

## PREFACE

*Rules and instructions relating to the departmental Selections are to be gleaned from various sources. There are no consolidated instructions issued by Railway Board after 1999. An attempt has, therefore been made to consolidate all these Rules/Instructions and make available the relevant instructions in the form of a Hand Book. This Hand Book- UNNATI- also aims at having error-free selections conducted in future. Besides, it touches upon Non-Selection, Trade Test and MACPS briefly.*

*Shri. A.K.GUPTA, General Manager, South Western Railway has evinced keen interest in Establishment matters, especially on Selections/Promotions. He is interested in fast-tracking the promotions. This being a thrust area of the General Manager, it has also been possible to simplify certain procedures.*

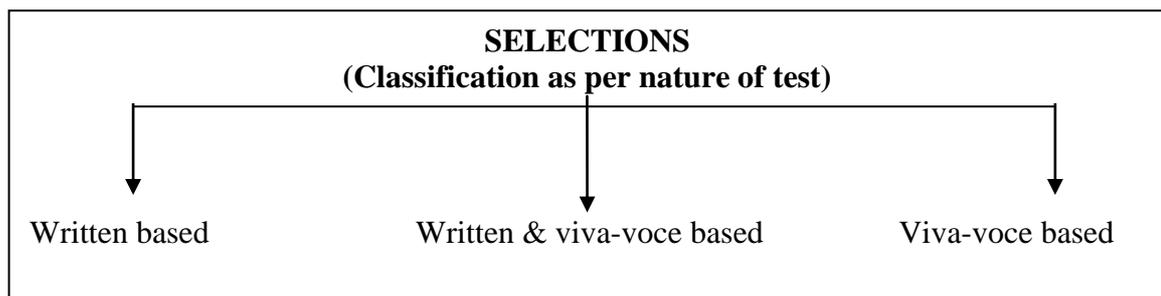
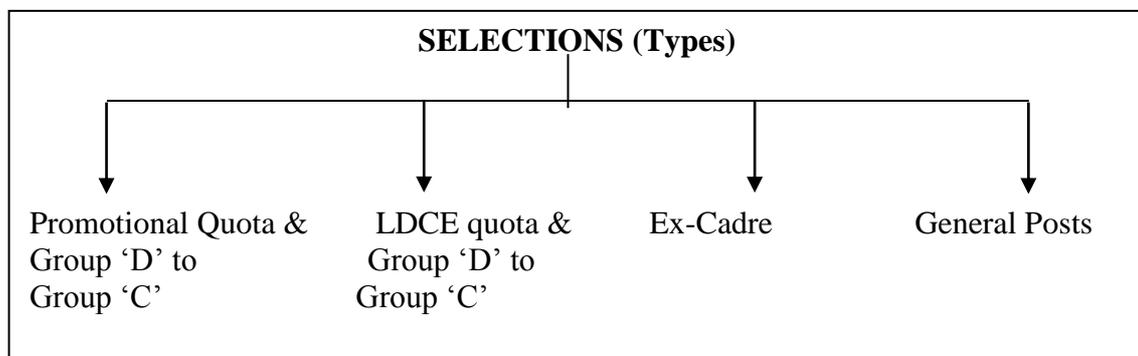
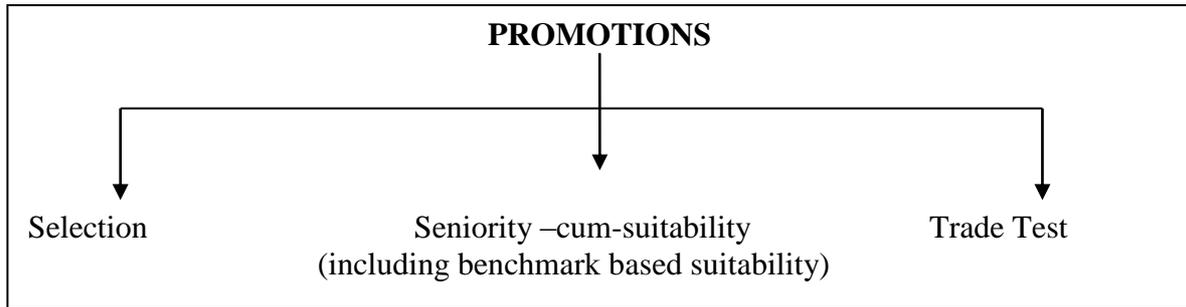
*Efforts made by Sri.C.M.Muniswamy, APO/HQrs and Sri.Mahesh Abbigeri, APO/Gaz in compiling this Booklet is praiseworthy, apart from inputs from other colleagues. However being a compilation, it cannot be quoted as a policy document and in case of dispute, original circulars should be referred to.*

*Hubballi.  
11<sup>th</sup> October, 2017*

*(S.K.Albela)  
Principal Chief Personnel Officer*

## PROMOTION AND SELECTION – AN OVERVIEW

*Promotion includes promotion from lower grade to higher grade, from one class to another class and from one group to another group. Selection is a means to achieve it.*



## GUIDELINES ON CONDUCTING SELECTIONS

### 1.0 MEANING OF SELECTION:

- 1.1 Selection is the process of screening eligible employees for filling up posts which have been classified as Selection posts by the Railway Board. A selection is conducted by a duly constituted Selection Board. The selection may consist of written test only to assess the professional ability of the candidates except in the case of selection for promotion to posts in the categories specified by Board (Teachers, Law Assistants, Physiotherapists, Telephone Operators, Instructors in Zonal Training Centres/Schools etc., Stenographers, Chief Typists, Protocol Inspectors, Receptionists, Publicity / Advertising Inspectors, Photographers/ Cameramen & Hostel Superintendents, where the positive act of selection shall consist of both Written test and viva-voce).

Provided that the positive act of Selection for promotion to the post of Loco Pilot (Passenger), Passenger Guard and Motorman will consist of viva-voce only to assess the professional ability of the candidates, after passing prescribed promotional courses.

**(Authority:-Para 215 (a) of IREM Vol.I and Railway Board's letters No. E (NG) I-2000/PM1/41 dated 7.8.2003 [RBE No.137/2003] and E (NG) 1-2000/PM1/41 dated 12-09-05 [RBE No.154/2005])**

- 1.2 Railway Board is the only competent authority to decide the classification of posts as Selection in each department.  
(Paras 210-212 & 215 of IREM, Vol.I, 1989 Edition).

- Note (1) Thus, the General Managers, Head of Department or the Divisional Railway Managers do not decide a post as Selection or non-selection.
- (2) The decision of any other authority to classify a post as Selection or Non-Selection even temporarily is against Rules.

### 2.0. SELECTION PROCESS:

#### 2.1. WHEN TO INITIATE SELECTION PROCESS:

*Selections are to be conducted annually in a regular manner.* However, where holding of the next selection becomes necessary before a gap of one year on account of the panel getting exhausted, the earlier selection not throwing up adequate number for empanelment / promotion etc., the same may be held **after a minimum time gap of 6 months from the date of approval of the last panel.** This condition of 6 months restriction between selections will not, however, apply to general selections which are conducted by calling volunteers from serving employees fulfilling the prescribed eligibility conditions.

*General Managers may personally permit holding of a fresh selection for promotion to safety categories, repeat safety categories, before the expiry of six months period from the date of approval of the earlier panel, subject to the condition that it is inescapable in the administrative interest.*  
(Authority: Board's letter No.E(NG)I-94/PM1/10 dt. 11.02.03 RBE No.31/2003) .

- 2.2. An annual Calendar of Selections is to be maintained by every Railway/Division/Selection Conducting unit. The calendar of selections should contain the following items:

- \* Category and grade.
- \* Date of issue of notification.
- \* Date of calling of service records/APARs.
- \* Date of holding of written examination.
- \* Date of holding supplementary examination.
- \* Date of holding interview (only in the specified categories)
- \* Date of obtaining approval of competent authority.
- \* Date of notification of panel.

(Board's letter No.E (NG) I-87/PM1-14 dated 22-7-88(RBE No.157/88),  
E [NG] I-2000/PM1/41 dated 12-9-05 [RBE No.154/05])

Remarks heading may be added at the end so as to monitor actual progress of the selection.

### 2.3. STAGES IN SELECTION PROCESS

2.3.1 Following are the main steps involved in a selection:

- \* Assessment of vacancies and approval of competent authority.
- \* Notifying Eligibility list and arranging Pre-selection training where required.
- \* Conducting written test and/or viva-voce as a part of the selection.
- \* Evaluation of answer sheets in the case of written test.
- \* Meeting of the Selection Board to assess the comparative merits and to give recommendations.
- \* Acceptance of the recommendations and publication of panel.
- \* Maintenance of Panel.

### 2.4. ASSESSMENT OF VACANCIES

2.4.1: The number of vacancies for which selection is to be conducted in a cadre will include:

- \* Existing vacancies                      \* Vacancies anticipated in the next 15 months
- \* All the vacancies existing and reported by Construction, RE and other projects.
- \* For selection to ex-cadre posts existing vacancies plus those anticipated in the next two years.  
(Para 215 (f) (i) of IREM) (RBE No.141/97 ,No. E(NG)/1/96/PM-1/19 dt: 21.10.97)

#### 2.4.1.1: **Anticipated vacancies are:**

- \* The vacancies arising out of superannuation, vacancies likely to arise due to acceptance of voluntary retirements or resignations of employees.
- \* Vacancies likely to arise on account of staff approved to go on deputation.
- \* Vacancies to be released by staff empanelled for ex-cadre posts.
- \* Newly sanctioned posts.
- \* Likely vacancies due to employees going on transfer to other seniority units.
- \* Vacancies in the higher grade in the channel which will ultimately reflect in the grade for which selection is to be conducted.

(PARA 215 (f) (ii) of IREM) RBE No.38/98 No.E(NG)I-97/PM1/31 dt. 17.02.98

Note (1): It is important that the vacancies are assessed correctly. Inflation of the vacancies so as to help employees, who would otherwise not be within the zone of consideration, would invite D&A action.

Note (2): Changing the number of vacancies once the selection process has been set in motion, is irregular. Any change, which may have impact on the number of vacancies assessed after the selection process has been set in motion, should be ignored.

#### 2.4.1.2 **Zone of consideration:**

- i) In case of selections, the list of eligible candidates has to be drawn on the basis of 3 X formula. For this purpose the list should be drawn strictly as per seniority of the eligible candidates.
- ii) When the list is prepared, it should be checked whether there are adequate number of SC/ST candidates available (i.e. 3 times the number of vacancies reserved for each of the communities). In case the SC/ST candidates available in the list so prepared are according to the 3 X formula or more, all candidates may be called for selection. However, in case the number is less than 3 times the vacancies reserved for SC/ STs, the deficiency should be made good by picking up other eligible SC/ST candidates by going down the seniority list. It should, however, be ensured that the number of persons being called for selection should not exceed 3 times the number of vacancies.
- iii) The deficiency of SC/ST candidates, it is further clarified, should not be made good by calling additional OC candidates. However, if the number of SC/ST candidates who have become available for consideration for promotion is even less than the number of vacancies to be filled, unreserved community candidates equal to three times the difference, i.e. 3X (reserved vacancies minus the reserved candidates available), may be called for selection. The reserved posts, however, should not be filled by an OC candidate.  
(Authority: Para 2.1(iii) of Railway Board's letter No.89-E (SCT) I/49/5 (Pt.) dated 16.06.1992 [RBE No.97/1992])
- iv) It is further clarified that the deficiency of the 3 X SC/ST candidates should not be made good by calling additional UR candidates.

