

सं.वाई/पी/No.Y/P.532/II/Vol VII

दिनांक/Date:23.12.2022

Sr.DOM/MYS
All Concerned employees.

Sub: Selection for Promotion to Gr.'B' posts of AOM/ATM in Level-08 in Operating Department against 70% Quota-2023.

Ref: PCPO/SWR/UBL letter No. SWR/HQ/ P.607/ TT&C/ Optg/70%
2023 of 20.12.2022.

A copy of Hd.Qtrs letter dated 20.12.2022 cited is enclosed herewith. Applications from eligible employees for calling willingness to appear^{for} selection for above post, may be forwarded to reach this office on or before 27.12.2022. Applications received after this date will not be entertained under any circumstances.

Enclosed as Above.

K. Hari Bhat 23/12/22
(कालिदास हरि भट/KALIDAS HARI BHAT)

स. का. अधिकारी -I/ मैसूरु /APO/I/MYS
कृते व.का मं.अधिकारी//मैसूरु for Sr.DPO/MYS

Copy to : TI/Hqtrs/MYS, Ch.OS/Optg
Ch.OS /IPAS, Employees
Divisional Secty/SWRMU, AISCSTREA/MYS.

दक्षिण पश्चिम रेलवे
SOUTH WESTERN RAILWAY

प्रधान कार्यालय /Headquarters Office,
कार्मिक विभाग /Personnel Department,
“रेल सौधा”/“Rail Soudha”,

हुबबल्ली / Hubballi-580 020

दिनांक/Date: 20.12.2022

सं./No.SWR/HQ/P.607/TT&C/Optg./70%/2023

Secy. to GM/SWR, PCOM/SWR, PCCM/SWR
CAO/CN/BNC, SDGM/SWR, CCO/BNC
DRMs/UBL, SBC, MYS; CWMs/UBLS & MYSS
Sr.DOM/UBL, SBC & MYS;
Sr.DPO/UBL, SBC & MYS, Dy.CPO/CN/BNC
Dy.CPO/MYSS, WPO/UBLS

विषय/Sub:- Selection for promotion to Gr. 'B' posts of AOM/ATM in Level-08
in Operating Department against 70% quota - 2023.

* * *

SWR is proposed to hold selection for promotion to Gr-'B' posts of AOM/ATM in Level-8 of pay matrix in Operating Department against 70% quota.

2. Willingness is invited from the eligible Gr.'C' staff of Operating Department listed in Annexure-'A' within the zone of consideration to hold selection as detailed hereunder:-

- I. Assessment period : from 01.01.2023 to 31.12.2024**
II. No. of vacancies : 03 (UR - 02, SC - 1, ST - Nil, PwBD - Nil)

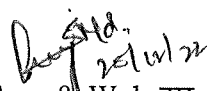
3. **Scheme of Selection:** Centralized Computer Based Multiple Choice Objective type examination(CBT), Medical examination, Viva-voce and assessment of record of service under seniority-cum-suitability pattern.

- a. (i) As per Board's Ir.No.E(GP)2022/2/4 dtd.18.10.2022, the Centralized Computer Based Multiple Choice Objective type examination(CBT) will be held on **22.01.2023 (Sunday)** by **DG/NAIR**. The time and venue of the CBT will be intimated in due course.
(ii) All Objective type MCQ will carry equal marks.
(iii) There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

	Prescribed paper	Max. marks	Qualifying marks	Duration of exam
a)	Professional Subject including optional questions of 10 marks on Official Language Policy & Rules.	70	60	02 hrs.
b)	Establishment Rules & Financial Rules	30		

Note: (i) 10% of the 100 marks prescribed for written examination held as part of selection should be set apart for questions on Official Language Policy and Rules. The questions shall be optional type and not compulsory.

(ii) The employees secured qualifying marks in the written examination will be eligible for medical examination. Only those employees who are certified fit in the prescribed medical examination will be allowed to appear for Viva-voce.


Dy.CPO/Gaz. 8 & Wel. उप मुकाधि/राज. और क.

b. Viva-voce Test:-

Viva-voce	Maximum marks	Qualifying marks
Record of service	25	30 (including minimum 15 marks in record of service.)
Viva-voce	25	

c. Formation of panel for promotion to Gr.B post(s) will be on the basis of 'Seniority-cum- suitability'.

