

PROCEDURE AND POLICY ON GROUP 'B' SELECTION



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This book is a maiden attempt to compile the various rules / policy instructions regarding promotion from Group 'C' to Group 'B' in the Railways in a simple and user-friendly manner and is meant for the Selection Board Members, Presiding Officer and all personnel dealing with gazetted selections. However, this is meant for guidance only and nothing in this publication is to be taken as an authority for supersession of any standing order / rule of the Government of India / Ministry of Railways and the original circulars, policy instructions should be referred to for proper appreciation of the issues.

Suggestions for improvement of this compilation are welcome from one and all.



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Promotion from Group 'C' to Group 'B'

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Preliminaries

All vacancies in Group 'B' are filled by promotion on the basis of selection of eligible Group 'C' employees and also on the basis of Limited Departmental Competitive Examination (LDCE) wherever the scheme is in force. Where the scheme of LDCE is in force, selection is held to fill 70% of the vacancies and LDCE is held to fill the remaining 30% of the vacancies. (**Authority : Para 201.1 of IREM Vol.I – 1989 Edition & RB's letter No.E(GP)92/2/93 dated 3.11.1992 & S.E.Rly.'s letter No.DCPO(G)/CON/SB/LDE/1/Policy dt.16.11.1992**)

Frequency

Selection for appointment to Group 'B' posts should be held once in two years. However in case of panels getting exhausted owing to creation / upgradation etc. and the biennial selection being away by more than six months fresh selection may be held even before two years. The need for such selection should however be rare. (**Authority : Para 201.2 of IREM Vol.I – 1989 Edition**)

Calendar

A calendar for the Group 'B' Selection / LDCE proposed to be undertaken should be drawn up by the Personnel Branch in consultation with PHOD/CHOD concerned and should be circulated in advance.

Composition of Selection Committee

Selection Committee will be constituted under the order of the General Manager. It should consist of 3 (three) HODs – PHOD/CHOD, CPO/Addl.CPO and one SAG officer of any department representing the reserved community. However, none of the committee members should be directly subordinate to any other member. If none of the selection committee members belongs to either Scheduled Caste or Scheduled Tribe, a SC/ST officer holding the rank not lower than Junior Administrative Grade (JAG) may be nominated as fourth member. (**Authority: Para 202.1 of IREM Vol.I of 1989 edition**)

The Sr.DGM or the Additional CVO of the Vigilance Organisation should not be nominated to serve on the committee. (**Authority: Board's letter No.E(GP)86/1/23 dt 18.06.1987 & E(GP)95/2/75 dated 14.12.1995, SER ES No.11/96**)

Authorities for setting up Question Papers and Evaluating Answer Scripts for Selection/LDCE for promotion to Group 'B' Post have been laid down in **RB's No.E(GP)2001/2/32 dated 25.10.2001**.

As per this, PHOD of the concerned department will set the question paper and any other SAG officer of the concerned department will evaluate. In case where more than one SAG officer may not be available in a particular department, services of an SAG officer of the same department of the contiguous zonal railway may be utilised for evaluating the answer sheets. Such nomination shall be made by General Manager of the Railway / Unit where selection / LDCE is being held, in consultation with General Manager of the contiguous Railway.

Assessment of Vacancy

Calculation should be made in the format placed at Annexure-'A'. The parameters which are to be taken into consideration are

- A) Existing Vacancies +
- B) Anticipated Vacancies in next 2 years to be assessed with the aid of all known factors such as –
 - a) Vacancies due to normal wastage
 - b) Approved cases of voluntary retirement
 - c) Chain vacancy against promotion to higher grades
 - d) Number approved for deputation/ex-cadre post/inter-railway transfer
 - e) Creation of additional post
 - f) Posts manned by adhoc promotees +
- C) 30% of JS / Group 'B' cadre including construction reserve to guard against unforeseen contingencies.

Note :

- (1) In case this addition of 30% leads to inflated size of the panel the panel size may be restricted to a number meeting the requirement, with the personal approval of General Manager
- (2) In small cadre like Rajbhasha Adhikari, ACMT, AMP&S, ALO, PRO(Gr.B) etc. this additional 30% should not be added to the anticipated vacancies as the incidence of vacancies is not regular in this cadre.

$$\text{Assessment} = \text{A} + \text{B} + \text{C}$$

- D) Number of empanelled employees available from previous panel
- E) Number of Probationers likely to be allotted to the Railway.
- F) Number of Officers likely to return from deputation/inter railway transfer / long leave.

$$\text{Final Assessment} = [(\text{A} + \text{B} + \text{C}) - (\text{D} + \text{E} + \text{F})]$$

(Authority : RB's letter No. E(GP)/87/2/72 dated 11.1.88 & 22.10.91 and IREM-I Para-202 & 215)

The assessment of vacancy should be certified by the cadre dealer and concerned Establishment Officer. Before issue of notification, the assessment of vacancy should be got approved by the concerned PHOD/CHOD. The vacancy so assessed has to be apportioned for 70% (Selection) and 30% (LDCE) duly indicating the reservation break-up.

Reservation

In both Selection and LDCE for promotion from Group 'C' to Group 'B' the number of reserved posts should be arrived at by applying the percentage of 15% of SCs and 7.5% for STs. In arriving at this quota, fractions of 0.5 and above should be rounded off to 1 and less than 0.5 should be ignored.

The number of posts coming to the share of SC/ST as per the above should be compared with the number of regular SC/ST employees already holding the Group 'B' post. In case any shortfall of SCs/STs reservation may be provided to the extent of difference between the required number and the available number. This will be further subject to total reservation not exceeding 50% of the number to be selected and empanelled. [Authority: Board's No.89-E(SCT)1/49/5(Pt.) dated 20.12.95/ 01.01.96 (SER ES No.14/96)]

It has been further confirmed that till such time the applicability of post based roster for promotion from Gr. 'C' to Gr. 'B' and within Gr. 'B' is decided by Railway Board the existing instruction presently being followed by maintaining prescribed percentage of reservation (SC-15%, ST-7½%) in the cadre will continue to operate). [Authority: Board's letter No.95E(SCT)1/49/5 (Gaz) dated 6.9.2002 (RBE No.154/2002) SER ES No.161/02, & (RBE No.204/03) SER ES No. /03]

Carry forward for single vacancy in Gr.B and Gr.A

In the case of Gr.B and lowest rung of Gr.A where reservation rules are applicable if a single vacancy occurs in a recruitment / promotion year against reserved point the vacancy shall be treated as unreserved and it will be filled by the next senior-most candidate assessed to be fit for promotion. If that person happens to be a candidate from other than reserved community, the reservation would be carried forward to the subsequent recruitment / selection year for SCs/STs as the case may be. In the subsequent year the first vacancy even though it might be a single vacancy in that year shall be treated as reserved in favour of SC/ ST as the case may be and shall be filled by a person of the respective community. If for any reason in the subsequent year the vacancy is not filled by a person of the community in whose favour it is reserved the reservation shall be carried forwarded to 3 selections of the recruitment year.

[Authority: RB No.99/E(SCT)1/25/26 dated 16.03.2001 (RBE No.58/2001) SER ES No.8/02]

Single Post Cadre

There shall be no reservation in a single post cadre. Pending receipt of instructions from DOP&T, action to be taken to fill a single post in a single cadre without applying reservation adhoc basis, till further orders. **[Authority : RB's No.97-E(SCT)-I/25/4 dated 11.01.2002, RBE No.6/2002]**

Non Permissibility of Exchange of Reservation between SCs/STs

In case of promotion including promotion by selection from Gr.C to Gr.B within Gr.B and from Gr.B to the lowest rung of Gr.A if sufficient number of SC/ST candidates fit for promotion against reserved vacancy are not available such vacancies may be de-reserved as per prescribed procedure and filled by candidates of other communities. **[Authority : DOP's OM No.36012/17/ 2002 Estt(Res) dated 6.11.2003]**

NB : Presently there is a ban on de-reservation of reserved vacancies. However since the reserved vacancy in safety category cannot be kept vacant due to safety of train operation achievement of production target etc., the procedure laid down in **Board's letter No. 99E(SCT)1/25/10 dt.11.5.99, SER ES No.171/99** may be followed.

Filling up of reserved post due to non-availability of SC / ST candidate – Adhoc promotion

Where the work is of such important / urgent nature that the reserved post cannot be kept vacant, zonal Railways may consider adhoc promotion for specific periods with the personal approval of the General Manager subject to (1) the adhoc arrangement is absolutely necessary and justified on the ground of safety of train operations, achievements of targets etc. (2) any extension of the period of adhoc arrangement against reserved post will also require General manager's personal approval (3) Such arrangement will be as a stop gap measure and will not be allowed to continue for unduly long duration. **[RB's No.99E(SCT)1/25/10 dt. 11.5.1999. SER ES No.171/99]**

Conditions of Eligibility

For Selection (100% or 70%)

For the Post of	For Selection (100% or 70%)	For LDCE (30%)	Remarks
APO	Gr.'C' employees in grade Rs.5500-9000/- (5 th PC) and above with minimum 3 years non-fortuitous service in the grade. [Authority : (RB's No. E(GP)99/2/ 22 dated 18.11.04, RBE No. 239/04 & SER ES No. 255/04)]	Gr.'C' employees in grade minimum of which is Rs.5000/- (5 th PC) and in higher Group 'C' grade with 5 years regular service. [Authority : (RB's No. E(GP)99/2/ 22 dated 22.07.04, RBE No. 146/04)] 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 LDCE for promotion to Group 'B' (Authority : RB No.E(NG)1/93/ PM1/4 dt 18.1.1993	1) All eligible Gr.'C' staff of Personnel Dept 2) Group 'C' Ministerial Staff of all departments excluding Hindi Organisation and Accounts Deptt. but including Cash & Pay and Time office which have no avenue for promotion to Gr.B in their own department. 3) Gr.C ministerial staff of Compilation / Statistical Branch / Stores / Traffic & Commercial & Law Asst. / Chief Law Asstt. Who have avenue for promotion to Gr.B in their own department also. (Authority : RB's No. E(GP)88/2/54 dated 31.01.1992)

NB : No restriction about the number of applicants. All eligible employees can be called.

Other than APO	Gr.'C' employees in grade minimum of which is Rs.5000/- (5 th PC) and in higher Gr. 'C' grade subject to rendering not less than 3 years non-fortuitous service in the grade. (Authority : RB's No.E(GP)99 /2/22 dated 22.07. 2004 (RBE No.146/04))	Employees holding post in Grade the minimum of which is Rs.5000/- (5 th PC) or in higher Group 'C' grade with 5 years of non-fortuitous service
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NB : Inter-se seniority of Group 'C' employees in grades Rs.6500-10,500/- & Rs.7450-11,500/- coming from different streams for the purposes of selection to Group 'B' should be determined on the basis of total length of non-fortuitous service rendered in any or both these grades or corresponding pre-revised scales.

(**Authority : RB's No. E(GP)99/2/22 dated 22.07. 2004 (RBE No.146/04) & Para 203.5 of IREM Vol.I**)

Zone of Consideration

Selection

The number of employees to be called for the selection will be in accordance with the sliding scale in the order of inter-se seniority determined on the basis of combined length of non-fortuitous service rendered in the Grade Rs.2000-3200/- (4th PC) and above ignoring promotions to the grade Rs.2375-3500/-

Authority : RB's No.E(GP)81/1/18 dated 09.04.1981 & 26.09.1981 and IREM para 203.4.

Sliding Scale :

Vacancy	No. of employees to be called
1	5
2	8
3	10
4 & above	Employees equal to 3 times of number of vacancies.

When adequate number of SCs/STs not available within normal zone of consideration.

In selection where certain vacancies are earmarked for SC/ST there will be no separate zone of consideration. However, if adequate (3x) number of SC/ST candidates are not available for the vacancies meant for SC/ST as the case may be within the normal zone, the field of choice may be extended of 5 times the number of total vacancies and only the SC/ST candidates coming in the extended field should be considered to the extend of shortfall. (e.g. if the selection is for 2 vacancies, 1 UR & 1 SC, firstly 8 candidates will be called. If minimum 3 SC candidates are available within 1st eight, field need not be extended. However this number is not available then we may go down below upto 5 x 2 i.e. 10th person in the seniority list. If No.9 is UR he will not be called but No.10 if SC will be called. If no SC/ST is available even within the extended field, the field will not be further extended. (Board's letter E(GP)81/1/18 dated 9.4.81) SC/ST employees who are empanelled against the reserved vacancies from the extended zone will be placed en-block below those empanelled from the normal zone. (**Authority : RB's No.E(GP)81/1/18 dated 19.04.1981**)

NB: Calling of additional candidates against those who failed twice earlier.

Authority : RB's No.E(GP)85/1/78 dated 10.09.1986.

LDCE

All eligible employees are to be called with no restriction to the number.

Syllabus

No specific syllabus has been prescribed for the written examination except the written examination for the post of Assistant Personnel Officer. (Para 204.2 of IREM). The syllabus for APO/AWO Gr.B (LDCE) has been circulated vide **RB's No.E(GP)86/2/61 dated 15.02.1991. (SER ES No.40/91)**

Further, in specific categories viz. PS(Gr.B) & ALO, Board have prescribed syllabus under their letter No. **E(GP)2000/2/84 dated 25.07.2001 (RBE No.38/2001) (SER ES No.106/2001)** and **RB No.E(GP)2003/2/32 dated 10.12.2003 (SER ES No.01/2004)** respectively.

In case of LDCE model questions have been circulated by Railway Board for the various departments.

Scheme of Examination :

The procedure to be followed in the written test, viva voce and evaluation of record of service has been laid down in **Board's letter No.E(GP)88/2/111 dated 20.08.1991 (SER ES No.167/91)**

Selection

	Total Marks	Minimum Qualifying Marks
Written	150	90
Viva Voce	25	30
Record of Service	25	(including at least 15 marks in the record of service)

Written Test (70% / 100%)

Prescribed Paper	Maximum Marks	Minimum Qualifying Marks (60%)	Remarks
One Paper on Professional subject and Establishment and Financial Rules	150	90	Out of 150 marks the professional subject will carry at least 100 marks. 10% of the total marks allotted for testing the professional ability should set apart for question on official language policy an official language rules, however, such question(s) should not be compulsory.

LDCE

		Total Marks	Minimum Qualifying Marks
	Paper-I	150	90
	Paper-II	150	90
Viva Voce		25	30
Record of Service		25	(including at least 15 marks in the record of service)

Written Test (30%)

Prescribed Paper	Maximum Marks	Minimum Qualifying Marks (60%)	Remarks
Professional Paper-I (Professional Subject and General Knowledge) *	150	90	
Professional Paper-II (Professional Subject and Establishment and Financial Rules) *	150	90	

* NB : Combination of subjects must be properly maintained.

Supplementary Selection

Not more than one supplementary selection should be held to cater to the absentees in the following circumstances.

- (1) Late receipt of intimation of selection by the candidates.
- (2) Administration's failure to release the employee in time.
- (3) Sickness of the candidate or other reasons over which the employees has no control.

No supplementary examination is permissible in LDCE.

Authority : RB's No.E(GP)79/2/12 dated 2.3.79

Viva Voce & Record of Service

The nominated 3 members Committee of PHOD/CHOD, CPO and one SAG officer representing reserved community will hold the viva voce. The Marks for viva voce and record of service will be awarded by consensus.

Only those candidates who qualify in the medical examination of prescribed standard should be called for viva voce. **[Authority: RB's No.E(GP)80/2/8 dated 31.10.1991]**

Viva voce should be held in two separate batches i.e. (1) Reserved Category Candidate (2) General Category candidate. Reserved category candidates should be interviewed first. **[Authority : RB's No.E(SCT)70CM15/15/1 dated 19.11.1970]**

No separate viva voce is required if SC/ST candidate called against UR vacancies. **[Authority : RB's No.83E(SCT)42/1 dated 14.04.1983]**

Record of Service

A) Marks for record of service should be allotted as under :

- a) Marks corresponding to the grading for the 5(five) attributes of Section-II of each years CR should be added up and then the average over five years calculated.
- b) Marks corresponding to overall grading of each years CR should be allotted as under:

Outstanding – 5 ; Very Good – 4 ; Good – 3 ;

Average – 2 ; Below Average – 1

Marks for overall grading for 5 years should be added up.

- c) Average of (a) and (b) above should be taken as the marks for record of service. Sample at Annexure-B

B) In order to be classified as fit for promotion an employee must get a minimum of 15 marks from the last 5 years CRs out of 25 marks (for 5 years) in record of service.

No rounding off in the calculated marks for record of service is permissible.

Authority: RB's No.E(GP)87/2/123 dated 19.09.1988, 20.04.1989 and E(GP)2000/2/95 dated 16.01.2001.

Notification

Notification for the selection / LDCE must contain the following details :-

- a) Total number of vacancies
- b) Break up of UR/SC/ST
- c) Terms and conditions of eligibility with cut off date

- d) Permissible relaxation, if any
- e) Syllabus, if any
- f) Scheme of Examination
- g) Last date for submission of application / options
- h) Format of option, if any
- i) List of eligible candidates in case of selection.
- j) Pre-Selection coaching for reserved community candidate wherever applicable. (To be organised by department concerned). In safety categories, 3-4 weeks, in others as decided by PHOD/CHOD
- k) Date, Time and Venue of the Examination

Conduct of Written Examination / Supplementary Examination

An officer of Dy.HOD Rank of the Department concerned will be nominated by the PHOD/CHOD as Presiding Officer. He will select his group of invigilators (Gazetted Officers) depending on the number of candidates to ensure smooth conduct of the examination at the nominated venue, date & time. The Presiding Officer will be supplied with general guidelines for effective conduct of the examination. However, such guidelines are meant only for guidance purpose and have been detailed under the head 'Check Point.'

Evaluation

The coded answer scripts shall be handed over to the evaluating authority in sealed packet with a covering letter indicating the number of answer scripts, the name of the examination, number of vacancy, total marks and qualifying marks. General guidelines for evaluating authority is detailed under the head 'Check Point.'

Delay in Evaluation

Any delay beyond 2 months should be brought to the notice of PHOD. Delay beyond 3 months should be brought to the personal notice of General Manager.

Moderation

No moderation of the performance is permissible. [*Authority: Para 204.5 of IREM-I of 1989 Edition*]

Submission of result of written examination

The answer scripts will be retained by the HOD concerned. Only the coded mark sheet duly signed by the evaluating officer will be sent to the Personnel Branch for decoding and publication of result of the written examination. Answer Books should be retained upto one year from the date of declaration of results. However, in case there is any court case / Vigilance / CBI / SPE case pending against the concerned selection, answer scripts should be retained upto final disposal of the case. (*Authority: (1) CPO/SER's No.P/R/14/397/Pt.II dated 09.03.1984 (2) SER ES No.90/99*)

Medical Fitness

An employee has to qualify in the prescribed medical examinations for promotion to gazetted post as laid down in para 530 of Indian Railway Medical Manual Volume – I, 2000 Edition for technical and non-technical groups. (*Authority : Railway Board's letter dated 31.10.1991*)

“The Group-C employees qualifying in the selections for promotion to Group-B posts but not passing the prescribed medical standard should not be promoted to Group-B, even on ad-hoc basis.” (**Authority – Railway Board’s letter No.E(GP)2005/2/69 dated 05.01.2006 (RBE No.02/2006).**)

DAR/Vigilance/SPE Clearance

The Group ‘B’ panel will exclude the following categories of staff.

- 1) Railway servant under suspension.
- 2) Railway servant in respect of whom a charge sheet for major penalty has been issued and the disciplinary proceedings are pending.
- 3) Railway servant in respect of whom prosecution for criminal charge is pending.

