

SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
4th Floor, Rail Nilayam,
Secunderabad – 500071.

No.SCR/P-HQ/262(a)/Gaz/P-9/70% quota/2021

Dt: 14.02.2022.

All Concerned,
S. C. Railway.

Sub: Formation of panel for promotion to Group 'B' post of **Assistant Personnel officer** in Personnel Department against **70%** quota Selection in Level 8 in 7th PC Pay Matrix.

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It is proposed to hold a selection to form a panel for promotion to Group 'B' post of Assistant Personnel Officer in Personnel Department through 70% quota by calling volunteers. The details are as under :-

- 1) **ASSESSMENT PERIOD** : 01.10.2021 to 31.03.2024
2) **No. of VACANCIES** : 04 (SC-1,ST-Nil,UR-03)
3) **CONDITIONS OF ELIGIBILITY** :

Employees who fulfill the following eligibility criteria can apply for the selection :
(Authority: Railway Board's letter No 2006/E(GR)/15/4/RR dated 30.08.2018)

(The eligibility conditions should have been fulfilled **as on 01.10.2021**. (RBE No 161/05)

- i) Group 'C' Ministerial staff of Personnel Department,
- ii) Group 'C' Ministerial staff of Stores and Transportation (Traffic and Commercial) department, Statistical and Compilation Branch, Chief Law Assistants, Stenographers of all Departments(excluding Accounts Department)who have an avenue for promotion to Group 'B' in their own Department but on the basis of option given to them have elected to be considered for promotion to the post of Assistant Personnel Officer and
- iii) Group 'C' Ministerial Staff working in cadre post in any other Department of the South Central Railway excluding Hindi orgainsation and Accounts Department but including Cash and Pay and Time office who have no avenue for promotion to Group 'B' in their own Department.

The selection shall be made from the staff holding posts on a regular basis in Level-6 in the Pay Matrix and above with three years of regular service in Level -6 (including regular service rendered in the corresponding pre-revised grades)

Note-1: Where juniors who have completed their qualifying or eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Contd....

Note - 2: After the written examination held as part of 70% selection for Group 'B' post of Assistant Personnel Officer, candidates to the extent of six times the number of vacancies are to be called for the viva-voce, in the order of merit. Thereafter, successful candidates are to be empanelled on the basis of seniority.

4) THE SCHEME OF SELECTION IS AS UNDER:

i) The selection will consist of (a) written examination and (b) viva-voce.

ii) **Written examination:** In terms of Railway Board's Lr. No.E(GP)2018/2/31 dt.19.03.2019 (RBE No.53/2019), the written examination shall comprise of 100 marks consisting of 100% objective type multiple choice questions only. The question paper will contain 110 questions that include 10 questions on Raj Bhasha which are optional. If any candidate answers more than 100 out of 110 questions, the first 100 attempted questions will only be evaluated. The duration of the written examination will be of **two** hours. The distribution of questions will be as under:

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|--|------------|
| a) Professional/Technical Subjects | : 70 marks |
| b) General Financial Rules & Indian Railway working* | : 30 marks |
| c) Qualifying marks | : 60 marks |

*This is in lieu of Establishment Rules which is prescribed for the Group B exam. But as Establishment rules are the technical subject of this selection, questions on railway working shall be included

iii) Objective type Multiple choice question paper:-

To ensure authenticity of the answers of multiple choice questions, no corrections of any type (viz., cutting, overwriting, scoring off a ticked answer and ticking another answer, erasing, modifying the answer in any way) will be permitted. Zero marks will be awarded in such cases of corrections. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer. All objective type questions carry equal marks. In English as well as Hindi versions of question papers, every question will have four options numbered as A, B, C & D and answers to each question by the candidates are required to be answered in OMR sheets only.

Record of service and Viva-voce

	Maximum Marks	Qualifying marks
1) Viva-voce	25	} 30 (including at least 15 marks under record of service)
2) Record of service	25	

It is also advised that mere passing the written examination would not make them eligible for promotion to the post of APO. In order to qualify, apart from passing medical examination, a candidate must secure minimum prescribed qualifying of 60 marks in the written examination, 15 marks out of 25 in 'Record of Service' and 30 marks out of 50 marks in 'Viva-voce' and 'Record of service' put together.

Those who qualify in the written examination will have to appear for a medical examination as per Medical Manual for promotion to Group 'B' post of APO. Those who are found fit in the prescribed medical examination will only be called for viva-voce as per extant instructions.

5) SYLLABUS

- iii. The syllabus for the written examination is enclosed as **Annexure 'A'**. It should be read together with Para 4(ii) above.
(Authority: Railway Board's letter No. E[GP]2013/2/24 dated 02.12.2014,
[RBE No.133/2014, circulated under S.C. No.(153/2014)]

6) SUBMISSION OF APPLICATIONS:

- a. It should be ensured that wide publicity is given to this notification amongst all the staff concerned. It is the personal responsibility of the Personnel Officers/Controlling Officers of the units to ensure that the notification reaches all the eligible employees in time.
- b. Applications (ONLINE Mode only) are invited from the volunteers who fulfill the eligibility conditions as on 01.10.2021 as detailed above.
- c. The applicants should fill all the columns in the application form.
- d. After completing the form candidates should take its printout, sign it at designated place and upload their signed application with date on the application form. (Repeat signature and date both are compulsory otherwise applications are liable to be rejected).
- e. The filled in applications should be uploaded by the candidates on or before 07.03.2022.
- f. The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars in the application with the service registers and other relevant records and certify the correctness of each item of the application and affixing signature with an endorsement as 'checked and verified' and forward to PCPO office **ONLINE ONLY**. The list of applications forwarded to PCPO (SPO/Gaz) shall be separately furnished in the following ex-cel format in hard and soft copies.

