलग्नक के रूप में संलग्न हैं।
- आरक्षित समुदाय के कर्मचारियों के कर्मचारी जांच लें कि उनका समुदाय प्रमाण पत्र HRMS के 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।
- 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 में जाकर सिस्टम में अपनी वर्तमान फोटो और हस्ताक्षर अपलोड करवाने होंगे और अनुमोदन प्राप्त करना होगा।
- 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।
- यह सुनिश्चित किया जाना चाहिए कि इस अधिसूचना का व्यापक प्रचार-प्रसार सभी संबंधित कर्मचारियों तक हो। यह इकाई के कार्मिक अधिकारियों/नियंत्रण अधिकारियों की व्यक्तिगत जिम्मेदारी है कि अधिसूचना सभी पात्र कर्मचारियों तक समय पर पहुंच जाए।
- 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 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

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.

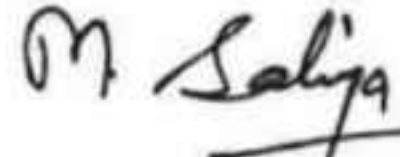
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**Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of
Centralized Computer Based Multiple Choice Objective type
examination (CBT) in all departments having Organised Services**

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


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Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

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

Syllabus for Financial Rules:

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

SYLLABUS FOR PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH 30% LDCE IN MECHANICAL DEPARTMENT

Paper will be of two parts one part will be of General questions comprising questions from General Knowledge, Quantitative aptitude, Applied Mechanics, General Science Information Technology and EnHM. and other sections comprising of questions from establishment, financial rules and Stores will be and Technical questions from four streams of Mechanical Department. Questions on PU are included in workshop segment. Question on Rajbhasha will be of optional nature of fifteen marks

Section A

GENERAL PORTION-

GENERAL KNOWLEDGE

This section would contain questions of general interest and importance which is acquired by general observation and reading without specific text book study. Subjects of national importance as well as achievements of railways will also be covered. The standard of General Knowledge shall not be more rigorous than Matriculation.

Quantitative Aptitude

- Arithmetic & Statistical Operations Graphs, Fractions, Percentage, Sampling & Averages
- Geometry-Area & volume upon Higher Secondary/Class 12 Standard
- Algebra, simultaneous equations etc upon Higher Secondary/Class 12 Standard
- Questions on General quantitative aptitude

Applied Mechanics

Various Engineering materials and their properties, Bearings, Stress & Strain, Fatigue, Hardness, Corrosion & Surface finish.

General Science

- Mechanics: Newton's Laws of Motion, Velocity & Acceleration, work, energy, power, Archimedes Principle etc.
- Temperature & its measurement
- Mechanics Velocity & Acceleration, work done & horse power etc upon Higher Secondary/Class 12 standard
- Heat & Work, Expansion of Solids Liquids & Gases
- IC Engines, Gas Turbines, Heat Recovery & Thermal Efficiency, Supercharging & Intercooling
- Ohm's Law, Coulombs Law, Faraday's Laws, Voltage, Current & Resistance, wet & dry batteries, power factor
- Simple Motors & Dynamos-Principle & working, transformer, relay, fuse, circuit breakers
- Power Supply, AC & DC, Rectification

INFORMATION TECHNOLOGY

Familiarity with Personal Computer Specs- Processor, RAM, Hard Disk, Floppy, CD, Multimedia etc.

- Basic MS Word, Excel and Power Point

- Basic Local Area Networks: Servers, Hubs, Switches, Structured Cabling, Nodes, Network applications
- Using Internet: Email, Browsing, Searching
- General Information on various portals used in Indian Railways including GEM,UDM,IREPS,FMM,E Office etc.

EnHM

- Environment, Quality Management Systems ISO 9000 & ISO 14000
- Environment management system (ISO 14001),
- solid waste management rules
- CTE (Consent to Establish) CTO, (Consent to operate)
- Water act, air act,
- hazardous waste management act
- water policy of Indian Railways

Section B

Part-A consists of questions from Establishment ,Financial rules & Stores.