It has been clarified by Railway Board that the effective date of initiation of proceedings will be the date of issue of charge sheet.

There is, however, no objection to promote him if he is not under suspension and the proceedings already initiated are for imposition of a minor penalty. However, in such cases a vacancy should be kept reserved for him and the panel will be announced as ‘Provisional Selection Panel’. If the proceedings against the person for whom a vacancy has been reserved is finalised within a period of two years of the approval of the provisional panel and if the person is fully exonerated or his suspension is considered to be wholly unjustified, he may be empanelled and promoted in his turn. This will also apply to prosecution cases. In case his junior has been promoted in between, he will be given notional promotion to the extent of his junior and payment of arrear of salary or part of it will be decided by the competent authority taking into account all the facts and circumstances of the disciplinary / criminal proceedings. (**Authority: RB’s No.E(D&A)92RG 6-149(A) dated 21.01.1993 ; SER ES No.31/93**)

Employees who are undergoing penalty as a result of disciplinary / Vigilance proceedings may be included in the panel. However they will not be promoted till expiry of the punishment period.

Relaxation of Standard for Reserved Community Candidate

Safety Category : Civil, Electrical, Mechanical, S&T, Operating

In safety category post there is no relaxation admissible to reserved community candidate.

Non-Safety Category : Departments other than those mentioned above.

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In non-safety categories the scheme of promoting best amongst the failed candidates continues to be in force i.e. against a vacancy reserved for SC/ST if suitable candidate by normal standard (60%) is not available, all SC/ST candidates (as the case may be) who have secured minimum 20% marks i.e.30 out of 150 will have to be called for viva to select best amongst the failed SC/ST candidates. The best amongst the failed SC/ST employees who secures 20% marks separately under each head i.e. in the written test, viva voce, record of service and also in aggregate should be earmarked for being placed on the panel to the extent the vacancies have been reserved for that particular community. The panel excluding the names of such person will be declared provisionally and such SC/ST candidates may be promoted on adhoc basis for a period of six months. During the said six months period, the administration should give them all facilities for improving their knowledge and coming upto the requisite standard. At the end of six months period a special report should be obtained on the working of such candidate(s) and the case would be put up by the department concerned to the General Manager through SPO(RP) for a review. The continuance of such candidates in the gazetted cadre would depend upon this review. In case, he/she is found to have come upto the requisite standard his/her name will be included in the panel and the same finalised. (**Authority: RB No.88E(SCT)1/23/1 dated 28.06.1995, SER ES No.163/95**)

LDCE

In non-safety category where vacancy is filled up through LDCE, the qualifying marks for SC/ST candidates will be 3/5th of the qualifying marks prescribed for general community candidates in each individual paper i.e. a SC/ST candidate has to obtain minimum 54 out of 150 as against a general candidate obtaining 90 out of 150 to qualify for viva voce. As regards viva voce and record of service the SC/ST candidates are required to secure at least 18 marks as against 30 marks prescribed for general community candidates. This is however subject to the condition that they will secure the same qualifying marks in record of service as prescribed for general community candidate i.e. 15 out of 30. (*Authority: RB's No.92/E(SCT)1/25/12 dated 13.11.1992.*)

Formation of Panel

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The successful candidates shall be arranged in the following order

- 1) Those securing 80% marks and above and graded as 'Outstanding' at the top of the panel.
- 2) Those securing between 60% and below 80% in order of seniority corresponding to the number of vacancies.

Authority: Para 204.8 of IREM-I

LDCE

The panel will be formed in the order of the merit on the basis of the total marks obtained by each of the candidates. (*Authority: RB No.E(GP)76/2/96 dated 3.8.77.*)

If two or more candidates secured equal marks in the aggregate (written test + viva voce + record of service) in LDCE then their relative merit position for the purpose of their empanelment may be determined on the basis of their relative seniority in the feeder grade. The candidate who is senior shall rank higher. (*Authority : RB No.E(GP)2001/ 2/ 69 dated 17.10.2001, RBE No.203/2001*)

Proceedings of the Selection/LDCE will be drawn up containing all the relevant details duly signed by the committee members on each page and the recommendation of the Selection Committee will be put up to the General Manager along with the mark sheets and ACR grading chart duly signed by the Committee Members. If General Manager does not approve of the recommendation he will record its reason in writing therefor and order a fresh selection. Once a panel is approved by the General Manager no amendment or alternation should be made except with the prior approval of the Railway Board. (*Authority: Para 204.10 of IREM-I*)

Currency

The currency of a panel will be for a period of two years from the date of approval of the General Manager or till a fresh panel on the basis of next selection becomes available whichever is earlier. Where provisional panels are drawn the currency will count from the date of approval of provisional panel. However, if the operation of the approved panel is held in abeyance either wholly or partly due to injunction from the court of law currency should be reckoned after the excluding the period covered by court's directive. Before operating the panel after vacation of court's injunction / disposal of the case by court of law personal approval of General Manager should be taken. [*Authority: Para 205 of IREM-I*]

Refusal of Promotion

An employee empanelled for promotion to Gr.B refusing promotion when his turn arises should be debarred from promotion for one year and if after one year he refuses his promotion again his name should be deleted from the panel. When promoted after the period of debarment seniority will be as from the date of effect of promotion and he will be junior to all employee promoted earlier than him from the same panel but will be senior to employees from the subsequent panel. (*Authority: Para 207.3 of IREM-I*)

Representation against selections

Representation against selection will be dealt with on merit without restriction of any time for their submission.

Authority: Para 208.3 of IREM-I

Other Instructions

Selection should not be held separately for the Group 'B' posts in the different branches within the same department except in the case of Mechanical Engineering Department and T(T)&C Department where it should be held separately.

Mechanical Engineering Department

- i) Carriage and Wagon
- ii) Loco Open Line
- iii) Workshops

T (T) &C Department

- i) Commercial
- ii) Operating

Authority: Para 207.3 of IREM-I

IMPORTANT LETTERS ON SELECTION

Letter No.	Letter Date	Subject
E(GP)76/2/96	3.6.1977	Promotion from Class-III to Class-II service
E(GP)79/2/30/2	16.01.1981	LDCE for filling 25% vacancies in TT&C Deptt
Hindi-81/OL-14/12	14.01.1982	Question on OL
E(GP)86/2/97	14.04.1987	Condition of eligibility.
E(GP)87/2/72	11.01.1988	Procedure to conduct
E(GP)88/2/11	15.03.1989	Condition of eligibility.
E(GP)88/2/111	15.05.1989	Clarification on ltr.dt.15.3.89
E(GP)87/2/72	28.05.1990	Adhoc promotion
E(GP)88/2/111	20.08.1991	Scheme of examination
DCPO(G)/CON/SB/LDE/1/ Policy	06.09.1991	Highlights of Board's letter dt.20.8.1991
E(GP)80/2/8	31.10.1991	Medical Examination – No relaxation
E(GP)92/2/93	03.11.1992	LDCE Quota 25% to 30%
E(NG)I-93/PM-14	18.01.1993	Initial Trg. Period will count
88-E(SCT)1/23/1	28.06.1995	In service Training to SC/ST
E(GP)99/2/22	18.05.1999	Best among failed candidate
99/11/5/3	21.05.1999	IOL-Amendment to IRMM
E(GP)2000/2/95	16.01.2001	Awarding of marks
E(GP)2000/2/84	25.07.2001	Introduction of PS(Gr.B)
E(G)2001 HQ1-7	15.10.2001	Honorarium for evaluation
E(GP)2001/2/69	17.10.2001	LDCE when 2 candidates securing equal marks
E(GP)2001/2/32	25.10.2001	Authority for setting / evaluating
97-E(SCT)-I/25/4	11.01.2002	Single Post Cadre
E(G)2001 HQ1-7	03.05.2002	Honorarium for evaluation.
95 E(SCT)I/49/5(Gaz)	06.09.2002	Percentage to be followed – not post based roster.
99E(SCT)I/49/5(Gaz)	06.09.2002	SC/ST promoted on own merit to be adjusted against UR.
99-E(SCT)I/25/13	20.06.2003	Concession to SC/ST
2003-E(SCT)I/25/14	24.11.2003	Concession to SC/ST
E(GP)2003/2/32	10.12.2003	Syllabus for ALO
2003-E(SCT)I/25/16	06.01.2004	No exchange of reservation
2003-E(SCT)I/25/14	07.01.2004	Concession to SC/ST
E(GP)99/2/22	22.07.2004	Conditions of Eligibility
E(GP)99/2/22	18.11.2004	Conditions of Eligibility for APO

**Copy of Railway Board's letter No. E(GP)76/2/96 dated 3.6.1977 to the General Managers,
All Indian Railways**

Sub: Promotions from Class III to Class-II service on the Railways.

In Railway Ministry's letters No.E(GP)70/2/6-Pt dated 14.1.76 and 20.1.76, the Railway Administrations were advised that scheme of holding LDCE as envisaged in the Recruitment Rules notified in their letter No.73E(GR)/15/4 dated 31.7.73 for filling up of 25% of the vacancies in Class-II in the four Engineering Departments has been scrapped and that the Recruitment Rules were being amended. The decision to scrap the above scheme was reiterated to the Railways in Railway Ministry's letter No.E(GP)70/2/6 dated 23.3.76.

2. This question has been, once again, reviewed by the Ministry of Railways and on further consideration of various aspects of the matter it has now been decided that the scheme of holding the LDCE to fill up 25% of the vacancies for which panel is required to be framed at any one time in Class-II, may be introduced in the following Department:-

1. Civil Engineering Department
2. Mechanical Engineering & Transportation(Power) Deptt
3. Electrical Engineering Department
4. Signal & Telecommunication Department
5. Traffic Transportation & Commercial Department.

2.2 The broad details of the scheme of the LDCE are contained in the Annexure to this letter. Action is also being taken to amend the relevant Recruitment Rules and the Railway Administrations will be advised as soon as the amendments are notified.

3. The extant orders governing reservation of vacancies for SC/ST candidates shall also be applicable in filling up 25% of the vacancies in Class-II through LDCE.

4. The panel of successful candidates drawn up against 25% vacancies to be filled up through the competitive examination will be valid for the same length of time as the panel drawn up for 75% vacancies to be filled through normal selection.

5. In the matter of seniority in respect of the declared number of vacancies to be filled at any one time through the media of selection (75%) and competitive examination(25%), those empanelled through the normal selection will rank senior to those selection through the competitive examination.

6. Please acknowledge receipt.

Encl: One Annexure.

Sd/-
(D.B. Bhagat)
Dy. Director, Establishment
Rly. Board

Annexure to Ministry of Railways Letter No.E(GP)76/2/96 dated 3.6.1977.

Details of LDCE to fill up 25% vacancies in Class-II
(Conditions of Eligibility)

a) To be eligible to appear in the competitive examination, a candidate has to fulfill the following conditions :-

- 1) He should be a permanent railway servant with a minimum of five years railway service and (ii) he should have been regularly selected for a grade the minimum of which is Rs.425/- and above in a revised scale of pay.

b) All candidates who fulfill the conditions of eligibility in (a) will be allowed to compete in the examination without any restriction as to the number of candidates to be admitted to the examination.

Scheme of Examination :

a) The examination aims at a comprehensive assessment of knowledge of the candidates and has essentially to be in the nature of a rigorous test of their professional ability. The examination will consist of (i) a written examination of a substantially higher standard than that associated with normal selection for promotion to Class-II and (ii) Viva-voce. (b) The subjects for the written examination, and the marks to be allotted to each of the papers set for the written examination, viva-voce and record of service will be as under :-

(i)	Written Examination			
	Paper-I	General Knowledge	50	100
		English Language	50	
	Paper-II(A)	Professional subject		100
	Paper-II(B)	-do-		100
	Paper-III	General Financial and Establishment Rules and Procedures		100
	ii)	Record of service		50

Marks for Record of Service will be given on the basis of the last confidential reports and relevant service records of the candidate.

iii)	Viva-voce			
	Personality, Address			
	Leadership and Academic/			50

c) In order to qualify, a candidate must secure a minimum of 60% marks in each of the subjects of written examination, in the record of service, and in the viva-voce separately, and also in the aggregate.

d) There will be no grading of successful candidates, as 'Outstanding', 'Very Good', etc. Their names will be arranged in the order of merit on the basis of the total marks obtained by each of the candidates.

III) Constitution of the Examination Board.

The Examination Board both for the written examination and the viva-voce will be constituted under the orders of the GM; it will consist of:-

a) On Zonal Railways

- i) Chief Personnel Officer and
- ii) Two HOD level I including the HOD for which the examination is being conducted.

b) Production Units

- i) Dy.CPO and
- ii) Two Heads of Deptt Level I or Level II including the Head of the Deptt for which examination is being conducted. If and when necessary assistance of the respective contiguous Zonal Railways may be taken.

IV) Frequency of holding the Examination.

The competitive Examination for filling up 25% vacancies in Class-II in the respective Deptts will be held in the same year as that in which the normal selection is held for filling up 75% vacancies in Class-II by promotion in that department.

V) There will be only one competitive Examination for all Branches of one Deptt, and only one panel of selected candidates will be drawn up for that Deptt as a whole.

VI) The final recommendations of the Examination Board in respect of successful candidates will be put up to the GM for his approval. If the GM does not approval of them, he will record his reasons in writing and order a fresh examination if necessary. Once a panel of successful candidates is approved by the GM, no amendments shall be made without the prior approval of the Ministry of Railways.

Copy of Railway Board's letter No. E(GP)79/2/30/2 dated 16.1.1981 to the General Managers, All Indian Railways

Sub: Limited Departmental Competitive Examination for filling 25% vacancies in Group 'B' (Class-II) in Transportation (Traffic) & Commercial Department

Please refer to this Ministry's letter No.E(GP)76/2/96 dated 3.6.1977 giving broad details of the scheme of Limited Departmental Competitive Examination. The question of prescribing a syllabus to facilitate setting of question papers on the professional subjects namely, Paper-II(i) and Paper-II(ii) for the different departments has been under consideration of this Ministry. The syllabus on the professional papers for the Transportation (traffic) & Commercial Departments which has been approved by the Board is sent herewith for guidance.

The syllabus for the examination may be published for the benefit of the employees.

Sd/-

(N.Anantaraman)

Jt. Director, Estt(T)II

GUIDELINES -LDCE OF TT&C DEPARTMENT

1. The written examination on professional subjects will consists of two papers of 100 marks. Each paper will have two separate parts i.e. one part containing questions on operating subjects and the other on commercial subjects. The candidates will have the option to answer questions from one or both the parts. Each part will carry equal number of questions for 100 marks, whether the questions are answered exclusively from one part or the questions are chosen from both the parts, the total marks for which the questions should be answered in each paper is 100.
2. The examination aims at a comprehensive assessment of knowledge the professional ability of the candidates. It should be ensured that all important areas in both the disciplines are covered and the questions set should be such as to test the professional competency of the candidates fully in keeping with the aim.
3. The suitability of the candidates for promotion to Group-B (Class-II) in the Transportation Wing or Commercial Wing or both the Wings will be determined by the selection Board depending on their qualifying in the questions paper of their choice. The list of staff qualifying for promotion on the basis of LDCE should however be drawn as a common panel.
4. Reservation Rules for SCs/STs will apply.
5. The staff will be empanelled in the order of their merit, irrespective of their suitability for one or both the wings and will be promoted in the same order. In the event of a vacancy occurring in the wing for which the officer in the panel due for promotion is not suitable, he shall not be overlooked and his promotion shall be made by making such adjustment amongst the existing Group-B (Class-II) officers in the department, as may be necessary for the purpose.

Copy of Railway Board's letter No.Hindi-81/OL-14/12 dated 14.1.1982 to the General Managers, All India Railways and other circulated under SER ES No.26/82.

Sub : Selection for promotion within from Group 'C' and Group 'C' to Group 'B' - inclusion of Questions on official Languages policy and Rules in the Examinations forming part of Selection.

As per the policy of the Government, it is necessary to promote the use of Official Language gradually in all the offices under the Central Government. Keeping this in view, the Railway Ministry consider it necessary that the employees working the Railway Administrations should possess a minimum knowledge of the policy pertaining to Official Language and the rules regarding the use of Hindi. To achieve this, the Railway Ministry have decided that a few questions on Official Language policy and Official Language rules should be set in the examinations that are conducted as a part of the selection for promotion within Group 'C' and from Group 'C' to Group 'B' as also in the Limited Departmental Competitive Examinations which are conducted to fill up 25% of the vacancies in Group 'B'. Ten per cent of the total marks allotted for testing the professional ability of the employees should be set apart for question on

official language policy and on Official Language rules. In the case of Limited Departmental Competitive Examination, Questions on Official Language policy and rules should be included in the paper on General Knowledge. While the employee should be encouraged to attempt questions on Official Language policy and the Official Language rules, the questions should not be compulsory.

The questions may be set by or in consultation with the Mukhya Rajbhasha Adhikari of your Railway.

The policy of the Government on Official Language and the provisions of Official Language rules have been circulated to you from time to time.

Copy of Railway Board's letter No.E(GP)86/2/97 dated 14.04.87 to the General Managers, All India Railways and other circulated under SER ES No.116/87.

Sub : Promotion from Group 'C' to Group 'B' – Conditions of eligibility.

The question of prescribing the conditions of eligibility for selection of employees for promotion to Group 'B' posts / for LDCE following the implementation of the pay scales recommended by the Fourth Pay Commission has been under the consideration of the Railway Board. It has now been decided that –

- (a) Employees working in grade the minimum of which is RS.1400/- and in higher Group 'C' grades will be eligible to appear for Group 'B' selection provided they have rendered not less than three years of non fortuitous service in the grade and have reached the pay stage of RS.2050/-.
- (b) For the LDCE, employees holding posts in grade the minimum of which is Rs.1400/- or in higher Group 'C' grades, with five years of non-fortuitous service in the grade will be eligible.

In reckoning the period of service, the length of non-fortuitous service rendered in the corresponding pre-revised scale should be taken into account.

- (c) Revised seniority of Group 'C' employees in grades Rs.2000-3200/- and Rs.2375-3500 coming from different streams for purposes of selection to Group 'B' should be determined on the basis of the total length of non fortuitous service rendered in any of both these grades. The actual length of service in the corresponding pre-revised scales should be added to arrive at the total service for the purpose.

2. Selections to Group 'B' already in progress may be proceeded with and finalised as per the existing principles. All fresh selections including those which have been initiated but where the written examination forming a part of the selection has not been held, should be held in accordance with the instructions contained herein.

3. The LDCE, wherever the scheme is in force, is a part of process of filling vacancies in Group 'B'. Therefore whatever is followed in the matter of determination of eligibility i.e. whether with the reference to the pre-revised scales or the revised scales, for the selection against 75% vacancies should be followed for the corresponding LDCE against 25% vacancies.

Copy of Railway Board's letter E(GP)87/2/72 dated 11.01.1988.

Sub : Selection for promotion from Group 'C' to Group 'B'

As per extant instructions, selections for promotion to Group 'B' posts should be held in all the Departments once in 2 years and the vacancies for the selections should be assessed properly. It is essential that not only the schedule for holding the selections is maintained, but the assessment of vacancies is also done conforming to the instructions, so that regularly selected employees to the extent needed become available and ad hoc promotions are avoided. The field of consideration for the selection should be determined on the basis of sliding scale, as indicated in Board's letter No.E(GP)81/1/18 dated 9.2.1981.

2. It has recently come to the notice of the Ministry that some of the employees, included in the field as per their eligibility and turn, for two successive Group 'B' selections on a Railway did not appear with the result the Administration could not secure the required number of qualified employees and there was substantial shortfall in empanelment. Instructions exist for calling extra employees required to make up the field in the event of employees already included therein expressing their unconditional unwillingness to be considered at the selection. Instances have also come to notice of panels getting exhausted immediately after formation, leading to the necessity for making ad hoc promotions to Group 'B'. This could be due to (a) a proper assessment of vacancies not having been made or (b) due to services of officers having been spared on transfer/deputation/ secondment, causing a depletion in the cadre, a factor not anticipated or known at the time of assessment.