For example, suppose a panel of 26 employees is required to be drawn and there are 6 reserved vacancies in all, 4 for SC and 2 for ST. 78 eligible employees should be called for the written examination. Against the 6 reserved vacancies ( 4 SC + 2 ST) if 12 SC and 6 ST employees, within 78 employees, are available, it should be regarded as adequate. If it is not so, it is permitted to go down the list to pickup reserved community candidates. However, if reserved community candidates are not at all available to the end of the seniority list, the unreserved community candidates equal to three times the difference, i.e. 3X (reserved vacancies minus the reserved candidates available), may be called for selection. The reserved posts, however, should not be filled by an OC candidate i.e, additional OC candidates competes against UR vacancies only.

(Authority: Para 2.1(iii) of Railway Board's letter No.89-E (SCT) I/49/5 (Pt.) dated 16.06.1992 [RBE No.97/1992])

- v) The same procedure as above will be followed in respect of non-selection posts, mutatis-mutandis keeping in mind that the field will be 1 'X' instead of 3 'X'.

(Based on Board's Lr.No.89-E (SCT) I/49/5(Pt) dated 16.6.1992 (RBE No.97/92) and No.E (NG) I-99/ PM1 /15 dated 26.07.99 [RBE No.149/99])

### **3.0. SELECTION BOARDS**

3.1 The purpose of constituting a selection Board is to make recommendations to the competent authority in respect of candidates considered suitable for filling a selection post (Para 217(a) of IREM).

3.2 The Selection Board has to be constituted by a competent authority namely Head of the Department in case of selection conducted by the Headquarters Office and Divisional Railway Manager in case of selection conducted by the divisions or any other competent authority not lower than a Divisional Railway Manager/ ADRMs/CWMs .

(PARA 217 (b) of IREM)

Note(1): It is clear that in a Division only DRM/ADRM is the competent authority to constitute the Selection Board irrespective of the grade to which the selection is to be held. Similarly, in Headquarters only the HOD or the GM can constitute a Selection Board. Constitution of Selection Boards by an authority lower than the levels mentioned above will be violation of the rules. In respect of workshops, CWM is the competent authority to constitute the Selection Board irrespective of the grade to which the selection is to be held.

Note (2): While nominating the Selection Board, the nominating authority should ensure that the Officer so nominated does not figure in the Agreed/Secret List.

Note (3): It is often noticed that on the date of written test or viva-voce, the officer nominated to the Selection Board might not be available on account of leave, transfer, etc. and another officer is temporarily substituted without the approval of the authority, who originally nominated the Selection Board. This is a wrong practice.

3.2.1 The members of the Selection Board have to record a certificate that none of their close relatives is under consideration and they have no interest in any candidate. Close relation means - parents, sons/daughters, brothers, sisters, nephews, nieces, uncles/aunts, first cousins, mother-in-law, father-in-law, sons-in-law, daughter-in-law, brother-in-law and sister-in-law.

[Board's Lr.No.E (D&A) 89/GS1-6 dt.6.3.90 (RBE No.42/90)]

3.3 The authority constituting a Selection Board shall direct the Board to assemble and make recommendation. All the members are equally responsible for the selection.

(PARA 219 (a) of IREM)

3.4 The Selection Board should consist of at least three officers. When a Selection Board constitutes only three members, none of the Members should be directly subordinate to any other member.

(Para 218 (a) and (b) of IREM)

**NOTE:** 1. Nomination of an officer in the Selection Board who is directly subordinate to another officer in the

Selection Board is wrong.

2. Nomination of Selection Board not to be done by name.

3.4.2: One of the Members should be a Personnel Officer and another should be from a department other than the one for which the selection is held. The presence of the Personnel Officer in the Board will satisfy this condition of an officer being from a Department other than the one for which selection is held.  
(PARA 218 (a) of IREM)

Note (1): Constitution of the Selection Board in the following manner is in order with reference to the above rule:

(i) **In the case of selection for Personnel Department:**

Two officers from Personnel Department and one from any other department.

(ii) **In the case of selection for other departments:**

One Personnel officer and two officers from the department for which the selection is held  
(PARA 218 (a) of IREM)

Note (2): Co-opting of officers or consultation with officers, who are not part of the Selection Board, is not allowed.

3.4.3. One of the officers in the Selection Board should be belonging to SC/ST Community where the vacancies are reserved for candidates belonging to these communities or where candidates belonging to SC/ST communities are in the zone of consideration to fill up unreserved vacancies.

3.4.3.1. Where in the selection Board SC/ST Officer is not available from the same department, an officer of another department/Railway/Production unit or a Non-Railway Department may be included.  
(PARA 218 (a) of IREM and Board's letter No.81-E (SCT) 15/32 dated 30-9-83).

Note: Inclusion of an SC/ST officer in the selection committee is not necessary when selection is conducted to fill up unreserved vacancies and only general candidates are in the zone of consideration.  
(Board's Lr.No.81-E (SCT) 15/32 dated 30-9-1983)

3.4.4. For selections to posts in level 6 of Pay Matrix, 7<sup>th</sup> CPC (erstwhile GP Rs.4200/- in 6<sup>th</sup> CPC) and above, the selection Board should consist of officers in **Junior Administrative Grade**. For other selections, the Selection Board members can be in **Senior Scale** for selection to the post carrying level 5 of Pay Matrix, 7<sup>th</sup> CPC (erstwhile GP Rs.2800/- in 6<sup>th</sup> CPC) & below. However, in cases of selections other than those pertaining to Personnel Department, the Personnel Officers in the committee can be one grade lower, i.e. in a committee of JAG Officers, the Personnel Officers can be in senior scale and in a committee of Senior scale Officers, the personnel officers can be in Junior scale/Group B.

(PARA 218 (c) of IREM and Board's letter No.81-E (NG)I /95/PM1/14 dt: 15-3-99 & E[NG]I-2011/PM1/5 dated 22.03.2011 – RBE No.38/2011).

3.4.5. In Divisions where the Senior Scale Officers are in independent charge of the department the constitution of the Selection Board for selection to posts in level 6 of Pay Matrix, 7<sup>th</sup> CPC will be as under:

(i) **Other than Personnel department:**

JAG Officers from any other department in the Division can be nominated. Senior Scale Officer in independent charge of the department who should not be subordinate to any other member of the Board, will be the fourth member of the Board.

(ii) **Personnel Department:**

Senior Scale Officer in-charge of Personnel Department of the division plus one JAG officer of the Personnel Department of the adjoining division or Headquarters office and one JAG officer of any other department of the division.

(Note below Para 218 (c) of IREM ).

3.5. An Officer of the concerned department who is also member of the Selection Board should set the question paper. Where possible another officer of the concerned department who is also a member of

the Selection Board should be nominated to evaluate the answer books, ensuring however that the answer books are invariably evaluated by the member-officer belonging to the department for which the selection is held.

(Para 219 (b) of IREM).

Note: The intention of the above rule is that the officers nominated to set the question paper and evaluate the answer books should be different as far as possible. Where this is not possible there is no objection to the same officer setting the question paper and evaluating the answer books also. In any case the officer/officers nominated to set the question paper and to evaluate the answer sheets should belong to the department for which the selection is held.

3.6 A specific acknowledgement may be obtained from the Selection committee members that they have gone through the instructions contained in Railway board's letter No. E(NG)I-98/PM1/17 dated 20.10.1999 read with other instructions issued on the subject time to time and have followed these in the particular instructions for which the proceedings are being drawn.

[Authority: Ministry of Railway's Lr. No.E(NG)I-2012/PM1/15 dt. 18.06.2013 RBE No. 57/2013]

#### 4.0. STAFF ELIGIBLE TO BE CALLED FOR SELECTION

4.1. When the selection is to a post which is in the regular channel of promotion, staff in the immediate lower grade having completed 2 years service are only to be considered for promotion. **The condition of two years service in the immediate lower grade should stand fulfilled at the time of actual promotion and not necessarily at the stage of consideration.** However, if by virtue of this rule a junior is eligible for promotion, his senior also will be eligible for such promotion, even though he might not have put in a total service of two years or more [if stipulated in particular category in the lower grade].

\* With reference to promotion of persons undergoing the penalty of withholding of increment or reduction to lower stage in the time scale of pay the two years service for further promotion shall commence only from the date of actual promotion and in no case it may be related, even notionally to the date of promotion of the junior.

[PARA 215 (a) of IREM and Board's letters No.E(NG)I /97/PM1/39 dt: 7-8-98 & ACS No. 150 (RBE No.137/2003, \* E(D&A)2005/RG6-5 dt. 26.5.2005(RBE No.89/2005)].

4.1.1. Where longer length of service in the lower grade is stipulated as a condition of eligibility for promotion to any particular category, the same will continue to apply.

4.1.2. Adhoc service followed by regular service without break will also be reckoned for arriving at the two years period. (PARA 215 (a) of IREM)

4.2. Employees working in lower grade on adhoc basis are not eligible for consideration. (PARA 215 (c) of IREM)

Note (1): There is no objection in calling employees even with less than two years of service for selection and keeping them on the panel. Orders of promotion should be issued only on the date on which the candidate completes two years service, provided the panel is still valid.

Note (2): The condition of two years service in the immediate lower grade can be relaxed with the personal approval of the General Manager subject to the following conditions:

- i) Such relaxation is found to be inescapable in the interest of administration.
- ii) The candidates to be considered should have put in at least one year's service in the immediate lower grade.
- iii) Relaxation is permissible in the case of Drivers also in running category subject to the condition of fulfillment of one year's service in the immediate lower grade or a foot plate experience of 40,000 Kms. whichever is later.

(Board's letter No.E (NG) I -94/PM1/17 dt: 1-11-94 [SC No. 109/94 and Bd's letter No.E (NG) I-2001/PM7/17 dated 29.11.2004 [RBE No.243/2004]].

Note (3): The stipulation that if a junior becomes eligible for promotion by virtue of his having completed two years service in the lower grade his senior who has not completed two years will also be eligible for promotion,

should not be construed to mean that a junior can be promoted superseding his senior or that such a senior can be promoted even though the junior has not come within the zone by virtue of requisite number of vacancies not being there. In other words in such a situation both senior and junior can be promoted simultaneously only if the number of vacancies permits the same.

Note (4): Persons who have expressed their unwillingness and those who do not fulfill the eligibility conditions should not be reckoned for determining the field of consideration.  
(Note (1) below Sub - Para (e) of 215 of IREM)

Note (5): If a candidate who has not formally given his unwillingness and does not appear in the selection he has to be construed to be in the reckoning for selection and has to be called for the supplementary Selection, if the circumstances so warrant. Similarly if he gives unwillingness after a subsequent date after the commencement of the selection, additional candidates cannot be called in his place.  
(Note (2) below Sub - Para (e) of 215 of IREM)

### **4.3 CONSIDERATION OF EMPLOYEES UNDER SUSPENSION OR AGAINST WHOM DEPARTMENTAL/CRIMINAL PROCEEDINGS ARE PENDING**

**4.3.1** Railway servants who are under suspension, in respect of whom a charge sheet for major penalty has been issued and disciplinary proceedings are pending and those against whom prosecution for criminal charges are pending should also be called with other eligible candidates for the selection and their suitability for promotion as well as the merit position in the panel should be assessed as in the ordinary course.  
(Board's letter No. E (D&A) I -92RG6-149 (A) dt: 21-1-93 [RBE No. 13/1993]).

