

दक्षिणरेलवे Southern Railway

सं No:U/P.608/XII/PG/APO-Selection70%

मंडलकार्यालय/ Divisional Office,
कार्मिकशाखा/ Personnel Branch,
मदुरै/ Madurai- 625 016,
दि. /Date: 05.11.2024.

All Supervisory Officials / MDU Division

विषय/ Sub: 70% Selection for the Group-B post of APO-Personnel Department in
PML-8 through CCBT - Reg.

संदर्भ / Ref: GM(P)/MAS Lr.No. P(G)532/XII/APO 70% Selection/CCBT/2025-26
dt.04.11.2024.

In terms of GM/MAS letter cited above, it is proposed to conduct Selection for the Group-B post of APO against 70% selection for Personnel Department in Pay Matrix Level -8 through Centralised Computer Based Test (CCBT) (UR-9, SC-1, ST-1, Total = 11 (PwBD-01) vide notification (copy enclosed).


Eligible employees should submit their application only through online link www.srhqpb.in

Registration of application online-Date of Opening	04.11.2024 - 17.00 hrs
Registration of application online-Date of Closing	18.11.2024 - 23:59 hrs

Eligibility, Method of Selection, Syllabus and Instructions regarding applying online is available in Annexures for guidance.

Willing employees should ensure that they possess/fulfil all the eligibility conditions prescribed for the post before applying. Volunteers should upload the requisite documents in the above mentioned website in PDF format as a single file only.

Encl: As above


(एम. इसक्की M. Esakki)
Assistant Personnel Officer/T
/ Divisional Personnel Officer/MDU

प्रतिलिपि / Copy to: ALL Branch Officers/MDU Division :- For Kind information please.
DS/SRMU/MDU, DS/AISC&ST/REA., DS/AIOBC/REA.,



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600 003.

No. P(G)532/XII/APO/70% Selection/CCBT/2025-26

Date: 04.11.2024

DGM Co-ordination & Secretary to GM for kind information of GM,
PS to AGM for kind information of AGM
GM/ICF, GM/P/ICF, SDGM& CVO, DGM/G, Asst. Secy. to GM, ADGM,
PFA, PCOM, PCCM, PCME, PCEE, PCE
PCSTE, PCMD, CPRO, PCSC, PCSO, PCMM/PER, CSTE/Proj./MAS,
CAO/CN/MS, CAO/CN/ERS, CE/PROJECT, CE/MTP/R/MS, CSTE/CN/MAS,
DRM/MAS, PGT, TPJ, MDU, TVC, SA,
DRM/P/MAS, PGT, TPJ, MDU, TVC, SA,
CWMS/GOC, LW/PER, CW/PER, S&T/PTJ, CE/CN/ERS,
MD/RH/PER, Dy.CMM/GOC, GSD/PER, MSD/PER, S&AO/MMC,
Principal/MDZTI/TPJ, MDDTI/PTJ, Dy. CE/EWS/AJJ,
Dy. GM/Rajbhasha/HQ, Sr.LO/MMC/MAS, Sr. MPS/RPM, SMM/SSD/PTJ,
Dy.CPO/CW,LW& Elec WS/PER, Dy.CPO/WS/GOC, SPO/CN & RE/MS,
APO/TM/RPM, EWS/AJJ, APO/CW&LW/PER, S&T/PTJ, APO/Stores/PER,
Additional Registrar/RCT/MAS, ERS, Chairman/RRB/MAS, TVC,
Chairman/RRC/S. Rly, No.5, Dr.P.V.Cherien Crescent Road, Chennai-105.
The General Manager/ RITES, Anna Salai, Chennai-600 006.
Managing Director /IRCON, No.13, PalikaBhavan, R.K. Puram, New Delhi – 66.
Director/IRCTC, 6-A, The Rain Tree Place, No.9, Mac Nicholas Road, Chennai 600 031,
The Managing Director, KRCL and CRIS

Sub: 70% Selection for the Group "B" post of APO -Personnel
Department in Pay Matrix Level-8 – through CCBT – Reg.

Ref: 1) Railway Board's letter No. E(GP)2022/2/4 dated 28.06.2022
(PBC No.162/2022) and other related circulars circulated as
PBC No.203/2022, 213/2022, 236/2022 and 241/2022.