3. The position has been examined. It has been decided as follows :

- i) The selection for Group 'B' posts should be held once every two years without fail. The work should be spread out evenly so as to cover half of the departments in the first year and the rest of the departments in the following year and the cycle repeated. The various processes connected with the selection should be commenced adequately in advance, so that the schedule for holding the selection is not disturbed. For this purpose, a suitable calendar may be drawn depending on the position on your system and the work monitored closely to ensure that the schedule is not tripped. The work in this regard should be reviewed periodically at the level of C.P.O.
- ii) Vacancies for two years should be assessed properly with the aid of all known factors and possible anticipations. To the vacancies so assessed, an addition of 30% (thirty per cent) of the cadre of both Group 'B' and Junior Scale posts including construction Reserve should be made. This is in modification of the existing instructions for providing the addition at 20%. For selections to the group 'B' posts of AHO, LO, APRO AS(PS), Assistant Chief Cashier, ACMT where the cadre is small and the incidence of vacancies is not regular the assessment should be limited to the vacancies – existing plus those anticipated to arise during the two years period covered by the assessment. In other words, there will be no addition to the assessment as a percentage on the cadre strength.
- iii) The Notice issued for selection, besides containing the names of eligible employees constituting the field, should contain a reserve list carrying the names of extra eligible employees with the indication that the latter would be called for the written examination in the event of drop out of employees constituting the field ;
- iv) Employees constituting the field should be advised individually of the proposed selection with the clear stipulation, that they should on receipt of the notice, advise their willingness/unwillingness to take the selection. For this purpose, each individual notice should have a counterfoil which should be returned by the employees within a fortnight of receipt indicating willingness or unwillingness to take the selection. The notice should carry a clear indication that it is the employee's responsibility to advise his/her willingness/unwillingness to take the selection and failure to respond or provide the intimation with the period allowed will be treated as unwillingness on his/her part to take the selection. Depending on the position of unwillingness reported or non-receipt of any intimation, employees from the reserve list should be called to the extent necessary for taking the selection.
- v) Such employees who neither appear for the written examination nor indicate their unwillingness should be treated as having availed of an opportunity, for purposes of the instructions contained in para 1(ii) of Board's letter No.E(GP)85/1/78 dated 10.9.1986.
- vi) Paras (iii), (iv) and (v) will not apply to selections of APO for which the field is not determined with reference to the vacancies and all eligible volunteers in response to the notice are considered.
- vii) All adhoc arrangements made should be terminated on the declaration of the panel. There should also normally be no need to resort to adhoc arrangement before the next selection in view of the provision for a liberal assessment of vacancies taking into account 30% of the

cadre of both Group 'B' and Junior Scale posts including construction Reserve. If the panel is likely to be used up before the next selection becoming due after two years, steps should be initiated to hold the next selection without waiting for the 2 years period to be over, so that the next panel becomes available. In the event of adhoc arrangements still becoming necessary, due to unavoidable contingencies like injunctions from Court of Law, consideration for such appointment should exclude those who although called, did not appear for the earlier selection and also those who failed to qualify in the written test or viva voce or in the selection.

4. Every effort should be made to ensure that the number of employees taking the selection corresponds to the field without any shortfall.

Copy of Railway Board's letter No.E(GP)88/2/11 dated 15.03.89 to the General Managers, All India Railways and other circulated under SER ES No.116/89.

Sub : Selection / LDCE for promotion from Group 'C' to Group 'B'.

The Board have reviewed the instructions regarding the selections/LDCE for promotion from Group 'C' to Group 'B' and have decided as follows:

- i) The extant eligibility condition of minimum pay for Rs.2050/- for selection of employees against 75% vacancies for promotion in Group 'B' posts as contained in para 1(a) of Board's letter No.E(GP)86/2/97 dated 14.4.1987 should be dispensed with.
- ii) The minimum qualifying marks in the written test for LDCE in the non-professional subjects should be 45% as against 60% prescribed in Board's letter No.E(GP)76/2/96 dated 3.6.1977. The minimum qualifying marks of 60% for professional papers will, however, continue as at present. Also no minimum percentage of marks for the aggregate will be required for qualifying in the written examination for LDCE.

These instruction will apply to the selections initiated after the issue of this letter and the selections already in hand may be finalized according to the instructions presently in vogue except that where the written test has not been held or the answer sheets have not been evaluated or the result of written test not declared, this may be done according to the instructions contained herein.

Copy of Board's letter No.E(GP)88/2/111 dated 15.05.89 to the General Managers, All India Railways and other.

Sub : Selection / LDCE for promotion from Group 'C' to Group 'B'.

Ref : Board's letter No.E(GP)88/2/111 dated 15.3.89

It is clarified that the provision contained in the above order to effect that "where the written test has not been held or the answer sheets have not been evaluated or the result of written test not declared, this may be done according to the instructions contained herein" relates to sub para 1(ii) of this order.

In so far as sub-para 1(i) is concerned, the intention is that in the selections initiated from or after the date of the above orders the minimum pay conditions of Rs.2050/- in the revised pay scales should not be insisted upon. However, the selections initiated prior to the issue of above orders on the basis of the minim pay condition of Rs.2050/- may be proceeded with and finalized on the basis of conditions of eligibility as in vogue at the time of initiation of the selections and orders contained in this office letter referred to above are not attracted.

Copy of Railway Board's letter No.E(GP)87/2/72 dated 28.5.90 addressed to General Managers/All India Railways.

Sub: Selection for promotion from Group 'C' to Group 'B'

Ref : Board's letter No.E(GP)87/2/72 dated 11.01.1988

There should normally be no need to resort to ad hoc arrangements before the next selection in view of the provision for a liberal assessment of vacancies taking into account 30% of the cadre of both Group 'B' and Junior Scale posts including Construction Reserve. If the panel is likely to be used up before the next selection becoming due after two years, steps should be initiated to hold the next selection without waiting for the 2 year period to be over, so that the next panel becomes available well in time before the previous panel gets exhausted.

In the event of ad hoc arrangements still becoming necessary, due to un-avoidable contingencies like injunctions from Courts of Law, such appointments should be made on the basis of seniority-cum-suitability from amongst all eligible candidates who appeared in the earlier selection irrespective of whether they passed the written examination or not in earlier selections and they became eligible for empanelment or not. At the same time, it should be ensured that those ad hoc promotees whose working as judged from their record of performance, is not satisfactory are reverted as early as possible.

Copy of Railway Board's letter No.E(GP)88/2/111 dated 20.08.91 to the General Managers, All India Railways and others.

Sub : Selection / LDCE for promotion from Group 'C' to Group 'B'.

Ref: Board's letters No:

- i) E(GP)74/2/44 dt.22/23.6.74 & 8.5.91
- ii) E(GP)76/2/96 dt.3.6.77, 3.8.77 & 31.8.78
- iii) E(GP)79/2/25 dt.4.5.79
- iv) E(GP)87/2/61 dt.23.6.88, 27.6.90 & 13.11.90
- v) E(GP)87/2/123 dt.19.9.88 and 29.9.88
- vi) E(GP)86/2/61 dt.10.1.90
- vii) E(GP)88/2/111 dt.15.3.89

In their letters quoted above, the Board have, issued orders from time to time laying down procedure for selection to Group 'B' both in the Selection against 75% and LDCE.

2.The matter has been reviewed with a view to rationalizing the procedure and in partial modification of the instructions contained therein, the Board have decided that the following procedure should be followed in the written test, viva-voce and evaluation of record of service.

(A) WRITTEN TEST

I. L.D.C.E.

Prescribed Papers	Max.Marks	Qualifying Marks
Professional Paper-I (Professional Subjects and Genl. Knowledge	150	90
Professional Paper-II (Professional subjects and Estt. & Financial Rules	150	90

Note :

- (i) Out of 150 marks, the questions relating to professional subject will carry at least 100 marks in each paper.
- (ii) In case of Accounts Department Paper-I will cover General Knowledge & English and subjects of Paper II (A) circulated under Board's orders dated 3.8.77 and Paper-II will cover the subject of papers II(B) & III of this office letter dated 3.8.77 as clarified in Board's letter No.78-AC III/20/49 dt.9.9.78.
- (iii) The main examination mentioned above shall be preceded by a pre-qualifying test in all subjects in terms of orders contained in Board's letter No.E(GP)88/2/111 dated 15.3.89. **[Deleted vide RB's No.E(GP)91/2/10 Dated 19.11.1993]**
- (iv) Apart from the minimum qualifying marks stated above there will be no separate minimum qualifying marks for any subject.

II. SELECTION

Prescribed Papers	Max. Marks	Qualifying Marks	Remarks
One Paper on professional subject and Estt. and Financial Rules	150	90	(Out of 150 marks, the professional subject will carry at least 100 marks.)

Note:

- (i) In the case of S&T Department, the portion relating to professional subject shall be equally divided between (i) Mechanical, Signalling and Land the communications and (ii) Electrical Signalling and Wireless communications as per the instructions contained in Board's letter No.E(GP)79/2/25 dated 4.5.79 and the syllabus circulated therewith shall be followed.

(B) RECORD OF SERVICE AND VIVA-VOCE

(both for selection and LDCE)

	<u>Max.Marks</u>	<u>Qualifying Marks</u>
i) Viva Voce	25	30
ii) Record of Service	25	(including at least 15 marks in the record of service)

The record of service will be evaluated in terms of the instructions contained in Board's letter

No.E(GP)87/2/123 dated 19.9.88 and 29.9.88.

3.The Board have also decided that the papers on non-professional portions i.e. Establishment and Financial Rules, General Knowledge and General English etc. shall also be set and evaluated by the PHODs/HODs of the concerned department and not necessarily by FA&CAO and Chief Personnel Officer.

4.These instruction come into force after 15 days from the issue thereof and the examinations and the viva voce conducted and record of service evaluated before that date as per the earlier instructions will not be affected.

Copy of S.E.Rly.'s letter No.DCPO(G)/CON/SB/LDE/1/Policy dated 6.9.91 circulated under ES No.167/91.

A copy of Railway Board's letter No.E(GP)88/2/111 dated 20.8.91, containing revised procedure to be followed for the written test, Viva Voce Test and evaluation of record of service in respect of Selection / LDCE for promotion from Group 'C' to Group 'B' is published for information and guidance.

2. The earlier reference quoted in Board's aforesaid letter was circulated under letter No.DCPO(G)/CON/SB/Pt.II dt.24.8.78, letter No.DCPO(G)/CON/SB/LDE/1(Policy) dated 01.07.88, Estt. Srl. No. 116/ 89 and Esstt. Srl. No.215/89.

3. The salient points of the revised procedure indicated in Railway Board's letter dated 20.08.91 are as under:

I. Written Test

- ii) For LDCE against 25% vacancies – Instead of the existing system of setting 5 Question Papers (one each for Professional paper-I, Professional Paper-II, General Knowledge, Establishment Rules and Financial Rules), there will now be only 2 Question Papers, viz. professional Paper-I (including General Knowledge) and Professional Paper-II (including Estt. Rules and Financial Rules). Each paper will consist of 150 marks and the candidates has to secure 60% qualifying marks in each of the two papers separately.
- iii) For Selection against 75% vacancies – There will be only one paper of 150 marks on Professional subjects, Estt. Rules and Financial Rules. The candidates have to secure 60% minimum qualifying marks.
- iv) Out of 150 marks for each paper in respect of LDCE/Selection, the question relating to Professional subject will carry at least 100 marks.
- v) The question paper of non-professional portion i.e. General Knowledge, General English, Estt. Rules and Financial Rules will be evaluated by the PHODs/HODs of the concerned department.
- vi) For LDCE, the main examination shall be proceeded by pre-qualifying test in all subject. For this pre-qualifying test, the minimum qualifying marks will be 40%.
[Deleted vide RB's No.E(GP)91/2/10 Dated 19.11.1993]

II. Record of Service and Viva Voce Test

- vii) Both for selection (75% vacancies) and LDCE (25% vacancies), the allocation of maximum marks is 25 for record of service and 25 for viva voce test.
- viii) To qualify in the selection, the candidate has to secure 30 marks in viva voce and record of service together, including at least 15 marks in the record of service.

4. These instructions come into force from 04.09.1991.

Copy of Railway Board's letter No.E(GP)80/2/8 dated 31.10.91 addressed to General Managers/All India Railways.

Sub: Appointment to Group 'B' Post – Medical Examination – relaxation in prescribed standard.

Ref : This office letter of even number dated 16.12.1983

The Board have been according approval to the ad hoc promotion of Group 'C' employees empanelled for Group 'B' posts who do not pass prescribed medical examination, in a few cases recommended by the GM, in terms of the instructions/ procedure contained in their letter referred to above. The matter has been reconsidered in the light of the need to maintain a high standard of efficiency and fitness of the officers at gazetted levels. In supersession of the instructions contained in their letter dated 16.12.1983, the Board have decided that the Group 'C' employees qualifying in the selections for promotion to Group 'B' posts but not passing the prescribed medical standard should not be promoted to Group 'B'; even on ad hoc basis. Accordingly, the proposals for such ad hoc promotions need not be sent to this office henceforth.

2. It has also been decided that the names of the candidates who do not pass the prescribed

medical standard should not be included in the panel. Accordingly, only those who qualify in the medical examination of prescribed standard should be called for viva voce.

Copy of Railway Board's letter No.E(GP)92/2/93 dated 3.11.1992.

Sub : Promotion from Group 'C' to Group 'B' cadre increase of LDCE quota of vacancies from 25% to 30%.

Ref : Board's letter No.E(GP)76/2/96 dated 3.6.77, No.E(GP)76/2/96 dated 3.8.77 and No.E(GP)74/2/20 dated 31.8.78.

On a review of the existing percentage of filling up of the vacancies for which panel is required to be framed in Class-II through the scheme of LDCE as envisaged in this Ministry, letters referred to above, it has not been decided that the present quota of 25% be increased to 30%, as a natural corollary thereof, the percentage of vacancies for seniority on merit selections will be 70% of the total vacancies assessed.

2. Action is being taken separately to amend the relevant Recruitment Rules and the Railways will be advised as soon as the amendments are notified.

3. the revised percentages take effect from the date of issue of this letter. However, wherever the selections/LDCE have been initiated or are in the process of being finalised on the basis of earlier instructions, need not be disturbed.

4. All instructions issued earlier on the above subject stand modified to the extent of the change made in para 1 above.

Copy of Railway Board's letter No.E(NG)1-93/PM1/4 dated 18.01.93.

Sub : Initial Training Period – counting towards eligibility for appearing in departmental examination.

In terms of instructions contained in the Ministry's letter No.E(NG)1-81/ PM1/76 dated 25.4.81, 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.

2. It is clarified that the 'departmental examination' includes Limited Departmental Competitive Examination for promotion to Group 'B'.

Copy of Railway Board's letter No.88-E(SCT)1/23/1 dated 28.06.95 & SER ES No.163/95.

Sub : Promotion of SC/ST employees against reserved vacancies – In service Training to the candidates who are below standard.

Ref : Board's letter Nos. –

(i) E(SCT)74-CM15/34 dated 31.8.1974

(ii) E(SCT)74-CM15/34 dated 29.04.1977

(iii) 88-E(SCT)1/23/1 dated 08.5.1989.

In Board's letter dated 31.8.1974 quoted above, as amended from time to time, instructions have been issued that in respect of promotion to and within Group 'C' and Group 'D' and from Group 'C' to 'B' in non-safety category, if during selection proceedings, the requisite number of SC/ST employees are not available for being placed on the panel in spite of various relaxation and concessions already granted to them, the best among the failed SC/ST employees who secure a minimum of 20% marks separately under each heading i.e. in the written test, viva-voce, record of service, etc, and also in the aggregate, should be earmarked for being placed on the panel to the extent the vacancies have been reserved in their favour. The panel excluding the names of such persons may also be declared provisionally. Thereafter the SC/ST candidates who have been so earmarked may be promoted ad hoc for a period of six months against the vacancies reserved from them. During the said six months period, the administration should give them all facilities for improving their knowledge and coming up to the requisite standard if necessary by organising special coaching classes. At the end of six months period, a special report should be obtained on the working of these candidates and the case put up by the Department concerned to the General manager through SPO(RP) for a review. The continuance of the Scheduled Caste/Scheduled Tribe candidates in the higher grades would depend upon this review, If the candidates are found to have come upto the requisite standard, their names are to be included in the panel and the same finalised; otherwise their names should not be included in the panel and the vacancies de-reserved and filled in the usual manner by candidates from other communities. this procedure is also applicable to promotion to posts filled on the basis of seniority-cum-suitability, with the only

difference that the review at the end of the six month's period should be carried out by the authority competent to approve the select list.

2. A few cases have come to the notice of Board in which the General Manager/ Panel Approving Authorities have extended the period of review from six months to one year but finally at the end of one year's period, the SC/ST candidate concerned was not found suitable for promotion and therefore not included in the panel, thereby depriving the opportunity to the next available SC/ST candidates of their ad hoc promotion for a period of six months under the scheme.

3. In this connection, Board desire to clarify that the scheme of promoting the best among the failed SC/ST candidates on ad hoc basis for a period of six months does not envisage the extension of the review period beyond six months. In case the review undertaken at the end of six months period reveals that the SC/ST candidates concerned have not come upto the requisite standard for being placed on the panel, their names need not be included in the panel and the vacancies should be reserved/exchanged with Scheduled Caste/Scheduled Tribe or vice versa as case may be/and filled up by the candidates from other communicates in the usual manner provided that no other SC/ST candidates eligible for ad hoc promotion under the scheme are available.

4. Board also desire that in cases where General Manager/Panel Approving Authority considers that the extension of the period of review beyond six months would be appropriate Railways may approach the Board for approval to such extension of the review period.

Copy of Railway Board's letter No.E(GP)99/2/22 dated 18.05.99 to the General Managers, All India Railways and other circulated under SER ES No.146/99.

Sub : Promotion from Group 'C' to Group 'B' – Conditions of eligibility.

In terms of Board's letter No.E(GP)86/2/97 dated 14.4.87 amended vide letter No.E(GP)88/2/111 dated 15.3.89 Group 'C' employees working in grade the minimum of which is Rs.1400/- and in higher Group 'C' grades are eligible to appear for Group 'B' selection/LDCE provided they have rendered the prescribed period of non-fortuitous service in the grade.

2. Consequent upon the revision of Pay Scales, in implementation of the recommendations of Fifth Pay Commission, the matter in regard to revision of the pay scale prescribed for eligibility for promotion from Group 'C' to Group 'B' is under consideration of the Board.

3. In the meantime, the eligibility condition referred to in para 1 above may continue to be applied, on the basis of the notional IVth Commission Pay Scales.

This disposes of Southern Railways letter No.P(G)/353/KR/11/98 dated 5.3.99).

Copy of Railway Board's letter No.99/11/5/3 dated 21.05.99.

Sub : Medical fitness for Railway Employees with Intra Ocular Lens (IOL) for promotion from Group 'C' to Group 'B' Posts – Amendment in respect of posts covered by Para 531(a) of IRMM 1981.