Note (1): There is no bar for considering an employee facing minor penalty proceedings for selection and can be promoted if found suitable.

Note (2): Similarly employees against whom charge sheet is yet to be issued can also be considered for selection and can be promoted if found suitable. Non-consideration of an employee for selection and promotion on the ground that a charge sheet is contemplated is wrong.

### **5.0. PROCESS OF SELECTION**

5.1. The selection shall consist of written test only to assess the professional ability of the candidates except in the case of selection for promotion to posts in the categories specified by Board where the positive act of selection shall consist of both Written and/or viva-voce test.  
(Para (a) of 215 of IREM)

5.1.1 Question banks for each department and grade covering the complete syllabus must be prepared and circulated to the staff concerned. There will not be any mandatory limit of questions/exams from the question banks only and secondly, holding of selections will not be postponed/delayed due to non-circulation of question banks. The question banks so prepared should also be updated regularly in accordance with the changing technology and job requirements.  
[Board's letter No. E[NG]I-2006/PM1/34 dt. 06.11.2006 (RBE No.168/2006)]

Note (1): Though no specified period of advance intimation is prescribed by the Railway Board, it is desirable to give notice of 3 to 4 weeks to meet the ends of natural justice.

Note (2): It should be ensured that there is no delay in dispatch of the intimation letters - there have been cases where candidates received the intimation letters after the dates of written test or supplementary examination.

Note (3): Inclusion of names of candidates, who are not in the final list for zone of consideration, is not allowed.

5.1.2 Railway may identify halls in office/training schools to hold examinations under CCTV camera coverage.  
(Authority Railway Board's NSC No.10/2015 issued under Letter No.E(NG)I-2014/Misc/Comments/Vig. Dated 27-07-2015).

### **5.2. USE OF REGIONAL LANGUAGE:**

Use of Regional languages in lieu of English may be permitted in all selections and suitability tests

conducted for the purpose of promotion etc. and the examination conducted at the end of training courses, subject to the condition that where necessary knowledge of English may be separately tested to ensure that the persons would understand the instructions relating to the requirements of his job. The competent authority, may, however, insist upon such tests being conducted in English in the special cases, which should be few in number, where it is considered that knowledge of English would be essential.

The term 'Regional Language' as used here means official language of the State in which the office where employees concerned are working is located.

(Authority: Bd's Lr.No.E(NG)I-90/PM1/41 dt. 8.7.1992)

## **6.0. TRAINING FOR SC/ST CANDIDATES:**

- 6.1 Pre-selection training for a period of three to four weeks for safety categories for candidates belonging to SC/ST communities should be arranged as far as possible in the Zonal Railway Training Institutes or the System Training Schools. This training should cover the entire syllabus prescribed for the written examination.

(Board's Board's letter No. 88-E [SCT/I/42/2 dt. 8/11.4.1991 [RBE No.71/91])

## **7.0. SELECTION AND OFFICIAL LANGUAGE:**

- (i) Option of Hindi medium should be allowed in all the written tests conducted as a part of the selection process. While calling options from candidate or while alerting the candidates to be in readiness for the examination, they should be informed that they will have an option to answer the question paper in Hindi.
- (ii) All the question papers for the written test should be both in Hindi and English. Violation of these instructions is deemed to be a procedural irregularity and the selections are liable to be cancelled.
- (iii) However, wherever knowledge of English is considered essential, the candidate's knowledge in that language can be tested separately.
- (iv) Option of answering questions in Hindi medium during viva-voce should also be allowed to the candidates.
- (v) At least 10 percent of the total marks prescribed for the written test should be on Official Language Policy and Rules, answering of which should be optional.
- (vi) In every Selection Board, at least one of the officers should have working knowledge of Hindi. (Board's letter No. Hindi/87/OL-1/10/3 dt: 03-11-1988). (Para 7(iii)(7) of Master Circular No.31).

## **8.0. SETTING OF QUESTION PAPERS**

- 8.1. The officer of the Department concerned, to set the question paper, has to be nominated by the authority nominating the Selection Board from amongst its members. As far as possible the officers nominated to set the question papers and to evaluate the answer books should be different. It should however be ensured that the answer books are invariably evaluated only by a Member - Officers of the Department for which selection is held. Where it is not possible to have two officers of the Department concerned who are also members of the selection Board, one for setting the question paper and the other evaluating the answer books, there is no objection to nominate the same officer to set the question paper as well as to evaluate the answer books.

- 8.2. In the written test held as part of the selection for promotion to the posts classified as 'Selection', objective type questions should be set for about 50% (in the range of 45% to 55%) of the total marks for the written test.  
(Para 219(c)[i] 2) of IREM) (RBE No.137/2003 issued under letter No.E (NG) I/2000/PM1/41 dated 07.08.2003 and E (NG)I-2006/PM1/18 dated 30.08.2006 [RBE No.128/2006].)

- Note (1): The question paper (selection/LDCE) should be designed to test the ability of the candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge (Board's letter No.E(NG)I-2004/PM1/25 dt.21.9.2004( RBE No.208/2004).
- Note (2): The provision at para 8.2 above must be highlighted to the officer who has been nominated to set the question paper.
- Note (3): The question paper should clearly contain not only the total marks but also the marks given for each question including part(s) thereof, if any, at the end of the question.
- Note (4): The officer setting the question paper should, as a rule, also indicate whether the use of calculators, Logarithmic Tables or other such mechanical devices, is permissible or not.
- Note (5): Entrusting the job of preparation of the question papers by the officers to the subordinates due to lack of time or because of ignorance or inexperience on the part of the officers, is not allowed.
- Note (6): It is advisable that even routine jobs of making copies of the question papers either by cyclostyling or by making photocopies, sealing of the question paper packets, etc. should be done under the supervision of the officer, who has been nominated for setting the question paper and should not be entrusted to unauthorized persons.
- Note (7): The question paper with required number of copies should be handed over on the day of written examination.
- Note (8): Objective questions besides including the type of questions in the form of 'multiple choice', 'filling up the blanks', 'tick true or false', 'right or wrong', 'match the following ' may include questions requiring one word/line answer, 'yes or no', naming e.g., 5 states, Railways, posts, grades etc.  
(Authority: Bd's Lr.No.E(NG)I-2006/PM1/8 dt. 30.8.2006 , RBE No.123/2006)
- Note (9) Question paper setters shall make available to the Evaluators a gist of probable answer/important points in respect of narrative type questions. For objective type questions, the question paper setters have to provide exact answer to the Evaluators in one word or in a couple of words, as the case may be.  
(Authority: Bd's Lr.No.E(NG)I-2005/PM1/16 Dt.27.08.2014 (RBE No. 90/2014)
- Note (10) Candidates may be allowed to take the question papers with them after the examination is over.  
[Authority: Bd's Lr.No.E(NG)I-2004/PM1/25 Dt.23.9.05(RBE No.162/2005)]

## 9.0. EVALUATION OF ANSWER SHEETS

- 9.1. **Practice on SWR:** - As soon as the written test is over, **a dummy number is given immediately after the conclusion of the written examination** on the fly-leaves attached to each answer sheets and the fly-leaves containing the original roll number as well as the dummy number should be separated and kept under the custody of the officer in-charge nominated for conducting the written examination for which selection is held i.e., APO/SPO or Sr.DPO/DPO/WPO concerned. In respect of the units where no Personnel Officer is available, an Assistant Officer or Sr.Scale Officer in the unit nominated for conducting the written examination may assign the dummy number (code number) provided he is not a member of the Selection Board. **The coded answer books should be sealed immediately duly obtaining the signatures of two candidates on the sealed cover to be sent to the evaluating officer.** The answer sheets that are sent to the evaluating officer should contain only the dummy roll number, so that the evaluating officer does not know the identity of the candidates. The evaluating officer after evaluation, should be advised to return the cover also in which the answer sheets were sent for evaluation, to the cadre controlling officer, for record.

- Note (1): Evaluating the answer sheets with the fly-leaves and without dummy roll numbers is not allowed.
- Note (2): Evaluation of answer sheets even without fly leaves and with dummy roll numbers where the candidate has written his name or roll number in other sheets of the answer book, is also not allowed.  
[Authority: Board's Lt. No. E {NG} I-98/PM1/17 dt. 30.10.2001]

- Note (3): Evaluation should be done strictly as per the key for Objective type questions and Gist of probable answers/ important points provided by the Question Setting Officer.  
(Authority: Bd's Lr.No.E(NG)-2005/PM1/16 Dt.27.08.2014 (RBE No. 90/2014)
- Note (4): It is wrong practice to first assign the marks with a pencil and marking in ink thereafter. Sometimes, the marks given in pencil and in ink differ.
- Note (5): There should be absolutely no cutting, erasing, overwriting etc. of the marks once awarded to answers to multiple choice objective type questions. In case of questions requiring narrative type of answers, also, while there should not be any overwriting, erasing, corrections of marks, if genuinely warranted, may be made, by striking the marks originally given and entering the fresh marks duly attesting the correction.  
[Board's letter No. E [NG]-2005/PM1/16 dated 12.03.2014 [RBE No. 26/2014]
- Note (6): It is wrong tendency on the part of the evaluating officer to review their own evaluation and to award the marks keeping in mind the percentage of pass marks with a view to **increase the number of candidates getting qualified**. The marks have to be awarded strictly based on the correctness and contents of the answers given by the candidates.
- Note (7): **No negative marks are to be awarded for wrong answers to objective type of questions except where provided.**  
[Authority: RBE No. 137/2003]
- 9.2. The evaluating officer should not resort to awarding of any grace marks to individual candidates. (Para 219( d) of IREM )
- Note (1): Moderation can be resorted to by the Selection Board or with the approval of the authority competent to accept the recommendations of the Selection Board, viz, DRM/ADRM, PHOD/HOD and CWMs. However, this has to be done before the dummy numbers are decoded. Otherwise the identity of the candidates will be known to the Selection Board and there is chance of moderation being resorted to help a particular candidate. No grace marks shall be allowed in individual cases.  
[Para 219(d) of IREM]
- Note (2): While awarding marks by way of moderation, the Selection Board has to ensure that the same number of marks have been awarded to the each candidate and moderation should not be given proportionate to the marks obtained by the candidates.
- 9.3. After the evaluation is over the evaluating officer should tabulate the marks for each question and do the totaling. This is to ensure that only the required number of questions are answered and evaluated and the totaling of the marks is correct. It has to be ensured by the evaluating officer that there are no erasing, cuttings or over-writings or mistake in totaling the marks granted to the candidates.
- Note (1): It is often observed that one of the points emerging out of the vigilance investigation is on evaluation of answer sheets pertaining to omission and commission of the marks. It is essential that whenever the answer sheets are sent for evaluation the evaluating officer should be informed of the instructions on the subject.
- Note (2): There should be no failure on the part of the evaluating officers to tabulate the marks awarded for each question on the top sheet of the answer book. This type of tabulation will ensure that only the required number of questions is evaluated and the candidates have not resorted to the practice of answering the same question twice etc.
- Note (3): **Decimal marks whenever given should be corrected to the first decimal** and the same should not be rounded off. The aggregate also should be left as such without any rounding off.
- Note (4): If any candidate has attempted more than the required number of questions, answers to the prescribed number of questions alone should be evaluated in the order they appear on the answer sheets. For example, if the maximum number of questions to be attempted is 4 out of 7 and the candidate has attempted say 6 questions, only the first 4 answers in the order they appear, should be evaluated and

remaining answers should be ignored.  
(Authority: Bd's Lr.No.E(NG)II/89/RRB/41 dt.25.5.89)

Note(5): The evaluating officer should make out a separate statement of marks indicating the dummy numbers of the candidates and the total marks obtained on a separate sheet and send it to the Personnel officer in-charge of the selection.