4. **Field of Eligibility:-** The provisional list of eligible employees within the constituted field based on provisional integrated seniority published vide this office letter No.SWR/P.619/II/Integrated Seniority-Oct-29 dtd. 20.12.2022 is enclosed as Annexure-'A' subject to revision in seniority if any. In addition to the Annexure-A, a reserve list of eligible employees is enclosed as Annexure-B will be called for the written examination in the event of drop out of the employees constituting the field i.e. Annexure-A.

5. The candidature of the candidates is accepted provisionally. In case, any candidate is subsequently found ineligible for the above selection at any stage, his/her candidature will be rejected without any further notice.

6.(a) The concerned controlling officer should ensure that the circulation of this notification should reach to all the eligible employees listed in Annexures-'A' & 'B' working under their control and acknowledgement should be obtained for receipt of the Notification.

(b) It is brought to the notice of the employees that individual employee is responsible for submitting his/her willingness or un-willingness in the enclosed prescribed proforma Annexure-'D' to appear the selection. Failure to respond the notification by the employee within the stipulated period will be treated as unwillingness to take up the selection on his/her part.

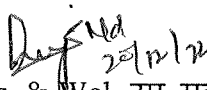
(c) It is also made it clear that merely expressing willingness by the employees will not confer the right to appear the selection, rather their eligibility to appear the selection will be subject to Board's instructions issued from time to time.

(d) Employees listed in Annexure-'A' & 'B', if any, is on leave/training/deputation/sick or working in other units etc., intimation regarding this notification should be sent to his/her official/personal address and acknowledgment so obtained, forwarded to this office for record immediately. The responsibility of sending such intimation to his/her official/personal address and obtaining the acknowledgement rests with the controlling officials.

7. The individual employee listed in Annexures-'A' & 'B' has to exercise his/her willingness/unwillingness to appear the selection in writing in the enclosed prescribed proforma i.e. Annexure-D and submit it to their Controlling officer **on or before 26.12.2022.**

8. The concerned controlling officer, on receipt of willingness/unwillingness from the employees in the prescribed proforma (Annexure-D) should compile the same in one bunch and submit it to the concerned Dy.CPO/Sr.DPO/SPO/Cadre Controlling officers so as to reach them **on 27.12.2022.**

9. The concerned Dy.CPO/Sr.DPO/SPO/Cadre Controlling Officers should consolidate all the Annexure-'D' forms received from the Controlling officers and send in single bunch so as to reach this office on or before 29.12.2022.


Dy.CPO/Gaz. & Wel. उप मुकाधि/राज. और क.

10. It is reiterated that the willingness/unwillingness (Annexure-D) submitted by the employees after the stipulated date should not be entertained and forwarded. In such cases only the copy of acknowledgement for having noted the notification by the concerned employees may be forwarded to this office immediately.
11. The employees are advised to note that, if he/she is not fulfilling the eligibility criteria stipulated in the notification, his/her candidature will liable to be cancelled at any stage of the selection.
12. **Pre-selection coaching:** Pre-selection coaching to the employees belonging to SC community will be arranged by PCOM/SWR in due course.
13. **Syllabus:-** The syllabus for written examination is enclosed as Annexure-'C'. As per extant instructions of the Railway Board, the question paper shall also contain questions on Official Language Policy and Rules to the extent of 10% of the total marks allotted to professional abilities, which shall be of optional question.
14. The venue of Centralized computer based test(CBT) will be advised in due course.
15. All the employees hereby advised to indicate the **valid/active whatsapp number and email-id in Annexure-D**. Employees should keep their registered email-id/mobile number in working condition and for updates keep checking their registered email-id/mobile number.
16. The promotion against the selection will be subject to final outcome of litigation pending in the Apex Court.
17. The instructions/procedure contained in Master Circular No.68 regarding Gr.B selection and also the instructions issued by Railway Board time to time will be followed in addition to the above instructions.

Please acknowledge the receipt.

Encl: Annexures-'A', 'B', 'C' & 'D'.

(शुजा महमूद / Shuja Mahamood)

उप. मुकाधि/राज. और क./Dy.CPO/Gaz. & Wcl.