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Division & Workshop Management, Diesel Locomotives, Carriage & Wagon and Workshops,

PART-A (Stores Rules)

STORES

- Classification of Stores
- Procedure of drawal of Stores
- Indenting Procedures
- Procurement methods-Local purchase, Spot purchase, Bulletin tender, Advertised tender, Limited tender, Tender Committee, Direct Purchasing
- Schedule of Powers
- Incoming inspection requirements
- Scrap disposal

PART-B-Professional Portion-

DIVISIONAL WORKING & OPERATIONS MANAGEMENT

- Working Time Table
- Working in Control Office including Passanger grievance redressal portals e.g. Rail Madad
- Accident Classification, definitions, ART Ordering, Role of Supervisors & officers at accident site Management. ,Accident investigation including proforma for measurement
- 140 ton Crane Construction & safety in operations

DIESEL LOCOMOTIVES

- Basic Features and troubleshooting of HHP locomotives
- Preventive maintenance schedules
- Latest design improvements in diesel locomotives to reduce failures on line.
- Features of GE Locomotives
- Design improvements in bogies to make them fit for high speed operation
- Air Brake system of diesel locos including working of compressors and vigilance control devices and their maintenance
- Cooling water system of diesel engines
- Fuel oil system of diesel engines
- Control of lubricating oil consumption
- Safety devices used on diesel engines and locomotives
- Trouble shooting on locomotives running on the railways
- Fuel Economy on diesel locomotives
- Thermal loading of engine components
- Under gear maintenance
- Suspension bearings, wheels
- Electric Systems of Diesel Locomotive
- Load Box Testing
- MEMU ,DEMUs-types, systems & trouble shooting
- Basics of DPRS (Distributed Power Rolling Stock)
- Introduction to GM Locomotives and its systems

CARRIAGE & WAGON

Coaching stock- preventive maintenance schedules in Coaching Depots including IOH.POH, SS2, SS3 Schedules in shops

- Wagon Stock-preventive maintenance including ROH in depots and POH Schedule in shops ,Ride Index, Anti Telescopic features
- IRCA Rules for reject able defects
- ICF & LHB Coach Bodies and their maintenance in sick line/shops
- Generic details of train set
- Casnub Bogie & its modifications for high speed
- Corrosion repairs to caching and goods stock
- Couplers & Draw gear, Train Parting , Brake Binding & measures to avoid the same
- Water availability in coaches
- Fire prevention on Trains
- Air Brake System-Twin Pipe & single pine. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches
- Passenger amenity items
- OBHS , CTS and other coach cleaning systems

- Maintenance Pattern of freight trains including CC Rakes & Coaching stock maintenance including Revised Policy Circular-4
- Neutral Train Examination
- Maintenance of various components like DV, SAB, PEASD
- Latest design improvements of Carriage & Wagons to improve their performance and speed potential
- LHB Coaches & BLC Wagons
- Construction, Design & Maintenance of special purpose Wagons

WORKSHOPS and Production Units

- System of labour accountal GA Cards for time keeping documents, tally sheets, Job/Route Cards, inspection & rate fixing
- Rules & Calculations under incentive scheme
- Paints & painting systems
- Different types of machine tools such as lathes, milling machines, shapers, planers, cutting tools & cutting speeds
- CNC machines
- CLW Pattern of Incentive Scheme, Group Incentive Scheme
- Different types of welding processes, welding defects
- Wheels, tyres & axles and their ultrasonic testing
- Heat treatment of ferrous items such as surface hardening, annealing, normalizing etc
- Roller Bearing & Cartridge Bearings
- Injury free features in coaches
- Material handling
- Design of coaches and wagons
- Basic concepts of casting and Heat treatment methods
- Manufacturing and Heat treatment process of wheels and axles
- Factory Layout
- Process flow chart of Production Units
- Machinery and Plant maintenance