Note (6): There have been cases of forcing the evaluating Officer by his superior panel approving authority to change the marks already awarded to the candidates after the evaluation is complete but before the results of the written test are published. This is a highly irregular practice and the evaluating officer should not get pressurized even at the cost of incurring displeasure of his superiors.

9.4. Any delay in evaluation by more than two months should be brought to the notice of the DRM or HOD. Delays of more than three months should be brought to the personal notice of the General Manager.  
(Authority: Railway Board's letter No.E (NG) 1-87-PM1-14 dated 22-07-88 [RBE No.157/88]).

9.5 In order to promote confidence and generate a positive atmosphere among the candidates, the results of written tests may be published in all selections, including those categories where viva-voce is eliminated. While announcing the results, it should be made clear that announcement of results of written test of successful candidate(s) does not entitle their empanelment automatically, as it is further subject to adjudging their suitability under the head 'Record of Service' and 'Seniority' by the selection committee.  
(Authority: SWR/UBL's Lr.No.SWR/P.608/CS/Selection/Policy dated 08-08-2007)

#### 10.0. ELIGIBILITY FOR PASSING:-

10.1 Candidates must obtain a minimum a 60% marks in professional ability and 60% marks of the aggregate for being placed on the panel. In a few cases where both written and oral tests are held for adjudging the professional ability, the written test should not be of less than 35 marks and the candidates must secure 60% marks in written test for the purpose of being called in **viva voce test**. It should be specifically made clear that their empanelment will be subject to their securing 60% marks in the professional ability ( written test and viva voce test) and 60% in the aggregate."

Board's letter no.E(NG)I/2000/PM1/41 dated 7.8.2003 (RBE No. 137/2003) (ACS No.150)

[Note: The marks scored by the candidate out of 100, is to be proportionately reduced for 35 marks for the purpose of final tabulation]

#### 10.2. SAFETY CATEGORIES:

No relaxation is allowed for candidates belonging to SC/ST Communities. They have to obtain a minimum of 60% marks in the written test to qualify for being called for viva-voce (where applicable); and \*\* 60 % marks in 'aggregate' (excluding seniority) as against 60% marks in aggregate ( including seniority) for others.

[\*\* Board's letter No. E[SCT]71 CM15/37 dated 18.10.1973 page 314 of Brochure for Safety Categories]

To illustrate, the marks in a Selection are divided as under:-

Sl. No.	Factors/Headings	Maximum Marks	Qualifying Marks
1.	Professional ability	50	30
2.	Record of Service	30	-
3.	Seniority	20	-
	Total	100	60

As regards professional ability in Safety Categories even the employees belonging to SC/ST will be required to get 30 out 50 marks as in the case of others. As regards aggregate, the reserved community employees will be required to obtain 48 marks, i.e., 60% of 80 marks [Total 100 marks minus 20 marks for seniority = 80] to be empanelled whereas the general candidates have to get 60 marks out of the total of 100 marks for empanelment.

### 10.3 NON-SAFETY CATEGORIES:-

- 10.3.1. **Where there is no viva-voce:** SC/ST candidates are eligible for 10% relaxation in qualifying marks in the written examination against the reserved posts.
- 10.3.2. **Where viva-voce is held:** SC/ST employees are eligible to be called for **viva voce** if they secure **07** or more marks out of 35 in the written test.
- 10.4. **ELIGIBILITY BY ADDING NOTIONAL SENIORITY MARKS – Para deleted**  
[Board's letter No. E [NG]I-2007/PM1/10 dated 26-11-2007]

### 11.0. EVALUATION BY THE SELECTION BOARD IN THE VIVA-VOCE:-

- 11.1. Before the Selection Board assembles to make the selection proceedings, all the papers connected with the proposed selection including the confidential reports and the qualifications prescribed for the post under consideration should be circulated for the information of the members of the Selection Board.  
(Para 219(c) of IREM)
- 11.2. There should be a single evaluation sheet to be signed by all members of the Selection Board. All the members should also attest corrections in the evaluation sheet. (Sub-Para 219(f) of IREM)
- Note (1): The procedure of assessment of marks by the individual members of the Selection Board as outlined in Para 219(f) of IREM has been modified and single evaluation sheet has been introduced.
- Note (2): It is necessary to give adequate notice, say a minimum of one week to the successful candidates to attend the interview, where prescribed.
- Note (3): There should not be any deliberate attempt on the part of the Selection Board to award less marks to candidates who are junior in the Zone of Consideration. For example if for 10 posts, 20 candidates qualify the written test, the first 10 candidates have been given 60% and above marks and the candidates who are at 11th and onwards are granted marks less than 60% Awarding of marks should be based on the merits and the performance of the candidates rather than seniority position.
- Note (4): There should neither be delay in drafting the selection proceedings nor the job of drafting the selection proceedings should be left to someone, who is not a member of the Selection Board.
- Note (5): Awarding the marks and signing the marks statement should take place on the date of viva-voce in respect of selections to cadre posts where viva-voce also is held.
- Note (6): Consideration of the candidates without the availability of the latest confidential reports or complete service records is not in order.
- Note(7) : APARs/Service Records and DAR clearances should be called for in respect of all the candidates while notifying the selection so as to reach the Selection Board seven days before the earliest date fixed for interview. This will also alert the officers who have not completed APAR of the staff concerned.
- Note (8): Where one or more confidential reports have not been written for any reason during the relevant period the Selection Committee should consider the APARs of the years preceding the period in question and if in any case even these are not available the Selection Committee should take the APARs of lower grade into account to complete the number of APARs required to be considered. If this is also not possible, all the available APARs should be taken into account.  
(Railway Board's letter No.E (NG) I/96/CR/8 dated 9.1.97)
- Note (9): Conducting the selection proceedings without ascertaining whether the employees are facing any major penalty proceeding is also not in order.
- Note (10): Similarly, inclusion of name of employees who were facing major penalty proceedings in the panel is not in order.

**11.3. AWARD OF MARKS BY THE SELECTION BOARD:-**

11.3.1 Selection Board members should be advised clearly that there should not be any cuttings and over-writings in the proceedings of the Selection Board and that serious objection of any cutting and overwriting will be taken.

(PARA 219(f) OF IREM)

11.3.2 Professional ability will carry a total of 50 marks. If there is a written test, written exam will have a weightage of marks obtained in the written exam reduced to 35. For example - an employee obtaining 60% marks in written exam will get 21 marks in the professional ability (60 x 35)/100 =21). Balance 15 marks are to be awarded by the Selection Committee in the specified categories where viva-voce is held based on the performance of the employee in the viva-voce.

11.3.3 Marks are to be awarded by the Selection Board under the following heads in respect of **selections to cadre posts where viva-voce also is held:-**

Factors/Headings	Maximum Marks
Written	35
Viva-voce	15
Record of service	30
Seniority	20

11.3.4 **In respect of selections to cadre posts where there is NO viva-voce:-**

Factors/Headings	Maximum Marks
Professional ability	50
Record of service	30
Seniority	20

11.3.5 In the case of selections for promotion to the posts of Assistant Loco Pilots (Diesel/Electric) and ASMs the distribution of marks amongst various headings shall be as follows:

Factors/headings	Maximum marks	Qualifying marks
Professional ability	50	30
Record of service	30	-
Aptitude test	20	Minimum cut off as may be decided by RDSO

(Authority: Railway Board's Lr.No.E(NG)I-2006/PM1/4 dt. 22.3.2006 – RBE No.35/2006)

**11.4. RECORD OF SERVICE (ROS)**

11.4.1. **Maximum Marks-30 to be distributed as follows:-**

(A)
15 marks on the basis of grading of APARs/Working Reports of last 3 years
(ROS-1)

(B)
10 marks on the basis of entries of awards/punishments in Service Register
(ROS-2)

(C)
05 marks on the basis of entries in Service Register of academic/technical qualifications
(ROS-3)

[Authority: CPO/SWR Lr. No. SWR/P/R/608/Vol. I dated 24.02.2011]

**ROS-1:** APARs for the last three years are to be considered. Marks are to be awarded depending upon the grading. Though the Railway Board have issued no clear mandatory orders, the following pattern for assessing the APARs can be followed:

Grading	Marks
Outstanding	5
Very Good	4
Good	3
Average	2
Below Average	1

[Authority: CPO/SWR Lr. No. SWR/P/R/608/Vol. I dated 24.02.2011]

**ROS-2:** In addition to the APARs, the Service Register has also to be scrutinized. Marks can be added or deleted for awards and punishments respectively. In any case the total marks that can be given under this head should not exceed 10.

For service Register/Record without any adverse entry, 06 marks should be allotted as base mark.\*\*

\*\* Further deduction/addition is to be done in the following manner:-

For each Minor penalty during the last 3 years	:	Minus 1 mark
For each Major penalty during the last 3 years	:	Minus 2 marks
For each individual cash award at the Divn/Unit level	:	Plus 2 marks
For each individual cash award at the PHOD level	:	Plus 3 marks
For each individual cash award at the GM/Bd. level	:	Plus 4 marks

[Authority: CPO/SWR Lr. No. SWR/P/R/608/Vol. I dated 24.02.2011]

**ROS-3: Academic/Technical qualifications:**

Minimum 03 marks under ROS-3 may be allotted to the candidate who fulfills the prescribed educational qualification for the post for which the selection is being held.

The committee can further decide the criteria for awarding the remaining 02 marks under this sub-head to the candidates who possess additional education/technical qualifications relevant to the nature of the post for which the selection is being held.

The record of service should also take into consideration performance of the employee in training institutes.

**11.4.2 SENIORITY (20 Marks)**

Maximum marks (20)	Minimum marks (12)
To be allotted to the senior most employee where selections are held against the ratio of 1:3	To be allotted to the junior most employee where selections are held against the ratio of 1:3

The seniority marks for the employees between the junior most and the senior most employees shall be proportionately divided and corrected upto the first decimal.

[Authority: CPO/SWR Lr. No. SWR/P/R/608/Vol. I dated 24.02.2011]

**11.5. ELIGIBILITY FOR EMPANELMENT:-**

11.5.1. An employee must secure not less than 60% (30 out of 50) in the professional ability and not less than 60% in the aggregate to be eligible to be empanelled.  
(Note (iii) below PARA 219(g) of IREM)

Note: A person who fails in the Psycho Test is not eligible to be included in the panel /suitability test.

11.5.2: The names of candidates selected for empanelment should be arranged in the order of seniority.  
***Those securing 80% marks or more in the aggregate should be classified as outstanding and allowed to supercede 50% of the number of his seniors in the field of eligibility.***

(PARA 219 (i) OF IREM)

11.5.2.1: For example if, for forming a panel for 8 vacancies, 24 employees are called for viva. Then,

i) If the 13th man is categorized as outstanding (i.e. he obtains 80% marks) his seniors are 12 in number and he can gain 6 places and will be placed seventh in the panel.

ii) If the 24th candidate is categorized as outstanding he will gain 11 places. Since there are only 8 vacancies he will not find a place on the panel.

