



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600 003.
Date: 11.07.2025

No. P(G)532/II/ACM/70% Selection/CCBT/2025-26

**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, CEE/Project/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 ACM -Commercial
Department in Pay Matrix Level-8 – through CCBT – Reg.

Ref: 1.This Office Notification issued under letter of even No. dated
08.11.2024.

2. This Office letters of even No. dated 17.01.2025.

Further to the references cited above, the final vacancies assessed for 70% Selection for the Group "B" post of ACM in Commercial Department for the vacancy cycle commencing from 01.01.2025 to 31.12.2026 including anticipated vacancies upto 30.06.2027 is as under:-

UR	SC	ST	Total*	PwBD
06	02	01	09*	01- clause (c)

* The total vacancies include 01 (one) vacancy earmarked for PwBD (c) category as per DoP&Ts Office Memorandum dated 17.05.2022 with functional classification as LD-OA, OL, Leprosy Cured, Acid Attack Victims in terms of Board's letter dated 14.11.2022 (PBC 242/2022) is carried forward from the vacancy cycle 01.01.2023 to 31.12.2024.

All other details and conditions stipulated in the Notification dated 08.11.2024 will remain unchanged.


(M. Sunitha)

Asst. Personnel Officer/Gaz
for General Manager

Copy to: PCPO, CPO/Admin., CPO/G, CPO/IR,
Dy.CPO/Gaz, Trg & Chairman/RRC, IR & W, HQ,
SPO/Co-Ord., APOs/SMO.
Ch.OS/NGS/Commercial,
GS/SRMU, DREU, NFIR, SROA, SRPOA, AISCSTREA, AIOBCREA



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600 003.

No. P(G)532/II/ACM/70% Selection/CCBT/2025-26

Date: 08.11.2024

**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 ACM -Commercial
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 Commercial Manager.
- (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 Commercial Department for the post of ACM through CCBT for the vacancy cycle 01.01.2025 to 31.12.2026 as per the schedule indicated below.

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To apply online	Date and time of Opening	08.11.2024 -18.00 hrs
	Date and time of Closing	22.11.2024 - 23.59 hrs
Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters.		27.11.2024 -17.00 hrs

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

UR	SC	ST	Total	PwBD
06	02	01	*09	01

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

- (ii) The PwBD vacancy is earmarked for Clause (c) as per DoP&Ts Office Memorandum dated 17.05.2022 with functional classification as LD-OA/OL, Leprosy Cured, Acid Attack Victims 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
(c)	LD-OA/OL, Leprosy Cured, Acid Attack Victims	S,ST,BN,W,SE,MF,C,RW,PP,H

- (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:

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 01.01.2025** will be eligible to apply for the selection to the post of Assistant Commercial Manager (ACM).

Note:

- Staff whose lien and seniority is maintained in the relevant cadres of Southern Railway are only eligible to apply.
- 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.
- Employees working in Level-6 on ad-hoc basis are not eligible to apply. Employees who have been granted financial upgradation in Level-6 under MACPs are also not eligible to apply.

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(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 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.**

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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 ACM.

- 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:
- (d) **Unsigned application.**
 - (e) **Application without affixing latest photograph.**
 - (f) **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

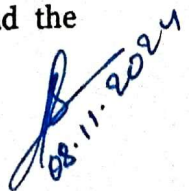
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be indicated while forwarding the application, if found eligible. After due verification, only applications of the employees who have completed 3 years of service in the present seniority unit as on **01.01.2025** should only be forwarded.

- 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 27.11.2024.**
- 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 27.11.2024** 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	60
	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 (a) 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 be in touch with their Headquarters office at frequent intervals for any

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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:

- (e) **SR Railnet – sr.railnet.gov.in**
- (f) **SR Internet – sr.indianrailways.gov.in**
- (g) **SR HQ PB – srhqpb.in**
- (h) **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 M.Karthick,	CSWI/Traffic	9003160626

9. The tentative Selection calendar.

Particulars	Date
To apply online– Date and time of Opening.	08.11.2024 -18.00 hrs
To apply online– Date and time of Closing.	22.11.2024-23.59 hrs
Last date for receipt of online applications at Headquarters from respective units	27.11.2024-17.00 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 22.11.2024 at 23.59 hrs.

Encl.: Annexure "A"& "B"



(SHIKHA LAL)

**Dy. Chief Personnel Officer/Gaz
for General Manager**

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

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

SPO/Co-ord., APOs/C, M&E & APO/Genl.

Ch. OS/NGS/Commercial,

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

Syllabus for Selection (70%) for promotion to Group “B” post of ACM in Commercial Department (Circulated as PBC No. 236/2022)

A. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.

- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In- Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.


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- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. **Passenger Traffic:**

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.
- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES),

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- Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPU, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail Shakti Scheme.
- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

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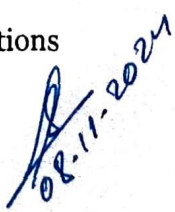
VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- Compensation in case of Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

OFFICIAL LANGUAGE: Official Language Policy & Rules


B. 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


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C. 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.


08.11.2024

INSTRUCTIONS FOR ONLINE APPLICATION


Link 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 M.Karthick, CSWI/Traffic** may be contacted in the mobile number **9003160626** 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 27.11.2024.**
- 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.


08.11.2024