

SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai - 600 003.

No: P (G)532/II/AOM Selection-70% Selection(Special Drive)/CCBT/2023-24 Date: 12 .01.2024.

DGM/Co-ord. & Secretary to GM for kind information of GM, AGM

SDGM & CVO, PCOM, PCCM

CCM/PM ,CCM/PS & Catg, COM/G

CTPM, CPTM, CFTM, CCM/FM, PCSO

CPRO, PCSC, CAO/CN/MS & ERS , MTP(R)MS

CE/CN/MS, CPM/RE/MS

DRM/MAS, TPJ, TVC, PGT, MDU, SA,

DRM/P/MAS, TPJ, TVC, PGT, MDU, SA,

Principal/MDZTI/TPJ , LO/MMC/MAS

Sr.DOM/DOMs MAS, TPJ, TVC, PGT, MDU, SA,

Sr.DCM/DCMs MAS, TPJ, TVC, PGT, MDU, SA,

Additional Registrar/RCT/MAS, ERS.

Sub: 70% Selection for the Group-B post of AOM - Operating Department in Pay Matrix Level-8 -through Centralized Computer Based Objective Type examination (CCBT) - Special Drive - Reg.

Ref: Railway Board's Letter No.E(GP)2022/2/4 dated 14.12.2023 circulated as PBC No.247/2023 and other related letters circulated as PBC No. 203/2022, 213/22 , 236/22, 241/22, 242/22 & 01/2024.

1. Railway Board have decided that a Special Group "B" Selection drive shall be carried out to fill up the Gazetted vacancies prevailing on the Railways vide letter dated.14.12.2023 circulated as PBC No.247/2023, subject to other conditions specified therein. Accordingly, it is proposed to conduct 70% Selection for the Group-B posts of AOM in this Special Drive, in Pay Matrix Level-8 in Operating Department through Centralized Computer based test to be conducted by NAIR/ Vadodara. **Eligibility, Method of Selection, Syllabus (PBC NO. 236/2022) and Instructions regarding applying online is attached as Annexures "A", "B", "C" & "D" for guidance.**

2. In order to facilitate conduct of the written examination as per the schedule advised by Board, it has been decided to call for applications expressing willingness or otherwise from the eligible employees in the integrated seniority list which was utilized for the vacancy cycle 01.01.2023 to 31.12.2024 duly deleting the name of the employees who have retired, empanelled etc., as this special drive is a part of the Selection/LDCE notified and concluded of the current vacancy cycle 01.01.2023 to 31.12.2024. The list of employees who are coming within the normal zone of consideration is included in the Main list and a reserve list consisting of the names of additional eligible employees are attached as **Annexures "E" & "F"**. The employees in the reserve list (**Annexure "F"**) may please note that they will be considered only to the extent of number of employees from the Main list who express unwillingness to attend the selection.

3. The Vacancies assessed are as follows:-

UR	SC	ST	Total*	PwBD
0	0	01	01	01

*Total vacancies include 1 vacancy earmarked for PwBD which is a horizontal reservation.

The PwBD vacancy is earmarked for PwBD (c) Category as per DoP&Ts Office Memorandum dated 17.05.2022 with functional classification as (c) LD-OA/OL, Leprosy cured, Acid Attack Victims in terms of Railway Board's letter dated 14.11.2022 (PBC No.242/2022).

Category	Functional Classification	Physical Requirement
(c)	LD-OA/OL, Leprosy cured, Acid Attack Victims	S,ST,BN,W,SE,MF,C,RW,PP,H

"As the details regarding Persons with Benchmark Disabilities (PwBD) are not readily available. However, the eligible PwBD employees with functional classification specified in (c) Category as per DoP&Ts Office Memorandum dated 17.05.2022 circulated vide PBC No.107/2022 and with functional classification as LD (Locomotor Disability) -OA/OL, Leprosy cured, Acid Attack Victims and fulfilling the specified physical requirements are also requested to express their willingness / unwillingness even though their names may not be figuring in the Main/Reserve list.

However, it may be noted that the final eligibility of these PwBD employees will be decided based on the revised Main and Reserve List duly arrived at by taking into account the seniority position of the PwBD employees who have applied in response to this notification and are found eligible".

4. Eligible employees whose name appears in the Main list or in the Reserve list (Annexure "E" & "F") should express their **willingness / unwillingness** for the selection to the post ONLINE in the link www.srhqpb.in on or before **19.01.2024**.