(For details, refer to Board's letter No.E(NG) I-76PM1/142 dated 27/30-10-79)

11.5.3. After arranging the names of the candidates in the above manner, a panel equal to the number of vacancies should be drawn out by the Selection Board. (PARA 219(d) of IREM)

11.5.4. **For Selection to posts as per Avenue of promotion not restricting the field, but by calling volunteers like LDCE and in the case of General posts, the selection in which the volunteers are called across cadre/Departments without restriction of field and all the eligible candidates are called for selection; Selection to be done without seniority marks. Panel to be arranged as per merit.**

**[Railway Board Lr. No.E(NG)/2011/PM1/26 dt. 06.02.2014 – RBE No. 17/2014]**

11.6. **ELIGIBILITY FOR EMPANELMENT FOR SC/ST CANDIDATES AGAINST POSTS RESERVED FOR THEM -**

11.6.1 **SAFETY CATEGORIES**

An employee should obtain 60% marks in the professional ability and 60% marks in the aggregate, excluding marks for seniority. Thus a candidate securing 30 marks out of 50 in the professional ability and an aggregate of 48 marks out of 80 (excluding 20 marks for seniority) would be eligible for empanelment.

11.6.2. **NON-SAFETY CATEGORIES (WITH RELAXED STANDARDS)**

An employee should obtain 50% marks in the professional ability and 50% overall, excluding the marks for seniority. Thus a candidate obtaining 25 out of 50 marks for professional ability and an aggregate of 40 marks out of 80 (excluding 20 marks for seniority) would be eligible for empanelment.

11.7. **POLICY OF “BEST AMONG FAILED”:**

11.7.1. In non-safety categories, if the requisite number of Scheduled Caste/Scheduled tribe candidates are not empanelled, the best among the failed candidates should be earmarked for placing on the panel against reserved vacancies. They should be promoted on adhoc basis for six months. During the six month period, they should be given all facilities for improving their knowledge and coming up to the requisite standard. At the end of the six months period, a decision has to be taken by the competent authority for inclusion of their names in the panel or otherwise.

(Board's letter No.E(SCT)74/cm 15/34 dated 31-8-1974)

11.7.2 Regularisation of promotion by Selection of SC/ST candidates through the 'Scheme of Best among the failed candidates' should be counted from the date of adhoc promotion, if on review, after the six months, they are found to have come upto the requisite standard.

(Authority: Railway Board's letter No.2013-E(SCT)/25/6 dated 09.05.2017 (RBE No.44/2017))

11.7.3. However the relaxation of 50% marks or selection of the 'best among the failed' should be applied only when required number of candidates belonging to the reserved communities equal to the number of posts reserved for them are not available by applying the general standards. In other words, the Selection Committee should first draw a list of candidates who can be empanelled by applying the general standards. In case of deficiency the same should be made good by applying the relaxed

standard of 50% marks. If there is still deficiency, the policy of best among the failed should be followed by calling for viva-voce all those SC/ST employees who have secured not less than 7 marks out of 35 in the written test. Where viva-voce is dispensed with in selections SC/ST employees securing not less than 10 out of 50 in the written test may be considered under this scheme.

## 12.0. GENERAL POSTS:-

12.1. In respect of general posts no marks for seniority will be awarded and consequently the various factors of selection and their relative weight will be as indicated below:-

Factors/Headings	Max. Marks	Qualifying marks
Professional ability	50	30
Record of service	30	-
Total	80	48

12.3. All volunteering eligible staff, who satisfy the prescribed conditions of eligibility, should be called for the written test.

12.4. All candidates, who secure not less than 60% marks in the written test, should be called for viva-voce test wherever applicable.

12.5. The final panel should be drawn up in the order of merit based on aggregate marks of 'Professional ability' and 'Record of Service.' However, a candidate must secure a minimum of 60% marks in 'Professional ability' and 60% marks in aggregate, for being placed on the panel. There will be no classification of candidates as 'Outstanding'. (PARA 219 (j) of IREM)

12.6. For filling up vacancies of Sr.Clerks, against 13 1/3% LDCE quota, final panel is to be drawn strictly on the basis of merit.  
(Authority: Railway Board's Lr.No. PC-60/RTP-3/1 dt. 20.12.1961)

12.7. For filling up vacancies of the Traffic and Commercial Apprentices against the LDCE quota, the final panel is to be drawn according to the merit position assigned by the Selection Committee.

(Authority: Railway Board's Lrs.No. E(NG)III-72 RR1/18 dated 18-3-1972, E (NG) I-73/PM1/211 dated 8.11.1973 and E (NG) I-2011/PM1/26 dated 06.02.2014 – RBE No.17/2014)

## 13.0. EX-CADRE POST:-

13.1. Ex-cadre posts are posts outside the cadre. These posts are filled from amongst eligible staff as may be specified in the method adopted by each Railway Administration/PU etc. subject to the condition that the method so laid down by the Railway/PU does not violate the policy guidelines or the method in specific cases, if any, laid down by the Board as in the case of manning posts in the area of computer activities in PRS, Division, Stores Depots and Workshops. The employee selected for manning ex-cadre posts retain their lien in their parent cadre and seek advancement therein. The concept of notional seniority marks does not apply to selection for ex-cadre posts.

## 14.0. SUPPLEMENTARY SELECTION:

14.1. Supplementary selection (both written test and the viva-voce, wherever prescribed) can be held for candidates coming under the following categories:

- i) Summons for the written test / interview being received late by the candidates.
- ii) Failure on the part of administration to relieve the candidate in time.
- iii) Sickness of the candidate or other reasons over which the employee has no control. Unavoidable absence will not, however, include absence to attend a wedding or similar function or absence over which he has control. Sickness should be covered by a specific certificate from the Railway Medical Officer.

(Authority: PARA 223 of IREM)

## 15.0. FORMATION OF PANEL

The final panel is to be drawn in the order of seniority. SC/ST candidates who are selected by applying the general standards and whose names in the panel appear within the number of UR vacancies are to be treated as selected on their own merit. For example, suppose there are 10 vacancies ( 6:UR, 4:SC/ST) for which a panel is to be prepared. First six candidates in the panel who have been selected by applying the general standard will be adjusted against UR vacancies irrespective of the fact whether they or some of them belong to SC or ST category. SC/ST candidates selected for remaining four reserved vacancies, whether selected on general standard or by giving relaxations/concessions as per the existing instructions on the subject, shall be adjusted against reserved vacancies.

(Authority: Railway Board's letter No.99-E (SCT)/I/25/13 dated 20.6.2003 - RBE No.103/2003)

SC/ST candidates who find place in the panel on relaxed norms or under the best amongst the failed policy should be placed below those who have qualified with the general standard.

(Authority: Railway Board's Lr.No.89-E (SCT) I/49/5(Pt.) dated 16.6.92 - RBE No.97/1992 and RBE No.17/2014)

Names of the selected employees who retire before notification of the panel, should also be included in the panel

(Authority: Railway Board's Lr. No. E (NG) I/90/PM8/6 dated 1.12.1993 – RBE No.173/1993)

### \* Present Status of Reservation for SC/ST Employees (Local policy):

- i) There shall be no supercession of SC/ST employees in seniority over senior 'UR' employees, provisionally. All the SC/ST employees coming in the purview of General Seniority shall be considered against available Roster Points, even if they were acquiring UR points in the past.
- ii) Whenever, in case if Roster points are consumed and the number of SC and ST candidates still appear as per zone of consideration in the General Seniority, they shall be adjusted against UR Roster points on temporary basis to be adjusted against future SC/ST vacancies. Once SC/ST roster points are available in future, these UR points will be vacated and SC/ST candidates will be adjusted against newly available points.
- iii) In case there are no SC/ST candidates available in the zone of consideration but vacancies are available, the vacancies shall be kept as shortfall for future adjustment.
- iv) The above procedure will be followed in promotions (selection and non-selection). However, all promotion orders shall be provisional and subject to the outcome of pending contempt petition (C) No.314/2016 in SLP (C) No.4831/2012 before Hon'ble Supreme Court.  
(Ref: - Instructions of SWR vide letter No.SWR/P.483/IV/Mech.Misc/Policy dated 21.04.2017 and 03.07.2017 issued subsequent to Railway Board's letter No.2016-E (SCT)/I/25/8 dated 30.09.2016 (RBE No.117/2016).

## 16.0. APPROVAL OF THE PANEL:-

- 16.1. A specific acknowledgement should be obtained from the Selection Committee Members to the effect that they have gone through the Guidelines for conduct of Departmental Selections issued under Board's letter No. E[NG]I-98/PM1/17 dated 20.10.1999 read with other instructions issued on the subject from time to time and have followed the instructions in the particular selection for which the proceedings are being drawn, before the panel is put up to the competent authority for approval.

Selection proceedings have to be approved by the Authority which constituted the Selection Board.

(Authority: Railway board's Lr. No. E (NG)I-2008/PM1/8 Dt. 10.03.2008)

- 16.2. The panel should be put up to the Competent Authority for approval. After the competent authority approves the panel, it should be notified immediately. In the event of employees facing criminal or disciplinary proceedings being found eligible for empanelment, the panel should be published as a provisional panel without their names. Inclusion of their names in the final panel will be decided after

the conclusion of the proceedings.

- 16.3. In case the competent authority does not accept the recommendations of the Selection Board, the case should be referred to the General Manager, who may constitute a fresh selection Board at a higher level or issue such orders as may be appropriate. (PARA 219(k) of IREM)

**17.0. AMENDMENTS TO THE PANEL:-**

- 17.1. A panel once approved should not normally be cancelled or amended. If it is subsequently found out that there were procedural irregularities or other defects which may necessitate amending or cancelling the panel, this should be done after obtaining the approval of the authority next higher than the one that approved the panel. (PARA 219(l) of IREM)

**18.0. CURRENCY OF PANEL:-**

- 18.1. Panel notified will be valid for two years from the date of approval of the same by the competent authority or till exhausted, whichever is earlier.  
(PARA 220(a) of IREM)

**19.0. REMOVAL OF THE NAME OR REVERSION OF AN EMPLOYEE FROM THE PANEL:-**

- 19.1. The name of an employee who has been promoted by virtue of his position on a panel should not be removed from the panel ( while the panel lasts)
- 19.2. If a Railway employee, whose name is on a panel, is considered unsuitable for promotion even before he is promoted, his name should be removed from the panel but before this is done, the reason for such action should be communicated to him and he should be given an opportunity to explain his case. In such cases:-
- a) The powers to remove the name from the panel should be exercised by an authority next above the one which approved the panel; and
  - b) The Railway employee will have a right of appeal against dis-empanelment to the next higher authority.

The question of taking action as indicated at (a) and (b) above will obviously arise only when the panel is current.