In view of the many technological advances and sophistications in cataract surgery with IOL implantation, Board have reviewed the medical standards laid down in Para 531 A of IRMM-1981, applicable to staff on promotion from Group 'C' to Group 'B' posts. It has been decided that employees in Group 'C' after cataract operation with posterior chamber IOL implants will henceforth be considered fit for promotion to Group 'B' posts including those listed in Para 531A of IRMM 1981, subject to the following stipulations:

- (a) An employee with posterior chamber IOL implants may be declared fit for gazetted technical category post provided the corrected or uncorrected visual acuity complies with the medical standards laid down for gazetted technical posts.
- (b) In case of freshly operated cases of IOL of less than 6 weeks duration, employees may be declared fit for gazetted technical posts provided their visual acuity is stable for 2 consecutive check ups at the interval of 2 weeks.
- (c) All cases declared fit with IOL, in gazetted technical posts should report to the ophthalmologists for periodical check up upto one year, at intervals of 6 months, from date of fitness or at any time whenever they notice diminution of vision or any other problem in the operated eye.

The above amendment will be applicable from the date of issue of this letter and old cases shall not be reopened.

Copy of Railway Board's letter No.E(GP)2000/2/95 dated 16.01.2001 to the General Managers, All Indian Railways (RBE No.04/2001).

Sub : Promotion from Group 'C' to Group 'B' – Awarding of marks against 'Record of Service'.

In terms of Boars' letter No.E(GP)/87/2/123 daed 20.4.1989, the marks for the Confidential Reports for 1987-88 and later years should be assigned on the basis of weighted average of the five attributes against which gradings are provided in Section II of the CRs to arrive at overall rating and points for each CR computed on that basis. It has also been stipulated therein that instructions contained on para 4 of Boars' letter No.E(GP)/87/2/123 dated 19.9.88 should be kept in view while allotting the marks. It has come to the notice of the Board that uniform practice is not being followed on the zonal Railways and Production Units in allotting the marks as per these instructions.

2. The mater has been considered by the Board and it has been decided that the marks for 'Record of Service's should be allotted as detailed below:

- (a) Marks corresponding to the grading for the five attributes of Section II of each year's CR should be added up and then the average over five years calculated.
- (b) Marks corresponding to overall grading of each year's CR should be allotted and while doing so provisions of para 4 of Board letter No.E(GP)/87/2/123 dated 19.9.88 should be kept in view. Marks for overall grading for five year should be added up.
- (c) Average of (a) and (b) above should be taken as the marks for 'Record of Service'.

For ease of understanding, a sample of this compilation with fictitious data is enclosed.

3. The word "weighted" may be taken as deleted from para 2 of Board's letter No.E(GP)/87/2/123 dated 20.4.1989.

4. The requirement of a minimum 15 marks out of 25 marks in "Record of Service" shall remain unchanged and no rounding off in the calculated marks for "Record of Service" shall be done.

5. The procedure indicated in para 2 above may be followed uniformly in respect of all Selection and LDCE (wherever applicable) where the assessment of record of service is yet to be done on the date of issue of these instructions (in case of ongoing selection/ LDCE) and in all future selections/LDCE.

Copy of Railway Board's letter No.E(GP)2000/2/84 dated 25.07.2001 (RBE No.138/2001) & SER ES No.106/2001.

Sub : Selection to Group 'B' posts of Stenographers provided to specified SAG and higher grade officers.

Ref : Board's letter No.E(GP)2000/2/84 dt.30.1.2001 (SERES – 13/2001)

The procedure for filling up the Group 'B' posts of Stenographers in Grade Rs.8000-13500 and in grade Rs.7500-12000 was circulated vide Board's letter under reference. After careful consideration of representation/ suggestions received from the recognized Labour Federations, Indian railway Promotee Officers Federation and the Railways, the Board have decided as follows:

Promotion to Grade Rs.7500-12000

1.1 There will be no LDCE in the case of promotion go grade Rs.7500-12000. All the posts in this grade will be filled by the normal process of selection, as prescribed for filling up of 70% vacancies in Group B posts in other Departments.

1.2 The requirement of test of stenographic ability, mentioned in para 2(I) of Board's letter under reference, may be dispensed with. The selection shall comprise of written test, viva voce and assessment of Record of Service. The qualifying marks of written test and viva voce and record of service shall be as under :

		Max.Marks	Qualifying Marks
(i)	Written test of one paper	150	90
(ii)	Viva Voce	25	
(iii)	Record of Service	25	

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

1.3 The Written Test for promotion to Group 'B' Post in grade Rs.7500-12000 will be based on the syllabus, a copy of which is enclosed. The Questions will be set by the Principal HOD of Personnel Department and evaluated by another SAG officer of the Personnel Department

1.4 Integrated seniority list, for determination of Zone of Consideration, of all Stenographers in the eligible grades will be drawn by each Zonal Railway Headquarters for the selection. The integrated seniority will be based on the date of regular appointment to the grade Rs.6500-10500, followed by date of regular appointment in grade Rs.5500-9000 and then followed by date of regular appointment in grade Rs.5000-8000. The selection will be processed by the Personnel Branch in the Headquarters for the posts in the entire zonal Railway including the

posts in the Divisions, Workshops etc.

1.5 All the extant instructions in respect of selection to 70% vacancies in Group 'B' regarding reservation for SCs/STs will apply. The post will be treated as "non-safety" for reservation purposes.

1.6 The posts in grade Rs.7500-12000 are required to be created by upgrading an equal number of posts in the grade Rs.6500-10500. resulting in a reduction in the number of posts in the latter grade. In case Stenographers in grade Rs.5000-8000 or Rs.5500-9000 are promoted to the grade Rs.7500-12000/- superseding those in grade Rs.6500-10500/-, some of the present incumbent in grade Rs.6500-10500 may become surplus. In such cases, the surplus staff who are regularly appointed in grade Rs.6500-10500 should not be reverted but retained in the same grade treating the grade as personal to them.

1.7 Since the promotions to the grade Rs.7500-12000 are adhoc in nature for the present, the occasion for exercising the option as prescribed in Para 3 of Board's letter dated 30.1.2001 would not arise at present. The option may be obtained from the empanelled Stenographers only after the promotion is made regular. Till such time they are made regular in grade Rs.7500-12000 of Stenographers, they will continue to be eligible for consideration for promotion to the post of APO. However, within one month of being made regular, they will have to exercise the option of remaining in the panel of Stenographer grade Rs.7500-12000 and this option will be final. If an employee after being empanelled opts out, the next qualified candidate should be placed on the panel with the approval of the GM duly observing the rules and orders for reservation for SC/ST candidates.

1.8 if an employee get empanelled as APO while he/she is working as ad hoc Stenographer in Group B, he/she will exercise the option to remain in the panel of APO within one month of such empanelment and this option will be final.

2. Promotion to Grade Rs.8000-13500

2.1 Para 2(ii) of Board's letter No.E(GP)2000/2/84 dated 30.1.2001 may be replaced with the following provision.

"The posts in grade Rs.8000-13500 may be filled from amongst the Stenographers who are in grade Rs.7500-12000 with minimum one year of non-fortuitous service in the grade and volunteer for the post. Suitability for the post shall be assessed through personal interview and assessment of record of service only, by the Additional General Manager. Those found suitable will be appointed to the grade with the approval of General Manager. The selection for the post will be processed by the Personnel Branch

Till such time candidates with minimum one year's non-fortuitous service in grade Rs.7500-12000 are available, the posts in grade Rs.8000-13500 may be operated in the lower grade of Rs.7500-12000."

3. Para 4 of Board's letter dated 30.1.2001 may be replaced by the following provision.

"The promotion to grade Rs.7500-12000 and grade Rs.8000-13500, as per procedure prescribed above, shall be adhoc in nature till such time the Recruitment Rules prescribing the procedure for filling up these posts on regular basis are notified in consultation with UPSC."

Enclosure to Board's letter No.E(GP)/2000/2/84 dated 25.7.2001

(RBE No.138/2001)

SYLLABUS FOR THE WRITTEN TEST FOR SELECTION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY (GRADE RS.7500-12000)

Total Marks – 150

Qualifying Marks - 90

1. Maintenance of records, Service Book, Personal Files etc.
2. Office Procedure-Receipt and Despatch, Docketing, Noting and Drafting.
3. Writing and Maintenance of Confidential Reports.
4. Monitoring and Disposal of VIP reference from Ministers, MPs, MLAs etc.
5. Grievance Handling Machinery and Redressal of Grievances.
6. Official Language Policy and Rules.
7. Leave Rules.
8. Classification of Services.
9. Pay scales and principles of pay fixation.
10. Recruitment Policy.
11. Rules of Reservation for SC/ST/OBC
12. Compassionate Appointment
13. Policy of Promotion.
14. Types of pay, types of allowances, TA Rules.
15. Pas Rules
16. Various types of Advances and their eligibility conditions.

17. Training of Officers and Staff, Training Institutes, Zonal Training Schools.
18. Railway Servants (Discipline & Appeal) Rules, Railway Service Conduct Rules, Schedule of Disciplinary Powers.
19. Schedule of Powers in Establishment matters.
20. Staff Welfare – Staff Benefit Fund, Consumer Co-Operative Societies, Medical Assistance, Educational Assistance, Housing etc
21. Retirement benefits under SRPF and Pension Rules.

Note:

1. There will be only one paper. Time allowed for answering shall be 3 hours.
2. The questions to be set, out of the subjects mentioned in the syllabus, should have a practical bias, i.e. it should be designed to test the knowledge of candidates, which is required in the day-to-day work as Private Secretaries and their ability to tackle the practical problems they are likely to face.
3. 10% of the total marks should be set apart for the question(s) on Official Language Policy and Rules. While the employees should be encouraged to attempt the questions on official language policy and rules, the questions should not be compulsory. Questions on official language policy and rules may be set by or in consultation with Mukhya Rajya Bhasha Adhikari.

Copy of Railway Board's letter E(G)2001 HO1-7 dated 15.10.2001. (RBE No.205/2001)

Sub : Grant of honorarium to the Railway Officers/Staff for evaluation of Answer Sheets in connection with the examinations held for promotion from Group 'C' to Group 'B'.

Ministry of Railways have had under consideration the question of increase in the rates of honorarium for evaluation of Answer Sheets as prescribed in Board's letter No.E(G)81 HO 1-26 dated 3.6.82. It has now been decided in modification of the above instructions that an honorarium of Rs.12/- per Answer Book shall be payable for evaluation of Answer Book in connection with the examinations held for promotion from Group 'C' to Group 'B'.

This has the sanction of the President and issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Copy of Railway Board's letter No.E(GP)2001/2/69 dated 17.10.2001 to the General Managers, All India Railways (RBE No.203/2001).

Sub : Promotion to Group 'B' Posts through 30% LDCE – formation of panel when two or more candidates secure equal marks.

In the various instructions issued by the Board in respect of conduct of Limited Departmental Competitive Examination for filling up 30% vacancies in Group 'B' posts, no specific provision has been made in regard to the criterion to be adopted for empanelment of candidates where two or more candidates secure equal marks in the aggregate. It has come to the notice of the Board that such situations do arise on the Railways / Production Units and therefore a uniform criterion is required to be specified.

2. The matter has been carefully considered by the Board and it has been decided that if two or more candidates secure equal marks in the aggregate (Written test + Viva-voce test + Record of service) in LDCE for promotion to Group 'B' posts against 30% quota, then their relative merit position for the purpose of their empanelment may be determined on the basis of their relative seniority in the feeder grade(s). The candidate who is senior shall rank higher.
3. The same criteria, as indicated in para 2 above, shall be applied for determining who will be empanelled against the last vacancy from amongst those who secure equal marks in the aggregate.

Copy of Railway Board's letter No.E(GP)2001/2/32 dated 25.10.2001 to the General Managers, All Indian Railways.

Sub : Holding of Selections (70%) and LDCE(30%) for Group 'B' Posts on the Railways – Authorities for setting Question Papers and evaluation of Answer Sheets of Written Examination..

Instructions regarding the setting of question papers and evaluation of answer sheets of employees appearing for Group 'B' Selections/ LDCE are at present contained in various letters of the Board mentioned below:

1. No.E(GP)/87/2/61 dated 17-9-87
 2. No.E(GP)/87/2/61 dated 23-6-88
 3. No.E(GP)/87/2/61 dated 27-6-90
 4. No.E(GP)/87/2/61 dated 13-11-90
 5. Para 3 of letter No.E(GP)/88/2/111 dated 20-8-91
 6. Adviser(MS)'s DO No. No.E(GP)/91/2/10 dated 19-8-92
 7. OSD(MS)'s DO No.E(GP)/2001/2/32 dated 28-5-2001.
8. The Board have reviewed the matter in its entirety and have decided that the authorities for setting Question papers and evaluating the Answer Sheets should be indicated in the Annexure to this letter.
9. The instructions as per enclosed Annexure take effect from the date of issue of this letter. However, in respect of Selection / LDCE already initiated, if the setting of Question Paper or evaluation of Answer Sheets have already been entrusted, as per extant instructions, to authorities who may be different from those indicated in the Annexure to this letter, such Selections need not be cancelled and may be proceeded with.

Authorities for Setting up Question Papers and Evaluating Answer Sheets for Selection (70%) & LDCE(30%) for promotion to Group B posts.

(Annexure to Board's letter No.E(GP)2001/2/32 dt.25.10.2001)

S.N	Description	Authority for Setting Question Papers	Authority for Evaluation of Answer Sheets
1.	SELECTION(70%)		
A	Departmental Portion	PHOD of concerned Department	Any other SAG officer of the concerned Department
B1	Financial Rules for Personnel Department	PHOD of Personnel Department	Any other SAG officer of Personnel or Accounts Department.
B2	Estt. & Financial Rules for Departments other than Personnel	PHOD of concerned Department (for both Establishment Rules & Financial Rules)	Any other SAG officer of concerned Department (for both Establishment Rules & Financial Rules) or of Personnel Department (for Establishment Rules) and of Accounts Department (for Financial rules).

S.N.	Description	Authority for Setting Question Papers	Authority for Evaluation of Answer Sheets
1.	LDCE(30%)		
2.1	DEPARTMENTS OTHER THAN ACCOUNTS		
A	General Knowledge	PHOD of concerned Department	Any other SAG officer of the concerned Department
B	Professional Subject – Paper I & II	PHOD of concerned Department	Any other SAG officer of the concerned Department
C	Establishment & Financial Rules	PHOD of concerned Department (for both Establishment Rules & Financial Rules)	Any other SAG officer of the concerned Department (for both Establishment Rules & Financial Rules) or any SAG officer of Personnel Department (for Establishment Rules) and of Accounts Department (for Financial Rules).
2.2	ACCOUNTS DEPARTMENT		
A	General Knowledge & English	PHOD of Accounts Department	Any other SAG officer of the Accounts Department
B	Professional Subject – Paper I & II	PHOD of Accounts Department	Any other SAG officer of the Accounts Department

Clarificatory Notes for Setting up Question Papers and Evaluating Answer Sheets for Selection (70%) & LDCE(30%) for promotion to Group B Posts. (Annexure to Board letter No.E(GP)2001/2/32 dated 25.10.2001)

1. The nomination of officers as indicated in the table above for both setting up the question paper as well as for evaluation of answer sheets, shall be approved by GM. In case, there are compelling circumstances like the proposed officer's name being borne on the Agreed list etc. the GM shall exercise his discretion for nominating another HAG/SAG officers.
2. The officer/s nominated for evaluation of the answer sheets, need not necessarily be member/s of the Selection Committee.
3. The officers setting up the question paper and evaluating the answer sheets, shall be necessarily different.
4. For selection (70%) as well as LDCE(30%), if more than one officer are to evaluate different portions of the same paper, either separate or detachable answer sheets should be provided for each of these portions, so that it can be given to evaluating officers separately, to maintain the secrecy of marks allotted.
5. In the case of Units where more than one SAG officer may not be available in a particular Department (e.g. in Production Units in certain Departments), services of an SAG officer of the same Department of the contiguous Zonal Railway may be utilised for evaluating the Answer sheets set by the PHOD/HOD of the particular Unit.

The nomination of the officer of the contiguous Railway shall be made by the GM of the particular Unit, where Selection/LDCE is being held, in consultation with the GM of the contiguous Railway.

Copy of Railway Board's letter No.97-E(SCT)-I/25/4 dated 11.01.2002. (RBE No.6/2002)

Sub : Providing of Reservation in a single post cadre.

Some of the Zonal Railway/Production Units have sought clarification as to how to fill a single vacancy in a single post cadre falling at a reserved point in promotion category.

2. The matter has been under consideration in consultation with DOP&T, who have advised that DOP&T is considering to make an amendment to their O.M. dated 2.7.1997 to provide that there shall be **no reservation in a single post cadre**. Accordingly, pending receipt of instructions from the nodal Ministry, action may be taken **to fill a single post in single post cadre without applying reservation** on ad-hoc basis, till further orders.

Copy of Railway Board's letter E(G)2001 HO1-7 dated 03.05.2002.
RBE No.60/2002

Sub : Grant of honorarium to the Railway Officer/Staff for setting question papers in connection with Limited Departmental Competitive Examination held for promotion from Group 'C' to Group 'B'.

Ministry of Railways have considered increase in the rate of honorarium for setting of Question papers in connection with the examinations held for promotion from Group 'C' to Group 'B' as prescribed in Board's letter No.E(G)77 HO1-27 dated 7-12-78 and E(G)88 HO1-22 dated 28-8-99. In continuation of Board's letter of even number dated 15-10-2001, it has been decided in modification of the instructions dated 7-12-78 and 28-8-89, that an honorarium of Rs.500/- shall be payable for setting up Question papers in connection with the examinations held for promotion from Group 'C' to Group 'B'.

2. The above has the sanction of the President and issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Railway Board's letter No.99-E(SCT)I/25/13 dated 7.8.2002 (RBE No.128/2002)

The Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide their O.M.no.36028/17/ 2001-Estt.(Res.) dated 11.7.2002 has considered the references from various Ministries regarding adjustment of SC/ST candidates promoted on their own merit in post based reservation rosters and clarified as under :-

- (i) The SC/ST candidates appointed by promotion on their own merit and not owing to reservation or relaxation of qualifications will not be adjusted against the reserved points of the reservation roster. They will be adjusted against unreserved points.
- (ii) If an unreserved vacancy arises in a cadre and there is any SC/ST candidate within the normal zone of consideration in the feeder grade, such SC/ST candidate will be considered for promotion alongwith other candidates treating him as if he belongs to general category. In case he is selected, he will be appointed to the post and will be adjusted against the unreserved point.
- (iii) SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future/further promotions, if any.

(iv) 50% limit on reservation will be computed by excluding such reserved category candidates who are appointed/promoted on their own merit.

All the zonal Railways/Production Units may bring the contents of DOP&T's O.M. dated 11.7.2002 to the notice of all concerned for information and strict compliance.

Railway Board's letter No.95-E(SCT)/49/5(Gaz.) dated 6.9.2002 (RBE No.154/2002)

Board vide their letter No.95-E(SCT)/49/5(2) dated 21.8.1997 have issued instructions to adopt post based roster in Group 'C' and 'D' posts of promotion category. Some of the Railways have expressed doubts whether post based roster should be followed for promotion from Group 'C' to Group 'B' and within Group 'B'. In this regard it is clarified that the matter is under the consideration of the Railway Board and a final decision is likely to take some time. Therefore, existing instructions presently being followed will continue to be followed for promotions to this Group till further orders. It is further clarified that rosters will cease to operate when the representation of persons belonging to reserved categories in a cadre reaches the prescribed percentage of reservation. Thereafter, vacancies released by retirement, resignation, promotion etc., of the persons belonging to the general and reserved categories will be filled by the appointment of the persons belonging to the respective category so that prescribed percentage of reservation in the cadre is maintained.

Railway Board's letter No. 99-E(SCT)/25/13 dated 20/06/03 (RBE No.103/2003)

Sub :- Reservation in promotion- Treatment of SC/ST candidates promoted on their own merit.

