

Sr.DPO/MYS (171)

**दक्षिण पश्चिम रेलवे**  
**SOUTH WESTERN RAILWAY**

प्रधान कार्यालय/Headquarters Office,  
कार्मिक विभाग/Personnel Department,  
हबली/Hubli-580 020.

सं./No.SWR/HQ/P.607/Pers./30%(LDCE)/2019

दिनांक/Date: 07-02-2020

**Secy. to GM; PCE, PCCM, PCEE, PCOM, PCMM, PCMD, PCME, PCSC, PCSO, PCSTE, PFA/SWR/UBL, FA&CAO/CN/BNC; SDGM/CVO/UBL, DGM(G)/SWR; CAO/CN/BNC; DRMs/UBL, SBC, MYS; CWMs/UBLs, MYSS; Dy.CPO/MYSS, Sr.DPO/UBL, SBC, MYS; Dy.CPO/CN/BNC; Chairman/RRB/BNC; Chairman/RCT/SBC; Director/STC/SBC; Sr.DMM/SBC, MYS & UBL, Dy.CMM/AP/MYS, Dy.CMM/GSD/UBL, WPO/UBLs, SMM/MGSD/UBL; SMM/KJM;**

**विषय/Sub:-** Selection for filling up Gr.B post of Assistant Personnel Officer in Level 8 of Pay matrix (GP.Rs.4800/-) in Personnel Department against 30% LDCE quota.

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Applications are invited to hold a selection for promotion to Group "B" posts of Assistant Personnel Officer in Personnel Department from Gr.C employees of this Railway against 30% LDCE quota, which is detailed hereunder:-

- I. Assessment Period : 01.03.2019 to 31.08.2021
- II. No. of vacancies : 02 (UR - 02, SC - Nil, ST - Nil)
2. The Group-'C' employees from the under mentioned categories of this Railway working in Level 6 and above in pay matrix with 05(five) years of non-fortuitous service in Level 6 and above in Pay Matrix as on 01.03.2019 (including non-fortuitous service rendered in the corresponding pre-revised grade pay) are eligible for the selection:-
  - i) Group-'C' Ministerial staff of the Personnel Department.
  - ii) Group-'C' Ministerial staff of Stores, Transportation(Traffic & Commercial) Department, Statistical and Compilation Branch, Chief Law Assistants, Stenographers of all Departments(excluding Accounts department) who have an avenue for promotion to Gr.B in their own department, but on the basis of exercising option on selection, they will be considered for promotion to the post of APO. The option once exercised will be final.
  - iii) Group-'C' Ministerial staff working in cadre post in any other department of the SWR excluding Hindi organization and Accounts Department but including Cash & Pay and Time office who have no avenue for promotion to Group-'B' in their own department.
3. **Selection procedure for promotion to Gr.B post against 30% LDCE:-**
  - a) **Pre-qualifying Examination:** Pre-qualifying single paper examination Computer Based Test(CBT) of 100 marks which shall have 100% Objective type Multiple Choice Questions.

Syllabus	Max. Marks	Qualifying marks	Duration of CBT
Professional, Establishment & Financial Rules.	70	75	2 hrs.
General Knowledge including optional Questions on Official Language Policy & Rules.	30		

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- (i) The questions on Official Language Policy and Rules to the extent of 10% of the 100 marks assigned above will be optional type.
  - (ii) All objective type multiple choice questions will carry equal marks.
  - (iii) There will be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.
  - (iv) The employees scoring 75% marks and above in the Pre-Qualifying examination (CBT) will be eligible for appearing in the main examination.
  - (v) For main examination number of employees will be restricted to 5 times of the number of respective vacancies in order of merit.
- b) **Main Examination:** One descriptive type paper on professional subject comprising of 100 marks as under:-

Syllabus	Max. Marks	Qualifying marks	Duration of CBT
Professional, Establishment subjects	100	60	3 hrs.