However, a person promoted on the basis of his empanelment, cannot be reverted for unsatisfactory work after 18months without following the procedure prescribed in the D & A  
(Authority: Para 13 of Master Circular No. 31)

If a railway servant is promoted to Non-selection post after qualifying in suitability test and subsequently reverted on grounds of unsuitability, should not be promoted to the said post irrespective of time limit, till he qualifies afresh in a suitability test held next for promotion to the said post.  
(Authority: Railway Board's Lr.No. E (NG) I/66/PM1/98 dt. 28.7.70 addressed to GM/Eastern Railway)

**20.0. PROCEDURE FOR SELECTION FROM GROUP 'D' TO GROUP 'C':-**

- 20.1. For promotion from Group 'D' to Group 'C' categories ( 33-1/3%,16-2/3% ) to lowest Grade of Group 'C' categories of Commercial Clerks, Ticket Collectors, Trains Clerks, Office Clerks and other categories of clerks like Stores Clerks, etc. separate set of instructions ( RBE No.165/2003) exist. For these categories, the selection consists of written test and Record of Service and the marks to be allotted are as under:-

Factors/Headings	Maximum Marks
Written	85
Record of service	15
<b>Total</b>	<b>100</b>

**For break-up of 15 marks under the heading 'Record of Service', the break up as given in item (B) and item (C) of Para 11.4.1. above, may be followed.**

**20.2 QUALIFYING MARKS AND EMPANELMENT:**

For "UR" candidates	:	60% and above in aggregate	Overall aggregate comprising both Written Test and Record of Service
For "SC/ST" candidates	:	50% and above in aggregate	

The minimum threshold of 60%/50% will be calculated by the selection Board on combined marks in written test plus Record of Service, e.g. If a candidate has got 47 marks out of 85 in written test, and 13 marks out of 15 in Record of service, then he/she can be empanelled.

20.2.1. Even after relaxation, if SC/ST candidates are not available for empanelment or SC/ST slots remains unfilled, scheme of "Best amongst the failed" shall be applicable, where SC/ST candidates securing 20% under written examination and record of service separately shall be promoted on adhoc basis under In-service training".  
(SWR PB SC No.82/2011 dt: 21.07.2011 and No.SWR/P/R/608/Vol.I dt; 13.02.2012)

20.2.2. While conducting selection against 33-1/3% promotion quota from erstwhile Group 'D' [Level 1 of Pay matrix] to Group 'C' [Level 2 of pay matrix] posts, panel is required to be drawn in the order of their seniority amongst the qualified staff as per the provisions of para 189 of IREM, Vol-I and ACS No.154 & 155.  
(Authority: Board's letter No. E[NG]I-2011/PM1/26 dated 05.05.2015 [RBE No.43/2015])

20.2.3. In respect of selection for promotion from Group 'D' to 'C' against 16-2/3% quota, the final panel is to be formed strictly on the basis of merit.  
(Railway Board's Lr.No.E(NG)I/96/CFP/27 dated 10.10.2000, Board's letter No. E[NG]I-2011/PM1/26 dated 06.02.2014 (RBE No. 17/2014))

**21.0. PROCEDURE FOR FILLING UP THE POSTS OF TECHNICIAN (TRADE) LEVEL 2 OF PAY MATRIX IN 7<sup>TH</sup> CPC (erstwhile GP Rs.1900/- in 6<sup>th</sup> CPC) AGAINST 25% QUOTA AND COMMONLY KNOWN AS RANKERS QUOTA**

21.1. Khalasis/Khalasi Helpers possessing the qualifications prescribed in the Apprentice Act with a minimum of 3 years regular service will be eligible to appear in the selection. However, SC and ST candidates possessing the requisite qualification will be eligible for being considered against the vacancies reserved for them as per the extant instructions if they have completed a minimum of one year regular service.

21.2. All the eligible volunteering employees are to be subjected to a written test followed by assessment of record of service by the Selection Committee. Distribution of marks between written and assessment of record of service will be 85 and 15 marks, respectively. Those securing 60% marks and above in the aggregate will qualify for being included in the panel.

21.3. **The panel may be drawn up on the basis of seniority from amongst those who qualify the total number to be empanelled not exceeding the number of vacancies assessed to be filled against the prescribed quota. There will be no classification of outstanding.**

21.4. The empanelled staff possessing the qualification of ITI/Course Completed Act Apprenticeship in the relevant trade in the Railway Establishment may be subjected to a trade test and those passing the same may be promoted as Technician (Trade) Level 2 of Pay Matrix. Persons failing in the Trade Test may be subjected to Trade Test again after a gap of six months and promoted if they pass the same. They will not, however, be required to be subjected to training again.

21.5. Such of the empanelled staff as do not possess the qualification of ITI/Course completed Act Apprenticeship in the relevant trade in the Railway establishment may be imparted suitable training. On completion of the prescribed training the staff may be subjected to a trade test and such of them who

pass the trade test may be promoted as Tech.(Trade) in Level 2 of Pay Matrix.

{Bd's Lr.No.E (NG) I-96/PM7/56 dated 2.2.98 (RBE No.23/98)& letter dated 09.12.1999 (RBE No.305/99) [E(NG)I-96/PM7/56 dated 23.09.2003 (RBE No.166/2003)]

**22.0. SELECTION OF APP. MECHANICS (JE) IN LEVEL 6 AGAINST LDCE:-**

22.1. The following is the apportionment of marks for Selection of Apprentice Mechanics in Level 6 of Pay Matrix, 7<sup>th</sup> CPC against LDCE:

Factors/Headings	Max. Marks	Qualifying marks
Professional ability	50	30
Record of service	30	-
Total	80	48

22.2. All the eligible volunteers should be called for written test.

22.3. All those who secure 60% or above in the written test & 60% in aggregate will qualify for empanelment.

22.4. The panel is to be drawn according to merit from amongst the qualified staff. No relaxation of marks is permissible for candidates belonging to SC/ST, being safety category.

**23.0. SELECTION OF S&WI IN LEVEL 7 AND OS-II IN LEVEL 6 AGAINST LDCE:-**

23.1. The marks to be allotted are as under:-

Factors/Headings	Maximum Marks
Written	85
Record of service	15
<b>Total</b>	<b>100</b>

23.2. There will be one question paper each for OS-II examination and S& WI examination. It should be of a standard as for direct recruitment to equivalent level of posts.

23.3. ***The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination and service records.*** Subject to usual relaxation for SC/ST staff, those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. Further, the service records of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed.

Note: Questions set in the paper will be normally to assess the writing and analytical power of the candidates with reference to various topics which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of the particular discipline.  
(Authority: Railway Board's letter No.E (NG) I-2005/PM1/20 dated 17.6.2005 [RBE No.102/2005])

**24.0. GENERAL**

24.1. Whenever the vacancies remain unfilled in Promotion Quota, the same may be carried forward to LDCE/GDCE, if any, and unfilled vacancies of LDCE/GDCE may be carried forward to direct recruitment quota to next year/next selection. In case there is no LDCE/GDCE for that post, the unfilled vacancies may be diverted to direct recruitment quota of the upcoming year.

(Authority: Board's letter No.E(NG)-2010/PM-1/16 dated 10.09.2014 (RBE No.97/2014)

- 24.2. These guidelines are intended for information of all concerned and for use of members of Selection Board and Personnel officers. A copy of the guidelines may be made available to other members of the Selection Board who may seek guidance/clarification.
- 24.3. For specific posts, percentage of promotional quota needs to be checked up while putting up the assessment of vacancies.
- 24.4. While referring to these guidelines, the original paras of IREM and circulars referred to herein should be read for proper appreciation. If any provision of the IREM and the circular on the subject which has not been superceded has been missed in preparing these guidelines, the said Para and the circular which has not been taken into consideration due to oversight, should be treated as valid and operative.
- 24.5. If any court case is pending against the selection, the panel should be published as provisional.
- 24.6. The Vigilance Clearance for non-gazetted railway employees for promotions/MACP is not required to be obtained for one who is not under suspension or who has not been issued a major penalty charge sheet and the disciplinary proceedings are pending or against whom prosecution for criminal charge is not pending. The existing practice of obtaining Vigilance Clearance from Vigilance Department in other cases holds good.  
(Authority: CPO/UBL's Ir.No.SWR/PR/487/Non-SC/2016/Master/Vol.II dated 01.12.2016)

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## DOs AND DON'Ts FOR SELECTIONS

Selection is a sensitive matter and procedure-based. Therefore, extant instructions on the subject have to be scrupulously followed at various stages.

### (A) Stage of assessment of vacancies and notification for selection: -

#### DOs

1. Existing and anticipated vacancies for the next 15 months for cadre posts and 24 months for ex-cadre posts.
2. Eligibility criteria and other relevant conditions for selection should be mentioned in the Notification.
3. The notification issued should clearly indicate the break-up of vacancies meant for UR, SC, ST.
4. Proper roster points for SC/ST should be observed while assessing the vacancy position and should be got verified by the Liaison Officer.
5. Vacancies so assessed for selection should be approved by the competent authority.
6. Last date of receipt of applications/options from eligible candidates should be indicated/highlighted in the Notification.
7. Syllabus of the selection should invariably be incorporated in the Notification.
8. Wide publicity of the Notification should be given to all concerned including those on deputation/working away from headquarters and adequate intermediate time should be given between issue of Notification and date of written examination/viva-voce, as the case may be.
9. It should be ensured that the number of employees to be called for written examination is calculated separately, category-wise.

#### DON'Ts

1. Do not change the number of vacancies once the selection process has been set in motion.
2. No candidate should be considered for selection, who does not fulfill the requisite eligibility criteria.

### (B) Stage of setting of the question paper

#### DOs

1. Set the question-paper for 100 marks for 3 hours duration.
2. Set objective type questions to the extent of 50% (45% to 55% range) of the total marks for the written examination.
3. In objective type of Questions, multiple choice type questions should be preferred.
4. "Filling up of blanks(Maximum 4 words)", "picking out the right answer from the multiple choices", indications of the statement as RIGHT or WRONG", "Match the following", "questions requiring one word/phrase answer, "Yes or No" naming eg., States, Railways, Posts, Grades etc are construed as objective type of questions. (RBE No.123/2006 & RBE No.29/2009). They should be unambiguous.
5. Questions should be set in bilingual i.e. both in English & Hindi.
6. The officer nominated to set the question paper should make prior arrangements with the Rajbhasha Adhikari/Hindi Officer or his own for translation to Hindi.
7. Question should be based on the subjects included in the syllabus.
8. 10% of the total marks allotted to professional ability, should be on Official Language Rules. However, the question on Official Language should be made optional.
9. The questions should be designed to test the ability of the candidates to tackle the practical problems they are likely to face, rather than their theoretical knowledge. As such this may please be kept in mind while setting the question papers (Authority: RBE No.208/2004).
10. It may be ensured that specific/relevant instructions, if any, should be indicated in the Question paper itself for all concerned.
11. Indicate the following on the top of the question paper-
  - a) The total marks for the written examination.
  - b) The post and its scale for which selection is held.
  - c) The marks given for each sub-question of the main question.
  - d) The choice allowed and compulsory question, if any, to be answered.
  - e) Check the total marks, in case of options given.
12. Indicate all other instructions to the candidate like-

