



पूर्वोत्तर रेलवे

कार्यालय महाप्रबन्धक (कार्मिक), गोरखपुर.273012

File No- NER-HQ0PERS(SELE)/13/2024-O/oPCPO/NER (124238)

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 वाणिज्य 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/ZRTI/IRITM/ पूर्वोत्तर रेलवे एवं रेलवे वेबसाईड प्रति।

विषय:-सहायक वाणिज्य प्रबन्धक लेवल-08 (ग्रुप-बी) के पद पर पदोन्नति हेतु 30% कोटे की रिक्तियों के विरूद्ध चयन की अधिसूचना।

रेलवे बोर्ड के पत्र संख्या -E(GP)/2024/2/37 (3477173) दिनांक 12.12.2025 में निहित निर्देशों के अनुसार में सहायक वाणिज्य प्रबन्धक, 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
सहायक वाणिज्य प्रबन्धक., 30%	02	00	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.

- वाणिज्य विभाग के 'ग्रुप C' कर्मचारी और अन्य विभागों में पोस्टेड CLAs, जिनका NER में लीयन है और जो ग्रेड PB-2 ₹9300-34800/- + GP-4200/- (6th PC) / लेवल-6 (7th PC) और उससे उच्च ग्रेड में कार्यरत हैं जिनकी नियमित सेवा 01.01.2025 तक 05 वर्ष की है, वे RBE संख्या 216/2019 के अनुसार चयन में भाग लेने के पात्र हैं।
- रेलवे बोर्ड के पत्र संख्या E(GP)2005/2/74 दिनांक 13.03.2008(RBE No. 40/2008) के अनुसार उन व्यक्तियों के मामले में जिन्हें पदों कि उसी कोटी में किसी नई इकाई में अनुरोध के आधार पर स्थानांतरित किया गया हो और वहाँ उन्हें निम्नतम वरिष्ठता दी गई है, तो जहाँ भी नई इकाई में पदोन्नति के लिए सेवा की न्यूनतम अवधि को शर्त के रूप में निर्धारित किया गया है, वहाँ पिछली इकाई में उनके द्वारा की गई सेवा कि उनकी पात्रता के निर्धारण के लिए गणना किया जाएगा, बशर्ते सेवा की अवधि जिसकी गणना की अनुमति दी गई है, वह नई इकाई में उसके तत्काल वरिष्ठ की सेवा की अवधि में अधिक न हो।
- उपरोक्त चयन मास्टर सर्कुलर-68 (अपडेट-2019) एवं रेलवे बोर्ड द्वारा जारी अन्य निर्देशों के अनुसार होना सुनिश्चित है।

(Signature)
 8 PCP/22

- D. बोर्ड के पत्र संख्या E(NG)I-93/PMI/4 दिनांक 18.01.1993 के संदर्भ में, सेवा में नियुक्ति से ठीक पहले प्रशिक्षण अंतर्गत रेलवे कर्मचारी द्वारा बिताया गया समय ग्रुप-बी चयन/LDCE के उद्देश्य के लिए सेवा के रूप में माना जाएगा।

4. चयन पूर्व प्रशिक्षण-

रेलवे बोर्ड के पत्र संख्या E(GP)2010/2/39 (RBE-42/2019) दिनांक 28.08.2019 के अनुसार उक्त चयन हेतु आरक्षित समुदाय का कोई रिक्ति नहीं है अतः इस चयन हेतु चयन पूर्व प्रशिक्षण नहीं दिया जाना 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 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 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।

6. अभ्यर्थियों हेतु निर्देश-

- A. चयन के दौरान पात्रता के सम्बन्ध में यदि कोई नया तथ्य प्रकाश में आता है, जिसमें 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. चूंकि यह अधिसूचना वेबसाइट के माध्यम से सर्व सम्बन्धित 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 पूर्वोक्त रेलवे की वेबसाइट <https://ner.indianrailways.gov.in/समय-समय पर देखते रहें।>