- c) The employees selected for promotion to Gr.B service should be fit in all respects including physical fitness for the duties assigned to the post of APO. The employees qualified in the Pre-qualifying examination and main examination but not passing the prescribed medical standard will not be called for Viva-voce.

d) **Viva-voce Test:**

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

- e) The panel will be prepared strictly on the basis of 'Merit' amongst qualified employees.
4. The syllabus for (i) Pre-qualifying examination and (ii) Main examination, is enclosed as Annexure-'B'.
  5. Employees fulfilling the eligibility conditions mentioned in Para 2 above, have to submit the application duly filled in the prescribed proforma enclosed as Annexure-'A' on or before **03.03.2020** to their respective Supervisory/Controlling officials. It may please be noted that Supervisory/Controlling Officials have no discretion to entertain applications after **03.03.2020**.
  6. The concerned Supervisory/Controlling Officials shall forward all the applications to concerned Cadre officers Dy.CPOs/Sr.DPOs/SPO(CN)/WPOs/APOs in one bunch on or before **06.03.2020**.
  7. The respective **Cadre officers Dy.CPOs/Sr.DPOs/SPO(CN)/WPOs/SPOs/APOs** should verify the correctness of particulars filled by the applicant with their service register and other relevant records. They should certify the correctness of the particulars filled in the application form. The ineligible applications at this stage should summarily be rejected. The application(s) rejected may be intimated to the individual employees giving reasons thereof i.e. the relevant eligibility criteria is not being fulfilled.

Dy.CPO/Gaz. & Wel.

SOUTH WESTERN RAILWAY  
Continued on 3



8. Eligible applications only should be forwarded in one bunch to reach PCPO/SWR/UBL(APO/Gaz.) on or before 12.03.2020 duly listing the name, designation, office of the applicants in the forwarding letter.
9. In case, the lien of the employee is being maintained at other unit where he is presently working, the application should be routed through the respective lien maintained unit.
10. The applications should not be forwarded in PIECEMEAL to PCPO/SWR.
11. There will be no supplementary for Pre-qualifying examination(CBT) and main examination.
12. **Pre-selection coaching:-**  
There will be no pre-selection coaching as there is no reserved vacancy of SC and ST.
13. The list of eligible employees, date, time and venue of to appear Pre-qualifying examination(CBT) and Main examination will be intimated in due course.
14. Selection for the Gr.B post of APO against 70% quota has already been completed. The employee(s) empanelled for promotion to Gr.B post of APO against 70% quota will rank senior to those selected through 30% LDCE.
15. The wide publicity should be given amongst the employees of Division/ Workshops/Units. All the Divisions/Workshops/Units shall ensure that this notification is to be further circulated immediately so as to provide adequate time to reach the staff and facilitate the willing/eligible staff to submit their application within last date.
16. If any employee(s) is/are on leave/training/deputation/sick etc. intimation regarding this notification should be sent to their personal address and their acknowledgement obtained and forwarded to this office. The responsibility of sending intimation to their personal address rests with the controlling officers.
17. This notification may also be treated as an alert notice to the staff in order to get ready for the pre-qualifying examination(CBT) and main examination.
18. The instructions/procedure contained in Master Circular No.68 regarding Gr.B selection will be followed in addition to the above instructions.
19. The above promotion against the selection will be subject to final outcome of litigation pending in the Apex Court.
20. Please acknowledge the receipt.

Encl: Annexure-'A' & 'B'

(शुजा महमूद/Shuja Mahamood)

उप मुकाधि/राज. एवं कल्याण/Dy.CPO/Gaz. & Wel.

कृते प्रधान मुख्य कार्मिक अधिकारी  
for Principal Chief Personnel Officer

C/-: All Personnel Officers of HQ – for information please  
Ch.OS/Genl, Cadres, Co-ord., Bills of PCPO/O/UBL  
OS/Conf./PCPO/O/UBL  
Genl. Secy. SWRM Union/UBL  
Notice Board.

# APPLICATION FOR THE GROUP 'B' POST OF APO (LEVEL 8 IN THE PAY MATRIX) AGAINST 30% QUOTA IN PERSONNEL DEPARTMENT/SWR

1.	Name (In Block Letters)		:				
2.	Father's Name		:				
3.	Present designation/Office/Station		:				
4.	Division/Workshop/Unit/HQrs.		:				
5.	PF No./NPS No.		:				
6.	Date of Birth (DD/MM/YYYY)		:				
7.	Date of Appointment to Railway Service		:				
8.	Community (Please put tick mark)		:	SC	ST	UR	
9.	Details of Service in the following Levels (Adhoc and MACPS promotions should not be indicated)			Category/Post		Date of regular promotion	
	Level 6 in the Pay Matrix	GP Rs.4200/-					
	Level 7 in the Pay Matrix	GP Rs.4600/-					
10.	Service rendered in Level 6 in the pay matrix and above as on 01-03-2019.		:	Years	Months	Days	
11.	Mobile No. (for whatsapp Gr.		Email-ID				