कृते प्रमुख मुख्य कार्मिक अधिकारी /

For Principal Chief Personnel Officer

प्रतिलिपि/Copy to:-

GS/SWRM Union/UBL

GS/AISCTRE Association

GS/SWRPOA/UBL

Dy.CPO/HQ – for information;

PS/Gaz. to GM/SWR/UBL

PS to PCPO for kind information of PCPO.

OS/Conf./Gaz., Ch.OS/Cadre/HQ/UBL

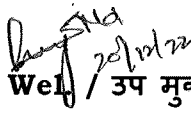
Notice Board.

**List of employees eligible to appear for the Gr. 'B' selection(70% quota)
for the post of AOM/ATM in Operating Department - 2023**

S. No.	Name	Designation	Station	Division /Unit	Cat.
1.	A.Srinivasan	M/E Guard	UBL	UBL	SC
2.	Kasimsab K. Hebballi	M/E Guard	UBL	UBL	UR
3.	R Satish	M/E Guard	SBC	SBC	UR
4.	R Satishchandran	CHC	UBL	UBL	UR
5.	M. Elangovan	M/E Guard	MYS	MYS	SC
6.	M. Sekar	M/E Guard	MYS	MYS	SC
7.	N. Parmesha	M/E Guard	MYS	MYS	SC
8.	Syed Mazaz	CHC	SBC	SBC	UR
9.	Shravan Ram Meena	SS	UBL	UBL	ST
10.	R.K.Ramesh	M/E Guard	UBL	UBL	UR
11.	Prasanna Kumar G.Kulkarni	M/E Guard	UBL	UBL	UR
12.	Dheerendra Gopinath M	M/E Guard	UBL	UBL	UR

(Total Twelve only)

Note: In terms of Railway Board's lr.No.E(GP)85/I/78, dtd.10.09.1986, employees in the zone of consideration who have failed twice and availed opportunity in the earlier selections, the corresponding number of additional employees should be called for the selection. Accordingly, employees at S.No.11 and 12 (02 employees) are called by extending the field of eligibility.


Dy.CPO/Gaz. & Wel / उप मुकाधि/राज. और क.

Annexure - 'B'

A reserve list of employees eligible to appear for the Gr. 'B' selection(70% quota) for the post of AOM/ATM in Operating Department - 2023

S. No.	Name	Designation	Station	Division	Cat.
01.	Shivakumar B.	M/E Guard	UBL	UBL	UR
02.	Yogesh S.Japati	M/E Guard	UBL	UBL	UR
03.	G. Paneerselvam	M/E Guard	MYS	MYS	SC
04.	S. Balaraje Urs	CHC	MYS	MYS	UR
05.	H.S.Venkatesh	M/E Guard	MYS	MYS	UR
06.	Pradeep Torgal	CHC	UBL	UBL	UR
07.	P.Ravi Prakash	M/E Guard	SBC	SBC	UR
08.	M. Vijayan	M/E Guard	SBC	SBC	UR
09.	Ramesh Babu K.C	SS	SBC	SBC	ST
10.	Nagarajual	SS	SBC	SBC	ST
11.	Laxman Chavan	SS	UBL	UBL	ST
12.	Goutam Das	M/E Guard	SBC	SBC	SC
13.	E. Rajendran	M/E Guard	SBC	SBC	UR
14.	Prasanta Mallick	M. Guard	MYS	MYS	SC
15.	Parmesh Naik	TI	BJP	UBL	SC
16.	Manjunatha Rao	M/E Guard	SBC	SBC	UR
17.	Sudheendra K.J	M/E Guard	SBC	SBC	UR
18.	S. Chandrappa	SS	UBL	UBL	SC
19.	Pramod Kumar A R	CHC	SBC	SBC	UR
20.	Mukesh Kumar Garg	SMR/SM-I	SBC	SBC	UR
21.	Ragula Ramanaiah	M/E Guard	SBC	SBC	ST
22.	R. Karunanidhi	M/E Guard	SBC	SBC	SC
23.	A. Paul Stanley	M/E Guard	SBC	SBC	UR
24.	Hari Mukh Meena	M/E Guard	SBC	SBC	ST
25.	Abhay Kumar	M/E Guard	SBC	SBC	UR
26.	Ranjit Ranjan Sahoo	M/E Guard	SBC	SBC	OBC
27.	P. Anand Rao	SS	PCOM/O	HQrs	SC
28.	M. Umesha	SS	UBL	UBL	ST
29.	T. Kaveri Achaiah	Ch.OS	PCOM/O	HQrs	UR

(Total twenty nine only)

Note: In terms of Para 8.7 of Master Circular No.68, the above employees will be called for the written examination in the event of dropouts of employees constituted the field (i.e. Annexure-'A').

