

No.A/Selection/ER/MTP/CBT/2025-26 (LDCE)

Kolkata, dated: 23.12.2025

FA&CAO/Con/S&W/T/IT/G,
Dy.FA&CAO/Con-II/F&B/S&W,IT, Dy.CAO/TA, Dy.CVO(A),Dy.CS&AO, CPRO,
Sr.DFM/SDAH/HWH/ASN/MLDT, Dy.CAO(W)/JMP,LLH,KPA, C&P,GM/Vig., ,Dy.CPO/Gaz,
CAO/Admn./Exp/Estt/PF/Books/Pension/Fuel/SV/Stores/RBC/Corrs./Stores-Finance/Finance/
Insp/Works/Budget/PC/Effy, SAO/HWH/MD-HWH/MMB, E.Railway, AFA/RCT/Kolkata,
PFA/Metro Railway/Kolkata

**Sub: Formation of a combined panel of AFAs(Group-B) of Eastern Railway
& Metro Railway/Kolkata in 7th CPC Level-9 (6th CPC PB-2,GP-5400)
against 30% quota (LDCE) for the vacancy cycle 2025-26 through
Centralized Computer Based Objective Type examination (CBT).**

Ref: Board's Letter No. E(GP)2024/2/37(3477173) dated 12.12.2025.

In terms of Railway Board's letter u/r (copy enclosed), it has been decided to hold the Limited Departmental Competitive Examination for filling up 30% vacancies in Asstt. Financial Advisers (Group-B) posts in Accounts Department for the assessment period/selection year 2025-26 (combined with Metro Railway, Kolkata in terms of Railway Board's letter No. E(GP)2005/2/50 dated 03.08.2005 & 21.02.2007) to be conducted through CBT. The LDCE, in one stage only and comprising of only one paper, follows the already finalized 70% selection for the post of AFA for the year 2025-26. The CBT for the LDCE ibid, to be conducted by Railway Board/RRB(Ajmer) on a single day only across Indian Railways, has been tentatively fixed on 08.03.2026 as per Board's calendar vide letter u/r. No Supplementary examination/CBT in this regard will be permissible as per extant instructions.

2. The size of the LDCE panel will be 07 (Seven) with the following communal break-up :-

UR - 05, SC - 01 and ST - 01

2.1 In terms of Railway Board's letter No.E(GP)2022/2/20 dated 14.11.2022, the functional classification & physical requirement for the post of AFA (Group-B) for reservation to roster point for PwBDs are as follows:-

Post	Functional Classification	Physical Requirement
AFA	LD-OA/OL/OAL/BL, Leprosy Cured, Acid Attack victims	S, ST, BN, W, SE, MF, C, RW, H.
	Low Vision (LV)	S, ST, BN, W, SE, MF, C, RW, H
	HI(HH)	S, ST, BN, W, SE, MF, C, RW, H (Acceptable with Hearing Aids)

{Physical requirement abbreviations used: S=Sitting, ST=Standing, BN=Bending, W=Walking, SE=Seeing, MF=Manipulation by fingers, C=Communication, RW=Reading & Writing, H=Hearing}

3. **Eligibility:**

3.1 To be eligible to appear in the Group-B selection (30% LDCE quota), a candidate should fulfil the following conditions as on 01.01.2025:-

(a) (i) He/she should be a Group 'C' employee working in Level 6 and above in Pay Matrix with 5 years of non-fortuitous service in Level 6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay).

(ii) He/she should have qualified in the Appendix-3 IREM examination.

{Authority : Railway Board's letter No.E(GP)2019/2/25 dated 27.12.2019 (RBE No.216/2019)}

- (b) In the case of Metro Railway/Kolkata, such Group-C staff who have been absorbed in Accounts Department of Metro Railway/Kolkata shall only be considered eligible if he/she fulfils the condition given at para 3.1 (a).

N.B: In terms of Railway Board's RBE No.40/2008, in case of persons transferred on request basis to a new unit in the same category of posts, and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility whenever a minimum length of service is prescribed as a condition, for promotion in the new unit, *subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.*

4. All candidates who fulfil the conditions of the eligibility as stated vide Para-3 above will be allowed to appear in the examination without any restriction as to the number of the candidates to be admitted in the examination.