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

- A. उपर्युक्त LDCE30% के लिए आवेदन HRMS के माध्यम से आमंत्रित किए जाएंगे। Physical Application स्वीकार नहीं किए जाएंगे।
- B. 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।
- C. 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।
- D. आरक्षित समुदाय के अभ्यर्थी 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 में जाकर सिस्टम में अपनी वर्तमान फोटो और हस्ताक्षर अपलोड करवाने होंगे 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/नियंत्रण अधिकारियों की व्यक्तिगत जिम्मेदारी है कि अधिसूचना सभी पात्र कर्मचारियों तक समय पर पहुंच जाए।

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/मुख्यालय
कृते महाप्रबन्धक कार्मिक

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

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

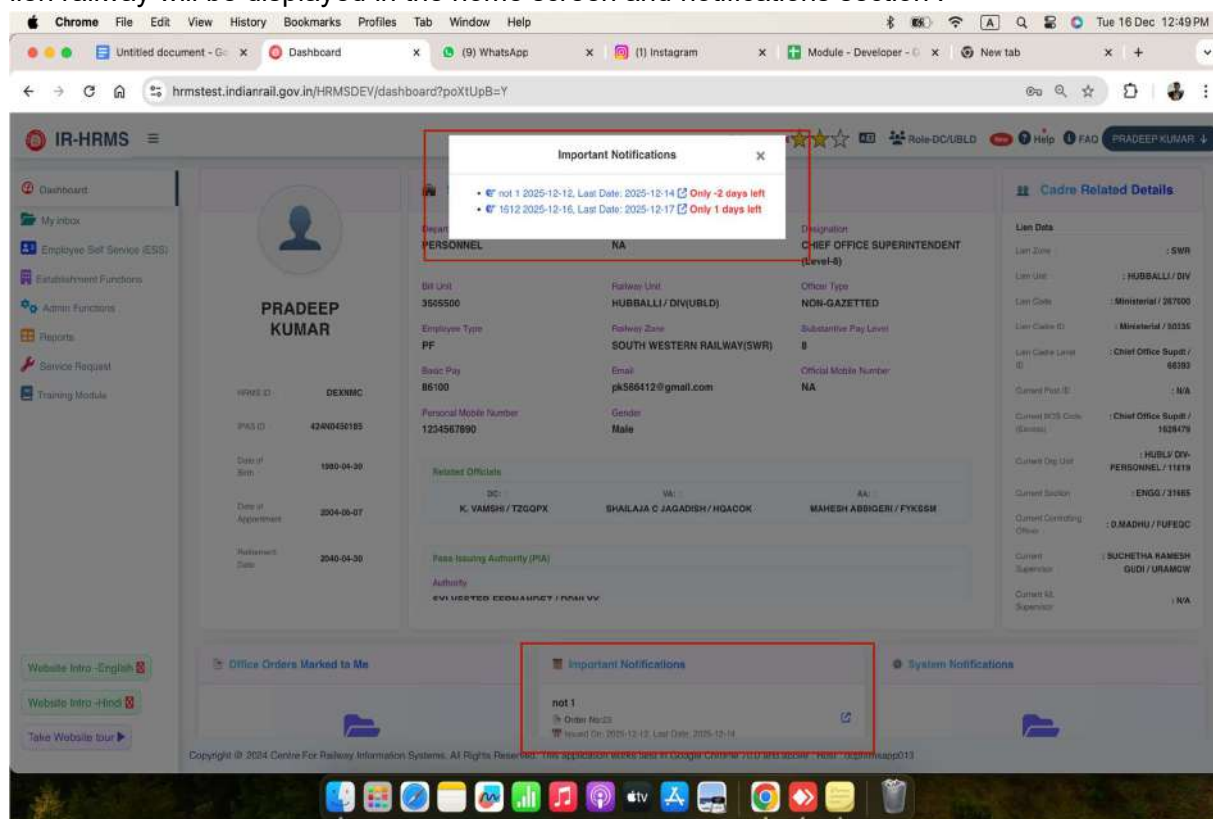
VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