12. i) I hereby certify that I have read and fully understood all the instructions contained in the notification in regard to the selection and I certify that I am fulfilling the eligibility conditions.
- ii) I hereby declare that all the particulars given above by me are true, complete and correct to the best of my knowledge and belief. In the event of any information furnished by me being found false/incorrect, my candidature is liable to be rejected summarily, apart from initiating action under D&A Rules.

Place:

Signature of the employee: \_\_\_\_\_

Date:

Name of the employee: \_\_\_\_\_

File No.

Forwarded to Dy.CPOs/Sr.DPOs/WPO/ SPO/Cadre Controlling Authority.

Date :

Office seal

(Signature of Supervisory Official)

Name :

Designation:

File No.

Forwarded to PCPO/SWR. The above particulars furnished by the employee have been verified and found correct. It is certified that the applicant satisfies all the eligibility conditions mentioned in the notification.

(Signature of the Dy.CPO/Sr.DPO/SPO/WPO/  
APO/Cadre officer)

Date:

Office Seal

Name:

Designation:

All the above fields/information are mandatory.

SOUTH WESTERN RAILWAY



## SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION(LDCE) FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

### Syllabus for Pre-qualifying examination(CBT)

- i) Professional, Establishment & Financial Rules
- ii) General Knowledge including optional Questions on Official Language Policy & Rules.

### Professional, Establishment & Financial Rules:-

1. Manpower Planning & Recruitment:-
  - (a) Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc. Zero-based calculation of requirement/creation.
  - (b) Recruitment:-
    - (i) Recruitment at various levels and methods of recruitment:
      - Functioning of Railway Recruitment Boards.
      - Recruitment at Zonal Railways including recruitment of artisan staff. Concept of Lead period, normal attrition while placing indent.
      - Railway Recruitment Cell (RRC) - role and functions.
      - Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guide quota appointments etc.
      - Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS).
    - (ii) Recruitment to various Group 'A' Railway Services.
    - (iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.
    - (iv) Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.
  - (c) Apprentices Act 1961 and its Implementation.
  - (d) Absorption of medically de-categorized staff in alternative posts.
  - (e) Concept of Deputation, Foreign Service etc. and its impact on Pension, Foreign Service Contribution.
2. Training and Development:
  - a. Basic concept of training and human resource development.
  - b. Training and Development of Railway employees.
    - i. Training of Group-C employees.
    - ii. Functioning of Zonal Training Schools and other training institutions.
    - iii. Training of Gazetted Officers in Railways as well as non-Railways institutions.
    - iv. Various Railway Training Institutes like NAIR, IREEN etc.
  - c. Future developments in Railways, the changing roles of Railway personnel and the need for on the job training, multi-skilling etc.

7/2/20

Contd.on..2.



3. Pay and Allowances:-
  - a. Preparation of Pay Bill, Computerization of Pay Bill, AFRES, PRIME, I-Pass Concept etc.
  - b. Pay in the Government i.e. Pay bands, Grade pay etc.
  - c. Principles of pay fixation in case of appointment and promotion. Pay fixation in case of functional and non functional promotions etc.
  - d. Fundamental Rule (FR) & Fixation, Instances of pay protection etc.
  - e. Various allowances admissible to the Railway employees including allowances to the running staff.
4. Seniority and Promotion:-
  - a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
  - b. Provision of reservation for Schedule Caste and Scheduled Tribe employees. Maintenance of various reservation rosters.
  - c. Relaxations available to SC/ST candidates for promotion in safety and non-safety category posts and procedure for de-reservation of posts.
  - d. Performance appraisal - APAR, procedure, maintaining of records, communication of adverse comments etc. Impact of Vigilance investigation during and after Selection.
  - e. NBR, sealed cover procedure etc.
5. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.
6. Disciplinary & Appeal Rules(1968), Railway Services Conduct Rules (1966) & Schedule of Disciplinary Powers. Various judgements of Supreme Court on D&AR (1968) and Railway Services Conduct Rules (1966)
7. Pass Rules.
8. Retirement benefits:
  - a. Pension Rules (new and old), Provident fund rules, Leave encashment rules, Gratuity rules etc.
  - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical resignation etc).
  - c. Impact of Disciplinary & Appeal Rules. penalties etc on retirement benefits.
  - d. Pension adalats, timely settlement and redressal of grievances related to settlement.
  - e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.
9. Leave Rules and joining time.
10. Reimbursement of tuition fees and legal expenses.
11. Financial Rules:- The matters like Parliamentary control over Railway Finance, Canons of Financial propriety, Financial Reviews, Allocation of expenditure under various Heads, functions of cash and pay organization, Classification of Demands for Grants, the organizational set-up, role and function of Accounts Department in Railways, maintenance of Service records, Personal Files etc.