5. The LDCE selection process will consist of CBT and viva-voce as follows :-

5.1 **CBT (Computer Based Test)**

It will comprise of only single paper of 150 marks comprising of 100% Objective Type Multiple Choice Questions as per the following pattern :-

Professional Subject		Questions
	General Principles of Govt. Accounting and Audit with Special reference to Railways	15
	Books and Budget including Traffic Book	15
	Traffic Accounts and Statistics	15
	Establishment	15
	General Expenditure	15
	Workshop Accounts	15
	Stores Accounts	15
		105
	General Knowledge including optional questions of 15 marks on Official Language Policy and Rules	40
	Management Accounting and Financial Justification for expenditure	30
	Total :	175
Given that there are overlapping topics among the professional subjects, the questions set may pertain to more than one subject area. The distribution of marks as shown above is thus broadly indicative.		

N.B. i) Qualifying Marks : 90 Marks

ii) Duration : 03 Hours

iii) Question Paper will have 175 questions out of which 150 questions are to be attempted.

iv) 1 mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3rd of marks allotted for each question will be deducted for every wrong answer.

(Authority: Railway Board's letters No.E(GP)2022/2/4 dated. 28.06.2022, dated 22.07.2022, dated 22.09.2022 & dated 10.11.22)

5.2 Only the candidates who qualify in the written test will be called for subsequent viva-voce subject to being found medically fit as per prescribed medical standard. Medical & viva-voce of the successful candidates will be conducted by Eastern Railway and the final panel prepared from amongst those who qualify, strictly on the basis of merit, subject to the no. of vacancies.

Viva-Voce and Record of Service

Record of Service& Viva-Voce	Maximum Marks	Qualifying Marks
Viva-Voce	25	30 (Including minimum 15 marks in record of service)
Record of Service	25	
Total	50	

(*including at least 15 marks in record of service)

6. **Pre-selection Coaching:**

The pre-selection training classes will be organized for eligible volunteers belonging to 'SC/ST' community in terms of RBE No. 142/2019.

7. **Syllabus:**

The syllabus for this 30% LDCE in respect of Group 'B' post of AFA in Accounts Department would be as modified vide Board's letter No.E(GP)2022/2/4 dated 07.12.2022 read with letter of even no. dated 07.11.2022.

8.1 **SUBMISSION OF APPLICATIONS THROUGH HRMS :**

- The applications for the aforesaid LDCE shall be invited through HRMS.
- Physical applications will not be entertained.
- The detailed instructions to the candidates to submit the online application through HRMS is enclosed herewith as **Annexure-A**.
- The last date for the submission of applications by the eligible employees is **09.01.2026**.
- The reserved community employees are advised to check whether their community certificate is available in employee details. If the certificate is not available, the system prompts him to upload the certificate and the same can be done by raising an ESS request by the employee himself/herself and get it approved.
- The system doesn't allow the application to be submitted if the photo and signature of the employee are not available in the system. In such cases, the employee has to go to ESS and get the current photo and signature uploaded in the system and get it approved.

8.2 It should be ensured that wide publicity is given to this notification amongst all the staff concerned including putting it up on Notice Board. **It is the personal responsibility of the Controlling Officers of the Units to ensure that the notification reaches all the eligible employees in time including those staff whose lien/seniority is maintained on this Railway and who are on deputation / leave / sick or serving in other Railways/Railway Board/PSUs etc., to enable them to submit their applications through HRMS.**

8.3 A confirmation to the effect that contents of this notification has been got noted by all eligible staff under their respective control should be sent under the personal signature of the respective Controlling Officers within **29.12.2025**.

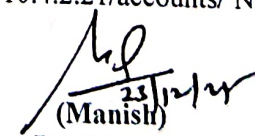
8.4 The applications from eligible staff through HRMS, *duly scrutinized from the end of the unit offices*, should reach the office of **Dy.CAO/G/ER** by **14.01.2026**, positively.

8.5 If any candidate is **subsequently found ineligible for the above LDCE at any stage, his/her candidature will be rejected without assigning any reason.**

9. Above scheme of LDCE is provisional and any change in the scheme will be notified according to subsequent guideline issued by Railway Board/RRB(Ajmer)/PCPO in this regard.

(This notice is also being uploaded on Eastern Railway official website i.e. 10.4.2.21/accounts/ Notification through Rail-Net)

DA: As above.


(Manish)
Dy.CAO(G)
for **Principal Financial Adviser**

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2024/2/37 (3477173)

New Delhi, dated 12.12.2025

The General Managers,
All Indian Railways & Production Units.