Ref:- Railway Board's letter No. 99-E(SCT)/25/13 dated 07.08.2002 (RBE 127/2002).

Some of the Zonal Railways have raised doubts regarding Para-(i) of the above quoted letter and sought a categorical clarification as to how the SC/ST candidate appointed by promotion on their own merit and not owing to reservation or relaxation of qualification is to be adjusted in the post based roster.

In this context, it is clarified that in selection posts, SC/ST candidates who are selected by applying the general standard and whose names in the select list/ panel appear within the number of unreserved vacancies are to be treated as selected on their own merit. For example, suppose there are a total of 10 vacancies for which a panel/ select list is to be prepared. Out of them, six vacancies are unreserved and four are reserved for SCs/STs. First six candidates in the select list/ panel who have been selected by applying the general standard will be adjusted against unreserved vacancies irrespective of the fact whether they or some of them belong to SC or ST category. SC/ST candidates selected for remaining four reserved vacancies, whether selected on general standard or by giving relaxation/concessions as per existing instructions on the subject, shall be adjusted against reserved vacancies. Similarly, in case of non-selection promotions, SC/ST candidates who are senior enough to be within the number of unreserved vacancies and are included in the panel/ selection list without getting any relaxation/concession will be treated as own merit candidates.

The clarifications issued vide Board's letter No. 97-E(SCT)/25/24 dated 30.06.1999 (RBE 152/1999) are superseded by Board's letter of even number dated 07.08.2002 (RBE 127/2002). The principles laid down vide Board's letter of even number dated 07.08.2002 (RBE 127/2002) should be made applicable in all the promotions held after its issue.

Copy of Railway Board's letter No.2003-E(SCT)/25/14 dated 24.11.2003 to the General Managers(P), Southern Railway (RBE No.207/2002) circulated under SER ES No.204/03.

Sub : Promotion by selection from Group 'C' to Group 'B' Service-relaxation/concession to SCs/STs thereof.

With reference to your office letter quoted above, a clarification from Ministry of Personnel, Public Grievances and Pensions (Deptt. Of Personnel & Training) has been received. They have clarified that instructions contained in Ministry of Home Affairs O.M.No.1./12/67-Estt.(C) dated 11.07.1968 have been superseded by DOP&T's O.M.No.10/41/73/Estt.(SCT) dated 20.07.1974 i.e. the date on which 15% and 7.5% reservation for SCs and STs respectively was introduced in all promotions made by selection from Class III (Group 'C') to Class II (Group 'B'), within Class II (Group 'B') and Class II (Group 'B') to the lowest rung of Class I (Group 'A'). Since Board's letter No.E(SCT)68 CM 15/10 dated 27.08.68 was issued on the basis of above quoted MHA's O.M. dated 11.07.68, it also stands superseded.

The Hon'ble CAT/Chennai's order may be contested accordingly.

Copy of Railway Board's letter No.E(GP)2003/2/32 dated 10.12.2003 & SER ES No.1/2004.

Sub : Syllabus for selection to the post of Assistant Law Officer(Gr 'B').

A revised syllabus of the professional subject for the post of Assistant Law Officer(ALO), Group 'B' is enclosed for guidance. This may be given wide publicity and circulated amongst the eligible candidates.

2.0 The revised syllabus will be effective from the date of issue of this letter. However, selections which have already been finalised or have been initiated otherwise than in accordance with the enclosed syllabus, need not be disturbed.

3.0 This disposes of N.E.Railway's reference No.KA/254/4-ALO(1) dated 05-03-03.

Enclosure to Board's letter No.E(GP)/2003/2/32 dated 10.12.2003

1. Constitution of India

Fundamental Rights and Directive Principles in general

Directive Principles of State Policy

Union and State Judiciary with Special emphasis on Article 285, 299, 300, 309, 310 and 311

2. Contract Act

Formation of contract.

Special emphasis on Sections –

56 – Agreement to do impossible act.

73 – Compensation of loss caused by breach of contract.

74 – Compensation for breach of contract where penalty stipulated for.

3. Arbitration & Conciliation Act, 1986 – Part-I

Special emphasis on sections 1, 8, 9, 10, 11, 14, 28, 30, 33, 34 and 36

4. Land Acquisition Act

Special emphasis on sections 4, 5, 6 and 23

5. Railway Claims Tribunal Act

Special emphasis on sections –

13 – Jurisdiction, Powers and authority of Claims Tribunal

16 – Application to Claims Tribunal

17 – Limitation

23 - Appeals

6. Indian Railways Act

Special emphasis on Sections –

123 – Definitions

124 – Extent by liability

124 A – Compensation on account of untoward incident

125 – Application for compensation

126 – Interim relief by Railway Administration

127 – Determination of Compensation

Railway Accidents (Compensation) Rules, 1990

7. Civil Procedure Code

8. Sections 9, 10, 11, 20, 79, 80, 96, 97, 100, 113, 114 and 115

9. Order IV

10. Order VI – Rule 1, 1A, 2, 3, 4 and 5

11. Order VIII – Rule 1, 2, 3, 4 and 5

12. Order XXVIII – Rules 1 and 2

13. Order XLI – Rule 1,2, and 3 A

14. Order XLXIII – Rule 1 and 2

15. Order XLVII – Rule 1 and 3

16. Railway Servants (Discipline & Appeal) Rules, 1968

17. Indian Railway Establishment Manual

Revised Edn. 1990 Chapter-I

10. Indian Railway Establishment code

Copy of Railway Board's letter No.2003-E(SCT)I/25/16 dated 6/01/04 (RBE No.03/2004) addressed to General Managers/All India Railways circulated under SER ES No.21/2004.

Sub: Non-Permissibility of exchange of reservation between SCs and STs.

A copy of DOP&T's O.M.No.36012/17/2002-Estt.(Res.) dated 06.11.2003 on the above subject is enclosed herewith for information and strict compliance. All the instructions on the subject are suitably modified to the extent as clarified in the above O.M. In regard to Part-B para (i) it may be mentioned that presently there is a ban on de-reservation of reserved vacancies. However, since the reserved vacancies in safety category cannot be kept vacant due to safety of train operation, achievement of production targets etc., the procedure laid down vide Board's letter No.99-E(SCT)I-25/10 dated 11.05.99 may be followed.

Copy of DOP&T's O.M.No.36012/17/2002-Estt.(Res.) dated 06.11.2003.

Sub: Non-Permissibility of exchange of reservation between SCs and STs.

The undersigned is directed to say that after introduction of post based reservation various ministries/departments have been seeking clarification whether it is possible to fill up a post reserved for Scheduled Tribes by a Scheduled Caste candidate or vice versa by applying the principle of exchange of reservation between Scheduled Castes and Scheduled Tribes as was possible when vacancy based rosters were in vogue.

2. Basic principle of post based reservation is that the number of posts filled by reservation by any category in a cadre should be equal to the quota prescribed for that category. If exchange of reservation between SCs and STs is permitted, number of employees of one reserved category of employees appointed by reservation will go beyond reservation prescribed for that category. It would be against the spirit of post based reservation. Therefore, after introduction of post based reservation, it is not permissible to fill up a post reserved for Scheduled Tribes by a Scheduled Caste candidate or vice versa by exchange of reservation between SCs and STs.

3. If sufficient number of SC/ST/OBC candidates fit for appointment against reserved vacancies are not available, procedure as given below should be followed for filling up such reserved vacancies.

A. In cases of Direct Recruitment

- (i) Where sufficient number of candidates belonging to SC/ST/OBC are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies shall not be filled by candidates not belonging to these communities. In other words, there is a ban on de-reservation of vacancies reserved for SCs, STs and OBCs in direct recruitment.
- (ii) If sufficient number of suitable SC/ST/OBC candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt shall be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies. If the required number of SC/ST/OBC candidates are not even then available, the vacancies which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as 'backlog vacancies.'
- (iii) In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs, STs and OBCs will also be announced for recruitment. While doing so it may be kept in view that the vacancies of the particular recruitment year i.e. the current vacancies and the backlog vacancies of OBCs will be treated as one group and backlog vacancies of SCs and STs as a separate and distinct group. Thus, there will be two distinct groups of vacancies. One group will contain the current vacancies and the backlog vacancies of OBCs, and the another group will contain backlog vacancies of SCs and STs. While in respect of vacancies in the first group instructions that no more than 50% of the vacancies can be reserved in a year will apply all the backlog vacancies reserved for SCs and STs will be filled up by the candidates belonging to concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies of SCs and STs.
- (iv) If vacancies reserved for SCs/STs/OBCs cannot be filled up and are carried forward as backlog vacancies and remain unfilled in the following recruitment year also, they will be carried forward as backlog vacancies or subsequent recruitment years as long as these are not filled by candidates of the category for which these are reserved.
- (v) There may be rare and exceptional case in Group 'A' services, where posts cannot be allowed to remain vacant in public interest in such situations, the administrative Ministry/Department under which the recruitment is being made shall make a proposal for de-reservation giving full justification for such action, and consult the National Commission for Scheduled Caste and Scheduled Tribes in case of posts reserved for SCs/STs and the National Commission for Backward Classes in case of posts reserved for OBCs and obtain the comments of concerned Commission on each proposal. After obtaining the comments of the concerned Commission, the administrative Ministry/Department shall place the proposal for de-reservation along with the Commission's comments before a committee comprising the Secretaries in the Department of Personnel and Training in the Ministry of Social Justice and empowerment and in the Ministry/ Department under which the recruitment is being made for consideration and recommendation. The recommendation of the committee shall be placed before the Minister in Charge of the Department of Personnel and Training for a final decision. If de-reservation of the vacancies is approved, these can be filled by the candidates of other communities.

B. In cases of Promotion

- (i) In case of promotion including promotion by selection from Group 'C' to Group 'B', within Group 'B' and from Group 'B' to the lowest rung of Group 'A', if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may de-reserved as per prescribed procedure and filled by candidates of other

communities.

- (ii) If sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available and such vacancies can also not be de-reserved for reasons like non-availability of candidates of other categories to fill up the posts etc., the vacancies shall not be filled and will remain un-filled until the next recruitment year. These vacancies will be treated as 'backlog vacancies'.
- (iii) In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs and STs will also be filled up, keeping the current vacancies and backlog vacancies of SCs and STs as two distinct groups. While in respect of the current vacancies the instructions that not more than 50% of the vacancies can be reserved will apply, all the backlog vacancies reserved for SCs and STs will be filled up by candidates belonging to the concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies.
- (iv) If backlog vacancies reserved for SCs/STs cannot be filled up by reservation and can also not be de-reserved in the subsequent recruitment year as well, such backlog vacancies will be carried forward as backlog reserved vacancies for subsequent recruitment year(s) as long as these are not filled by candidates of the category for which these are reserved or by candidates of other communities after de-reservation.

4. In cadres having more than 13 posts, number of posts filled by reservation by any category at any point of time should ideally be equal to the quota determined as per percentage of reservation prescribed for that category. Whenever the posts are filled, efforts have to be made to complete reservation quota for SCs/STs/OBCs in case of direct recruitment and for SCs/STs in case of promotion so that the number of posts filled by reservation by SCs, STs and OBCs, as the cases may be, in the cadre is equal to the number of posts earmarked for them. It means that if reservation quota is not complete, efforts would be made to complete the reservation quota whenever the recruitments are made in the cadre. Thus, reservation would not lapse in case of post based reservation for the reason that reserved posts could not be filled for a specified number of years.

5. In cadres having 13 or less number of posts where 14-point L-shaped rosters are applied, if a reserved vacancy is filled by a candidate belonging to other community after de-reservation, the reservation will be carried forward for subsequent recruitment year. Such carry forward of reservation would be permitted for three subsequent recruitment years. In the third forward of carried forward of reservation, the vacancy will be treated reserved for the concerned category, but if it cannot be filled by reservation in the third year of carried forward of reservation by a candidate of the concerned category, reservation will be treated as lapsed and it will be filled as an unreserved vacancy.

6. It is possible that some posts reserved for STs might have been filled by SC candidates by exchange of reservation or vice versa before issue of this O.M., such cases need not be re-opened. However, if number of SC or ST candidates appointed by reservation including by exchange of reservation between SCs and STs is in excess of reservation prescribed for them. Such excess representation may be adjusted in future recruitment.

7. All the Ministries/Department are requested to bring this instructions to the notice of all offices/organisation/establishment etc. under their control.

Copy of Railway Board's letter 2003-E(SCT)/125/14 dated 7.01.04 (RBE No.8/2004) (SER ES No.62/2004)

Sub : Promotion by Selection from Group 'C' to Group 'B' Service-relaxation/concession to SCs/STs thereof.

It has come to notice of the Board that certain relaxations/concessions to SCs/ STs have been provided in the "Guidelines on the Departmental Promotion Committee(DPC)". However, it is not being followed by the Zonal Railways. The Consolidated instructions on DPCs and related matters were issued long back in the year 1989 vide DOP&T's O.M. No.22011/5/86. Estt.(D) dated 10/04/1989. Vide Para 6.3.2. (ii) of the aforesaid O.M. dated 10/04/1989 has been laid down as under :

"In promotion by selection to posts/services in Group'B' and from Group 'B' to the lowest rung in Group 'A' selection against vacancies reserved for SCs and STs will be made only from those SCs/STs Officers, who are within normal zone of consideration prescribed vide the Department of Personnel and A.R.O.M.No. 22011/ 3/76-Estt.(D) dated 24th December, 1980. Where adequate number of SCs/STs candidates are not available within the normal field of choice, it may be extended to five times the number of vacancies and the SCs/STs candidates coming within the extended field of choice should also be considered against the vacancies reserved for them. If candidates from SCs/STs obtain on the basis of merit with due regard to seniority, on the same basis as others, lesser number of vacancies than the number reserved for them, the difference should be made up by selecting candidates of these communities, who

are in the zone of consideration, irrespective of merit and 'bench mark' but who are considered fit for promotion.

Copy of Railway Board's letter E(GP)99/2/22 dated 22.7.2004 (RBE No.146/2004) (SER ES No. 183 /2004)

Sub : Promotion from Group 'C' to Group 'B' – Conditions of eligibility.

In terms of instructions contained in Railway Board's letter No.E(GP)88/2/97 dated 14.4.87 as amended vide letter No.E(GP)88/2/111 dated 15.3.89, Group 'C' employees with 3 / 5 years of non-fortuitous service in grade the minimum of which is Rs.1400/- and in higher grade (IV CPC) are eligible for being considered for appearing in the Selection / LDCE for promotion to Group 'B'.

2.0 The matter is regard to the eligibility conditions for appearing in the selection/ LDCE for promotion to Group 'B' posts consequent upon implementation of the pay scales recommended by the Vth Pay Commission has been considered by the Board and it has been decided that :

(a) Employees working in grade the minimum of which is Rs.5000/- and in higher Group 'C' grades will be eligible to appear for Group 'B' selections provided they have rendered not less than three years of non-fortuitous service in the grade.

(b) For LDCE, employees holding posts in grade the minimum of which is Rs.5000/- or in higher Group 'C' grades, with five years of non-fortuitous service in the grade will be eligible.

In reckoning the period of service, the length of non-fortuitous service rendered in the corresponding pre-revised scale(s) should be taken into account.

(c) The relative seniority of Group 'C' employees in grades Rs.6500-10500 and 7450-11500 coming from different streams for the purpose of selection to Group 'B' should be determined on the basis of the total length of non-fortuitous service rendered in any or both these grades. The actual length of service in the corresponding pre-revised scales should be added to arrive at the total service for the purpose.

3.0 Selections to Group 'B' which are already in progress may be proceeded with and finalized as per the existing principles. All fresh selections including those which have been initiated but where the written examination has not been held, should be held in accordance with the instructions contained herein. The LDCE, wherever the same is in force, is a part of the process of filling vacancies in Group 'B'. Therefore, whatever is followed in the case of selection, may also be followed in the case of corresponding LDCE.

Copy of Railway Board's letter E(GP)99/2/22 dated 18.11.2004 (RBE No.239/2004) (SER ES No. 255 /2004)

Sub : Promotion from Group 'C' to Group 'B' – Conditions of eligibility for APO.

Please refer to instructions contained in Board's letter of even number dated 22.7.2004 regarding eligibility conditions for promotion to Group 'B' with reference to the revised pay scale based on the recommendation of the Vth Pay Commission.

It has been decided by the Board that in so far as promotion to the Group 'B' posts of Assistant Personnel Officer is concerned only those employees who have put in a minimum of 3 years of non-fortuitous service in the grade of Rs.5500-9000 and above are eligible for selections against 70% quota of vacancies.

CHECK POINTS

This is only illustrative and is not exhaustive.

Assessment of Vacancy:

- 1 PHOD to personally verify that vacancy assessment has been done correctly keeping in view all the parameters laid down by Railway Board and it reflects the vacancy break-up (UR, SC, ST) correctly duly vetted by CPO's Reservation Cell.
- 2 Wherever addition of 30% of the cadre to the vacancy assessment leads to inflated size of the panel PHOD to obtain GM's prior personal approval to restrict the size of the panel to a number that adequately meets the requirements.

Notification:

- 3 Notification must contain details of the examination whether it is a 70% , 30% , 100% Selection ;
- 4 Break up of vacancies (UR, SC & ST) ;
- 5 Eligibility conditions and cut off date, wherever applicable ;
- 6 List of eligible candidates, wherever applicable ;
- 7 Scheme of examination ;
- 8 Syllabus, if any ;
- 9 Pre-Selection coaching Notice for reserved category wherever vacancies are reserved for SC/ST ;
- 10 Date, time and venue of the examination* ;
*This can be notified through a separate notification also.

Setting of Question Paper:

- 1 PHOD to set the question paper
- 2 Question paper must conform to the syllabus wherever such syllabus has been prescribed otherwise it should be related to practical field of work.
- 3 The question paper must indicate the duration, subject/ Paper, full marks, qualifying marks, distribution of marks for each question/part of the questions, number to be attempted, and compulsory questions, if any.
- 4 Question paper has to be bi-lingual with option to answer in Hindi.
- 5 While setting question paper, instructions regarding questions on official language to be followed.
- 6 PHOD to arrange the required number of copies (bi-lingual) of question papers, sealed and hand over the same to the Presiding Officer. Absolute confidentiality to be maintained while setting/making copies of the question papers to guard against leakage.

Conduct of Examination:

- 1 PHOD to nominate one officer of the department not below the rank of JA Grade as Presiding Officer to conduct the written examination.
- 2 The Presiding Officer may select invigilators who must be gazetted officers.
- 3 The Sealed packets containing question papers shall be opened by the Presiding Officer in presence of 2 (two) candidates and their signature obtained on the body of the sealed packets.
- 4 Question papers will be distributed to the invigilator in-charge of each room keeping proper account of the same.
- 5 Before distributing the answer scripts it may be ensured that the each answer book is stamped and contains a fly-leaf. Both fly-leaf as well as the answer books should be stamped and signed. Each answer book should be signed by invigilator of the examination hall concerned. Before issue of additional pages it must be stamped and signed by the invigilator.
- 6 Invigilator in-charge of each hall will get the attendance sheets signed by the candidates and collect the identification memo from each examinee.
- 7 Candidates to be directed to write their name, designation and examination details only on the fly-leaf and nowhere else. They should also be warned that if they write their name/designation/roll no. or put any other symbol/sign any where in the answer book they will be disqualified.
- 8 Candidates to be advised to submit the question paper along with the answer scripts.