2) Railway Board's Letter No. E(GP)2024/2/28 dated 27.09.2024 &
dated 08.10.2024 (RBE 93/2024)

1. (i) As advised by Railway Board vide references cited above and in terms of Para 203.4 of Indian Railways Establishment Manual Vol.I, the Zone of Consideration of eligible candidates for Selections for promotion to Group 'B' posts is determined in accordance with sliding scale in the order of seniority. It has been decided by Board that henceforth, in respect of Selections (70%) to Group "B" posts in all departments, all employees who are eligible and who volunteer for the Selection, should be considered without any limitation of number, as is being done in case of Selection to the Group 'B' post of Assistant Personnel Officer.

[Handwritten Signature]

- (ii) Applications are hereby invited from employees who are eligible and who volunteer for the Selection (70%) for promotion from Group 'C' service to Group 'B' service in Personnel Department for the post of APO through CCBT for the vacancy cycle 01.01.2025 to 31.12.2026 as per the schedule indicated below.

To apply online	Date and time of Opening	04.11.2024 -17.00 hrs
	Date and time of Closing	18.11.2024 - 23.59 hrs
Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters.		25.11.2024 -17.00 hrs

2. (i) The number of vacancies to be filled up are as under:

UR	SC	ST	Total	PwBD
09	01	01	*11	01

* The total vacancies include 01 (one) vacancy earmarked for PwBD which is a horizontal reservation.

- (ii) The PwBD vacancy is earmarked for Clause (b) as per DoP&Ts Office Memorandum dated 17.05.2022 with functional classification as HI-HH (Hearing Impaired-Hard of Hearing) in terms of Railway Board's Letter dated 14.11.2022 (PBC 242/2022) and any other related instructions, as detailed below.

Clause	Functional Classification	Physical Requirement
(b)	HI-HH (Hearing Impaired-Hard of Hearing)	S,ST,BN,W,SE,MF,C,RW,KC,CL,JU,H (Acceptable with Hearing Aids).

- (iii) **The Promotion of the employees empanelled will be subject to the availability of Vacancies after posting of IRMS Probationers recruited through CSE 2022, 2023 & 2024.**

3. Eligibility Criteria:

- (i) Group "C" Ministerial Staff holding posts on a regular basis in Level-6 in the pay matrix and above with three years (03) of regular Service in Level-6 (including regular service rendered in the corresponding pre-revised grades) **as on 01/01/2025** will be eligible to apply for the Selection to the post of Assistant Personnel Officer (APO), as indicated below:
- a) **Staff of Personnel Department** consisting of Ministerial Staff, Staff & Welfare Inspectors excluding Teachers and Canteen Managers.

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- b) Ministerial Staff of:-
- 1) General Administration like Chief Law Assistant, Assistant/Law Assistant, Cipher Instructor/Operator.
 - 2) Traffic and Commercial Department including PROs Office.
 - 3) Mechanical Engineering Department
 - 4) Civil Engineering Department
 - 5) Signal and Telecommunication Department
 - 6) Electrical Department.
 - 7) Medical Department.
 - 8) Security Department.
 - 9) Stores Department.
 - 10) Statistical and Compilation Branch.
 - 11) Staff of Cash & Pay & Time Office.
- c) Employees working in Level -6 on ad-hoc basis and on MACP are not eligible to apply

Note:

- i) Staff whose lien and seniority is maintained in the relevant cadres of Southern Railway are only eligible to apply.
- ii) Eligible staff working in the Construction/Project Organization on deputation, training & any Ex-cadre Organization and having lien & seniority in the relevant cadres of Southern Railway, who desire to volunteer for the above Selection may submit their online application through proper channel i.e. through their respective Personnel Department Officer, where they hold lien.
- iii) Employees working in Level-6 on adhoc basis are not eligible to apply. Employees who have been granted financial upgradation in Level-6 under MACPs are also not eligible to apply.
- (iv) For assessing the period of Non Fortuitous service, the following may be kept in view.
 - (a) As per RBE 55/1997 dated 17.04.1997, regarding counting of service rendered in the old unit on "own request transfer", the service rendered in the absorbing unit alone will count for eligibility wherever a minimum length of service is specified as a condition for

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consideration for promotion including promotion to general Selection posts.