ANNEXURE-B

Application against the Notification by the Employee

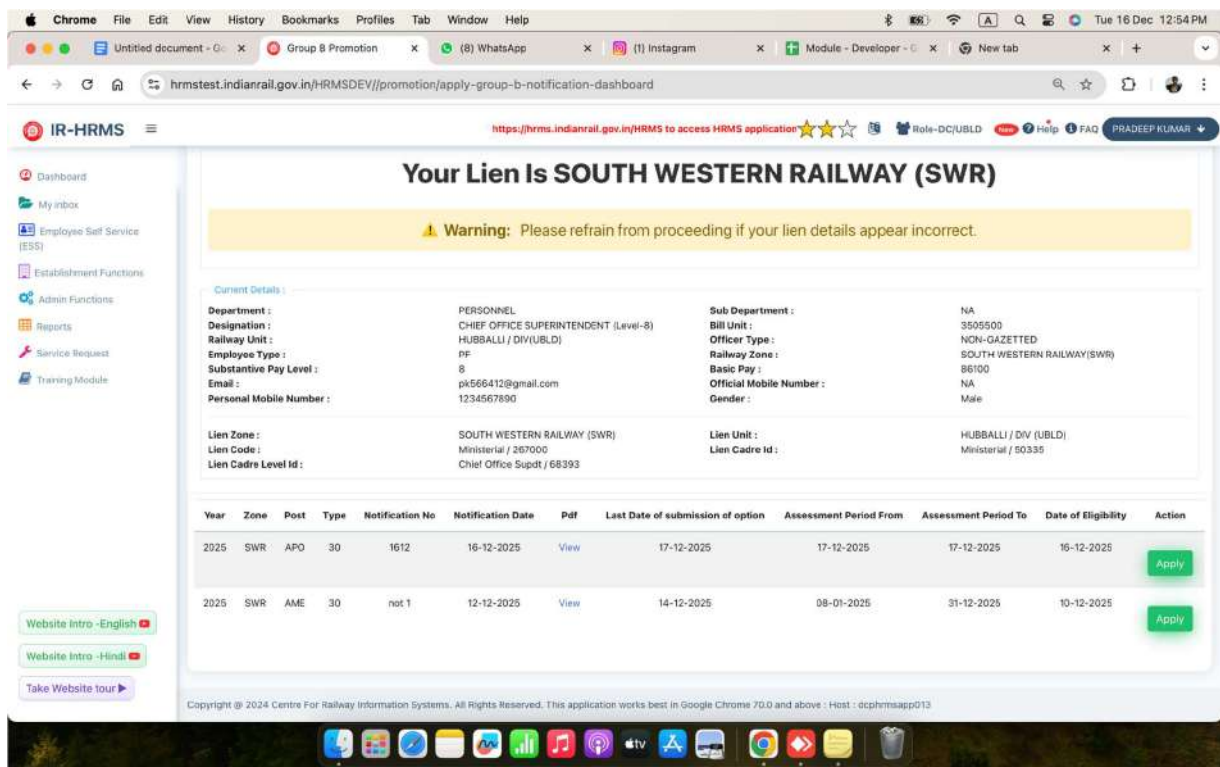
When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