Contd.on..3.

*Hynd. 7/2/20*

SOUTH WESTERN RAILWAY



## Syllabus for Main Examination:-

### Professional, Establishment Subjects:

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.
2. Organization and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters, Maintenance of records-Service Registers, Personal Files and preparation of claims of Pay Bill, etc. Computerization of records and personnel management functions (Human Resource Management System) benefits, challenges and implementation. Computerization of official records and its retrieval.
3. Industrial Relations, Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
4. Labour legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.
5. Contact Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013.
6. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
7. Engagement of casual labour and substitutes, policy and procedure thereof.
8. Grievance redressal mechanism, Staff Welfare-Staff Benefit Fund. Consumer Co-op. Societies, medical assistance, Workers' Education Scheme, Societies and educational assistance.
9. Hours of Employment Regulations, conducting of job analysis. payment of overtime, etc.
10. Medical assistance to Railway employees and retired Railway employees. RELHS & its membership.
12. Right to Information Act, 2005.

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*Handwritten signature and date: 7/12/20*

दक्षिण पश्चिम रेलवे / SOUTH WESTERN RAILWAY

मंडल कार्यालय / Divisional Office,  
कार्मिक शाखा / Personnel Department,  
मैसूरु / Mysuru - 570 001,  
दिनांक / Dated: 19.02.2020.

No.Y/P.607/XII/Pers/2014/70%

All Branch Officers/MYS Div  
All Supervisory Officials/MYS Div

**Sub :** Selection for filling up of Gr.B post of Assistant Personnel Officer in Level-08 of Pay Matrix (GP of Rs.4800/-) in Personnel Department against 30% LDCE Quota.

**Ref :** PCPO/SWR/UBL letter No.SWR/HQ/P.607/Pers./30%(LDCE)/2019 dated 07.02.2020.

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A copy of PCPO/SWR/UBL letter cited wherein volunteers have been called for selection to the post of Assistant Personnel Officer in Level-08 of Pay Matrix(GP of Rs.4800/-) in Personnel department against 30% LDCE Quota is enclosed herewith. This may please be notified among the staffs and given wide publicity among all concerned staffs.

1. The employees working in Divisions/Workshops/Units have to submit application form- ANNEXURE-B duly filled to their Supervisory/Controlling officials on or **before 03.03.2020.**
2. The concerned Supervisory/Controlling officials will compile all the applications and forward in one bunch to this office on or **before 06.03.2020.**

No Piecemeal forwarding of applications should be resorted to.

If any employee is on sick/leave/training/deputation etc., intimation regarding this notification should be sent to personal address and their acknowledgement obtained and forwarded to this office. The responsibility of sending intimation to their personal address rests with the Supervisors/Controlling Officers.

Applications received after the target date will not be entertained under any circumstances. The last date for receipt of application at the field unit/at the Supervisory official level is 03.03.2020 and the last date to forward the application to Divisional Personnel Department, Mysuru Division is 06.03.2020.

Enclose: PCPO Letter+Proforma

V-S-fal  
19/02/2020  
(VISHNU GOUDA)  
DPO/MYS  
for Sr.DPO/MYS

Copy to: CE/CN/BNC, CWM/MYSS, DSC/RPF/MYS,  
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XEN/CN/MYS. MAQ, Dy.CE/CN/BNC, CAN, Dy.CMM/MYS div  
CS&WI/MYS, Steno to Sr.DPO/MYS  
BTC/MYS  
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