[Kind attn.: PCPOs/PFAs/Dy. CPO(G)s/ Dy. CAO(G)s]

Sub.: Promotions to Group 'B' posts on Indian Railways through Centralized Computer Based Test (CBT) - Conduct of 30% LDCE for the vacancy cycle 01.01.2025 - 31.12.2026 (including anticipated vacancies upto 30.06.2027).

The Centralized CBT for 30% LDCE for promotion to Group 'B' posts in all departments having Organized Services for the vacancy cycle 01.01.2025 to 31.12.2026 shall be conducted by RRB/Ajmer, tentatively on **8th March, 2026**.

2. To ensure smooth conduct of the examination, a Model Calendar has been prepared and enclosed as Annexure. The time frame given in the said Calendar may please be adhered to for timely conduct of the examination.

3. Further, the applications for the aforesaid LDCE shall be invited through HRMS. For the purpose, the application module on HRMS shall be live by 15.12.2025 for all Field Units. In case of any queries/assistance needed by the Field Units in this regard, they may contact the HRMS team of CRIS.

DA: As above.



(Arti Singh Lal)
Jt. Director / Estt. (GP)
Railway Board
Ph. No. 23047250

Email Id - esttgp2@rb.railnet.gov.in

Copy to:

1. PPS to AM/HR for kind information of AM/HR.
2. EDE(RRB), Railway Board.
3. Chairperson, RRB/Ajmer and RRB/Bhopal for information and necessary action please.
4. General Manager / HRMS, CRIS, ITPI Building, I.P. Estate, New Delhi- 110002 for guidance to all concerned through training, uploading flowcharts/videos etc. regarding operation of the module, as required please.

Annexure

Calendar for 30% LDCE to be conducted through Centralized CBT for the vacancy cycle 01.01.2025 to 31.12.2026 (including anticipated vacancies upto 30.06.2027):

STEPS	TIMELINE
Notification of 30% LDCE	22 nd December, 2025
Finalization of list of eligible candidates and notification thereof	23 rd January, 2026
Pre-Selection training to be completed by	27 th February, 2026
Written Examination	8th March, 2026
Result by RRB/Ajmer	6 th April, 2026
Finalization of the Panels by Zones / PUs	11 th May, 2026

**User Manual for Group B Notification - 30% and Application
processing facility in HRMS**

Version 1

Date of issue:16/12/20205

User Manual for Group B Notification - 30% and Application processing facility in HRMS

This manual details the steps to be followed for

- 1) Issuing Group B notification-30% by HQ
- 2) Application against notification of Group B- 30% by eligible applicants
- 3) Processing of applications by Units and HQ.

User roles involved.

- 1) Role GZA - Officer of Personnel Department in HQ - This user role performs following functions
 - a) Issuing Notification
 - b) Creating Custodians for individual Units in the zones
 - c) Creation of HQ recipients
- 2) Applicant - The eligible employee who applies for the notification issued.
- 3) Unit Custodian - He is created by Officer of Personnel department in HQ. He will have the role of GZV.
He scrutinizes the applications pertaining to a unit he/she is mapped to
- 4) Role GZV - HQ recipient - He / She is the gazetted clerk/Verification authority.
He / She process/distributes the applications received at zonal HQ for further checking or processing.

Stages of the program

Various stages pertaining to the facility are given below

- 1) Creating a Notification
- 2) Application by employee
- 3) Processing of Applications

1) Creating a Notification - User role GZA

The role of GZA is created by Unit Admin (UA). This can be given to a gazetted officer of personnel department in HQ.

The user GZA logs in and follows the path as

Login → Establishment Functions → UDIP → Group B applications → **Group B notification entry.**

After going through above path, the screen looks as below.

The screenshot shows the 'Group B Notification Entry' form in the IR-HRMS system. The form is divided into several sections for data entry:

- Zone:** SOUTH WESTERN RAILWAY
- Notification Year:** 2025
- Type:** Please Select
- Post:** Please Select
- Notification No:** (empty field)
- Notification Date:** DD/MM/YYYY
- Notification Pdf Upload:** Choose file | No file chosen | Upload
- Last Date of Submission of Application:** DD/MM/YYYY
- Assessment Period From:** DD/MM/YYYY
- Assessment Period To:** DD/MM/YYYY
- Date Of Eligibility:** DD/MM/YYYY

Below the form fields, there is a section titled 'Eligible employee to whom application form to be shown :'. It contains a table with columns: Department, Sub Department, Cadre Code, Pay Level, and Action. An 'Add Row' button is located to the right of the table.

