

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata - 700 001

Serial Circular No. 128/2020

No. SP/GAZ/Panel/Pt.VI

Kolkata, Dated: 22/12/2020

All Concerned:
(as per standard list)

**Sub: Syllabus for 70% selection from Group 'C' to Group 'B'
posts in the Traffic (Transportation & Commercial)
Department of Railways.**

A copy of Ministry of Railways (Railway Board)'s letter No. 2020/TT-1/76/Staff/2, dated 08/12/2020 on the above subject, is enclosed for information, guidance and wide publicity. A copy of Board's earlier letter dated 16/10/2020 mentioned therein is also enclosed for ready reference.

DA: As above.


(Anjan Ray)
Chief Personnel Officer/G
Phone No.:24104 (Rly.)

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18/12/20

Central Registry / E. Rly.
Date of Receipt

**BHARAT SARKAR/GOVERNMENT OF INDIA
RAIL MANTRALAYA/MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

Serial No. 54
14/12

No. 2020/TT-1/76/Staff/2

New Delhi, dated 08.12.2020

(5)

Principal Chief Operations Manager,
All Indian Railways.

Principal Chief Commercial Manager,
All Indian Railways.

**Sub: Syllabus for 70% selection from Group 'C' to Group 'B' posts in the
Traffic (Transportation & Commercial) Department of Railways.**

Ref: Board's letter No.E(GP)2018/2/31 dtd. 16.10.2020.

(47)

As on date syllabus for professional subjects of 30% LDCE for promotion to Group 'B' posts has been notified by Board but the syllabus for 70% Selections are notified by the respective Zonal Railways/PUs.

Now, Board has decided to have a unified syllabus for the 70% Selection to Group 'B' posts on Indian Railways. Thus, a unified syllabus for 70% Selection for promotion from Group 'C' to Group 'B' posts in Traffic (Transportation & Commercial) Department of Railways is enclosed herewith for guidance. This unified syllabus may be given wide publicity and circulated amongst the eligible candidates.

DA: As above.

08/12/2020

(Satyendra Kumar)
Director Traffic Transportation (POL)
Railway Board

Copy to :- PCPOs/IR

14 DEC 2020

CPO (G)

14/12
PCPO



OS/Routing
+ Mr. Gogoi
DS/Sec. Cell
+ OS in I
Puz. Circul
Ar. 15.12.2020
LFR
CPO/G
E-OFFICE
see to PCPO
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SYLLABUS FOR 70% SELECTION FOR PROMOTION TO GROUP 'B' POSTS IN THE TRAFFIC (TRANSPORTATION & COMMERCIAL) DEPARTMENT

A. TRAFFIC (TRANSPORTATION):

I. GENERAL

- Hierarchical set up and line of control of Operating Dept. at the Divisional, Zonal and Railway Board level.

II : TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

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

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Shunting operations in Yards or Road side stations.
- Working of Marshalling Yards & Transshipment Points.
- Causes of Yard and Section congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders – Principles and Procedures.
- Rules regarding carriage of Explosive and other General goods.
- Priority Schedule.
- Indent Allotment and Supply of Freight stock at stations.
- Wagon Stock Management for loading and unloading operations.
- Imposition of Operating Restrictions on Wagon Loading and acceptance of Wagon Indents.
- Observance of Civil ban and Carriage of Contraband goods etc,
- Important Documents/Registers maintained in Yards & at Stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act, 1989 etc.
- Crew Management.
- Engine Utilization aspects requiring special attention :-
 - ❖ Engine crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation and Home Station rest, etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of locomotives.
- Wagon Turn Round Time (WTR) & factors affecting optimum utilization of the wagon fleet and methods of improvement:-

- Running of unit trains and formation of Captive Rakes.
 - Block Train Operations.
 - Nominated day loading.
 - Rationalization Scheme of movement of Freight traffic for avoiding congestion by specific routes.
 - Merry –Go-Round(MGR) System.
 - Engine on –load (EOL) System.
 - Mini rake system
- Supervision and control over movement of Special type of Stock, ODC consignments.
 - Maximum Moving dimensions.
 - Wagon Census.
 - Uses of Computer : -
 - ❖ Freight Operations Information System(FOIS)
 - ❖ Coaching Operations Information System(COIS)
 - ❖ Rake Management System(RMS)
 - ❖ Terminal Management System(TMS)
 - ❖ Computerized Train Charting
 - ❖ SATSANG
 - Relevant Rules and important Policy guidelines.
 - C&W examination for Intensive, Round Trips, Premium and Close Circuit rakes.
 - Sicklines and TXR Repair Depots including POH, & ROH Depots and their functions.
 - Supply of Coaches/Wagons to C&W shops for POH and special repairs.
 - Working of Travelling traffic cranes for handling heavy consignments at Intermediate stations.
 - Detaching of Sick Wagons at enroute Stations and their repair and clearance.
 - Inter change transactions – Junction returns of Inter Railway Inter change traffic.
 - Weighment of rakes.
 - MIL RAIL.
 - Permissible Axle Loads & Heavy Haul Operations.
 - 'Payload' to 'Tare' Ratio of Wagons.