- (b) The above instructions were partially modified vide RBE 34/2006 dated 21.03.2006. In terms of RBE 34/2006, on counting of service rendered in the old unit on "**own request transfer**" for the purpose of qualifying service for promotion in new unit, the service rendered by them in the old unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion including promotion to general post in the new unit subject to the conditions that the service so allowed to be counted does not exceed the length of service of the immediate senior in the new unit and the benefit of counting of service will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts.
- (c) In terms of RBE 40/2008 dated 13.03.2008, those instructions were made applicable for reckoning the minimum qualifying service of Group "C" employees, in case of own request transfer to a new unit in the same category of posts, for determining their eligibility for promotion to Group "B" posts also.
- (d) Regarding counting of service rendered in the old unit before **mutual transfer** of the employee for the purpose of determining eligibility for promotion to Group 'B' post, Board has clarified that instructions contained in Para 310 of IREM Vol.I governing the seniority of Railway servant transferred on mutual transfer will prevail.
- (e) As advised in RBE No.102/2019 dated 25.06.2019 the time spent by a Railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".
- (f) The volunteers who have completed 3 years of Non-fortuitous service in the current seniority unit of the cadre as on 01.01.2025 are only eligible to apply. The same may be verified and ensured by the Personnel Officer concerned while forwarding the applications.
- (g) The instructions contained in RBE No. 40/2023 are not applicable while determining eligibility for promotions from Group "C" to Group "B" posts, as clarified by Railway Board and circulated vide PBC No. 108/2024 & 235/2024. Accordingly, employee(s) should have rendered the requisite eligibility service in the relevant grade(s) after absorption in the alternate post for being eligible to apply for the post of APO.

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- v) Eligible volunteers should apply online in the link www.srhqpb.in and submit their application.
- vi) As vacancies earmarked for 'SC/ST', Pre Promotional Training (PPT) for employees belonging to SC/ST community will be organized before CCBT. The Reserved community (SC/ST) employees who are willing to appear for CCBT without undergoing PPT may do so by exercising their option in the online application form. Employees belonging to Reserved Community (SC/ST) who have expressed their willingness to attend PPT and if they fail to attend the PPT on the specified dates, will have to appear for CCBT without such PPT being imparted.

4. How to apply: -

- i) Detailed instructions for filling up the online application is available in the web portal and also enclosed herewith as **Annexure "B"**.
- ii) Volunteers should apply for the post **ONLINE** by visiting the official website www.srhqpb.in
- iii) Volunteers are advised to carefully read the entire instructions and information available on the official websites of sr.railnet.gov.in, sr.indianrailways.gov.in, srhqpb.in and nair.indianrailways.gov.in before filling up the application online.
- iv) The applications received will be treated as "Invalid/Ineligible" on the following grounds:
 - (a) **Unsigned application.**
 - (b) **Application without affixing latest photograph.**
 - (c) **Application without verification and certification by Supervisory /Controlling official.**
- v) Applicant must note that, if any information furnished by him/her is false or misleading, the application/candidature is liable for rejection and action will be initiated under D&AR rules.

5. Instructions to the forwarding Cadre Controlling Officials:-

- i) The respective cadre dealer / controlling Personnel Officer of Division/Unit concerned has to verify the correctness of the particulars of the application with the Service Register, Seniority Lists and other available relevant records. Note (iv) under Para 3 of this Notification must be strictly adhered to. The application of the employees who have been transferred on or after **01.01.2022** on IRMT/IDMT or IRT/IDT may be thoroughly scrutinized regarding their eligibility duly verifying the seniority assigned in the newly joined unit. The details regarding the date of seniority assigned in the new unit, seniority assigned to the immediate senior in the new unit etc., may also be indicated while forwarding the application, if found eligible. After due verification, only applications of the employees who have completed 3 years of service in the present seniority unit as on **01.01.2025** should only be forwarded.