At the bottom, there is a section titled 'Select Employee Who Will Oversee The Applications :'. It contains a table with columns: Unit, Search Employee, and Employee Detail.

The footer of the page includes the copyright notice: 'Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcprrmsapp013'.

This screen has four sections in it.

The first section as seen above is the place where the user enters the details of notification like the year, the department for which the notification is being created for assessment period, last date of notifications and type. In the 'Type' dropdown, the user has to select appropriate values.

The user also has to enter the date of eligibility and upload the pdf of the notification.

The second section deals with adding the cadres who are eligible for this particular notification.

In this screen, the user - GZA selects the cadre and the pay levels who are eligible for the notification. At present based on pay level, employee can see the notification. Later in 2nd phase, based on Cadre codes and levels that are mentioned in this section only will be able to see the notification and apply against the same. The other levels will not be able to see the notification.

The screen looks as below.

Notification No : 1612

Notification Date : 16/12/2025

Notification Pdf Upload : Choose file CamScanner... 16.36.12.pdf Upload

Assessment Period From : 17/12/2025

Last Date of Submission of Application : 17/12/2025

Date Of Eligibility : 16/12/2025

Eligible employee to whom application form to be shown :

Department	Sub Department	Cadre Code	Pay Level	Action
PERSONNEL	Please Select	Ministerial (267000)	> 6 > 7 > 8 > 9	Remove
PERSONNEL	Please Select	Welfare Inspector (237000)	> 6 > 7 > 8 > 9	Remove

Select Employee Who Will Oversee The Applications :

Unit	Search Employee	Employee Detail
MYSURU (MYSU)	-- Search Employee --	Name : Designation : Unit : HRMS Id : Department : Zone :

Once the eligible cadres are entered the user GZA moves to next section where she / he creates the unit custodians for the application. These users will receive all the applications for the selected notification.

Select Employee Who Will Oversee The Applications :

Unit	Search Employee	Employee Detail
MYSURU (MYSU)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR
MYSORE WORKSHOP (MYSW)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR
BANGALORE CONSTRUCTION (SBCC)	VICKY B (AJEYR) :: PERSONNEL :: OFFICE SUPERINTENDENT	Name : VICKY B Designation : OFFICE SUPERINTENDENT Unit : UBLD Pay Level : 6 HRMS Id : AJEYR Department : PERSONNEL Zone : SWR

Here, for each of the units available in the zone as per HRMS database, the GZA will be able to create a custodian. As mentioned above this custodian will receive all the applications for processing in his inbox. Once this step is done, the user will designate a user as GZV or the HQ Recipient who will initiate the workflow for the applications received from Units for the scrutiny at HQ.

Forward To HQ Recipient* :

R PRASAD S I (MGMECW) ::PERSONNEL::SR DPO

Search Range :

SWR - HUBBALLI (DIV)- PERSONNEL

Modify Search Range

Submit Entry

Once all the sections are completed, the GZA clicks on submit entry. This is a single step process. By doing this, a new notification is created. User will not be able to create a same notification again.

There is another table below the submit button which shows the details of all the notifications created through this module. This is for the information of the user.

Group B Promotion

hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-notification-entry

IR-HRMS

Please use url https://hrms.indianrail.gov.in

Dashboard

My inbox

Employee Self Service (ESS)

Establishment Functions

Admin Functions

Reports

Service Request

Training Module

Website Intro -English

Website Intro -Hindi

Take Website tour

List of Notifications Available in System

Search:

Year	Notification Id	Zone	Post	Type	Notification No	Notification Date	Notification Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date Of Eligibility	Notification Page Entry View
2025	1	SOUTH EASTERN RAILWAY	APO	70	testserapo	29-11-2025	View	03-12-2025	01-11-2025	31-10-2026	01-11-2025	View
2025	2	SOUTH EASTERN RAILWAY	AMM	30	SER\APO\30%	30-11-2025	View	04-12-2025	01-12-2025	30-11-2027	01-12-2025	View
2025	3	SOUTH EASTERN RAILWAY	AEE	30	2025\AEE\30%	03-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	4	SOUTHERN RAILWAY	APO	30	APO Test	04-12-2025	View	31-12-2025	01-01-2024	31-12-2024	01-01-2025	View
2025	5	NORTH WESTERN RAILWAY	AEN	30	871-E/1/AEN/Gr:B'(Regular-LDCE)	04-12-2025	View	04-01-2026	01-01-2025	31-12-2026	01-01-2025	View
2025	6	NORTH WESTERN RAILWAY	AME	30	871-E/1/AEN/Gr:B'(-LDCE)	05-12-2025	View	06-01-2026	01-01-2025	31-12-2026	01-01-2025	View
2025	7	NORTH WESTERN RAILWAY	APO	30	871-E/1/APO/Gr:B'(Regular-LDCE)	05-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	8	SOUTHERN RAILWAY	AEE	30	AEE Test	05-12-2025	View	31-12-2025	01-01-2025	31-12-2026	01-01-2025	View
2025	9	NORTH WESTERN RAILWAY	ASTE	30	871-E/1/AST/Gr:B'(Regular-LDCE)	05-12-2025	View	08-12-2025	01-01-2025	11-12-2025	04-11-2025	View

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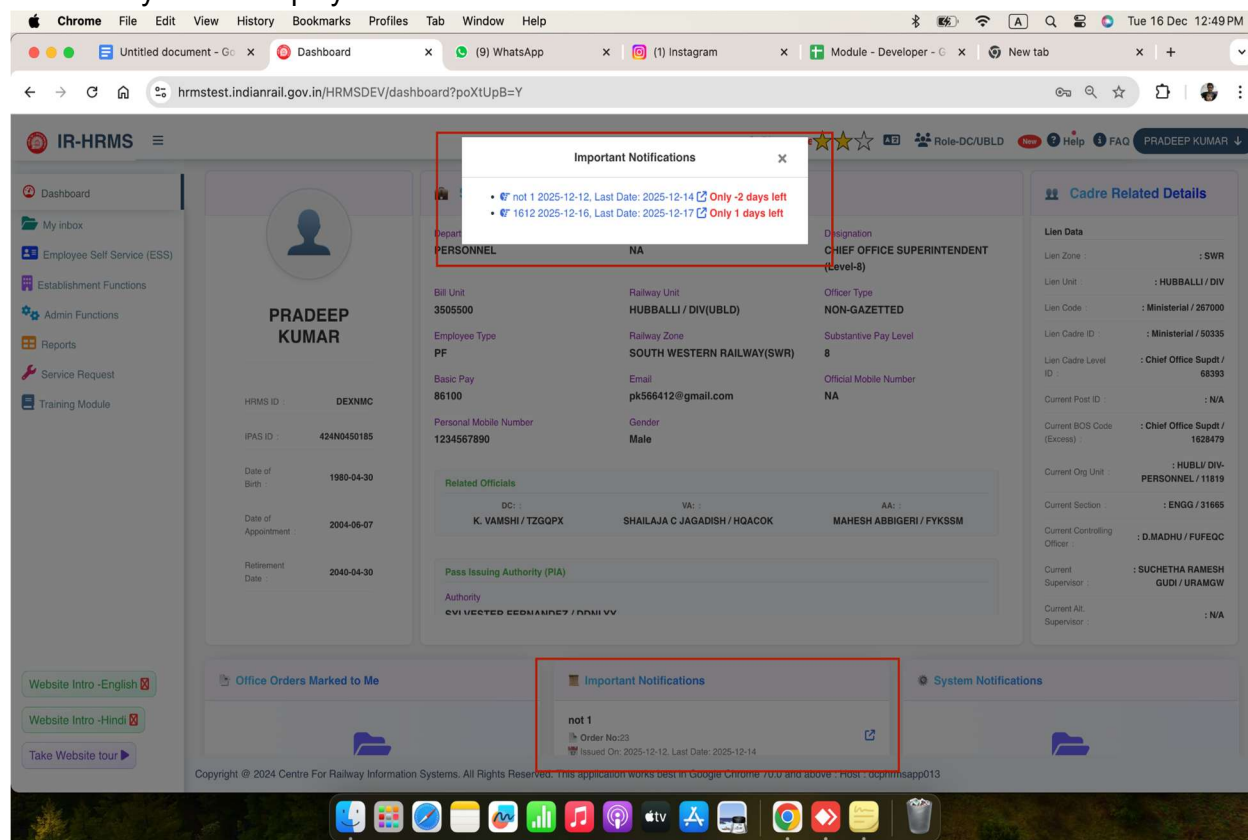
This is how a notification can be created by GZA. Along with creation of notification, he has now created the roles of unit custodian for individual unit and GZV for HQ who will be processing the

applications. By clicking the links (in blue) user can see the notification and details recorded at the time of entry of notification.