Operating Statistics

- Definition, meaning and methods of compilation of the Fundamental and Derived units.
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses.
- Operating Ratio
- Concept of Long Haul trains & its benefits.
- Concept of Convoy train.
- Traffic Survey.
- Foreign traffic and its components/pattern.

IV. Working of TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine crew before starting and while on run and during abnormal/unusual situations.
- Responsibility and function of Guard/Asst. Guard before starting and while on run and during abnormal/unusual situations.
- Role & Responsibility of Station staff in working of trains.
- Various systems of working of trains and Conditions for Granting LC.
- Classification of Stations, Standards of Interlocking, Signaling systems, Equipment & their working.
- Station Working Rules and Block Working.
- Level Crossings.
- Line capacity and measures for augmenting it MAUQ, Tokenless working, Centralised Traffic Control, Doubling, Automatic Block, IBS/IBH.
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate etc.
- Rules regarding Marshalling of vehicles on Passenger, Mixed and Freight trains.

- Vacuum Brake & Air brake systems alongwith Continuity Test.
- Precautions to be taken on Ghat sections.

V. PASSENGER TRAINS OPERATIONS

- General principles and methodology of Time Tabling of Passenger trains.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board level.
- Publication of Working Time Tables, Public Time Tables & Sheet Time Tables.
- Punctuality of Passenger carrying trains.
- Factors affecting Punctuality of Passenger carrying trains and methods of improving the Punctuality.
- Augmentation of train loads for meeting traffic requirements.
- Running of Tourists coaches, Special carriages and Special trains.
- Planning & Running of Holiday specials, Mela Specials, Tourist Specials, etc.
- Introduction of new trains, extension of train runs, introduction of Through and Sectional Coaches.
- Preparation of Engine Links, Driver/Guards Links & Rake Links.
- Commuter Service Operations.

VI ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, types and their classification, causes and their prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety and his Functions.
- Rules for reporting Accidents.
- Accident Relief Medical Equipment (ARMES) & Accident Relief Trains (ARTs).
- Role & Responsibilities of various officials and Departments during accidents.

- Responsibility of the Control Organization Station Masters and Traffic staff on the affected Section.
- Accidents enquiries and DAR action against staff held responsible for the Accidents.
- Review and analysis of Accidents for taking corrective measures.
- Disaster Management & Implementations of High Level Committee's report on Disaster Management on Indian Railways.

ACCIDENTS PREVENTION

- Psycho analysis in case of accidents attributed to human failures.
- Improved mechanized aids to prevent human error like:
 - Improved signaling and inter-locking arrangement
 - SM's central and inter cabin control over route
 - Track circuit and Axle counters
 - Route Relay inter-locking
 - Automatic cab warning system and automatic braking system.
- Refresher Courses, Safety camps and safety campaigns.

VII. PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate plan and Annual Plan
- Traffic planning and augmentation of line capacity works.
- Doubling, Bypass & flyover planning works.

B. TRAFFIC (COMMERCIAL)

- Booking of Goods Traffic – Forwarding notes, Registrations of indents, allotment rating and routing of traffic, misdeclaration, RR, weighment including punitive charges for overloading empty tare weighment, classification of goods, loading and unloading including transshipment, free time for loading and unloading, booking of animals, dangerous and offensive goods, military traffic, RMC etc. different charges like demurrage, wharfage, stacking, stabling etc.
- Rules of levying of Punitive charges, overloading.
- Freight Incentive Schemes, Terminal Management System, Goods shed working, Trainload benefit, quick transit service, container service, loadability of wagons, higher capacity routes. Various wagons investment schemes like WIS, TIELS, LWIS & GPWIS.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Commercial Inspection.
- Siding-assisted and private siding-rules-charges-Liberalized Siding Policy.
- Dedicated Freight Corridor.
- Other recent policy changes regarding freight.
- Sealing and labeling of wagons-delay in transit-diversion of wagon load traffic-disposal of seal defective wagons-transport of small traffic-repacking sheds and transshipment points.
- Delivery of consignment-undercharges-overcharges-refund of overcharges-delivery of consignment short of destination-disposal of consignments-over-carried-disposal of unclaimed and unconnected consignments.
- Station outstanding: Realisation and its clearance.
- Dynamic Pricing- LTTC, TEFD, Station to Station rules (STS) etc.
- Various private siding policy- Green Field PFT, Brown Field PFT etc.
- E-payment of Railway Freight/GST/e-Way bills.
- Weigh bridges, integration of weigh bridges with FOIS.
- Preferential Traffic Order (PTO), Rationalisation routes, divisions/rebooking/rating/routing of goods traffic.