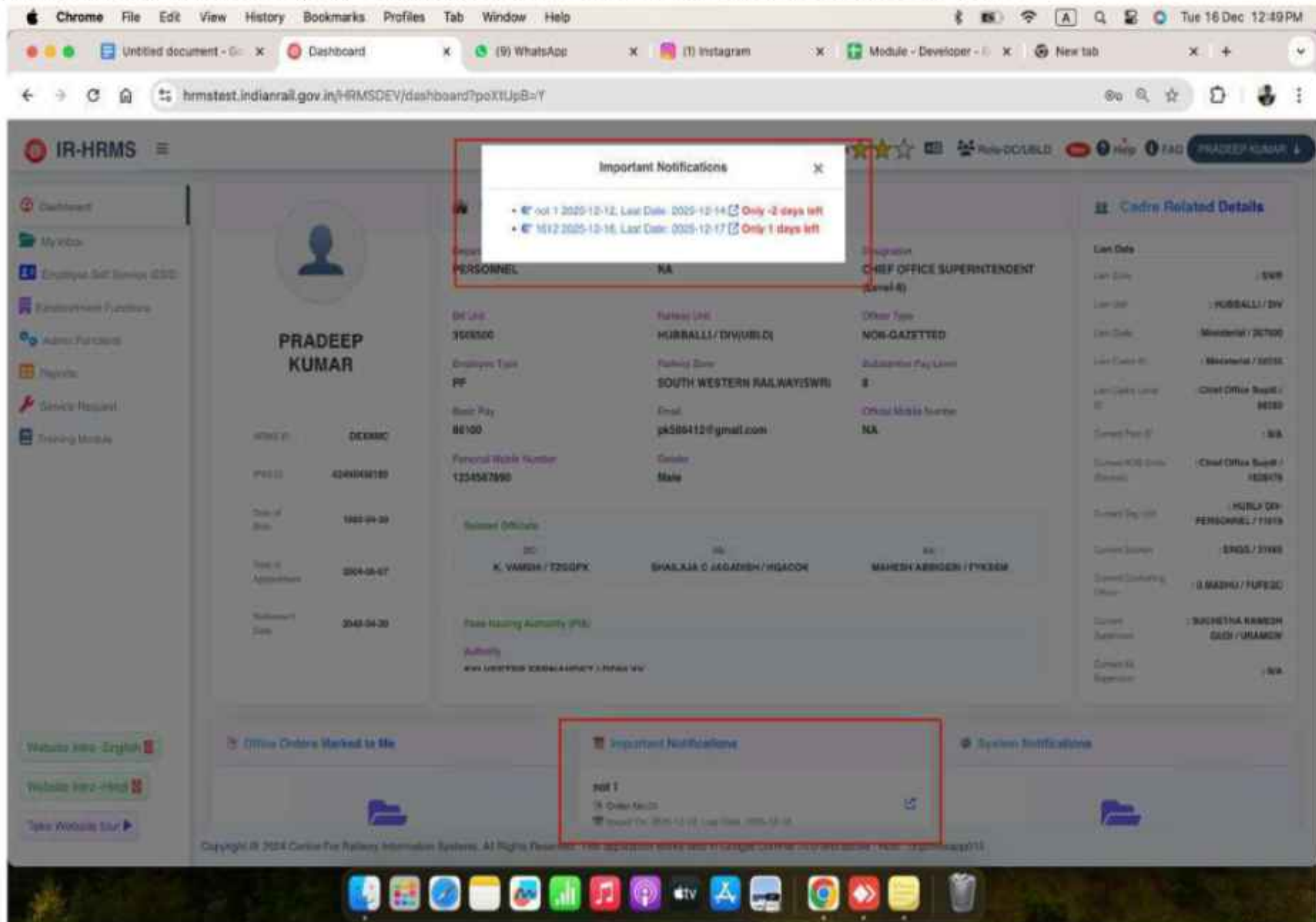
Rajbhasha

Optional questions of 15 marks

ANNEXURE-B

Application against the