SOUTH WESTERN RAILWAY

**Application for Selection to Group-B post of AOM against 70% selection
for the year - 2023-24 (CBT)**

I am in receipt of notification No.SWR/HQ/P.607/TT&C/Optg./70%/2023, dated 20.12.2022 alerting me for selection of Group 'B' posts of AOM/ATM against 70% quota in Operating Department. Willingness/Unwillingness is to be submitted **on or before 26.12.2022.**

I am _____ (WILLING or UNWILLING) to appear for the selection of Group'B' posts of AOM/ATM against 70% quota.

1. Name of the Applicant :
2. Father's name :
3. IPAS/PF No. (in 11 digits) :
4. HRMS ID :
5. Designation :
6. Mobile No. :
7. Email ID (in capital letters) :
8. Place of posting :
9. Division/Workshop/Unit :
10. Controlling Officer :
11. Date of Birth (DD/MM/YYYY) :
12. Community (UR/SC/ST) :
13. Whether belongs to PwBD category : YES / NO (please tick)
 - (i) If yes, please specify the : _____
category with %age _____
 - (ii) Whether Scribe is required : YES / NO (please tick)

Date:

Signature of the candidate

(Signature of the Controlling officer)

Name : _____

Designation : _____

Office(seal) :

Date : _____

NOTE:-The employees/controlling officers may note that all the **items** must be furnished. In case of failure to do so, the application will be rejected summarily, and further correspondence will **NOT** be entertained.

Annexure-C

Syllabus for 70% selection for Promotion to Group B posts of AOM in the Traffic(Transportation) Department

A. TRAFFIC (TRANSPORTATION)

I. GENERAL Hierarchical set up and line of control of Operating Department at the Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Periodical Performance Reporting and Analysis of Operating Performance along with compilation of Statistical Data.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

- Engine Utilization aspects requiring special attention: -.
 - ❖ Engine Crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
 - ❖ Power Plan: Assessment of Loco Requirement.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of Maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of Locomotives.
 - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transshipment Points.
- Causes of Yard and Section Congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders - Principles and Procedures.
- Rules regarding Carriage of Explosive and other General Goods.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
- Observance of Civil ban and Carriage of Contraband Goods etc,
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
- Running of Unit Trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated Day Loading.
 - Rationalization Scheme of movement of Freight Traffic for avoiding congestion by specific routes.
 - Merry-Go-Round (MGR) System.
 - Engine on Load (EOL) System.
 - Mini/Two Point/Multi Point Rake System.
 - Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

Consignments.

- Maximum Moving Dimensions. Wagon Census.
- IT applications: -
 - ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)
 - ✓ ICMS and Coaching Operations Information System(COIS)
 - ✓ COA
 - ✓ CMS
 - ✓ SATSANG
 - ✓ RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, Intensive, Round Trips, Premium and Close Circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagons to C&W shops for POH and special repairs, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

Operating Statistics

- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of Tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

- Responsibility and function of Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station Staff in Working of Trains.
- Various Systems of Working of Trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling Systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line Capacity, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight Trains.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMEs) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various Officials and Departments during Accidents.
- Responsibility of the Control Organization Station Masters and Traffic Staff on the affected Section.
- Accidents Enquiries and DAR action against Staff held responsible for the Accidents, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors like:
 - Improved Signaling and Inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay Inter-locking
 - Solid State Interlocking/Electronic Interlocking
 - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
 - Wheel Impact Load Detector (WILD)
 - End of Train Telemetry (EOTT) and its functions.
 - Centralised Traffic Control (CTC)
 - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP, SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.

Syllabus for promotion to Group- B posts - 70% selection

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.

contd. on 8

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