Registration of application online – Date of Opening	12.01.2024 – 20.00 hrs
Registration of application online – Date of Closing	19.01.2024 – 23:59 hrs
Last date for forwarding the online applications received by Personnel Officers (concerned) to Headquarters.	22.01.2024 – 17:00 hrs

5. It may be noted that those employees in the Main list and Reserve list who fail to express their willingness/ unwillingness on or before 19.01.2024, will be presumed to be unwilling to take part in the selection and subsequent claim if any in this regard will not be entertained at any circumstances.

6. Final list of employees eligible to appear for the written examination will be advised on receipt of willingness/unwillingness as called for above.

7. As vacancies are also earmarked for 'ST' employees, Pre Promotional Training (PPT) for employees belonging to ST community will be organized before written examination. The Reserved community (ST) employees who are willing to write the written examination without undergoing PPT may do so, duly exercising their option in the online application form. Employees belonging to Reserved Community (ST), who have expressed their willingness to attend PPT, if they fail to attend the PPT on the specified dates, will have to appear for the Written Examination without such PPT being imparted.

8. No supplementary examination will be conducted for this Special Drive Selection.

9. Wide publicity of this notification should be given to all staff including those who are on deputation, training, leave/sick.

10. How to apply: -

Employees 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.

Employees should apply for the post ONLINE by visiting the official website www.srhqpb.in

The detailed instructions for filling up the online application is available in the web portal www.srhqpb.in and also enclosed herewith as Annexure "D".

Applicant must note that, if any information furnished by him/her is found to be false at a later stage, the application/candidature is liable for rejection. Submission of false or misleading information by the applicant is liable for D&AR action against him/her.

The applications received will be treated as "Invalid/Ineligible" on the following grounds.

- (i) Unsigned application.
- (ii) Application without affixing latest photograph.
- (iii) Application without verification and certification by Supervisory/Controlling official.

11. Instructions to the forwarding Cadre controlling officials:-

The respective cadre dealer / controlling Personnel Officers 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 applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website srhqpb.in and also forwarded in e-office to the undersigned as e-receipt on or before 17:00 hrs of 22.01.2024.

It may be strictly ensured that only the applications which are found eligible to be forwarded to headquarters.

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.

The community status of the employees belonging to SC/ST may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of the community certificate.

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 in e-office to APO/Gaz/HQ/MAS on or before 22.01.2024.

If volunteers are undergoing penalty of reduction to lower grade or are under suspension or any departmental proceedings have been initiated for major penalty, the particulars of such employees should also be advised with details to Dy.CPO/Gaz/HQ in a sealed cover.

The SR/APARs of the employees who have volunteered must be kept in readiness by the controlling Officers concerned and should be sent immediately to this Office whenever called for.

12. All those eligible volunteers should be in readiness to appear for the written examination as per the schedule advised by NAIR/BRC and Railway Board. The CBT written examination is scheduled **to be held on 25.02.2024 by NAIR/BRC.**

13. The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time. They shall be in contact 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

Since, this CBT is being conducted by NAIR/BRC, 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 – srhqp.in
- (d) NAIR – nair.indianrailways.gov.in

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

14. For any assistance with regard to the above – the under mentioned Helpline Number may be contacted during office hours:

Name	Designation	Helpline Number
Shri M.Karthick	CSWI/Traffic	9003160626

15. The tentative selection calendar for the above selection:

Particulars	Date
Registration of application online – Date of Opening.	12.01.2024 – 20.00 hrs.
Registration of application online – Date of Closing.	19.01.2024 – 23:59 hrs.
Last date for receipt of online applications at Headquarters from respective units	22.01.2024 – 17:00 hrs.
Publication of eligibility list	25.01.2024
Pre Promotional Training	29.01.2024
Publication of Final Alert notice	21.02.2024
Date of Written examination (Main) – CBT by NAIR/Vadodara	25.02.2024
Publication of Results	20.03.2024
Date of Viva Voce	02.04.2024
Publication of Panel	05.04.2024

Handwritten signature/initials

16. Please acknowledge the receipt of this letter with date without fail.

Please Note: - No supplementary examination will be conducted for this Special Drive Selection. The last date for applying online by employees is 22.01.2024 (Upto 17:00 hrs.)