- a) Answering the objective question only in the answer book supplied.
  - b) Prohibition on indication of the name or any other identity/symbols of the candidate in the answer script, except in the columns provided on the fly-leaf of the answer sheet.
  - c) Permissibility or otherwise on the use of calculator, logarithmic table etc.
  - d) Clear instructions should be issued to the candidates in the question booklet that, while answering objective type questions, no corrections of any type like Cutting, Overwriting, Erasing, Scoring off a ticked answer in multiple choice & ticking another answer & modifying the answer in any way etc. is permitted. In case any corrections are made, such answers shall not be evaluated at all. (RBE No.29/2009)
13. It may be ensured that-
- a) Sealing of the packets containing question papers is done under the supervision of the question paper setting officer.
  - b) Question papers should be put in a cover and sealed with superscription on the cover as, "Written Examination for Selection to the post of \_\_\_\_\_ in level \_\_\_\_ (Grade Pay Rs. \_\_\_\_\_) HQ/division/unit for \_\_\_\_\_ department to be held on \_\_\_\_\_ and addressed by name to the officer nominated to conduct the written examination and given before commencement of examination, with an indication "**to be opened in the presence of candidates**".
  - c) To maintain the higher level of confidentiality, answers (KEY) to the objective type questions and the gist of probable answers/important points in respect of narrative type questions may also be handed over in a separate sealed cover for each category to the officer conducting the written examination after the examination, on the same day of the written examination.
14. The "KEY" should be handed over under a separate sealed cover on the day of the written examination.
- The key should include:-**
- a) For objective type questions the exact answer in one word or in a couple of words, as the case may be.
  - b) Gist of the probable answer/important points in respect of narrative type questions.
- (Authority: Bd's Lr.No.E(NG)I-2005/PM1/16 Dt.27.08.2014 (RBE No. 90/2014)

#### **DON'Ts**

1. Do not exceed the percentage of objective type of questions beyond/ below the prescribed limits i.e. 45% to 55%.
2. Do not set the questions on subjects not included/ indicated in the syllabus/notification.
3. Do not entrust the job of preparation of the question paper to any subordinate or to any others for whatever reason.
4. Do not entrust routine jobs like cyclostyling or photocopying etc., sealing the question paper to anybody else (All these acts should be done under the supervision of the paper setter)
5. Do not handover the papers without Hindi translation.
6. Questions on Official Language should not be made compulsory.

#### **(C) Stage of Conduct of Written Examinations: -**

#### **DOs**

1. Proper account of answer books for that exam like, used, unused, etc. should be maintained.
2. Written Examination should be conducted under CCTV surveillance and the recordings of the same should be copied in a CD/DVD.
3. As witness, signatures of two candidates present in the examination hall should be obtained on the sealed cover containing the question papers before the start of the examination and also after sealing the cover containing the answer booklets on completion of the examination.
4. Invigilators should ensure that the blank spaces, if existing on any page of the answer book, and, full blank pages of the answer books are properly scored out by the candidates before the answer book is handed over to the Invigilator on conclusion of the examination.
5. Invigilators should also ensure that the candidate has clearly indicated the number of pages written (in figures and in words) in the space provided on the fly leaf of the answer book.
6. Invigilators should ensure that their mobiles are switched off/not allowed inside during the examination.
7. Examination conducting Officer should ensure that every page in the answer script is signed by him/her with date before distributing the same to the candidates. The same should be done on the day of the written examination only and not before, to avoid potential misuse.
8. On conclusion of the written examination, the coded answer books should be handed over to the Officer-in-charge of the confidential section by the Examination conducting Officer in a sealed cover, duly keeping the coded slips under his personal custody.

9. Code numbers should be alpha-numeric but should not be indicative of names.
10. On receipt of the evaluated answer scripts from the evaluating officer, the examination conducting officer should attach the coded slips to the respective answer script, before handing over the same to the Officer in charge of Confidential section.

**DON'Ts**

1. Do not allow candidates to bring mobile phones or any other electronic gadgets into the examination hall.

**(D) Stage of evaluation of answer booklets: -**

**DOs**

1. Complete the evaluation as early as possible.
2. The evaluation should be done strictly as per the 'KEY' for objective type of questions and Gist of answers provided by the Question paper setting officer for narrative type questions.
3. If any discrepancy is found in question paper or key including gist of answers, the same should be sorted out before starting the evaluation.
4. If the candidate has indicated something (including symbols, marks, pictures, etc.) which is capable of revealing his identity, his/her answer books should not be evaluated and so reported in the covering letter.
5. If a candidate has attempted more than the required number of questions, evaluation should be done only to the required number of questions in the order in which they were attempted.
6. Answers to the objective type questions should not be over-written/scored off/cut/erased, etc. Such answers are not to be evaluated. The corrections may be one of the following types (The list is illustrative & not exhaustive):-  
(a) Cutting            (b) Overwriting    (c) Erasing            (d) Scoring off a ticked answer in multiple choice & ticking another answer; and (e) modifying the answer in any way.
7. Consistency in evaluation should be observed.
8. It is important to note that **rounding off of marks is not allowed.**
9. There is no negative marking system, except where specifically provided.

**DON'Ts**

1. Do not evaluate answer sheets without dummy code number.
2. Do not generally resort to erasing, cutting, overwriting, adding or deleting the marks originally awarded. However, if such corrections are genuinely warranted, the same may be made, by striking the marks originally given and entering the fresh marks, duly attesting the correction.

[Board's letter No. E [NG]I-2005/PM1/16 dated 12.03.2014 [RBE No. 26/2014]

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## BRIEF GUIDELINES ON PROMOTION TO NON-SELECTION POSTS

### 1.0 PROMOTION FOR FILLING UP OF NON-SELECTION POSTS:

- 1.1 Non-selection posts will be filled by promotion of the senior most suitable employees, the suitability, whether of individual or a group of employees, being determined by the authority competent to fill the posts on the basis of the record of service and/or departmental tests as considered necessary.
- 1.2 A senior employee may be passed over only if he/she has been declared unfit for holding the post in question.
- 1.3 When a senior Railway employee is passed over, the authority making the promotion shall record briefly the reasons for such supercession.

(E.48/RC1/18/3 dated 21.11.1953 (Item 2), E(56)/PM1/12/3 dated 23.03.1956, E(NG)/80/PM1/317 dated 30.12.1980 and para 214 of IREM, 1989)

### 2.0 ASSESSMENT OF VACANCIES:

- 2.1. The calculation of vacancies for promotion to non-selection posts should be made on the basis of the number of existing vacancies plus those anticipated to arise (as defined below in para 3.2) during the next 06 months.
- 2.2. The concept of anticipated vacancies is same as for selection posts.

### 3.0 ELIGIBILITY CONDITIONS:-

- 3.1. The minimum period of service for eligibility for promotion within Group 'C' should be two years in the immediate lower grade irrespective of whether the employees belong to reserved community or not. Service rendered on ad-hoc basis shall, however, be taken into account for this purpose if it is followed by regularisation without break.
- 3.2 The condition of two years minimum service has to be satisfied at the time the promotion is actually made.
- 3.3 Where longer length of service in the lower grade has been stipulated as a condition of eligibility for promotion in any particular category, the same will continue to apply.
- 3.4 If by virtue of operation of the above, a junior is eligible for promotion to the relevant next higher grade, his/her senior also will be eligible for promotion even though he/she might not have put in a total of two years service in the immediate lower grade.
- 3.5 The employees should also fulfill the educational qualifications etc. and any other condition wherever prescribed for the post for which suitability test is held.
- 3.6 If a person is selected for and appointed in another cadre to a post in the same grade as that held by him in his parent cadre and he has to seek further promotion in the new cadre, he has to render two years service in the new cadre before being promoted therein.
- 3.7 If the post is to be kept unfilled due to candidates with two years service in the immediate lower grade not being available the posts should be downgraded and operated in the lower grade.
- 3.8 Two years service condition in the immediate lower grade is also applicable to local officiating / ad-hoc promotions against short term vacancies.

(No. E(NG)/75/PM1/44 dt. 31.05.1982, 22.09.1982 & 26.05.1984, No. E(NG)/85/ PM1 /14 (RAEC-78) dt. 13.11.1985, E(NG)/85/PM1/ 13(RRC) dt. 19.02.1987, 04.11.1987, 23.03.1989 and 13.02.1990)

**4.0. NUMBER TO BE CALLED FOR SUITABILITY TEST CONTINUATION/SUPPLEMENTARY TEST, INTERVAL BETWEEN TWO SUITABILITY TESTS ETC :-**

- 4.1 The number of eligible candidates to be considered at a suitability test should be the same as the number of vacancies calculated for this purpose in accordance with para 3 above so that persons qualified need not wait long for promotion.
- 4.2 If sufficient number of suitable candidates are not available, candidates to meet the shortfall may be called up in continuation and so on, but the whole process/ should be completed within six months. If this period is exceeded, it will be treated as a fresh suitability test and those who failed in the earlier test should be eligible for reconsideration.
- 4.3 Next suitability test should be held after a gap of not less than six months. All eligible staff, including those who failed in the earlier test should be called. Period of six months is reckoned from the date of announcement of results.
- 4.4 An employee who has passed a suitability test once, need not be called for the test again and should be eligible for promotion as and when vacancy arises.
- 4.5 An employee, failing in a suitability test should be considered only for a fresh suitability test after a lapse of six months and not in a supplementary suitability test or suitability test held in continuation of the earlier one which has to be done within six months.
- 4.6 If a person fails in a suitability test but is called up again for a suitability test after a time lapse of six months and he/she passes the same, he/she should be given preference for promotion over his/her junior, who had passed the suitability test earlier but is still waiting to be promoted for want of a vacancy.
- 4.7 An employee who is unable to appear in a suitability test within a period of six months due to reasons beyond his control, such as prolonged sickness etc., he/she should be given a supplementary suitability test within a reasonable period after return to duty and on being found suitable for promotion, he/she should be assigned proforma seniority position viz-a- vis his/her juniors promoted earlier.

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## BRIEF GUIDELINES ON PROMOTION BY TRADE TEST

- 1.0. A Trade Test is given to employees belonging to Technician/Trade category on the railways at the time of promotion to semi-skilled and skilled Grades and for promotion to ESM/MSM in S&T Department.
- 2.0. Trade Tests are to be conducted twice a year.
- 3.0. Trade Test should comprise both oral and practical and may include written test wherever considered necessary.
- 3.1. Qualifying Marks in the Trade Test would be as follows: -

Description	Total Marks	Qualifying Marks
Practical	60	36
Oral	40	15
<b>Total</b>	<b>100</b>	<b>51</b>

**Note:** A SC/ST candidate will be required to secure 30 marks out of 60 in the practical test and 11 marks out of 40 in the oral test, as against 36 marks out of 60 in the practical test and 15 marks out of 40 in the oral test prescribed for other community candidates, to qualify in a Trade Test in the categories other than safety categories (E (SCT) 70/CM/15/6 dated 31.08.1971).

- 4.0. The syllabus and rules of Trade Tests for each category are contained in the Trade Test Manual available on the Railways.
- 4.1. Employees equal to the number of vacancies should be called for trade test. If sufficient number of suitable candidates is not available, further candidates to meet the short fall may be called up in continuation and so on, but the whole process should be completed within six months. If this period is exceeded, it will be treated as a fresh trade test. Those who failed in the earlier test should be eligible to appear in trade test held after expiry of six months period. The period of six months is to be reckoned from the date of announcement of the results.
- 4.2. If an employee fails in a trade test but passes subsequent trade test, he should be given preference for promotion over his junior who had passed the trade test held earlier but is still waiting to be promoted for want of a vacancy.