- 9 If there is any complaint of outside interference or mass copying etc. it should be brought to the notice of the competent authority. In case of any law and order problem, matter should be reported to local police.
- 10 At the end of the examination, the used answer books alongwith question papers should be counted and tallied (room-wise) with the attendance sheet and a consolidated statement prepared. All blank spaces in the answer scripts should be scored off / penned through.
- 11 The used answer books alongwith question paper should be sealed by the Presiding officer in presence of at least two invigilators.
- 12 The attendance sheet, unused answer books, question paper, additional sheets etc. should be sealed in a separate packet.
- 13 The Presiding Officer will submit a report certifying that the examination has been conducted smoothly as per schedule. In case of any delay he should record the same with reason therefor. Any untoward incident happened during the examination should also be reported.

Coding of Answer Books:

- 1 After the answer books are received from the Presiding Officer each should be allotted a code / dummy number which should also be simultaneously recorded on the corresponding fly-leaf. The answer books should be sent to the evaluating officer with the code number alone while the fly-leaves should be removed from the answer books. Code should also be preferably put on each additional bunch of sheets which is/are attaches to the main answer books.
- 2 The coded answer books should be sealed and sent to the evaluating officer duly indicating the total number of answer books and code numbers.
- 3 The detached fly-leaves should be serially arranged and kept in a separate sealed cover.

Evaluation of Answer Books:

- 1 Evaluation to be done by SAG officer of the concerned department specifically nominated by competent authority.
- 2 Answer book where the candidate has written his name or roll no or has left any other identification mark should be disqualified and reported to the competent authority.
- 3 Proper and uniform evaluation of the answer sheets especially for narrative type of answer should be ensured.
- 4 Marking should be done in the indelible ink.
- 5 Evaluator must not use a lead-pencil.
- 6 Marks once assigned should normally not be corrected. Erasing / overwriting is strictly prohibited. Should it become absolutely necessary to incorporate any correction, the originally assigned marks should be neatly scored off with due initialing each such correction, and fresh mark assigned.
- 7 The evaluating authority should allot the marks against each question / part thereof attempted by the examinee.
- 8 Marks to be allotted for each question / part thereof keeping in view the total marks allotted for each question / part thereof.
- 9 Total number of questions to be attempted should be rechecked before totaling the marks.
- 10 If excess answers have been given, the question last attempted should be ignored unless that is a compulsory question. In such case the last question attempted from the optional part should be ignored.
- 11 Totaling of marks scored should be re-checked and signed by the evaluating officer.
- 12 The top-sheet provided in the answer books should contain question-wise mark scored by the candidate.
- 13 The evaluating officer should restrain himself from reviewing his own evaluation and to award marks keeping in mind percentage of pass marks with a view to bring more candidates in the zones for viva voce test. The marks have to be awarded strictly based on correctness and contains of the answer given.
- 14 No grace marks are allowed.
- 15 No rounding off is allowed in respect of fractions / decimals. The aggregate also should be left as such without rounding off.
- 16 The evaluated answer sheets to be sent to the PHOD concerned who shall retain these for a minimum period of one year. In case there is some complaint / court case then the answer books will be retained till final disposal of the complaints / court case on specific advice from CPO/ CVO's office.
- 17 The evaluating officer should make out a separate statement of marks indicating the code numbers of the candidate and total marks obtained on a separate sheet and send the same to Personnel Officer in charge of the selection in a sealed cover.
- 18 Any delay in evaluation by more than 2 months should be brought to the notice of PHOD, delays of more than 3 months should be brought to the personal notice of General

Manager.

Decoding of Answer Books:

- 1 The coded mark sheet received from the evaluating officer has to be carefully tallied with the coded fly leaves and a statement prepared indicating marks scored by each candidate in each paper. It is advisable to reattach fly leaves to the answer books.
- 2 Candidates securing qualifying marks in each paper should be identified and result of the written examination published accordingly.

Calling for Viva Voce:

- 1 Only such candidates are to be called for viva voce who are found fit in the prescribed medical standard and in no case a candidate should be allowed to appear in the viva voce in absence of the medical fitness certificate.
- 2 In case any candidate is absent on the date of viva voce for genuine reasons supplementary viva may be held in his/her favour duly following the procedure as in the main viva voce.

Assessment in the viva voce by the Selection Board:

- 1 Assessment of Annual Confidential Reports (ACR) for last 5 years including the latest to be prepared in the prescribed format.
- 2 Candidate to score minimum 15 marks out of 25 (5 years ACR) to qualify.
- 3 Candidate to score minimum 30 marks out of 50 taking ACR and viva voce together.
- 4 To check whether candidate qualifies separately in each paper of the written examination (90 out of 150), under ACR(15 out of 25), 'under ACR and viva voce taken together' (30 out of 50) and also in aggregate.
- 5 To check whether candidate is free from DAR/Vigilance/SPE case.
- 6 There will be only single evaluation sheet to be jointly signed by the selection board members. The ACR chart will also be jointly signed.
- 7 Each page of the evaluation sheet / ACR chart to be signed by the committee members.
- 8 There should not any cutting / overwriting in the mark sheet as well proceedings of the selection board.
- 9 There should be no delay in drafting the selection proceeding nor the job of drafting should be entrusted to someone who is not a member of the selection board. Awarding of marks and signing of the marks statement should take place on the date of viva voce itself.

Empanelment

- 1 Only such employees are to be recommended who have secured not less than 60% in the written examination (90 out of 150) in each paper, 15 out of 30 in ACR, 30 out of 50 in ACR + Viva, and 60% in aggregate.
 - 2 Number to be empanelled should conform to the vacancies notified for each category.
 - 3 In 70% / 100% selection, panel will be in order of seniority. However, if any candidates secured 80% and above and is graded as 'outstanding' he will be placed at the top of the panel. Candidates securing 60% and under 80% will be placed in order of seniority.
 - 4 In 30% LDCE, panel will be strictly in order of merit subject to vacancy earmarked for UR / SC / ST.
 - 5 Candidates having equal merits, seniority would prevail.
 - 6 The selection panel would exclude the names of such employees who are (i) under suspension (ii) in respect of whom a major penalty charge sheet is pending (iii) in respect of whom prosecution for a criminal charge is pending. In such case the vacancy will be reserved for such candidate and a provisional selection panel would be announced.
 - 7 If the pending disciplinary / criminal case is finalized within a period of two years of the approval of the provisional panel and if the candidate is fully exonerated / inflicted only a minor penalty he / she may be empanelled and promoted in his / her turn. If such a person is held guilty and is imposed any of the major penalties of 'reduction to lower time scale of pay or grade or lower stage' his case should be referred to the authority who approved the original panel for consideration if he/she is suitable or promotion in spite of the penalty imposed on him. If he/she is considered unsuitable his case should be put up to the next higher authority for taking a final decision.
 - 8 Life of the panel will be 2 years from the date of approval of the panel.
 - 9 Any amendment to be panel to be done by authority next higher than one who approved the panel.
-

**Assessment of vacancies for formation of a panel for the post of _____
(Group 'B') on _____ Railway for the period from _____ to _____
(2 years)**

Total Cadre in Group 'B' = _____ (Open Line ____ Construction _____)

- | | | | | |
|-----|-----|---|------|-------|
| (A) | (1) | Number of posts lying unmanned | | _____ |
| | (2) | Number of posts manned by adhoc promotees | | _____ |
| | (3) | Number of vacancies likely to occur due to Retirement/Promotion | | _____ |
| | (4) | Number of officers to be on leave/training/ requirement of RE | | _____ |
| | (5) | 30% of Group 'B' cadre including construction reserve, toward unforeseen contingencies. | | _____ |
| (B) | (1) | Number of man still available from previous panel | | _____ |
| | (2) | Number of probationers likely to be absorbed in regular posts | | _____ |
| | (3) | Number of officers likely to return from deputation from Abroad/India/Long Leave/ working on other Railways | | _____ |

Grand Total : (A) – (B) = _____ (UR: _____, SC: _____, ST: _____)

Signature of Officer

- Note :** (1) 30% of the Group 'B' cadre refers to additional vacancies arising due to upgradation of posts, due to more numbers of officers going abroad on deputation than anticipated and any other unforeseen development. (Board's letter No.E(GP)/79/2/74 dated 05-2-1980)
- (2) If for unforeseen development such as creation of new posts, upgradation etc., the panel drawn get exhausted and the biennial selection is away by more than six months a fresh selection can be held. (Board's letter No. E(GP)/79/2/101 dated 23.01.1979)

GAZETTED/GROUP-B QUESTION BANK

PERSONNEL DEPARTMENT (APO/AWO – Gr.B)

Formation of Group-B panel for post of APO/AWO against 70% vacancies

PART A (Professional – Establishment)

Attempt any 8 out of the 9 questions from Q 1 to 9 (15 marks each; total marks = 8x15=120); Answers must be concise and relevant to the point. Time is limited and make its best use.

- Q.1 Why and under what circumstances, suspension is resorted ?
Enumerate the 'Compulsory', 'Optional' & 'Prohibited' deductions from the 'Subsistence Allowance'. [15]

OR

Explain 'deemed suspension' and the circumstances under which it becomes operative.

- Q.2 What are the present instructions on 'Alternative Appointment' to medically decategorised staff ? How is the scheme different from the earlier system (before April' 1999) ?

OR

Explain the salient features of the scheme of compassionate appointments. What are the steps involved in making such appointments? What are the normal time limits and maximum time limit for the zonal Railway to deal such cases?

- Q.3 What are the objectives of HOER and classification of workers under it? For a 'Continuous' worker, calculate the restored and statutory hours, on a 2 weekly averaging period if

i) P&C time = ½ hr daily

ii) P&C time = 1 hr daily

OR

Explain the process of 'Factual Job Analysis' to ascertain the necessity of change of classification under the HOER. Under what circumstances, duty roster of staff under and 'Essentially Intermittent' classification will be upgraded to 'C'?

- Q.4 Write short notes on any five : [each note will be of 3 marks]

- (a) Benchmarking
- (b) Leave not due
- (c) Joining time
- (d) Cadre restructuring
- (e) Transport allowance
- (f) Assured Career Progression (ACP)
- (g) Family Pension
- (h) Commutation of Pension

- Q.5 What is 'Staff Benefit Fund'? What is the per staff share from the revenue budget for this fund? What are the major purposes on which money is spent from the SBP?

OR

What are the salient features of the new pension scheme introduced for new entrants w.e.f. 1.1.2004?

- Q.6 Calculate pension, retirement gratuity, commuted value of pension (CVP) on 40% of Pension, leave salary and family pension for Mr. 'a' who retired on 31.01.2005 on attaining 60 years of age

Qualifying service : 31 years 9 months; Date of last increment: 01.10.2004

Rate of increment : Rs.500/-, Last Pay Drawn : Rs.20,400/-; LAP: 280 days

Rate of DA= 14%, DP- 50%, CVP factor = 9.81

OR

Large scale deaths and damage have been caused by cyclone in a division. You have been deputed as Officer-in-Charge to coordinate relief work. What steps will you take? Your answer should be practically implementable.

- Q.7 Fill up the blank spaces : [2.5x6=15 marks]

- a) HBA entitlement is _____ times of basic pay+DP subject to maximum of Rs.7.5 lakhs.
- (b) A typical major penalty charge sheet (SF-5) has _____ annexures.
- (c) Central Administrative Tribunals (CAT) were established in _____(year).
- (d) In WC Act, for calculation of compensation in death cases _____% of

emoluments is taken into account.

(e) Under the ID Act, 1947, retrenchment compensation is paid @ ____ days wages for each completed year of service or part thereof.

(f) Reduction to lower stage of paya for 2 years with effect of postponing future increments is a _____ penalty.

OR

Write the salient features of the official language policy especially with reference to section 3(3) (this is an option question on Rajbhasha)

Q.8 What are the major steps in the Selection Process? What is the minimum time gap between two selections and can it be waived. Give details.

Q.9 Write concise note on any three (5x3=15 marks)

i) Strike, ii) Retrenchment iii) Workman Compensation, iv) Hours of work under Factories Act, v) Employment of contract labourers.

PART-B (Finance)

Q.10 Write short note any six [each note will carry 5 marks; total marks-30]

i) Demand for grants, ii) Budget Estimates, iii) Primary units of expenditure, iv) Works Programme, v) August Revenue, vi) Revised Estimates, vii) Re-appropriation of funds, viii) Internal check, ix) Draft para

Formation of Group-B panel for post of APO/AWO against 30% vacancies – LDCE

Paper-I

(Professional subject & General Knowledge)

Note- Answer all questions in Part-A, any 8 questions in Part-B, all questions in Part-C)

Part-A (Professional Subjects)

- Q.1 a) When one is deemed to be under Suspension and what are the allowances paid to him during the period? [10 marks]
b) Write in short on the procedure of finalizing a major penalty charge-sheet [10]
c) Discuss difference between revision and review under D&AR [5 marks]
- Q.2 a) How vacancies are calculated for a selection post? [10 marks]
b) Elaborate the procedure of placing indents on RRB by the zonal Railways [10]
c) Write short note on restructuring - [5 marks]
- Q.3 a) How surplus staff are determined and redeployed in Railways? What is the current instructions on determining their seniority on redeployed?[10 marks]
b) What is extant ruling of giving employment assistance to the ward of medically decategorised staff? Discuss the amendments done in last 10 years, if any. [10 marks]
c) Write short note on cultural quota appointment [5 marks]
- Q.4 Write short on
a) Rule 1803 review of service [5 marks]
b) Exgratia payment on death on duty [5 marks]
c) PCR [5 marks]
d) Study Leave [5 marks]
e) Act Apprentice [5 marks]

Part-B (General Knowledge) (Each question carries 5 marks)

- Q.1 Discuss your appreciation of social forestry
Q.2 Why should one must have a hobby.
Q.3 Discuss measure to prevent aids to spread aids awareness.
Q.4 Name of 5 cabinet ministers with their portfolios.
Q.5 Write on wimbledon championship and Indian participation.
Q.6 Any Indian achievements in Oscar award with a short note on the award.
Q.7 Any idea on rise and fall of Saddam Hussain?
Q.8 What is meant by Global Warming and steps to tackle the problem.
Q.9 How is a member of Rajya Sabha elected?
Q.10 What is meant by 'Collective Responsibility' of a Government?

Part-C (official language)

- Q.1 Short note on official language implemented committee.
Q.2 suggestions on most east methods of implementation of Hindi use in Personal working.

Paper-II

Note : Answer all questions of par. Answer any two questions of Part-B

PART-A

- Q.1 a) Which types of court cases are fought on Estt. Matter at the divisional level? Suggest methods of prompt disposal of court cases [10 marks]
b) What conditions are to be fulfilled for entitlement of a worker for workman's compensation/ Write in short the procedure of finalized. [10 marks]
c) Elaborate the procedure of change of classification under HOER of a post in Railways. [10 marks]
- Q.2 a) Write in detail on the functioning of PREM in the divisional as well as zonal level [10 marks]
b) How cordial Industrial Relation is maintained in Railways? Elaborate different tires of negotiation. [29 marks]
- Q.3 a) What is the role of a PI/WI in handling the grievances of staff? Are they effective? [10 marks]
b) What is the objective behind writing of confidential report? Elaborate the procedure. [10 marks]
c) What is SBF? Give list of welfare activities undertaken for the SBF. [10 marks]

PART-B (Finance Rules) (Any two)

- Q.1 Write short note on the following
- a) SOP - 6 marks
 - b) August Review - 6 marks
 - c) Zero based budgeting - 6 marks
 - d) Consolidated fund of India - 6 marks
 - e) PF advance - 6 marks
- Q.2 a) What is operating ratio? Which zonal Railways has the lowest operating ratio and what was the position of ECoR for the year 2004-05. How can personnel Department contribute to the improvement of operating ratio? [20 marks]
b) Write short note on House Building Advance [10 marks]
- Q.3 a) Accounts department is a cog in the wheel of Railways or a nail in the path of the wheel" – Discuss in the context of Indian Railways. [15 marks]
b) How are results of statutory audit communicated to Railway Administration? What action is taken on them and how are they finally disposed off? [15 marks]

EAST COAST RAILWAY CIVIL ENGINEERING DEPARTMENT

QUESTION PAPER FOR WRITTEN TEST FOR FORMATION OF PANEL OF AENs (GROUP-B) AGAINST 70% VACANCIES

PART-A PROFESSIONAL SUBJECTS

Max Marks : 100

Answer any five questions from Part-A. All the questions in Part-A carry equal marks.

- Q.1 Write short notes on any five of the following: [5x4=20]
- a) Annual track maintenance programme for concrete sleeper track
 - b) Pre-tamping & post-tamping activities
 - c) Toe Load Measurement
 - d) Measurement of ballast
 - e) Protection of work sites
 - f) Monsoon patrolling and patrol charts
 - g) Gang strength review
 - h) Elastic fastenings
- Q.2 a) Answer any five of the following: [5x2=10]
- i) What is the nominal gauge of track ballast?
 - ii) On which locations ERC-J clips are used?

- iii) What is maximum percentage of machine-crushed ballast that may pass 20mm square mesh sieve?
 - iv) What is the approximate weight of 1 T-km of 60 kg rail?
 - v) What is the medical category for Gatekeepers?
 - vi) What is the frequency of refresher course for PWIs?
 - vii) On what track parameter the TGI value depends most?
 - b) Draw the Bending Moment and Shear force diagram of a 6m effective span simply supported beam having a uniformly distributed load of 0.6 t/m and a concentrated load of 5t at the center.
- Q.3 a) Explain the procedure of conducting distressing of a LWR track. [10]
b) What are the works that require CRS's sanction?
- Q.4 a) Indian Railway's Schedule of Dimensions (BG track) [10]
i) Maximum clearance of check rails in level crossings
ii) Maximum radius of curvature of BG track in meter
iii) Horizontal distance of C/L of track from platform coping
iv) Minimum clearance of check rails in curve
v) Steepest gradient at a station yard without provision of a slip siding
b) What the painting scheme for girders in Bridges on Indian Railways? Describe separately for areas where corrosion is severe as well as for areas where corrosion is not severe.

Q.5 Write the full form of the following abbreviations with a short note against each(not exceeding 10 words) [20x1=20]

i) GCC	ii) RRI	iii) SEJ	iv) ERC
v) TRT	vi) USFD	vii) SMB	viii) GMT
ix) SOD	x) G&SR	xi) TRD	xii) DMT
xiii) RAT	xiv) RAW	xv) ZMF	xvi) CRS
xvii) SI PLAN	xviii) DBM	xix) HFL	xx)

IRICEN

- Q.6 a) What are the duties and responsibilities of an Assistant Engineer in charge of an open line sub-division? [10]
b) You are the first officer to arrive at the site of serious accident involving casualties. Describe the various actions that will be taken by you, and in what order?
- Q.7 A 6m span single line girder bridge is required to be rebuilt as a RCC Box culvert. The height of embankment is 4 meters. Describe with sketch the methodology to be adopted including the temporary arrangements for execution of the work under traffic. [20]
- Q.8 a) What do you understand by yielding formation? What are the types of embankment failures? What remedial measures will you suggest for improving a yielding formation? [10]
b) Based upon the track recording car results, the track is classified into A, B, C & D categories. Bring out the limits of defects for various categories. What measures will you take to improve TRC results on your track? [10]

PART-B-FINANCE
MAX MARKS-15

- Q.9 Chose the correct answer to the following questions (attempt all) (5x2=10)
- a) Whitewashing of staff quarters gets charged to the following revenue allocation:
i) J-550
ii) B-200
iii) B-700
iv) None of above
- b) As per CVC's recent guidelines negotiations are to be held with
i) All the valid tenders
ii) L-1 only
iii) L-1 & L-2 only
iv) Not to be held at all
- c) Hidden measurements are required to be test checked by AEN upto:

- i) 20%
 - ii) 50%
 - iii) 100%
 - iv) Not required
- d) Ballast measurements are required to be test checked by AEN upto:
- i) 20%
 - ii) 50%
 - iii) 75%
 - iv) 100%
- e) Repairs and maintenance works can be carried out departmentally or through zonal or other contractual agencies without a sanctioned estimate so long as the value does not exceed.
- i) Rs.20,000/-
 - ii) Rs.50,000/-
 - iii) Rs.75,000/-
 - iv) Rs.1,00,000/-
- Q.10 Answer any one of the following:[1x5=5]
- a) What are the various types of tenders? What are the circumstances under which various types of tenders are required to be called?
 - b) What is imprest cash? Under what circumstances expenditure can be incurred from the imprest cash?
 - c) What are the responsibilities of an AEN with regard to checking of contractors' bills?