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- ii) In addition, an excel file containing all the relevant details of all applications should also be downloaded. The downloaded excel data file should also be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website and also forwarded in e-office to the undersigned as e-receipt **on or before 17.00 hrs of 25.11.2024.**
- iii) **It may be strictly ensured that only the applications which are found eligible to be forwarded to Headquarters.**
- iv) **The relevant data in Excel sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.**
- v) The Genuineness of the community certificate of the reserved community employees may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of the **community certificate** failing which the candidature will be summarily rejected.
- vi) The details of court cases, if any, against the seniority or substantive status of the employees who have submitted their application for the above Selection may be advised separately to this Office by the controlling Officer drawing the attention of APO/Gaz/HQ/MAS **on or before 25.11.2024** through e-office.
- vii) If volunteers are undergoing penalty of reduction to lower grade etc. or under suspension or any departmental proceedings have been initiated for major penalty or any RPUP cases are pending, the particulars of such employees should also be advised with details to Dy.CPO/Gaz/HQ in a sealed cover.
- viii) When an employee is holding an Ex-cadre post, details of his post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned.

6. Method of Selection:

- i) CCBT – In terms of Railway Boards Lt. No.E(GP)2022/2/4 dated 28.06.2022, Board had introduced Centralized Computer Based Objective Type examination.
- ii) The Selection will be on the basis of written exam, viva-voce and assessment of record of service.
- iii) In terms of PBC 213/2022, the paper will be of 100 marks and the distribution is as under:

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Sl. No.	Description	Maximum Marks	Qualifying Marks
1	Written Examination: a) Professional subject including optional questions of 10 marks on Official language Policy & Rules	70	100
	b) Establishment and Financial Rules	30	
2	Viva Voce	25	30 (including at least 15 marks in record of service)
3	Record of Service	25	
Total		150	90

- iv) Duration of the CCBT examination will be 2 hours.
- v) In terms of Railway Board's letter No.E(GP)2022/2/4 dated 11/11/2022 (PBC No.241/2022) 10% of the marks out of total 100 marks for testing the Professional ability, should be set apart for questions on Official language policy and Official language rules.
- vi) **One mark will be awarded for every correct answer. In terms of RBE No.93/2024, there shall be no negative marking in the written examination held as part of Selections (70%) where the final panels are made on seniority basis.**
- vii) **Medical Examination:** Those who qualify in the written examination will be subjected to Medical Examination as per Para 530 (b) of IRMM. Those qualified in the written examination and declared medically FIT for Group "B" service will only be called for Viva-Voce as per Railway Board's letter No. E(GP)80/2/8 dated 31/10/1991.
- viii) **Supplementary Examination:** There will be supplementary examination.

The employees who have not attended the written examination (Main) on the following reasons will be allowed for supplementary examination provided if they apply for the same.

- (a) Those who could not be relieved due to Administrative Reason (or)
- (b) Sickness (RMC) of the employee (or)
- (c) Any other reason which is beyond the control of the employee.

7. **Syllabus**– Enclosed as "Annexure A".

8. **General Instructions:**

- i) All those eligible volunteers should be in readiness to appear for the CCBT at short notice as per the schedule advised by NAIR/BRC/ Railway Board.
- ii) The volunteers who have responded to this notification are also equally responsible to attend the CCBT on the scheduled date and time. They shall

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be in touch with their Headquarters office at frequent intervals for any updates. For inquiries, they may contact the following Railway phone numbers.

APO/Gaz. : 22533

Ch. OS/Gaz: 22710

- iii) Since, this Selection is being conducted by CCBT by NAIR, the candidates who are applying in response to the notification are required to check the following websites for latest updates:

- (a) **SR Railnet – sr.railnet.gov.in**
 (b) **SR Internet – sr.indianrailways.gov.in**
 (c) **SR HQ PB – srhqpb.in**
 (d) **NAIR – nair.indianrailways.gov.in**

In addition to the above, candidates are instructed to check their email provided in the application for any updates.