S.No	Name	Desgn.	Place of working	Division	Community	Date of entry Level-6 GP 4200	Date of entry Level-7 GP Rs.4600	Total Service in Level 6 (PB 2 GP Rs.4200) & above as on 01.10.21
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- g. Candidates who do not fulfill the eligibility conditions should be informed by the Personnel Officer/Cadre controlling Officer duly indicating the reasons for rejection.
- h. Staff who are on deputation/leave/sick etc should also be notified to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation/leave/sick etc under clear acknowledgement and a copy of which may be sent to this office for record.

The candidates have to log in and fill the application form at scr.indianrailways.gov.in.
The link for online application will be activated on 14.02.2022.

- i. If any employee is holding an ex-cadre post, details of his post in regular cadre with grade and date of entry on regular measure should be furnished.
 - j. The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time. Further communication will be done to the candidate through e.mail id/SMS/ Railway website.
- 7) Pre-selection coaching to the candidates belonging to the SC communities will be arranged by PCPO office for a period of 21 working days. The modalities of coaching will be intimated in due course. In case any candidate is unwilling to undergo pre-promotional coaching, a written declaration of unwillingness (unconditional) to attend the pre-selection coaching classes should be obtained from him/her and sent to Dy.CPO/Gaz in one bunch.

8) Important dates:-


Date	Subject
07.03.2022	Last date for submission of the applications by the candidates .
21.03.2022	Last date for forwarding the applications duly scrutinized and checked to SPO/Gaz (ONLINE) by Personnel/Cadre controlling officers concerned. (e.mail ID : k.yettaiah@gov.in)

It is brought to the notice of concerned Personnel Department Officers that under no circumstances the dates mentioned above should be changed and the applications should be submitted on 07.03.2022 certain without fail.

Clarification on para 4(ii) of above Notice can be sought through e.mail within 07 days of its issue. The queries will be replied in next 5 days and the Notice will be treated as final on 15th day of notice and no objection will be entertained subsequently. (e.mail ID: k.yettaiah@gov.in)

The notification is placed on the SCR's official website. Please acknowledge the receipt of this notification.

Encl: Syllabus - Annexure-'A'.


(Md. Karamthullah Khan)
Dy.CPO/Gaz
For General Manager (P) 14/2

**SYLLABUS FOR SELECTION TO THE GROUP 'B' POST OF APO AGAINST 70% IN
PERSONNEL DEPARTMENT**

- a) Professional/Technical Subjects : 70 marks
b) General Financial Rules & Indian Railway working : 30 marks

Professional Subject:

1. Personnel department on Indian Railways, Legal framework, industrial laws, industrial relations and grievance redressal system, broadly covering following sub topics.
- a] Organisation and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment Matters.
 - b] 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.
 - c] 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.
 - d] Hours of Employment Regulations, conducting of job analysis, payment of overtime etc.
 - e] Engagement of casual labour and substitutes, policy and procedure thereof. Contract Labour [Regulation & Abolition] Act, 1972, Sexual Harassment of women at workplace [Prevention, Prohibition & Redressal], Act, 2013.
 - f] 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.
 - g] Grievance redressal mechanism, Staff Welfare –Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers Education Scheme, Societies and educational assistance.
 - h] Any related topic.
2. Manpower planning, methods of recruitment in Railways:
- [a] Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc.
 - [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. RRC, its role and functions
 - Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guides quota appointments etc.
 - [ii] Various Group 'A' organized services and recruitment to organized Gr. '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] Apprentice act and implementation of Apprentices Act.
 - [d] Absorption of medically de-categorised staff in alternative posts.
3. Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:
- a. Training of Group C employees
 - b. Functioning of Zonal Training Schools and other training institutions.
 - c. Training of Gazetted Officers in Railways as well as non-Railway institutions.
 - d. Various Railway Training Institutes like NAIR, IREEN, IRITM, IRISSET etc.
 - e. Future developments in Railways, the changing roles of Railway personnel and the need for on the job retraining, multi skilling etc.
4. Pay and allowances: Preparation of Pay Bills, Pay and allowances in the Railways, i.e. Pay bands, Grade pays etc. Principles of pay fixation in case of appointment and promotion [functional and non -functional promotions etc.] instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB, etc.
5. Seniority and Promotion:
- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
 - b. Provision of reservation for Scheduled Caste and Scheduled Tribe employees. Maintaining of reservation rosters.
 - c. Other relaxations available to SC/ST candidates 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.
 - e. NBR, sealed cover procedure etc.
6. Retirement benefits:
- a] Pension Rules [new and old], Provident Fund Rules, Leave encashment rules, Gratuity rules
 - b] Retirement benefits under different circumstances [superannuation, voluntary retirement, resignation, dismissal, technical absorption etc].
 - c] Impact of Disciplinary and 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.

7. Disciplinary & Appeal Rules [1968], Railway Services Conduct Rules [1966] & Schedule of Disciplinary Powers.
8. Pass Rules, Leave Rules and joining time. Medical assistance to Railway employees and retired Railway employees.
9. Computerisation of records and personnel management functions [Human Resource Management System] – benefits, challenges and implementation.
10. Right to Information Act, 2005.
11. Official Language Policy and Official Language Rules.
12. General Finance Rules, the matters like Parliamentary control over Railway Finances, Cannons of financial Propriety, Financial reviews, allocation of expenditure under various heads, functions of Cash and Pay organization, classification of demand for grants, organizational set up and functions of Accounts department on the Railways.
13. Knowledge about Railway Working
14. Railway's vision and performance

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