PART-C ESTABLISHMENT & RAJBHASA

Max marks-35

Answer all questions in part-C

Q.11 Write short notes on any three of the following: [3x5=15]

- a) HOER
- b) Muster Sheet
- c) D&A Rule
- d) Section 3(3) of Official language Act
- e) Facilities available in Railway to learn Rajbhasa

Q.12 Write short notes on any three of the following: [3x5=15]

- a) Permanent Negotiation Machinery
- b) PREM
- c) Service sheets
- d) Material-at Site Account
- e) Zonal contract

Q.13 Write short notes on any two of the following: [2x2.5=5]

- a) Organisation of the Railways
- b) Minimum Wages Act]
- c) Wage period
- d) Stock Sheet

Q.14 Answer any 8(eight) of the following: [8x10=80]

- a) What is a LWR (long welded rail) track? What are Mean and distressing temperatures of a LWR? List six summer precautions for a LWR track. Draw the thermal force diagram of a LWR at a temperature higher than the distressing temperature.
- b) What is annual Gang strength review? Describe the salient features of Spl Committee formula for Gang strength indicating the various factors.
- c) Who are the safety category supervisors and staff from the Engineering department? List their Medical categories and prescribed periodicity for undergoing refresher course.
- d) What do you understand by track monitoring? What are the various methods adopted on the Indian Railway for track monitoring? What are their periodicities for various routes?
- e) Describe the inspection schedules on following items prescribed for AEN, PWI(I/C) & sectional PWI
 - * Points & crossing (Passenger/Non passenger)
 - * Curves
 - * Level Crossings
 - * Footplate inspection of the entire section
 - * Push trolley inspection of the entire section
- f) Describe the salient features of the specification for machine-crushed ballast.

Also describe the laid down procedure for measurement of track ballast.

g) What do you understand by the following amenities required to be provided at stations?

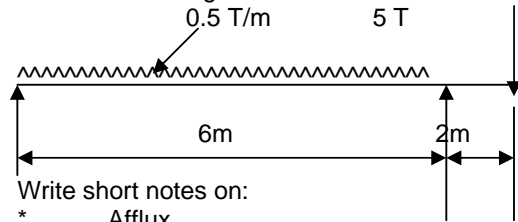
- * Minimum essential amenities
- * Recommended amenities
- * Disabled persons' amenities
- * Desirable amenities for model stations

h) What are General Conditions of Contract? What are the provisions in regard to grant of extensions to completion time and settlement of disputes? What is the procedure to be following for termination of contract?

i) What are the responsibilities of AEN with regard to:

- * Checking of contractors' bills
- * Payment of staff under subordinates
- * Accountal of stores

j) Draw the Bending Moment and shear force diagram of the following beam



k) Write short notes on:

- * Afflux
- * Measurement of dry film thickness (DFT)
- * Testing of rivets
- * Teflon or P.T.F.E. bearings

l) Write short note on 'Numerical Rating System (NRS)' for bridge inspection.

Q.15 Chose the correct answer to any 10(ten) of the following questions

a) The earnest money to be deposited with the tender for works costing 5 lakhs is

:

- i) Rs.5000/-
- ii) Rs.10000/-
- iii) Rs.20000/-
- iv) Rs.50000/-

b) An Abstract Estimate is framed

- i) To obtain administrative approval
- ii) To cover an item of work that ought to have been included in sanctioned estimate.
- iii) If actual expenditure exceed the sanctioned estimate cost by 10%
- iv) After a work is included in the Pink Book

c) Repairs and maintenance of way and works gets charged to

- i) Demand No.3
- ii) Demand No.4
- iii) Demand No.11
- iv) Demand No.15

d) Track renewal works get charged to:

- i) DRF
- ii) DF
- iii) OLWR
- iv) CAP

e) Cambers in girders are provided to:

- i) Compensate for deflection under load
- ii) Enable trains to negotiate curved alignment
- iii) Keep allowance for loss of section due to corrosion
- iv) None of above.

f) The shelf life of paint Red lead ready mixed is:

- i) 2 Months
- ii) 4 Months
- iii) 6 Months
- iv) 9 Months

g) The Condition Rating Number(CRB) of a bridge component requiring immediate rebuilding/rehabilitation is:

- i) 0
 - ii) 1
 - iii) 3
 - iv) 5
- h) The percentage of steel work & bearings of all girders having clear span 12.2m and above that is required to be inspected in detail by the BRI every year is:
- i) 10%
 - ii) 20%
 - iii) 25%
 - iv) 33.3%
- i) A medium to high workability of concrete is indicated by a slump of :
- i) 0-25mm
 - ii) 25-50mm
 - iii) 50-100mm
 - iv) 100-175mm
- j) A wheel flange has a "Sharp Flange" if the flange tip radius is:
- i) More than 5mm
 - ii) Less than 5mm
 - iii) More than 10mm
 - iv) Less than 10mm
- k) The speed restriction required to be imposed at a LC when check rails are removed for overhauling/TT Machine working is :
- i) 75 kmph
 - ii) 50 kmph
 - iii) 30 kmph
 - iv) 15 kmph
- l) The chapter in IRPWM that deals in maintenance of permanent way is:
- i) Chapter-I
 - ii) Chapter-II
 - iii) Chapter-III
 - iv) Chapter-IX
- m) Minimum radius of curve for BG track is:
- i) 775 m
 - ii) 575 m
 - iii) 275 m
 - iv) 175 m
- n) For Thermit Welding the maximum lateral misalignment allowed measured on 1.0m straight edge is:
- i) +/- 0.2mm
 - ii) +/- 0.3mm
 - iii) +/- 0.4mm
 - iv) +/- 0.5mm

PART-B FINANCE

Max. Marks-15

- 16 Answer any three of the following questions (all questions carry equal marks) :
- a) What are the various types of estimates? Write short notes against each indicating the stage at which these are framed.
 - b) How is a 'Material at site account' maintained? Mention the daily records that are required to be maintained, and the returns that are required to be submitted.
 - c) What is a labour pay sheet? How is it prepared and what the checks that are required to be exercised by the supervisor in charge?
 - d) What are the checks required to be exercised by an AEN on a contractor's bill.
 - e) What is the difference between Earnest Money and Security Deposit? In what form can security deposit be accepted from a contractor?

PART-C (ESTABLISHMENT & RAJBHASA)

Answer all questions in Part-c

- Q.17 Write short notes on any three of the following:
- a) Payment of wages Act
 - b) Workmen's Compensation Act
 - c) Distinctions between Substitute and Casual Labour
 - d) Section 3(3) of Official Language Act
 - e) Facilities available in Railway to learn Rajbhasa
- Q.18 Answer any three of the following:
- a) What is the meaning of 'Family' and 'Dependent relatives' for the purpose of

- Pass Rules? What is the period of availability of privilege pass?
- What is meant by suspension? When and under what circumstances a Railway servant may be placed under suspension?
 - What are the rules for grant of commuted leave?
 - When an employee of a railway is classified as an Intensive Worker and when as an Essentially Intermittent Worker?
 - What are the rules for appointments on compassionate ground?
- Q.19 Write short notes on any two of the following
- Muster sheet
 - Service Sheet
 - Wage Period
 - Master Craftsman
- Q.20
- What do you understand by distressing of LWR? When does it become necessary to distress a LWR panel and how is the operation carried out?
 - Define "Mean temperature" and "Destressing temperature" in the context of LWR track. Indicate the approximate values for the same in the area you are working.
- Q.21
- You are the first officer to arrive at the site of a passenger train accident involving casualties. List the various actions you would be taking in order of priorities.
 - At what GMT carried 60kg 90 UTS and 52kg 90UTS rails are planned for renewal? What are the GMT prescribed for planning rail renewals on bridge proper and on 100m approaches of important bridges?
- Q.22
- What do you understand "Catch Siding" and "Slip Siding"? Comment as to why and when are they considered necessary?
 - what is a transition curve and why is it necessary? What are the various factors based on which transition curves are designed for BG Railway track?
- Q.23
- What do you understand by (a) Thin Flange, (b) sharp Flange and (c) Deep Flange? Differentiate with sketches of each type of three defects.
 - What is buckling of track? What are the precautions required to be taken to avoid buckling of track? What action would you take to restore traffic once a buckling has taken place?
- Q.24
- What is Need Based concept for USFD testing of rails? What are the stipulated frequencies for A, B & D routes of BG for various traffic densities?
 - List the various actions you would consider necessary to reduce rail fractures and weld failures.
- Q.25
- What do you understand by TGI value? What would you consider an excellent TGI value? List the attentions that are required to be rendered to improve TGI value of a track.
 - A curve of 600m radius has a limited transition of 40m length. Calculate the maximum permissible speed and super elevation.
- Q.26 Answer any 5 of the following questions.
- Minimum radius for LWR at curve is
 - 175m
 - 350m
 - 440m
 - 500m
 - A satisfactory Ride Index for a long distance express train is
 - 2.5
 - 4.0
 - 5.0
 - 6.0
 - Laid down frequency for track Recording on 'B' route is
 - 2 months
 - 3 months
 - 4 months
 - 6 months
 - Unevenness is measured on a chord of
 - 2.5m
 - 3.6m
 - 7.2m
 - 7.5m
 - For category-I level crossings, the TVU and the Road Vehicles are both more than
 - 6000 & 180 respectively
 - 6000 & 120 respectively
 - 3000 & 180 respectively
 - 3000 & 120 respectively

- f) For category-I level crossings, the TVU and the Road Vehicles are both more than
- 2 years
 - 3 years
 - 4 years
 - 5 years
- g) The stipulated frequency for Refresher Course of a PWM is
- 2 years
 - 3 years
 - 4 years
 - 5 years
- h) The future maximum speed of 'B' routes is
- 160 kmph
 - 130 kmph
 - 110 kmph
 - 105 kmph
- Q.27 a) What is camber in steel girders and why it is provided? What factors are attributed to loss of camber?
- b) List a few important points that are to be kept in mind while erecting a sleeper crib. Up to what clear spans rail clusters may be used?
- Q.28 a) Make out a scheme for relieving a 10 ft clear span Arch Bridge having a surcharge of 2m. The bank height is 6m.
- b) What are the approved painting schemes for steel girders? What are the laid down painting schedules for coastal and non-coastal areas? List a few checks that you would exercise to ensure proper quality of painting.
- Q.29 Give the full form any 10 of the following abbreviations:
- | | | | |
|-----------|---------|--------|--------|
| a) PQRS | b) ARM | c) PNM | d) BCm |
| e) ECORSC | f) PCDO | g) SMB | h) ART |
| i) BOD | j) PSC | k) UTS | l) RLT |
- Q.30 a) List the names of all the Railway Zones with their Zonal headquarters
- b) Name the present incumbents of the following posts in East Coast Railway.
- General Manager
 - Chief Operations Manager
 - Chief Engineer
 - Chief Track Engineer
 - Chief Bridge Engineer
- Q.31 Write short notes on any three of the following:
- Section 3(3) of Official Language Act
 - Facilities available in Railway to learn Rajbhasa
 - Rajbhasa Karyanyan Samiti
 - Duties of an Assistant Divisional Engineer
 - Inspector schedule of ADEN
- Q.32 a) What do you understand by a weak formation? Describe in brief the various methods available for rehabilitation of a weak formation.
- b) How would you assess the requirement of water supply in a Railway settlement following provisions of the IRWM?
- Q.33 a) What are the various types of filters commonly used in water supply of a Railway colony? Mention the salient features of each type in a tabular form.
- b) What are the various Basic Passenger Amenities required to be provided in different categories of stations?
- Q.34 a) List out a few tips to achieve economy of building construction without sacrificing quality.
- b) What are Preliminary and Final Works Programme?
- Q.35 a) What are the different types of surveys and at what stage each is carried out?
- b) What is 'Critical Path Method' and how is it helpful in planning and monitoring progress of a project?
- Q.36 a) Mention the laid down frequency for periodic inspections of structural steel works by AEN and IOW for buildings and structures other than bridges? What points are to be noted during these detailed inspections?

b) What is the theory of a septic tank? What are its design aspects? Draw a neat sketch of a septic tank and indicate its component parts.

Q.37 a) Name the different types of foundations you recommend under different site conditions and type of soil. Describe briefly with sketch of each type.

b) Draw neat sketches showing minimum/recommended formation width for banks and cuttings for concrete sleeper track on BG as per latest guidelines of Railway Board for new lines.

Q.38 Answer any six of the following questions

- a) Earnest Money is deposited –
- While submitting tender
 - At tender opening time
 - On receipt of LAR
 - At the time of execution of Agreement
- b) Chlorination in water supply is done to remove-
- Microorganisms
 - Suspended particles
 - Iron & Manganese compounds
 - Odour
- c) The assessed requirement of water for hospitals per patient is-
- 115 litres
 - 140 litres
 - 180 litres
 - 250 litres
- d) M200 Grade concrete is approximately equivalent to-
- 1:3:6
 - 1:2:4
 - 1:1 ½ :3
 - 1:1:2
- e) Unit weight of RCC in kg/cum may be taken as-
- 1200
 - 2000
 - 2400
 - 3600
- f) Formwork at the side of columns may be removed after-
- 2 days
 - 7 days
 - 14 days
 - 21 days
- g) The weight of a cement bag may be taken as-
- 25 kg
 - 40 kg
 - 50 kg
 - 75 kg
- h) The number of Elastic Rail Clips at Keyman is required to lubricate each day after completion of his daily round is-
- 10
 - 20
 - 30
 - 40

Q.39 What is a Muster Sheet and how is it prepared? What are the various points to be examined in its internal check?

Q.40 Describe the main provisions of Hours of Employment Regulations. Briefly describe the various classifications governed by it.

Q.41 What are the procedures for imposing of a minor penalty on a railway servant?

Q.42 At what rate overtime(OT) is allowed to a continuous worker employed as a gatekeeper?

Q.43 What are the various purposes for which permanent withdrawals are admissible from Provident Fund?

Q.44 What are the various kinds of estimates? Mention briefly at what stage each is framed.

Q.45 List the circumstances in which station earnings could be utilized to meet railway expenditure.

Q.46 What are the various types of tenders, and at what stage each is resorted to?

Q.47 What is a zonal contract? What are the nature of works that can be got executed through the agency of the zonal contract?

Q.48 What are the surplus stores? What steps would you take to prevent such accumulations on the Railways? How are they disposed of?

QUESTION PAPER OF GROUP-B/ELECTRICAL

1.
 - a) In the circuit calculate the value of 'V'
 - b) What is the importance of earthing in electrical systems? Explain with suitable examples.
 - c) In your own field of posting, what efforts you have made/can be made for energy conservation ?
 - d) As AEE what will be your priority areas if you are posted as AEE/TRD or AEE/G or AEE/TRS in the division?
 - e) Write short note on – (i) Tap changer (ii) Lightening arrestors (iii) Condition monitoring of equipments (iv) Advantages/disadvantages of DC supply.
2.
 - a) In WAG5 loco, battery capacity is _____AH
 - b) Battery capacity of BG 110V, TL coach is _____AH
 - c) Minimum height of contact wire at a LC gate is _____
 - d) EIG sanction is given by _____in the Railways.
 - e) the KVA rating of WAG7 loco transformer is _____
 - f) The condemning dia of OHE (25KV) contact wire is _____
 - g) Minimum clearance from ground level of LT overhead conductor at road crossing is _____ feet.
 - h) _____ gas is used in circuit breaker, as a medium of insulation in arc chamber.
 - i) Pressure setting of RGCP to cut off compressor in a WAG5 loco is _____kg/cm2
 - j) Cut in speed of 25 KW alternator in AC coaches in _____ r.p.m.
 - k) Minimum implantation of OHE mast in a BG line which CEE can condone is _____.
 - l) Length of overlap type neutral section is _____m.
 - m) High speed WAM4 loco has gear ratio of _____
 - n) Priming is required for _____type pump.
 - o) A 1000W heater used for 6 hours daily, will consume _____units of electricity in 300 days.
 - p) Under normal circumstances minimum permissible dia of WAG5 loco wheel is _____mm.
 - q) _____relay acts in TSS when neutral section is bridged.
 - r) High creepage path bracket insulator has creepage distance of _____mm.
 - s) _____ value in pneumatic circuit comes into play for multiple operation of loco.
 - t) New temperature setting for summer for AC coach is _____to _____0C
 - u) _____is used for measuring insulation resistance.

3. Why scheduled maintenance is necessary for an equipment? Elaborate in detail as to how the periodicity of different schedules is fixed for any equipment at initial stage.

4. What is the function of Q118 in a WAG5 loco. Explain in detail with sketch/diagram.

OR

What is ATD and what is its function in OHE system? Which type of ATD's are used in Indian Railways?

OR

Draw a typical schematic layout of a 11KV/440V substation with two transformers of 1000 KVA each and one 500 KVA DG set. Show various protection devices and explain their purpose.

5. What do you understand by HOER? What are the different classes under HOER. Explain them & give one example of each class.

OR

- a) When and why do we celebrate Hindi-day?
- b) As per official language act, Orissa comes under which category.
- c) How many documents are included in section 3(3) of official language act?
- d) What will be the sequence of a signboard has to be made in Tri language in Orissa area

6. Write short notes on the following.
- Zero based Budget
 - Liability Register
 - Material Modification
 - Budget Estimate
 - Relays & give any two example of use in Railway
- 7.
- To ensure use of Hindi as per laid down targets in official work, at what different places check points have been established.
 - Why do we celebrate Hindi Week?
 - What do you understand by an employee with fluency in Hindi.
 - What are the three main Hindi exams conducted for Railway staff for proficiency in Hindi?
8. What do you understand by energy conservation? Why it is necessary? For electric energy conservation & reduction in electric energy bills in Railway both for traction and non traction, what steps would you suggest in the field of electric general services, locomotive maintenance and operation and TRD?
9. A) Fill in the blanks
- In RMPU type ACCW _____ no AC plants are there.
 - In TL coach _____ electric circuits are provided in Jn. Box.
 - _____no. of V bolts are there in one SG ACCW
 - G-jumper in conventional OHE overlap has _____ no PG clamps
 - Minimum Horizontal permissible clearance of 25 KV OHE from any structure is _____ mm.
 - In conventional main line AC-OHE equivalent copper area of OHE is _____ mm²
 - Permissible flange and root wear in WAG5 loco is _____ & _____ mm.
 - BDV of EHV grade transformers oil for loco should be above _____ KV.
- B) What maintenance schedules are done on TL coaches?
- C) What maintenance schedules are done on an WAG5 loco and at what interval.
- D) What is the POH schedules at what interval it is done for AC OHE?
10. A) Draw a neat sketch of an overlap type neutral section (plan & elevation) showing clearance & stagger
- B) What is autoregression in an electric loco? Draw a relevant control chart of WAG5 loco and explain various reasons of autoregression. Also explain in detail different circumstances of its happening.
- C) What are the various types of pumps normally used? Briefly give their specific applications with merits and demerits.
11. A) Third rail traction current collection system.
- B) Advantages of MEMU over conventional train for suburban section.
- C) What is wheel Flange Lubricator(WFL)? For what is used and where?
- D) What is the purpose of underslung Inverter in AC coaches. Write its advantages also.
- E) What is defrosting in refrigerator and Air Conditioner system? Write what are the various methods of doing it?
- F) What is Lux levels recommended by Railway Board for A, B & C category of stations. Explain the categorization A, B & C also.
- G) What steps can be taken to reduce cost of electrification on Indian Railways.
- H) What is 3Q electric loco? Write its merits and demerits over conventional AC loco.
- I) What is dynamic and regenerator brakings? Write merits and demerits of the two.
- J) What steps are needed to be taken by electrical department to achieve "Mission 700 Million tonne freight loading and beyond.
12. A) Which International Agency has been elected for Nobel Peace Prize 2005?
- B) Sonia Mirza is from which city?
- C) Who is the Chairman Railway Board?
- D) Indian Railway carried how much originating revenue loading during 04-05?
- E) Between which stations & under what zones Indian Railway has planned to run trains at 150 kmph shortly.
- F) Which plant is used for making Bio-Diesel
- G) Which other Asian country along with India is bidding for permanent seat in UN Security council?

