

Eastern Railway

No.E.GAZ/22/Pt.I/30%

Asansol, dt. 30.05.2019.

ALL CONCERNED

Sub:- Formation of Group 'B' panel for the post of APO/AWO/AS- E.Rly against 30% quota in Personnel Department.

Ref: PCPO/KKK's letter No. E.1024/Panel/APO/18-20(30%) dated 20.05.2019.

Reference above, it has been decided to form a Group 'B' panel of APO/AWO/AS through 30% quota for the vacancies as under :-

Vacancy : 02. (UR – 02, SC – NIL, ST – NIL.)

Eligibility: All permanent Group 'C' staff belonging to the categories mentioned below who have been provided grade pay Rs.4,200/- or above in PB-2 (Rs.9300-34800), now in Level-6 as per 7th PC Pay Matrix and above and have rendered minimum 05(Five) years of non-fortuitous service as on **01.07.2018**, are eligible to be considered for the selection. Those Gr"C" employees who have been provided grade pay Rs.4,200/- in PB-2 (Rs.9300-34800) and now in Level-6 as per 7th PC Pay Matrix under ACP/MACP are not eligible for appearing in the selection for promotion to Gr"B".

i) All Ministerial staff of Personnel Deptt./Genl. Admn./Civil Engg./Mech Engg. / Signal & Telecom. Engg. / Elect./ Medical/Security/PRO Deptt. and Welfare Inspectors who have rendered minimum 05 (five) years non-fortuitous service in Grade pay Rs. 4200/- Pay Band PB-2 and and now in Level-6 as per 7th PC Pay Matrix and above are eligible to be considered for the selection.

ii) All.Chief Law Supdts./ Law Asstts who have rendered minimum 05 (five) years non-fortuitous service in Grade pay Rs. 4200/- Pay Band PB-2 in Level-6 as per 7th PC Pay Matrix and above are eligible to be considered for the selection. Law Supdt. & Law Asstt. in the event of being selected in Group 'B' for the post of APO/AWO/AS will have to exercise an option in terms of CPO's Sl. No. 16/92 indicating clear choice for promotion to Gr. 'B' in only one category, out of the avenues available to them i.e. either APO/AWO/ AS or ALO or ACM in writing within 30 days of the publication of the result. Such option once exercised should be treated as final.

iii) Ministerial staff of the departments like Optg./Comml./Stores/Statistical and Compilation Br./Cash Deptt., who have rendered minimum 05 (five) years non-fortuitous service in Grade pay Rs. 4200/- in Level-6 as per 7th PC Pay Matrix and above as on **01.7.2018** are eligible to be considered for the selection. They do not have adequate avenue of promotion to Group 'B' post in their own Deptts. and their eligibility is also subject to the condition that they will exercise option in writing for promotion to the post of APO/AWO/Asstt. Secy. within 30 days of the publication of the result . Such option once exercised, will be treated as final.

iv) All Stenographers and Typists who have rendered minimum 05 (five) years non-fortuitous service in Grade pay Rs. 4200/- Pay Band PB-2 in Level-6 as per 7th PC Pay Matrix and above as on **01.7.2018** are eligible to be considered for the selection.

For further details visit official website i.e.

Eligible staff those who desire to volunteer for the above selection may submit their application in the prescribed proforma as in ANNEXURE'A' through proper channel within **20.06.2019** for onward transmission to Hd.Qrs.

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Eligible staff working in the construction/ Project Organisation, on deputation, or on training and or in any ex-cadre organisation who desire to volunteer for the above selection may also submit their application through proper channel within **20.06.2019** for onward transmission to Hd.Qrs.

Pre-selection training to the willing staff from reserved community is not mandatory in the present selection since there is no post reserved for the SC/ST candidates in terms of PCPO's SI.No.217/99.

Rly. Board's letter No. E(GP)2013/2/24 dated 02.12.2014, RBE No.133/2014 regarding Syllabuses for the written examination.

In terms of Rly. Bd's letter No. E(GP)2018/2/31 dated 19.03.2019 (CPO's SI. Circular No. 70/2019) the topics on professional subjects divided in two segments as Paper-I and Paper-II shall be amalgamated and topics may be picked up for the pre-qualifying and main examinations.

Pre-qualifying Examination:- There shall be a pre- qualifying single paper examination of 100 marks which shall have 100% objective type Multiple Choice Question only.

The distribution of marks will be under:-

		Qualifying Marks
Technical Subject	:	40 marks
General Knowledge including optional Questions on Official language Policy.	:	30 marks
Establishment & and Financial Rules	:	30 marks

Qualifying Marks:- The candidates scoring 75% marks and above in the pre-qualifying examination shall be eligible for appearing in the main examination and for this, number of candidates should be restricted to 5 times the number of respective vacancies in order of merit.