- iv) For any assistance with regard to the above – the under mentioned **Helpline Number** may be contacted during office hours:

Name	Designation	Helpline Number
Shri A.Vijaya Kumar	S&WI/PCPO/O/MAS	6380044941

9. The tentative Selection calendar.

Particulars	Date
To apply online– Date and time of Opening.	04.11.2024 -17.00 hrs
To apply online– Date and time of Closing.	18.11.2024-23.59 hrs
Last date for receipt of online applications at Headquarters from respective units	25.11.2024-17.00 hrs
Publication of eligibility list	20.12.2024
Pre Promotional Training commencing from	04.01.2025
Date of CCBT by NAIR/Vadodara	Will be intimated later

10. Important instruction to the Controlling Officers/ Personnel Officers:

The original updated SRs and APARs for the last five years (along with the acknowledgement of the employee for having received the copies of APAR for each year) may be kept ready by concerned Controlling Officer for immediate transmission to this office whenever called for.

11. This Selection is subject to the provision contained in IREC, IREM & any other instruction issued by Railway Board from time to time.

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12. **Wide publicity of this notification should be given to all staff including those who are on Deputation, Ex-cadre, training, leave/sick, etc., so as to enable them to submit their application through proper channel in time and staff may contact their Headquarter Office at frequent intervals.**

The last date for applying through online by employee is 18.11.2024 at 23.59 hrs.

Encl.: Annexure "A"& "B" `



(M. SUNITHA)

Assistant Personnel Officer/Gaz
for General Manager

Copy to: PCPO, CPO/A, CPO/G, CPO/IR

Dy.CPO/Gaz, Trg, HQ & IR&W.

SPO/Co-ord., APOs/Gaz, Welfare, C,M&E, SMO,IR & Trg, Genl.

All Ch.OS/OS of HQ/PB,

Dy.Chief Enquiry Officer/HQrs, Dy.CPLO/Hqrs

GS/SRMU, NFIR, SROA, SRPOA, AISCSTREA & AIOBCREA

Annexure – 'A'

Syllabus for 70% Selection for Promotion to Group 'B' Post of APO in Personnel Department (Circulated as PBC No. 236/2022)

I – Professional Subject

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- Organization, objectives and functions of Personnel Department.
- Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

- Classification of Services and Categories;
- General qualifications, conditions & rules for appointment; Medical fitness;
- Safety, Non-safety & Essential Categories;
- Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- Railway Recruitment Boards & Railway Recruitment Cells;
- Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- Appointment, Seniority & Lien;
- Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- Procedures of Selection, Suitability and Trade Tests;
- Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- Rules of Transfer (Inter Railway & Inter Divisional);
- Deputation;
- Types of Leave; Rules & Joining Time; Encashment of leave;
- Pass Rules; AILTC;
- Reservation policy for SC, ST, OBC, PwBD, E. SM & EWS; rules and rosters;
- HOER;
- PME & Mandatory Health Check-up;
- Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

- Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- Manpower planning; Book of Sanctions & Scale-check;
- Supernumerary posts & Redeployment;
- Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- Duty Rosters; Link Diagram; Crew Link & Power Plan;
- Work-charged posts;
- Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- Training Modules for different posts,
- Training under Apprentices Act, Online Training,
- Performance Appraisal - APARS & SPARROW.

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m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc.

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
- b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
- c) Ex-gratia payment,
- d) Incentive Bonus Scheme;
- e) Sports Incentives & cultural competitions, extra-curricular activities;
- f) Excursions, tours and holiday camps; co-operative Societies;
- g) Medical assistance;
- h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.

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II. Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Re-appropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

III – Establishment Rules

- 1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARS.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work-charged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bonus Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS, LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

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Annexure – ' B'

INSTRUCTIONS FOR ONLINE APPLICATIONLink for applying online -www.sr.hqpb.in**Instructions to Candidates: -**

- i) The willing employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.
- iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.
- iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.
- v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.
- vi) **The application completed in all respect duly forwarded by the Controlling supervisor /Official, Community Certificate (for SC/ST), Disability Certificate issued by the Competent Authority & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.**
- vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/ instructions later on.
- ix) For any assistance required with regard to the above **Shri A.Vijaya Kumar,S&WI** may be contacted in the mobile number **6380044941** during office hours.

Instructions to Personnel Department Officer -

- i) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer/ Divisional Officer etc.
- ii) The user rights and passwords already provided may be utilized.
- iii) The respective cadre dealer / controlling Personnel Officer should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, **each online application** has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before **17.00 hrs of 25.11.2024**.
- iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.
- v) Divisions and units may set up suitable helpline and give wide publicity to the same along with details including mobile number of the person who can be contacted for any assistance.