(E (NG) I/66/PM1/989 dated. 27.10.1979)

- 5.0. The vacancies for promotion by Trade test should be assessed on following aspects:
  - 5.1. Vacancies on account of normal wastage, viz retirement on superannuation;
  - 5.2. Existing vacancies plus those anticipated to arise (as defined below) during the next 4 months;
  - 5.3. Vacancies likely to be caused as a result of staff having given notice for voluntary retirement, provided the same are likely to be accepted;
  - 5.4. Vacancies in higher grades in the channel, the filling of which will result in the need to make consequent appointments from the proposed panel;
  - 5.5. Vacancies likely to be caused due to staff approved to go on deputation to other Units;
  - 5.6. Number of staff already empanelled for ex-cadre posts;
  - 5.7. Vacancies likely to arise due to creation of additional post in higher grades and in the same grade. This may include only those proposals which have been concurred in by the Accounts and approved by the competent authority, and

5.8. The vacancies arising out of cases where staff are likely to go out on transfer to other Railways/Divisions during the period under consideration.

**6.0. APPROVAL OF TRADE TEST ASSESSMENT:**

6.1. The actual trade test will be arranged by an Assistant Officer according to the specified trade tests. He will assess the results of the trade test, which must be supervised by a Supervisor not below the rank of Sr.Section Engineer or equivalent status. In Workshops and other places where large concentration of skilled categories exist, it will be desirable to employ a whole time trade testing supervisor to assist in arranging and conducting the trade test.

6.2. Results of trade test may be approved in the divisions by the respective Administrative Grade Officers of the departments concerned. Where there are no Administrative Grade Officers in position in a division, the trade test results may be approved by DRM or ADRM.

6.3. In regard to Workshops and other non-divisional units headed by a Senior Scale Officer, trade test results should be approved by the Dy. HOD of the department concerned at Headquarters office who will work as Chairman of the Trade Test Panel. The Trade Test Panel consists of three officers namely (i) SSE/JE or Inspector Supervising Trade Test, (ii) Assistant Officer concerned, and (iii) JA. Grade Officer of the department who acts as Chairman, Trade Test Panel and approves the results.

6.4. In the event of an appeal over any approve trade test, the appeal will lie to the Chairman, Trade Testing Panel i.e. the Administrative Grade Officer who approved the trade test results, will function as an Appellate Authority.

6.5. The Trade Test accepting officers should scrutinise the results of the Trade Test properly to ensure that there is no over-writing/alteration before accepting them, so that manipulations, if any, can be detected and prevented.

6.6. Employees who have already qualified in a Trade Test for non-selection posts in R.E. or Construction Projects need not be subjected to such tests on open line and they may be promoted on the basis of the seniority as and when due in turn. This is, however, applicable in comparable Trades only in which the lien of the individual is kept on the open line and is applicable only to the next higher grade than the one in which the lien is kept.

**7.0. GENERAL:**

7.1. While referring the above, original letters issued by Railway Board from time to time should be read for a proper appreciation. The above briefs are only a consolidation of the instructions issued and should not be treated as a substitution to existing Railway Boards instructions in force.

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## **METHOD OF FILLING UP OF NON-GAZETTED POSTS THROUGH MODIFIED PROCEDURE**

Consequent on implementation of VI CPC and merger of certain category of grades, a modified system of promotions in the merged cadres was introduced, as one time exemption:

1. Posts carrying Grade Pay Rs. 4200, proposed to be filled up by seniority cum suitability or with suitability with prescribed bench mark, may be filled with bench mark of 6 marks out of 15 marks in the last three years' APARs, duly considering the existing instructions for promotions based on Annual Appraisals.
2. Posts carrying Grade Pay Rs. 4600 and above, proposed to be filled up by suitability with prescribed bench mark, may be filled with bench mark of 8 marks out of 15 marks in the last three years' APARs, duly considering the existing instructions for promotions based on Annual Appraisals.
3. Extant instructions necessitating DAR/Vig etc clearance, shall continue to hold good.
4. The residency period for promotion to higher posts including for promotion to merged grades, will be 2 years, unless a longer length has been prescribed in terms of existing instructions for promotion to higher posts.
5. In cases, where existing classification of "Selection" has been dispensed with, promotions may be made on the basis of 'Suitability with prescribed bench mark'. All pre-promotional training courses may continue as per the existing procedure of passing pre-promotional course/training.

The above methodology will continue till further instructions are received from railway Board.

(The details of Selection/Non-Selection posts after 6<sup>th</sup> CPC, may be checked in detail in RBE Nos.161/2009, 81/2010, 103/2010,158/2011 and 20/2017 etc. )

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## **Modified Assured Career Progression scheme (MACPS)**

In pursuance of recommendations of VI<sup>th</sup> Pay Commission, Modified Assured Career Progression scheme (MACPS) was introduced with effect from 01.09.2008 in place of ACPS. The MACPS is operative even after implementation of VII<sup>th</sup> Pay Commission. The salient features are:

1. There shall be three financial up-gradations under MACPS counted from the direct entry grade on completion of 10, 20 & 30 years of regular service respectively. First financial up-gradation will be admissible whenever a person has spent 10 years continuously in the same Level in Pay Matrix. 3<sup>rd</sup> financial up-gradation would be admissible on completion of 30 years from the date of initial appointment or 10 years from the date of 2<sup>nd</sup> financial up-gradation/ promotion whichever is earlier.
2. This Scheme is in supercession of previous ACP Scheme and shall be applicable to all regularly appointed Group 'A', 'B', and 'C' Railway Employees except officers of the Organised Group 'A' Service. Casual employees, including those granted 'temporary status' and employees appointed in the Railways only on adhoc or contract basis shall not qualify for benefits under the aforesaid Scheme.
3. A Screening Committee shall be constituted in each Department to consider the case for grant of financial up-gradations under the MACP Scheme. The Screening Committee shall consist of a Chairperson and two members. The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below Senior Scale grade (PB-3, GP-Rs.6600/-). The Chairperson should generally be a grade above the members of the Committee.
4. The recommendations of the Screening Committee shall be placed before the Head of the organisation/competent authority in other cases for approval.
5. In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year – preferably in the first week of January and first week of July of a year for advance processing of the cases maturing in that half. Accordingly, cases maturing during the first-half (April-September) of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year.
6. No stepping up of pay in the Pay Band or Grade Pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.
7. The MACPS envisages merely placement in the immediate next higher Grade Pay in the hierarchy of the recommended revised Pay Bands and Grade Pay. The Grade Pay at the time of financial up-gradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher Grade Pay attached to the next promotion post in the hierarchy of the concerned cadre/organisation will be given only at the time of regular promotion.
8. The financial up-gradations under the MACPS would be admissible upto the highest Grade Pay of PB-4.
9. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial up-gradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the Pay Band and the Grade Pay drawn before such up-gradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher Grade Pay than what is available under MACPS, no pay fixation would be available and only difference of Grade Pay would be made available.
10. On grant of MACPS, there shall be no change in the designation, classification or higher status. However, Financial and other certain benefits which are linked to the pay drawn by the employee, such as, HBA, allotment of Govt. accommodation and issue of privilege Pass/PTO shall be permitted.

11. Promotions earned/up-gradations granted under the ACP Scheme in the past to those grades which now carry the same Grade Pay due to merger of pay scales/up-gradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting up-gradations under Modified ACPS.
12. With regard to fixation of his pay on grant of promotion/financial up-gradation under MACP Scheme, a Railway servant has an option under Rule 1313(1)(a)(i) of the Indian Railway Establishment Code-Volume II, (Sixth Edition 1987 – 2nd Reprint, 2005) [FR 22(1)(a)(i)] to get his pay fixed in the higher post/Grade Pay/Level either from the date of his promotion/up-gradation or from the date of his next increment viz. 1st July of the year.
13. Promotions earned in the post carrying same Grade Pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.
14. The Grade Pay of Rs.5400 in PB-2 (Level 9 of Pay matrix) and Rs.5400 in PB-3 (Level 10 of Pay matrix) shall be treated as separate Grade Pays (pay levels) for the purpose of grant of up-gradations under MACPS.
15. 'Regular service' for the purpose of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government/Department in a post carrying same Grade Pay/Level prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purpose of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.
16. Past service rendered by a Railway employee in a State Government/statutory body/Autonomous body/Public Sector organisation, before appointment in the Railways shall not be counted towards Regular Service.
17. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority. 50% of the temporary status casual labour service on absorption to regular post may be reckoned towards counting service of 10, 20 & 30 years. However, entire temporary status service of substitutes followed by regularisation without break may be reckoned towards counting service of 10, 20 & 30 years. EOL period without Medical grounds duly sanctioned by the Competent Authority could also be counted as regular service for the purpose of MACPS.
18. If a financial up-gradation under the MACPS is deferred and not allowed after 10 years in a Grade Pay, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial up-gradation which would also get deferred to the extent of delay in grant of first financial up-gradation.
19. On grant of financial up-gradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.
20. The financial up-gradation would be on non-functional basis subject to fitness, in the hierarchy of Grade Pay/Level with the benchmark of 'Very Good' for all posts.
21. In the matter of disciplinary/penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the Railway Servants (Discipline & Appeal) Rules, 1968 and instructions issued there under.
22. The MACPS contemplates merely placement on personal basis in the immediate higher Grade Pay/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also.
23. Financial up-gradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial up-gradation for the senior employees on the ground that the junior employee in the grade has got higher pay/Grade Pay/Level under the MACPS.

24. Pay drawn in the Pay Band and the Grade Pay/Level allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
25. In case an employee is declared surplus in his/her organisation and appointed in the same pay scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organisation shall be counted towards the regular service in his/her new organisation for the purpose of giving financial up-gradation under the MACPS.
26. In case, an employee after getting promotion/ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial up-gradations on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.
27. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial up-gradation, no financial up-gradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial up-gradation has been allowed due to stagnation and the employee subsequently refuses the promotion, it shall not be a ground to withdraw the financial up-gradation. He shall, however, not be eligible to be considered for further financial up-gradation till he agrees to be considered for promotion again and the second or the next financial up-gradation shall also be deferred to the extent of period of debarment due to the refusal.
28. Cases of persons holding higher posts purely on adhoc basis shall also be considered by the Screening Committee along with others. They may be allowed the benefit of financial up-gradation on reversion to the lower post or if it is beneficial vis-à-vis the pay drawn on adhoc basis.
29. Employees on deputation need not revert to the parent Department for availing the benefit of financial up-gradation under MACPS. They may exercise a fresh option to draw the pay in the Pay Band and the Grade Pay/Level of the post held by them or the Pay as admissible to them under the MACPS, whichever is beneficial.
30. MACP Scheme will not be applicable to teaching staff.
31. The APARs for the same period as required for DPC purposes are to be considered while granting the benefits under MACPS. The practice of averaging of APARs ratings as followed in case of normal DPC be adopted with reference to the benchmark purpose.
32. In the case of persons medically de-categorised and appointed to some other post in lower pay level for which they are suitable in terms of medical conditions, past service may be counted towards MACPS.
33. Financial up-gradations under MACPS cannot be to higher Grade Pay/Level than what can be allowed to an employee on his normal promotion. No such cases on financial up-gradation under MACPS would be granted in the same Grade Pay/Level.

(Authority: RBEs No. 101/2009, 215/2009, 25/2010, 36/2010, 20/2012, 142/2012, 08/2013, 155/2016  
No.E(P&A)I-2005/PS-5/PE-5 dated 04.02.2010, No.PC-V/2009/ACP/2 dated 29.12.2011 & No.PV-V/2009/ACP/2  
dated 01.07.2014)

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