Encl.: Annexures "A", "B", "C", "D", "E" & "F"



(M. Sunitha)
Assistant Personnel Officer/Gaz
for General Manager

Copy to : PCPO, CPO/Admn., CPO/G, CPO/IR
Dy.CPO/ R&W, IR & Trg, Co-ord, Gaz.
SPO/Co-ord., APOs/Gaz, Welfare, T,M&E, Genl.
All Chief OSs./OSs of HQ/PB,
Dy. Chief Enquiry Officer/HQrs, Dy. CPLO/HQrs
GS/SRMU, NFIR, SROA, SRPOA, AISCSTREA, AIOBCREA

Eligibility for the selection for promotion from Group-‘C’ to Group-‘B’ service for the post of AOM against 70%- Operating Department:

Employees who are holding the post in level – 6 (Rs.35400-112400) and above in the pay matrix with three years of regular service in level – 6 (Rs.35400-112400) and above in the pay matrix (including regular service rendered in the correspondence pre-revised grades) as on 01.01.2023 and who are coming within the zone of consideration from the integrated seniority lists dated 25.11.2022/14.01.2023 will be eligible to apply for the selection.

192

Method of Selection for promotion from Group-'C' to Group-'B' service for the post of AOM against 70%-Operating Department:

The selection will be on the basis of written exam, viva-voce and record of service.

In terms of RBE No. 53/2019 dated 19.03.2019 (PBC No. 47/2019), the written examination will comprise of **one paper** which will have **100% Objective type Multiple Choice Questions with 2 hours duration**. The question paper will be in Hindi and English.

In terms of PBC No. 213/2022, the paper will be of **100 marks** and distribution will be as under:

Sl. No	Description	Maximum Marks	Qualifying Marks
1	<u>Written Examination:</u> a) Professional subject including optional questions of 10 marks on Official language policy and Rules b) Establishment and Financial Rules	70 Marks 30 Marks	100 60
2	Viva voce	25	30 (including at least 15 marks in record of service)
3	Record of service	25	

There will be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

In terms of Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016 and Railway Board's letter No.E(GP)2022/2/4 dt.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.

The question paper for the written test will have a practical bias to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.

Those who qualify in the written examination will be subjected to Medical Examination as per Para 530 (b) of Indian Railway Medical Manual duly invoking Railway Board's letter No. 2006/E(GR)I/15/4/RR dated 30.08.2018 and only those who qualify in the written examination and declared medically FIT for Group 'B' service will be called for viva-voce in terms of Railway Board's letter No. E(GP)80/2/8 dated 31.10.1991.

Personality, Address and Qualities of Leadership will be assessed at the Viva-Voce test. Marks of record of service will be given on the basis of APARs and relevant service records. Integrity of character will receive special consideration.

The Panel will be formed consisting of employees who qualify in the selection, corresponding to the number of vacancies for which selection is held. Employees securing grading as 'Outstanding' will be placed on the top followed by those securing grading as 'Good', inter-se seniority within each group being maintained.

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

TRAFFIC (TRANSPORTATION)

I. **GENERAL** Hierarchical set up and line of control of Operating Department 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 Management and 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 coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and 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.
- Liaison / Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. **FREIGHT TRAIN OPERATIONS**

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies.
- Crew Management: Assessment of Crew Requirement
- Running Room and its Management.

- Engine Utilization aspects requiring special attention: -.
 - ❖ Engine Crew and Train Crew Schedule.
 - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
 - ❖ Power Plan: Assessment of Loco Requirement.
 - ❖ Movement of Dead Locomotives.
 - ❖ Management of Maintenance Schedule of Locomotives.
 - ❖ Shed and Traffic Outage of Locomotives.
 - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- 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.
- Preferential Traffic Schedule, Priority within same class and ODR.
- Indent Allotment and Supply of Freight Stock at Stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of 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.
- 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/Two Point/Multi Point Rake System.
 - Container Train Operation, Hub and Spoke system.
- Supervision and control over movement of Special type of Stock, ODC

702

- Consignments.
- Maximum Moving Dimensions. Wagon Census.
- IT applications: -
 - ✓ Freight Operations Information System (FOIS): Rake Management System(RMS), Terminal Management System(TMS)
 - ✓ ICMS and Coaching Operations Information System(COIS)
 - ✓ COA
 - ✓ CMS
 - ✓ SATSANG
 - ✓ RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, 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, Cycle period of different Stocks and Workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Stations and their repair and clearance.
- Interchange transactions - Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridge, Automatic Pre Weighbin System, Nominated and Alternative Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

- Definition, meaning and methods of compilation of the Primary, Fundamental and Derived units.
- Engine Tickets and maintenance of Engine Tickets
- Analysis of the Operating Statistics.
- Important Operating Efficiency Indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.
- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time Tabling of Passenger Trains. Zero Based Time Tabling.
- Platform and Pit Occupancy Planning and Preparing Charts.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- 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.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. 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 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, Method of Calculating Line Capacity, Measures for augmenting it, Token less working, Centralized Traffic Control, Doubling, Automatic Block, IBS / IBH, Advanced Signaling and Interlocking.
- 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.
- Air Brake Systems along with Continuity Test.
- Precautions to be taken on Ghat Sections.