Notification by the Employee

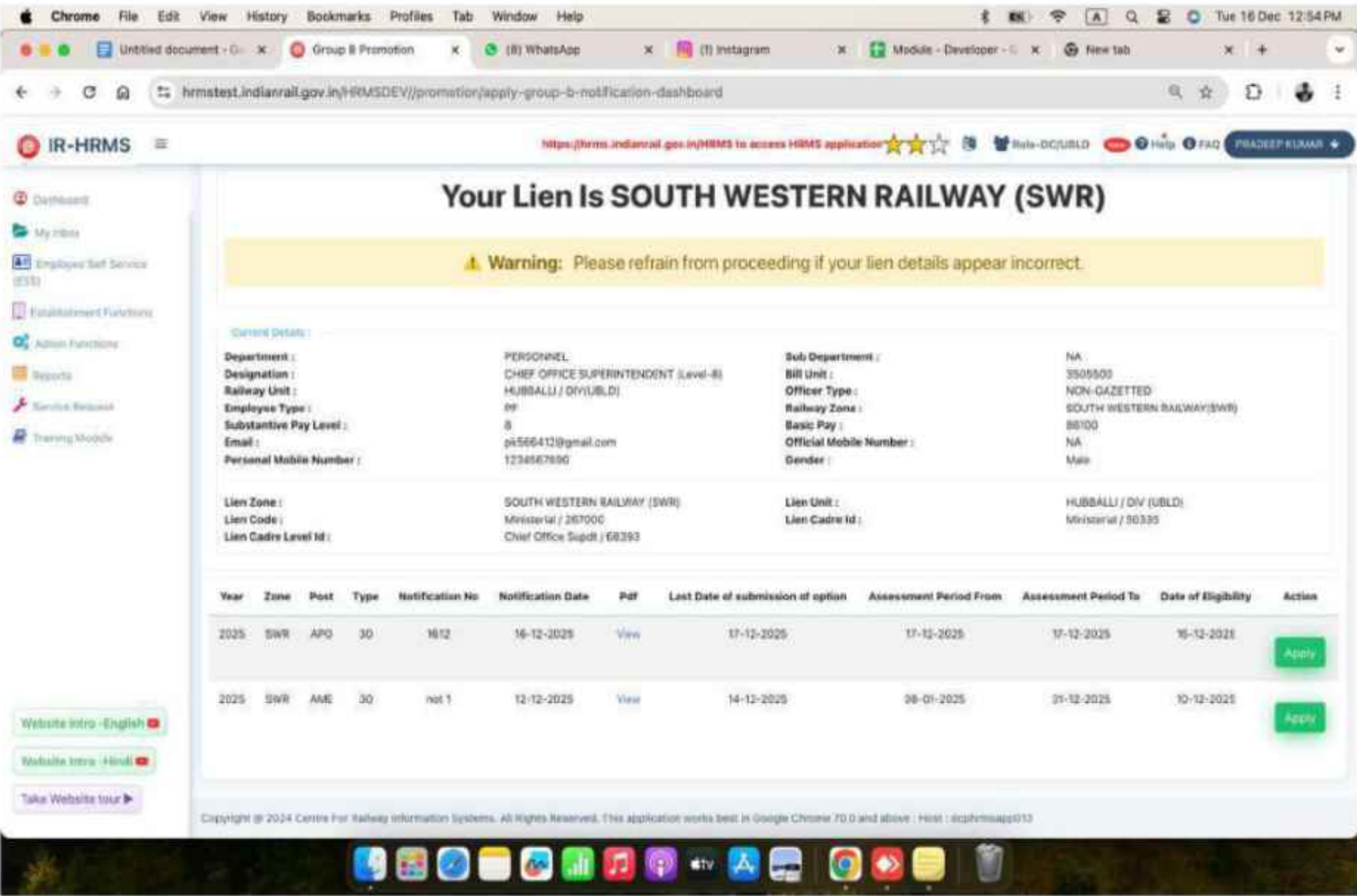
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