- Marketing and Sales activities at the level of Divisions and Headquarters-Claims prevention and claims statistics-public relations on railway-public complaints and their disposal-liability of railways in case of accident to a passenger train.
- Coordination of functions of various consultative committees at national, zonal and divisional levels.
- Liability of Railways as Carriers of goods and animals.
- Catering and vending services, Book stalls etc.
- Indian Railways Conference Association-its-functions.
- Commercial Statistics-their usefulness.
- Indian Railways' Act chapters relating to traffic facilities-working of railways, responsibility of railways as carriers and penalties and offences.
- Various ticketing schemes-Tatkal rules, concept of e-tickets, I-tickets, Scheme of Frequent Travel(SOFT), tickets through ATMs, Reservation and refund rules.
- Railway Claims Tribunal Act and functioning of RCT and RRT.
- Unreserved Ticketing System (UTS), Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Railway Travel Service Agents (RTSA), etc.
- Station Ticket Booking Agent (STBA), Yatri Ticket Subidha Kendra (YTSK), RTC.
- Suvidha Trains, Special Trains, ART (Advance Reservation Period), PNR, Passenger Profile Management, Premium Trains/Dynamic price.
- Various measures including Intensive Check Posts (ICPs) to combat ticketing frauds and ticket less travel.
- Categorization of railway stations depending upon passenger earnings.
- Halt Policy.
- Passenger Amenities-model stations-minimum essential amenities-recommended and desirable passenger amenities depending upon classification of station-works programme etc.

- Integrated on-board services-bedroll distribution in AC coaches-cleanliness of coaches-on board supply of newspaper, On Board housekeeping services (OBHS), clean train station, magazines and toiletries, National Green Tribunal (NGT), station cleanliness etc.
- Public-private-partnership (PPP) schemes-pay and use toilets (deluxe as well as normal)-retiring rooms-waiting halls-beautification of stations etc.
- Train Enquiry System – National Train Enquiry System (NTES)-Integrated Train Enquiry System (ITES) Call Centers etc.
- Train enquiry system-Integrated coach management system (ICMS).
- Customer Care Training -a more customer friendly attitude among the frontline staff – on the job training etc.
- Commercial publicity - policies and implementation on zonal railways.
- Classification of earnings.
- Strategies to enhance sundry earning parking contracts, STD/PCOs, Cyber Cafes, ATMs various kiosks etc.
- Leasing policy for parcels.
- Rules regarding parcel booking, overloading and computerization of parcels etc.
- Parcel Management System (PMS).
- Non Fare revenue & its sources.
- Passenger Service committee, Passenger amenities committee.
- IRCTC and its functions.
- Railway tourism & circular tickets.

Central Registry, New Delhi

Date of Receipt

Serial No. 46

21/10

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2018/2/31

New Delhi, dt: 16-10-2020

The General Managers,
All Indian Railways & Production Units

(Kind attn.: PCPOs/CPOs/Dy.CPO(G))

ER

Sub.: Proposal for Holding of Centralised Computer based Examinations
for 70% Selections and 30% LDCEs for Promotion to Group 'B' posts
in the Organized Departments (except Accounts & IRPFS)

A Video Conference was held between DG/HR and CCAs/PCPOs in Board's office on 28/09/2020 to discuss a proposal under consideration of the Board for holding **Centralized Computer based Objective type examinations** for 70% Selections and 30% LDCEs for promotion to Group 'B' posts. A gist of deliberations which took place during the course of said meeting is enumerated below for information:

I) Selection Procedure:

a) A Centralised Computer based examination for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in the 7 organized Departments (except Accounts and IRPFS) with following Breakup of marks:

(i) 70% Selection

Professional subject - 70 marks

Estt. & Financial Rules - 30 marks
including optional
Questions of 10 marks
on Rajbhasha Policy