The next step will show how the employee can apply against the notification.

2)Application against the Notification by the Employee

When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway. The employee can apply against any notification by clicking on the 'Apply' button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**

IR-HRMS | <https://hrms.indianrail.gov.in/HRMS to access HRMS application> | Role-DC/UBLD | Help | FAQ | PRADEEP KUMAR

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

Warning: Please refrain from proceeding if your lien details appear incorrect.

Current Details:

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV(UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY(SWR)
Substantive Pay Level :	8	Basic Pay :	86100
Email :	pk566412@gmail.com	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Male

Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APO	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Apply
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

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Once the employee clicks on 'Apply' button, the page for application opens up.

"If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself."

IR-HRMS | Home / Promotion / Application for Group 'B' | Role-DC/UBLD | Help | FAQ | PRADEEP KUMAR

Application For Group 'B'

Application cum proforma for selection to the Group 'B' post of APO / SWR against 30% quota vacancies for the assessment period 2025-12-17 to 2025-12-17

Application Details

Application Id

Notification Details

Notification Id 27

Post APO

Date Of Issue 16-12-2025

Notification No. 1612

Click to view notification [View](#)

Last Date of submission of Application 17-12-2025

Employee Current Details

Photo

Sign

HRMS ID DEFNMC **DAE ID** 474N/A5/185

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The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.

If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.

The screenshot shows the IR-HRMS application form for Group B Promotion. The form is displayed in a web browser window with the URL hrmstest.indianrail.gov.in/HRMSDEV/promotion/group-b-application-form. The form is divided into several sections:

- Notification Details:**
 - Notification Id: 27
 - Post: APO
 - Date Of Issue: 16-12-2025
 - Notification No.: 1612
 - Click to view notification: [View](#)
 - Last Date of submission of Application: 17-12-2025
- Employee Current Details:**
 - Photo:
 - Sign:
 - HRMS ID: RBIXFK
 - Name: AKHILA BANU SHAIKH
 - Current Pay Level: 8
 - Current Org Unit: HUBLI/ DIV-PERSONNEL
 - Lien Cadre ID: Ministerial(50335)
 - Lien Dept/Sub Dept: PERSONNEL/ -
 - Lien Zone: SOUTH WESTERN RAILWAY
 - Working Cadre ID: - (-)
 - Working Dept/Sub Dept: PERSONNEL/ -
 - Working Zone: SOUTH WESTERN RAILWAY
 - IPAS ID: 42407503210
 - Designation: CHIEF OFFICE SUPERINTENDENT (Level-8)
 - Substantive Pay Level: 8
 - Lien Cadre Code: Ministerial(267000)
 - Lien Cadre Level ID: Chief Office Supdt(68393)
 - Lien Unit: HUBBALLI / DIV
 - Working Cadre Code: -
 - Working Cadre Level ID: - / -
 - Working Unit: HUBBALLI / DIV
- Employee Personal Details:**
 - Father Name: M. A. RAHIMAN
 - Spouse Name: AKBAR SHAIKH

The form also includes a sidebar menu on the left with options like Dashboard, My inbox, Employee Self Service (ESS), Establishment Functions, Admin Functions, Reports, Service Request, and Training Module. At the bottom, there are links for Website Intro in English and Hindi, and a Take Website tour button. The footer contains copyright information and a note about the application's compatibility with Google Chrome 70.0 and above.

The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

- Employee will have to check the details of initial appointment and if they are wrong, he has to enter the data manually.
- If the employee is on deputation, the details of the same has to be entered in the form after selecting the 'Yes' Radio button
- Employee has to enter the details of promotion i.e. date of past promotion and the length of service in each grade.

- d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
- e) If the employee is medically decategorised, the details of the same has to be entered.
- f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.

IR-HRMS CTI + NR [4] Mobile No. 9971535534 for NCR + NER + ER + NF

Your Lien Is SOUTH WESTERN RAILWAY (SWR)

Warning: Please refrain from proceeding if your lien details appear incorrect.

Current Details :

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV (UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY (SWR)
Substantive Pay Level :	8	Basic Pay :	81200
Email :	-	Official Mobile Number :	NA
Personal Mobile Number :	1234567890	Gender :	Female
Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APO	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Application Submitted View Application
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

Website Intro -English Website Intro -Hindi Take Website tour

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This completes the employees' part of submitting an application.