Main Examination:- The pre-qualifying examination will be followed by one descriptive type paper on professional subject comprising of 100 marks and the qualifying marks in the written examination will be 60 % and above.

The said examination consists of both (a) Written exam. & (b) Viva-voce.

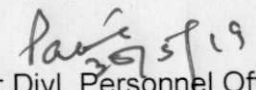
The date, time and venue of written test will be announced later on.

All Br. Officers are requested for wide publicity so that all eligible candidates may note contents of this notice and there is no cause of any future complains and send the application in a bunch by **20.06.2019** to this office for onward transmission to Hd. Qrs.

It must be ensured that all eligible and willing candidates are released/ spared for appearing in the written examination with proper sparing memo issued by the respective controlling officer of the candidate for proper identification as per Annexure 'D'.

The eligible staff should also be advised that no supplementary written examination will be held under any circumstances as per Rly. Bd's instruction in their letter No.E(GP)86/2/54 dated 28.7.86 (para-15.2 of master circular No.68)

Please acknowledge receipt.


for Sr.Divl. Personnel Officer,
Eastern Railway, Asansol.

ANNEXURE- A

APPLICATION FORM

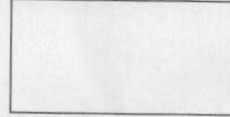
**Sub:-Formation of Group 'B' panel for the post of APO/AWO/AS against 30% quota.
Ref:- No.E.1024/Panel/APO(18-20)30% Dated 20.05.2019.**

1. Department :
2. Name in full (Block letters) :
3. Date of birth :
4. Date of Appointment :
5. Qualification(as recorded in the office) :
6. Caste :
7. Pay & Pay Band :
8. Grade pay (as on 01.07.2018) :

.....
Signature of the applicant

ANNEXURE 'D'

**Photograph duly attested by
Controlling Officer**



PROFORMA FOR IDENTITY SLIP

Certified that the Identity of Sri / Smt., Designation who is a willing candidate for APO/AWO/AS examination against 30% quota in terms of PCPO's circular No. E.1024/Panel/APO(18-20) 30% dated 20.05.2019 has been verified.

.....
Signature of the Controlling Officer /
Supervisor with Office Seal & Date

His / her signature is attested below :

.....
(Signature of the Candidate)

.....
(Signature of the Controlling Officer /Supervisor with Office Seal & Date)

- NB:** 1) The signature of the Controlling Office/Supervisor should be in his own name & designation with Office Seal.
- 2) No cognizance will be given if the signature is by any one on behalf of the Controlling Officer / Supervisor.
- 3) It is the personal responsibility of the candidate to carry necessary documents to prove his Identity before appearing in the section Board. Proper identity slip as per proforma or Identity Card Pass with photograph to satisfy the Officer-in charge / Invigilating Officer. In case nothing is produced by the candidate to the Officer-in charge / Invigilating Officer of the written examination is to satisfy himself/herself about the proper identity of the candidate and suitable record for the same is to be kept, otherwise he is to be debarred from written test.

SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONEL DEPARTMENT. (Railway Board's letter No. E(GP)2013/2/24, dated 02.12.2014 (RBE No.133/2014))

PAPER-I

PART-I

Official Language & General Knowledge

50 Marks

PART-II

Professional Subject

100 Marks

Professional Subject

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India
2. 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.
3. 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.
4. 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.

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5. Seniority and Promotion :

- a. Rules regarding 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.

6. 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 record and its retrieval.

7. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.

8. Disciplinary and Appeal Rules(1968), Railway Services Conduct Rules(1966), & Schedule of Disciplinary Powers. Various judgments of Supreme Court on D&AR(1968) and Railway Services Conduct Rules(1966).

9. Pass Rules.

10. 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.

11. Leave Rules and joining time

12. Reimbursement of tuition fees and legal expenses.

13. Medical assistance to Railway employees and retired Railway employees. RELHS & its membership.

14. Right to Information Act, 2005.

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SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONEL DEPARTMENT. (Railway Board's letter

No. E(GP)2013/2/24, dated 02.12.2014 (RBE No.133/2014))

PAPER-II

PART-I

Establishment Rules & Financial Rules

50 Marks

PART-II

Professional Subject

100 Marks

Professional Subject

1. 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.
2. 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.
3. Contact Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of women at workplace(Prevention, Prohibition & Redressal), Act, 2013.
4. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filling of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
5. Engagement of casual labour and substitutes, policy and procedure thereof.
6. Grievance redressal mechanism, Staff Welfare – Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme, Societies and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.