(ii) 30% LDCE

Professional subject - 70 marks

Estt. & Financial Rules - 20 marks

including optional
questions of 10 marks
on Rajbhasha Policy
G.K. (excluding current affairs) - 10 marks

b) Question Paper will have 125 Questions out of which 100 questions can be attempted

c) **Qualifying Marks** - Qualifying marks will be 60% in both 70% Selection & 30% LDCE. Relaxed standard rules for reserved category candidates will be applied as per extant instructions.

d) **Allotment of marks and provision for negative marking** - 01 mark will be allotted for every correct answer and 1/3rd mark will be deducted for every wrong answer.

e) **Exam Centres** - Examination for 70% Selections for all the services will be held on a single day across Indian Railways. Centres will be both in the Divisions and HQs. On the same day the exam for the post of APO will be held in the second shift so that candidates who have appeared in exam for AMM/ACM/AOM in the first shift and also want to appear for APO can do so in the second shift. Similarly exam for AME and AEE will also be held in different shifts. There will be a gap of 3 hours between both the shifts.

There will be a **supplementary exam** after a gap of 30 days for absentees.

Similarly examination for 30% LDCE will be held on a single day only as per the existing practice. Centres will be in Divisions as well as HQs. On the same day the exam for the post of APO will be held in the second shift so that candidates who have appeared in exam for AMM/ACM/AOM in the first shift and also want to appear for APO can do so in the second shift. Similarly exam for AME and AEE will also be held in different shifts. There will be a gap of 3 hours between both the shifts.

f) **Result** - Result of written examination prepared by the Agencies will be furnished to the respective Zonal Railways/PUs.

g) **Medical and Viva-voce** of successful candidates will be conducted by the respective Zones and thereafter final panel will be issued by them according to the vacancies on the basis of seniority (including the provision of Outstanding) in case of 70% selection and on the basis of merit in case of 30% LDCE as per extant instructions.

II) **Action Plan:**

a) **Preparation of Syllabus:**

Syllabus for professional subjects of 30% LDCE has been notified by Board. As the syllabi for 70% Selections are notified by the respective Zones/PUs (except of APO), a unified syllabus for 70% Selection needs to be prepared and notified by the respective

CCAs. If any changes are required in the 30% syllabus, the same may also be done and notified.

b)Preparation of Question Bank on Professional Subject:

(i)A bilingual (Hindi & English) objective type question bank along with answer key of 5000 questions each needs to be prepared for both 70% Selection & 30% LDCE by deputing the PHODs/HODs of all the Railways/PUs. Each unit will be asked to contribute at least 200 objective type questions each for 70% & 30% along with answer keys. For this purpose, retired PHODs/HODs/Professors of Universities may also be hired on an honorarium basis for preparing the Question bank (Through CTIs).

(ii)Questions in 70% Selection will be more on practical knowledge.

(iii)30% LDCE will also be one stage now and will comprise of objective type questions which shall be analytical in nature based on case study, applicability of rules, interpretation of rules, solving problems etc.

(iv)Syllabus will be distributed chapter wise to the Zones. Relative weightage of marks amongst the chapters may be decided and Questions sought accordingly.

c) Preparation of Question Bank on GK (excluding current affairs):

An objective type Question bank of 1000 questions along with answer key on GK (excluding current affairs) will be contributed for 30% LDCE by each CCA.

d)Question Bank for Establishment & Financial Rules

PFAAs & PCPOs will be nominated by Member (Finance) and DG/HR respectively for preparing 500 questions each on Establishment & Financial rules.

e)Question Bank for Official Language:

OL Directorate in Board's office will be asked for preparing approximately 500 Questions along with answer key on official Language.

f)Updation of Question Banks:

The question banks of professional subjects, General Knowledge, Establishment & Financial Rules & Official Language will also have to be updated from time to time.

g) Final question paper:

Final question paper will be set by randomly picking up questions from the question bank under a transparent process by use of computers.

III) Training:

CTIs may be coopted by the CCAs for preparation of online modules for training.

IV) Targets:

- i) Preparation and notification of Syllabus for 70% Selection – end of October, 2020
- ii) Submission of question bank for 70% Selection- end of November, 2020
- iii) Submission of question bank for 30% LDCE- end of December, 2020
- iv) All fresh 70% Selections and 30% LDCEs for promotion to Group 'B' posts will be conducted as per the new examination pattern for which detailed instructions will follow.