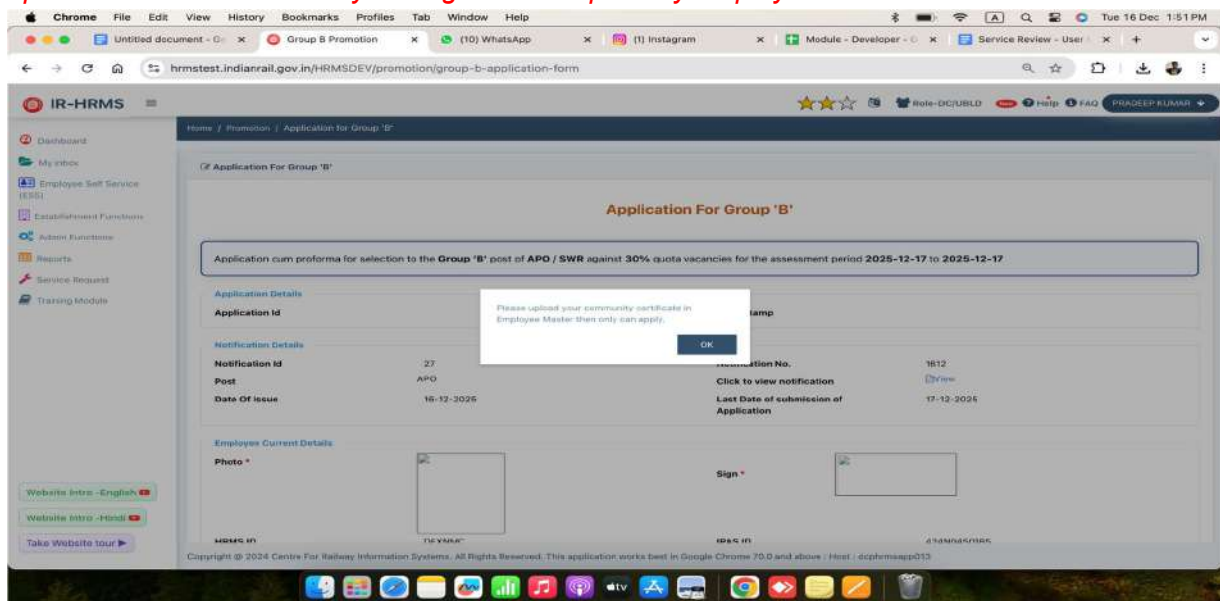
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee 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 shows the IR-HRMS application form for Group B Promotion. The form is displayed in a web browser window with the URL hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form. The form is titled "Group B Promotion" and includes a notification details section, employee current details, and employee personal details.

Notification Details

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

Employee Current Details

Photo *		Sign *	
HRMS ID	RE0XFK	IPAS ID	42407503210
Name	AKHILA BANU SHAIKH	Designation	CHIEF OFFICE SUPERINTENDENT (Level-B)
Current Pay Level	8	Substantive Pay Level	8
Current Org Unit	HUBLI/ DIV-PERSONNEL	Lien Cadre Code *	Ministerial(267000)
Lien Cadre ID *	Ministerial(50335)	Lien Cadre Level ID *	Chief Office Supdt(68393)
Lien Dept/Sub Dept	PERSONNEL/ -	Lien Unit *	HUBBALLI / DIV
Lien Zone	SOUTH WESTERN RAILWAY	Working Cadre Code	-
Working Cadre ID	- (-)	Working Cadre Level ID	- (-)
Working Dept/Sub Dept	PERSONNEL/ -	Working Unit	HUBBALLI / DIV
Working Zone	SOUTH WESTERN RAILWAY		

Employee Personal Details

Father Name	M. A. RAHMAN	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.

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

The screenshot displays the IR-HRMS web application interface. The top navigation bar includes the IR-HRMS logo, a user profile dropdown for 'AKHILA SANU SHAIKH', and various utility links like 'CTI + NR', 'Mobile No.', 'Role-VA/UBLD', 'Help', 'FAQ', and 'Logout'. The main heading reads 'Your Lien Is SOUTH WESTERN RAILWAY (SWR)'. Below this, a yellow warning box states: 'Warning: Please refrain from proceeding if your lien details appear incorrect.'

The 'Current Details' section is divided into two columns of key-value pairs:

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV(UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY(SWR)
Substantive Pay Level :	8	Basic Pay :	81200
Email :	-	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Female
Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Below the details, a table lists submitted applications:

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APD	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Application Submitted View Application
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

At the bottom, there are links for 'Website Intro -English', 'Website Intro -Hindi', and 'Take Website tour'. A copyright notice at the very bottom reads: 'Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcphrmaapp013'.

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.