All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.

3)Processing of Application

The process of applications is done in two stages. One at the Unit level and secondly at the HQ level.

The Unit custodians defined by the GZA would be able to view and scrutinize the applications. He can send the application to appropriate authority for scrutiny to concerned section. Once Scrutiny is completed by unit , any gazetted officer can send the application to HQ.

The HQ recipient or the GZV then receives the applications and process for re scrutiny (if required) by initiating the workflow.

1)Process at Unit level

All the applications submitted by the employees will be available for scrutiny at the level of unit custodians who have been designated as such by GZA.

Once the unit custodian logs in to HRMS, the following path has to be navigated.

Login → My inbox → Other pending tasks → Group B applications.

The screenshot shows the IR-HRMS web application interface. The browser address bar displays 'hrmstest.indianrail.gov.in/HRMSDEV/groupb-my-inbox'. The page title is 'Group B Applications Inbox' with a red instruction: 'Kindly click on Action icon to process the application.' Below this is a table with two main sections: 'Notification Details' and 'Applicant Details'. The table contains one row of data for a pending application.

Notification Details					Applicant Details						Action	
Notification Id	Post	Type	Notifying Railway	View Notification	Name / HRMS Id	Designation	Department / Sub Department	Cadre Code	Cadre Id	Cadre Level Id	View Application	
27	APO	30%	SOUTH WESTERN RAILWAY	View	AKHILA BANU SHAIKH / RBIXFK	CHIEF OFFICE SUPERINTENDENT (Level-8)	PERSONNEL/ -	Ministerial(267000)	Ministerial(50335)	Chief Office Supdt(68393)	View	Action

At the bottom of the interface, there are links for 'Website Intro -English', 'Website Intro -Hindi', and 'Take Website tour'. The footer text reads: 'Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcphrmsapp013'.

After navigating to above path, the screen looks as above. He will see the application details, the pdf of the application. the user clicks on 'Action' button to process further,

On clicking on 'Action' button, the user will see the following screen

IR-HRMS Please use url <https://hrms.indianrail.gov.in/HF> Role-E/UBLD Help FAQ VICKY B

Group B Application Flow

Notification Details					Applicant Details							
Notification Id	Post	Type	Notifying Railway	View Notification	Application Id	Name / HRMS Id	Designation	Department / Sub Department	Cadre Code	Cadre Id	Cadre Level Id	View Application
27	APO	30%	SOUTH WESTERN RAILWAY	View	41	AKHILA BANU SHAIKH / RBIXFK	CHIEF OFFICE SUPERINTENDENT (Level-8)	PERSONNEL/ -	Ministerial(267000)	Ministerial(50335)	Chief Office Suptd(68393)	View

Remarks History

Sr. No.	Remarks	Action	Noting By	Processed On	Eligibility By Noting Officer	View Edited Application
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Process Application

Application Status

Has File Movement Started	Has Chief OS Remarkd
X	X

Note : Minimum Substantive Pay Level Required for Chief OS / OS / Sr Clerk Processing is 5.

Note : Finalize Proposal And Send to HQ can only be done by a GAZETTED officer.

Action * : -- Select Action --

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Here, the user will be able to act on the application.

For the purpose of ensuring a thoroughness in checking and forwarding the application, two indicative flags have been given.

- Has the file movement started - This flags the movement of application- whether it started or not.
- Has Chief OS remarked - This flag ensures that the application has been scrutinized by a senior official from personnel department/Concerned person.

At this stage, after receiving the application, the custodian can forward the application to anyone similar to a workflow after adding the remarks.

Once the application is forwarded, application will be available to recipient in his inbox for processing.

All the users who receive the application for processing will be able to

- View the application in their inbox.
- Edit the application and offer remarks and
- Mark the eligibility/non eligibility of the application and

d)forward the application to another user.

Processing of applications (whenever eligibility is ascertained) has been authenticated with a transaction password to increase the security. The Transaction OTP needs to be entered on such occasion. Once section remarks on eligibility and send the application to concerned APO for final Decision, APO can agree / disagree and send the application to HQ or can return the application for reexamination or clarification. Once he finalizes the eligibility and send the application to HQ, workflow ends at Unit level.

The workflow ends only when a Gaz officer marks the eligibility of the application and forwards it to HQ.

With this the role of unit custodians end. The applications will now be available for process in HQ with GZV login.