V) Viva voce and final panel:

Viva-voce and medical of successful candidates will be conducted by the respective Zones. Final panel will be prepared by them according to the vacancies on the basis of seniority (including the provision of Outstanding in case of 70% selection and on the basis of merit in case of 30% LDCE as per extant instructions.

VI) Calculation of vacancies and status of existing Selections/LDCEs:

Following action needs to be taken in terms of guidelines issued vide Board's letter of even number dated 30/09/2020:

- i) all 70% Selections which have been initiated but where the written examination is yet to be conducted should not be proceeded with.
- ii) 70% Selections which are in progress i.e. where the written examinations have already been conducted or where main Selection has been conducted but Supplementary Selection is yet to be conducted may be proceeded with and finalized as per existing procedure.
- iii) In cases where 70% Selections have been finalized but corresponding 30% LDCE is yet to be held, the same should be finalized as per the extant procedure immediately.

iv) The vacancies pertaining to previous vacancy cycles, if any, shall be bunched and filled up along with the vacancies occurring in the vacancy cycle beginning from 1/01/2021 through the new examination pattern in terms of instructions contained in Board's letter no.E(GP)81/1/18 dated 9/04/1981 & 04/09/1982 also included as Para 15 in the Master Circular no.68 updated in July, 2019.

v) vacancy cycles shall also be synchronized so as to commensurate with the new vacancy cycle beginning from 1.1.2021.

Herein, it is also clarified that wherever Selections/LDCEs or Selections have already been finalized or where written examinations have already been conducted for vacancy period overlapping in the fresh vacancy cycle beginning from 1/1/2021, the vacancies may be assessed for remaining part of the vacancy cycle commencing from 1/1/2021.

3. Besides the above, certain other issues were also raised during the course of the Conference and these along with remarks thereon are detailed as under:

3.1 Qualifying marks of 60% is quite high and it should be lowered to 45%.

In this regard it is stated that the Qualifying marks of 60% in the written examination held as part of Group 'B' Selections with relaxations for reserved category candidates have been stipulated since long. Now, with the introduction of Objective type Questions in the written examination, the bar has not been lowered to maintain the standard.

The examples of short panels as cited for NWR and NCR, during the course of Meeting were not due to the cut-off marks but due to the fact that the selections have not been finalized as yet. SR and WR have been able to get requisite number of candidates with these norms.

In fact, with the introduction of Objective type Question paper in the Selections, there is an improvement and incidences of short panels have reduced. Therefore, lowering down the Qualifying marks is not considered desirable.

3.2 The time limit of 120 Minutes prescribed for the Question paper is too short and should be increased.

The duration of 120 mts. has been proposed after going through the time limit prescribed by other Institutions established for conducting public examinations like UPSC & SSC. In fact, at present also, the same time limit has been prescribed for Objective type Questions by the Railways.

3.3 Percentile system should be introduced.

The practice of stipulating qualifying marks in the Group 'B' Selections is in vogue since long and no change is warranted in the same in the proposed scheme.

3.4 Question Bank should be circulated.

It is proposed to circulate department wise model Question Papers of 100 questions each once the Question Bank is finalized for both 70% Selections & 30% LDCs.

3.5 No change in the existing pattern of Selections/LDCs for promotion to Group 'B' posts in Accounts Department.

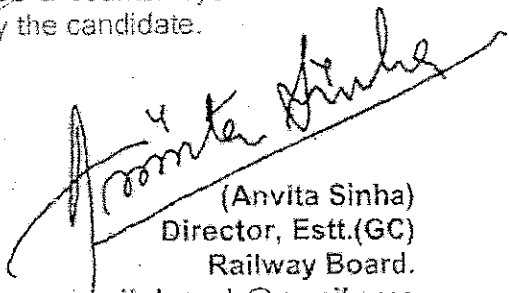
The suggestion given by PED/Account for retaining the existing pattern of Selections/LDCs for promotion to Group 'B' posts in Accounts Department has been agreed to.

3.6 Non-communication of marks.

There was a suggestion that marks of the candidates may not be communicated to the Railways before the viva voce. This has been agreed to and only names of the qualified candidates will be communicated.

3.7 More choice of questions.

There was a suggestion that more choice may be given as far as attempting of questions is concerned. The same has been agreed to and out of 125 questions, the candidate can attempt any 100 questions. There will be a counter system which will show as to how many questions have been attempted by the candidate.


(Anvita Sinha)
Director, Estt.(GC)
Railway Board.
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Copy to: AM(CE), AM(ME), AM(Traction), AM(Traffic), AM(RS), AM(Signal) & PED(Accounts), Railway Board for information & necessary action please.