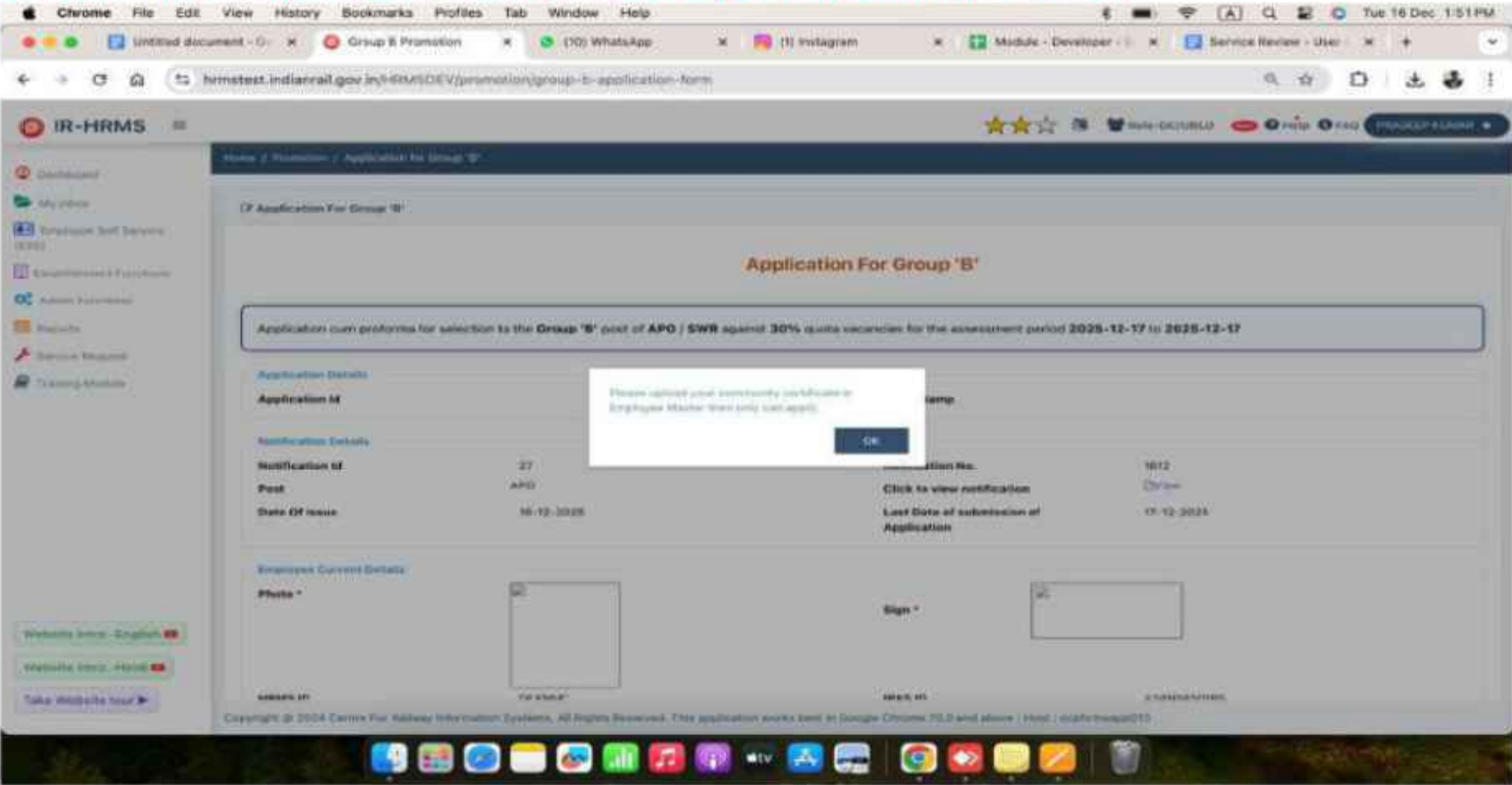
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee 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 screenshot displays the IR-HRMS application form for a Group B Promotion. The interface includes a top navigation bar with the user's name 'AKHILA BANU SHAIKH' and a left sidebar with various menu items. The main content area is divided into three sections: Notification Details, Employee Current Details, and Employee Personal Details.

Notification Details	
Notification Id	27
Post	APO
Date Of Issue	16-12-2025
Notification No.	1612
Click to view notification	View
Last Date of submission of Application	17-12-2025

Employee Current Details	
Photo *	
Sign *	
HRMS ID	REBPK
Name	AKHILA BANU SHAIKH
Current Pay Level	8
Current Org Unit	HUBLI DIV-PERSONNEL
Lien Cadre ID *	Ministerial(53335)
Lien Dept/Sub Dept	PERSONNEL -
Lien Zone	SOUTH WESTERN RAILWAY
Working Cadre ID	- (-) -
Working Dept/Sub Dept	PERSONNEL -
Working Zone	SOUTH WESTERN RAILWAY
IPAS ID	42407503210
Designation	CHIEF OFFICE SUPERINTENDENT (Level-8)
Substantive Pay Level	8
Lien Cadre Code *	Ministerial(267000)
Lien Cadre Level ID *	Chief Office Supdt(56393)
Lien Unit *	HUBBALLI / DIV
Working Cadre Code	-
Working Cadre Level ID	- (-) -
Working Unit	HUBBALLI / DIV

Employee Personal Details	
Father Name	M. A. RAHIMAN
Spouse Name	AKBAR SHAIKH

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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.