VI. ACCIDENTS AND SAFETY ORGANIZATION

- Accidents, Types and their Classification, Causes and their Prevention.
- Functioning of Railway Safety Organization.
- Chief Commissioner of Railway Safety Organization 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, minimum recommended penalties in case of various Accidents.
- Review and Analysis of Accidents for taking Corrective Measures.
- Disaster Management on Indian Railways, Disaster Management Act, 2005, Disaster Management Plan, Role of NDMA and NDRF.

VII. ACCIDENTS PREVENTION

- Aptitude Testing of Station Masters, Loco Pilots and Motor Men, Components of Aptitude Testing.

- Psycho-Technical Analysis in case of Accidents attributed to Human Failures.
- SPAD and its Prevention.
- Train Operation during Fog, Fog PASS.
- Improved Technological Aids to prevent Human Errors 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
 - Solid State Interlocking/Electronic Interlocking
 - Automatic Train Protection (ATP), KAVACH (TCAS - Train Collision Avoidance System)
 - Wheel Impact Load Detector (WILD)
 - End of Train Telemetry (EOTT) and its functions.
 - Centralised Traffic Control (CTC)
 - On Board Monitoring of Rolling Stock (OMRS).
- Refresher Courses, Safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of Safety Category Staff.

VIII . PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR.
- Corporate Plan and Annual Plan, National Rail Plan, Mission 3000MT, National Logistics Policy.
- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Doubling, Bypass & Flyover Planning Works.
- ESP, SIP, DPR, ROR etc
- Container Rail Terminals.
- Gati Shakti Terminals.
- Minimum Essential Facilities at Goods Sheds and Stations.

OFFICIAL LANGUAGE POLICY & RULES

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for 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 workcharged 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 Bouns 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.

Syllabus for 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 - Reappropriation 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

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 only) & 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 M.Karthick , CSWI/Traffic** may be contacted in the mobile number **9003160626** respectively 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 **22.01.2024**.
- (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.



ANNEXURE- "E"

**Main List - Based on Integrated Seniority List (Operating Department) Published vide
No.P(S)612/II/Gr.B/AOM/Vol.IV dt.25.11.2022/14.01.2023**

S NO	NAME S/SRI/SMT/MS	COM	DESGN	DIV	D O B	D O A	DOEG Level-06	DOEG Level-07	REMARKS
1	P.P.SIVAKUMAR	ST	MAIL /EXP GDS	MAS	16.07.67	17.04.89	07.07.1989	20.03.1995	



**Reserve List - Based on Integrated Seniority List (Operating Department) Published vide No.P(S)612/II/Gr.B/AOM/Vol.IV
dt.25.11.2022/14.01.2023**

S NO	NAME S/SRI/SMT/MS	COM	DESGN	DIV	D O B	D O A	DOEG Level-06	DOEG Level-07	REMARKS
1	S. GANESAN	ST	SS	MAS	12.05.66	28.08.89	16.05.92	22.05.98	
2	NARAYANA.P	ST	MAIL. GD	PGT	20.05.67	04.01.89	01.02.91	01.02.91	
3	SELVARAJ .N	ST	TI/TPJ	TPJ	10.01.64	28.08.89	13.08.92	26.07.02	
4	D.RAMESH	ST	MAIL /EXP	MAS	04.09.64	27.08.87	23.03.96	01.11.03	
5	DEVENDRAPPA.D. HOLKUNDI	ST	SS	MAS	23.07.64	03.12.90	17.08.93	01.11.03	
6	K.MURUGAN	ST	SS	MAS	15.04.67	13.07.92	01.01.95	01.11.03	
7	G.SUNDARA MOORTHY	ST	SS	MAS	23.02.67	13.07.92	31.12.94	01.11.03	
8	A.MURUGANANDAN	ST	SS	MAS	10.06.70	13.07.92	25.12.94	01.11.03	
9	C.R.SUBRAMANI	ST	SS	MAS	07.04.68	13.07.92	23.12.94	01.11.03	
10	V.SELVAN	ST	SS	MAS	11.01.68	13.07.92	28.05.95	01.11.03	