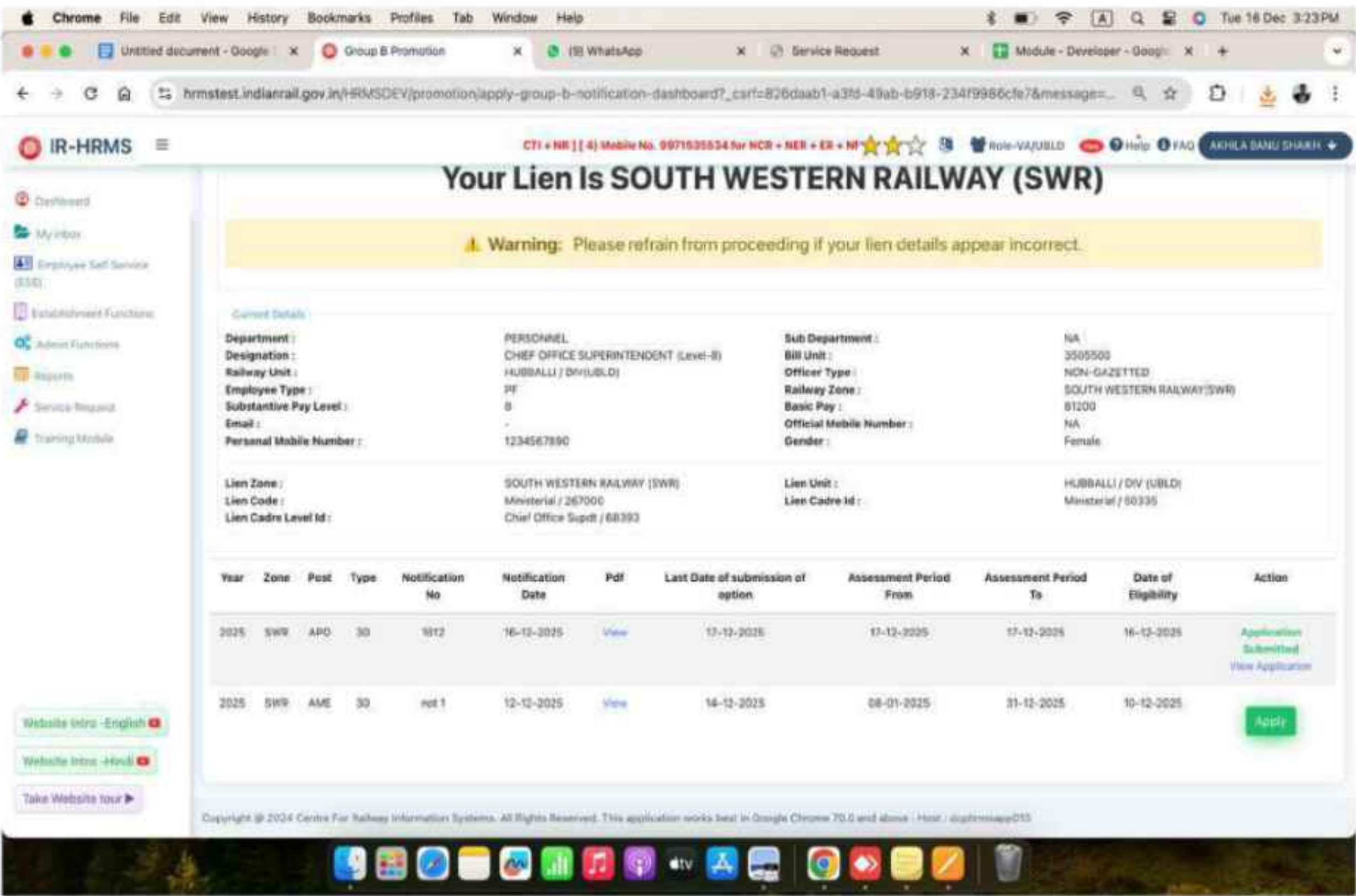
- a) Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
- b) If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
- c) Employee has to enter the details of promotion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