- H) Write full term of IRCON, CRIS, COFMOW & DMRC
 I) Recently in what connection word Katrina was in the news?
 J) ECoR's jurisdiction covers how many states of India?
 K) Which station is having longest platform on Indian Railways?
 L) What is IRWO? What are its objectives?
 M) Name any four public sector undertaking of Ministry of Railways.
 N) "Indian Railway is spending adequately on Human Resource Development (HRD)". Give your views in favour and against.
13. a) what are the different classification of Insulation? Give max. temp. permissible for each class. Give the 4 names of insulating materials for each class.
 b) An electric ckt has a resistance of 20 , inductive reactance of 35 and capacitive reactance of 20 . Find the impedance of the circuit.
 c) In the circuit find out I.
 d) An induction motor has 6 poles and operates on 60Hz supply. If the speed of the rotor at full load is 1190 rpm what is the slip?
14. a) What is meant by power factor? What is the harm if power factor is low? What are the causes of low power factor? How would you calculate the capacity of the condenser required to improve the power factor. One load consist of 50KVA lighting load & a 300HP induction motor load working at 75% average load at 0.8 P.F. If power factor is to be improved to 0.95, calculate the requirements of condenser in terms of KVA.
 b) What do you understand by low, medium, high and extra high voltages? What is the maximum permissible limit of variation of the voltages and frequency of electric supply as per IE rules.
 c) The current in an AC circuit is given by $i=100 \sin 314t$ amperes. What is the maximum value of current & frequency of the current.
15. a) What are the desirable characteristics of a traction motor? Explain with the help of speed torque curve of a AC series motor as to how does it fulfill these requirements. What developments has made induction Motor popular for traction purposes now. Explain.
 b) What are the common causes of ball bearing failures? Given the list of Do's & Don'ts preventing ball bearing failures.
 c) "Electric short circuit is a common cause of fire" – Give your comments in favour & against the above.
 d) Give steps you will take to investigate the cause of fire in a room having electric supply.
16. a) Fill in the blanks
 i) A moving coil permanent magnet instrument can be used as _____ by using a low resistance shunt _____
 ii) Natural air cooling and natural oil cooling is used for transfers upto _____ rating.
 iii) Energy stored in the electric field of a capacitor 'C' when charged from a DC source of 'V' volt will be _____ Joules.
 iv) Two transformers operating in parallel will share the load depending upon their _____
 v) IGBT stands for _____
- B) Draw a neat diagram of stair case wiring
 C) Calculate the resistance of a wire whose length is 4 times and cross sectional area twice of the wire whose resistance is 20 . Material of two wires is same.
 D) A battery produces a current of 6 Amps when external resistance of 2 is connected across it. It produces 2 Amps current when 12 is connected. Find its internal resistance and EMF.
 E) Write short notes on
 i) HVDC
 ii) Earth resistance measurement
 iii) Non conventional sources of energy
 iv) IE rules
 v) Electricity Regulatory Commission
17. Write short notes on following
 a) Benchmarking
 b) Assured Carrier Progression

- c) PREM
 - d) PNM
 - e) Quarantine Leave
18. Fill in the blanks
- a) JE-I is a _____ post (selection/non selection)
 - b) Chowkidar is classified as _____ category under HOER.
 - c) Abbreviation DCRG stands for _____
 - d) An employee is eligible for _____ days of medical leave per year
 - e) SF-1 form is used for _____
19. Give step by step procedure for imposing major penalty. Mention time limit for each stage.
20. Fill in the blanks
- a) Primary unit no _____ is meant for contractual payments.
 - b) Other electrical works (OERW) are sanctioned under plan head No. _____
 - c) Traction energy bills are charged to demand No. _____
 - d) Normally an Assistant officer should conduct _____% test check on works being carried out on contract.
 - e) Audit note part-I, if not properly replaced get converted to _____
21. Write short notes on following
- a) Revised Estimate
 - b) Preliminary Works Programme
 - c) SRSF
 - d) Operating Ratio
 - e) Zero based Budget
22. What do you understand by remunerativeness of a project as per financial code?
23. What is the demand No. & Minor head for the following
- i) Repair & maintenance of plant & Equipment –electrical
 - ii) Repair & maintenance of C&W-Electrical General Services –TL, fans & air-conditioning
 - iii) Motive Power Maintenance – Electric Loco

QUESTION PAPER OF GROUP-B/MECHANICAL

1. a) Why the official language Act -1963 was framed and how it is helpful in national integration?
- b) What items are to be complied under Section 3(3) under this Act?
- c) How our country is divided into different regional category for implementation of this Act and how the correspondence is made as per the provision of this Act between different region as per category?
2. a) What is zero-base Budgeting?
- b) Describe the process to be followed in Budgeting, starting from August review till final modification estimate is submitted. How the expenditure control is exercised through Budgeting?

- 3 a) Which Railway Establishment are coming under the purview of HOER and Factory Act respectively?
 b) How the Railway employees are classified under HOER? How the Duty Hours, Rest, Overtime are provided to the Railway employees under HOER.
4. Write short notes on any three
- i) Paternity Leave
 - ii) Procurement of non-stock items
 - iii) Special Casual Leave
 - iv) ISO 9001-2000
 - v) Workmen's Compensation Act
 - vi) Staff Benefit Fund
5. a) Why Discipline and Appeal rule has been framed? What are minor and major penalties?
 b) Describe various procedures to be followed for imposing major penalty to a Group-C Railway employee who has been charged with misappropriation of Railway property.
6. State what these abbreviation stand for
- i) COFMOW
 - ii) RCF
 - iii) DLW
 - iv) WWW
 - v) CBC
 - vi) UNESCO
 - vii) RITES
 - viii) IRCA
 - ix) IPO
 - x) RVNL
 - xi) CORE
 - xii) DMU
 - xiii) CLW
 - xiv) ECoRSA
 - xv) ROB
7. a) What preventive maintenance schedules for coaching rake are followed for primary and secondary rake? What are the periodicity and time allowance permitted for over due schedules?
 b) How the total requirement of coaches calculated including traffic and maintenance spares?
 c) In a coaching depot, 6 primary rakes are to be maintained per day. Each primary rake consists of 24 coaches. Draw a layout diagram for maintenance of the primary rakes as per CAMTECH. Design indicating the requirement of pit lines and other facilities if each rake has to be given full 6 hours for maintenance on pit lines.
8. a) Which of the following braking items is better and why?
 i) Vacuum Brake system
 ii) Air brake system
 b) Draw a schematic layout diagram of a twin pipe graduated Release Air brake system, used for coaching train. Explain the principle of operation of the system. How the Distributor valve performance is checked?
9. a) What are the advantages of Bogie Mounted brake system over conventional air brake system?
 b) Draw a schematic diagram of a standard all coil ICF bogie and indicate important items of bogie. Explain its salient features regarding its construction, suspension arrangement, vibration isolation/riding comfort, transmission of vertical load, tractive and braking force.
10. a) What are the classifications of wagon maintenance depot for examination of freight trains? Which category Depot is specified for Premium CC rake for PME to run 6000 KM distance of 30 days whichever is earlier before its next PME.

- b) Draw a layout diagram of a PME Depot for maintenance of 5 premium CC rake/day with 8 hours examination time for each rake. Indicate the facilities, M&P and manpower required for the PME of 5 rake/day. What is the percentage of brake power specified for premium CC rake?
11. a) What is the use of type detect gauge? Explain with sketch. What is the permissible limit for flat tyres for coaching wheel?
 b) Explain the following defects of wheels
 i) Shattered rim
 ii) Shelled tread
 iii) Thermal crack
12. Write short notes on any five
 i) Wheel distance gauge and permissible tolerance on gauge of coaching wheel
 ii) Enhanced draw gear and screw coupling of ICF/RCF coaches
 iii) AAR type CBC of BG wagons
 iv) Effect on BOXN wagons due to enhanced load of CC+8+2 tonnes
 v) Train parting and its prevention
 vi) Single car Test rig
 vii) BOST wagons
 viii) Casnub Bogie
13. a) Why POH of coaches is done and what is periodicity of POH of PCB's? What time allowance is permitted for marking return date after POH of PCV's?
 b) Describe with schematic layout diagram for various POH activities undertaken starting from incoming examination for POH till outgoing examination after POH and final dispatch.
 c) What quality control measures are taken at various stages to ensure safety and reliability of off POH coaches?
14. a) What is the speed potential of high speed coaches used in Rajdhani Express? How riding comfort is achieved in coaches carrying passengers?
 b) Draw a schematic layout diagram of a standard bogie shop. Describe various stages of repair and stage inspection/testing of bogie components to ensure quality and reliability. Describe the bogie frame alignment procedure/checks before assembly.
15. a) What are the advantages of Bogie mounted brake system over conventional air brake system?
 b) Describe the conversion process of vacuum brake system to bogie mounted air brake system. What check/stage inspection are done to ensure quality and reliability of brake system?
16. a) Why incentive scheme is introduced in workshop?
 b) What are the salient features of the Tirupati Workshop type incentive scheme? What are the benefits to workers and management as compared to CLW pattern of incentive scheme? What panel provision has been provided to safeguard against poor quality and delay in POH?
17. a) Why ISO 9001-2000 and ISO 14000 required to be introduced in Workshop and open lines?
 b) Describe the following as used in ISO 9001-2000 system
 i) Quality policy and objectives of MCSW
 ii) Internal Audit
 iii) Surveillance audit
 iv) Controlled Document
 v) Quality Manual
18. a) Write short notes on any five
 i) Factory Act & its salient features
 ii) Painting Schedule of coaches
 iii) CO₂ welding
 iv) Phosphating
 v) Non-stock local purchase
 vi) Shearing Machine
 vii) NTRX examination
 viii) POH of Roller bearing

19. a) Why preventive maintenance of Diesel Locomotive is required? What revised schedules are followed now and what are their periodicity? What advantage are achieved now as against the earlier schedules?
 b) 100 locomotives are required to be based in a Diesel Shed. Draw a layout diagram of Diesel loco maintenance shed for homing above locomotives. Describe various facilities required in respect of following.
 i) Pit lines
 ii) M&P
 iii) Manpower as per benchmark
 iv) Work benches
20. a) Why load box test is required in a Diesel loco-shed and when it is done?
 b) Describe the method for conducting load box test. Calculate the Horsepower developed and improvement needed to achieve specified horsepower if load box result shows less.
21. a) What is golden hour rule concept for disaster manager in Indian Railways?
 b) What is the composition of A-class ART and Break down Crane.
 c) Describe the various modern equipment/tools provided for rescue and relief operation in a 3 coach SPART comprising of a medical van, a tool van and supervisor/staff van.
22. a) Why crew review for goods and coaching train operation is conducted? What 10 points criteria of Railway Board is followed for categorization of Crew into A, B & C? Who is responsible for monitoring performance and categorization of crew?
 b) What is stalling? What steps should be taken to prevent stalling?
 c) How the calculation of Kilometers to be paid to the crew is made for passengers train for the following-
 i) Duty hours upto 4 hours
 ii) 4 hours and above but less than 5 hrs
 iii) 5 hours and above
23. a) Explain with sketch the working principle of 4 stroke Diesel cycle engine for the following stroke.
 i) Suction, ii) Compression, iii) Expansion, iv) Exhaust
 b) Draw the theoretical pressure volume (p-v) diagram of a four stroke Diesel cycle
 c) The following data is given. Derive the formula to be used for calculation of (i) work done and (ii) indicated Horse Power (IHP) of a 4 stroke Diesel Engine with one cylinder
 p_m = Indicated mean effective pressure in bar
 A = Area of the pistone (meter)²
 L = Length of stroke, meter
 N = Speed of engine, RPM
 $K = 1/2$ for four stroke engine
24. Write short notes on any five
 i) GDR check of BPC
 ii) Failure of Engine/power assembly & system improvement action plan
 iii) Explosive power guard
 iv) Quality control of HSD oil
 v) Summer precaution of diesel locomotive
 vi) Improvement to running Room as per Rg room improvement committee
 vii) 10 hour duty implementation
 viii) Fire safety measure implementation in Diesel Locomotive
25. a) Why the official language of our country and how it is helping our country's integration?
 b) What items are to be complied under Section 3(3) under this Act?
 c) East Coast Railway HQ comes under which region as per classification under official language act and what are various incentives provided for more and more use of official language in our official work?
26. a) What is different between budgeting and zero based budgeting?

- b) Describe various Budgeting process to be followed starting from August review Estimate till Final Modification Estimate is submitted. How budgeting helps in controlling expenditure?
27. a) What are the classification of penalties under D&A rules and indicate the various penalties under these classifications?
 b) Who is the appointing Authority? Is appointing Authority constant or variable?
 c) Under which classification of penalty, dismissal from service can be imposed? Can an employee be qualified for future employment under the Government or Railway Administration after dismissal? Describe the various steps to be followed under D&A rules for imposing the penalty of dismissal.
28. a) Is Diesel Loco shed coming under the provision of Factory Act or HOER?
 b) Accordingly indicate how the duty hours of Railway employees, their provision of rest period, overtime and welfare measures are regulated for Diesel Loco Shed employees?
29. Write short notes on any three
 i) Right to Information Act
 ii) PNM
 iii) Staff Benefit Fund
 iv) PTO under Pass rules
 v) ISO 9001-2000
 vi) Commuted Leave
30. State what these abbreviation stand for
 i) DMW
 ii) CLW
 iii) JCM
 iv) WHO
 v) RDSO
 vi) NDT
 vii) IRCON
 viii) UNESCO
 ix) EMU
 x) CRIS
 xi) COFMOW
 xii) CRPF
 xiii) WWW
 xiv) IT
 xv) SERSA
- 31.a) Describe various revised preventive maintenance schedules followed now for maintenance of Diesel Locomotive in maintenance Shed. What is the revised periodicity of POH of WDG3 Locomotive? How revised periodicity of locomotive maintenance schedule is helping for better utilization of Diesel Locomotive?
- b) What percentage of berthing capacity of a(100) Locomotive Diesel Shed should be adopted for calculating berthing capacity? Draw a layout diagram for homing 100 Locomotive and describe various facilities required for the following:
 i) Pit lines
 ii) M&P
 iii) Work benches
 iv) Man power as per bench mark
32. a) What is load factor of a Diesel hauled train? What different methods are adopted for load factor calculation? What is the permissible load factor for a diesel hauled train? If the load factor exceeds the prescribed limit, what effect it would have on performance of a Diesel Locomotive?
 b) What is explosive and non-explosive power ground? What steps for repair/maintenance should be followed for WDG3 locomotive to prevent such power ground cases?
 c) Describe the various maintenance attention given to the Traction motor of WDG3 Locomotive during M24 schedule.
33. a) What is the difference between a petrol engine and diesel engine? Explain with sketch the working principle of a 4-stroke diesel cycle engine and draw the pressure volume (P-V) diagram of a 4-stroke Diesel cycle.

- b) Describe the various maintenance and testing done to the governor of WDG3 locomotive during M24 & M48 schedules.
34. a) What is 10 hour duty rules for running staff under HOER? What are goods and coaching crew review? Why it is conducted and what are the periods prescribed for such review?
 b) What is 3 coach SPART as based at Divisional HQ of ECoR? For what purposes 3 coach SPART are used? What are the various equipments/facilities provided in 3 coach SPART for attending disasters in case of a coaching train accident? How it helps in complying Golden Hours Rule concept?
35. Write short notes on any five
- i) Load Box Test
 - ii) System improvement action plan for improving reliability of diesel locomotive
 - iii) Standing gear
 - iv) Flasher light
 - v) Lubricating Oil Testing by spectro-meter
 - vi) Speed Recorder
 - vii) Torque wrench
 - viii) Air brake of WDG3 locomotive
36. a) What is running room? Who are supposed to use the facilities of a running room? Describe various improvements as suggested by Running Room improvement committee for improving the condition of running rooms.
 b) What is crew lobby/crew booking point? What checks are conducted before the running staff (Loco Pilot & Asstt. Loco Pilot) are allowed for running duty? What registers are maintained at crew booking point and what are their uses?
37. Give full form of the followings
- | | | |
|------------|----------------|-----------|
| i) UNESCO | ii) UNDP | iii) BSNL |
| iv) MIS | v) CNC Machine | vi) HRD |
| vii) CD | viii) RCF | ix) RAM |
| x) HOER | xi) ODC | xii) HDD |
| xiii) IRFC | xiv) RITES | xv) SRSF |
38. Write short notes on any three
- a) Spread sheet'
 - b) How to send and receive E-mail
 - c) Service Tax
 - d) Engineering Service Exam
 - e) Role of United Nations
 - f) Constitution of India
39. a) What for bar charts and pie charts are used. Explain with examples.
 b) Calculate volume of a cone with diameter of base as 1 meter and height of 2 meters.
40. What is Section 3(3) of the Rajbhasa Adhiniyam? What are mandatory and non-mandatory provisions in the adhiniyam?
41. Write short notes on any four
- | | |
|-------------------|------------------------|
| i) Case hardening | ii) Phosphating |
| iii) Shot peening | iv) Magnaflux testing |
| v) Zyglo testing | vi) Worn wheel profile |
| vii) Load factor | viii) Power Ground |
42. Write short notes on any two
- a) Supercharging of diesel engines
 - b) Otto cycle with diagram
 - c) DC motors
 - d) PERT
43. a) How horse power of diesel engines is calculated?
 b) For a single cylinder engine with 1000 lbs/sq. inch mean effective pressure, 8" piston stroke, 6" diameter of cylinder and running at a speed of 600 cycle/minute,

calculate the horse power.

44. Write short notes on any four
 - a) Yield strength
 - b) Stress relieving
 - c) Oil quenching
 - d) Iron Carbon diagram
 - e) Hoop stress
 - f) Naturally aspirated vrs supercharged diesel engine
45. Give the layout of diesel shed to maintain 100 locos. Indicate the facilities required and staff required as per yardstick.
46. Write short notes on any four of the following
 - a) Quality Assurance and how is it achieved?
 - b) Surface Finish, how is it measured? Its importance in fatigue life.
 - c) MIG/TIG welding
 - d) Corrosion, what causes it and its effects on maintenance practices.
 - e) Importance of lubrication.
47. Write short notes on any four
 - a) Lathe machines
 - b) Milling machines
 - c) Cutting fluids
 - d) at treatment of steel
 - e) Hardness of materials and how is it checked
 - f) Types of roller bearing failures
 - g) Preventive maintenance of M&P
48. Make layout of a ROH depot for BOXN for 250 wagons/month. Indicate the facilities and staff required.
49. Write short notes on any four
 - i) Leadership qualities
 - ii) Role of Personnel Officer in divisions/workshop
 - iii) Industrial Dispute Act
 - iv) JCM
 - v) Role of Audit
 - vi) Staff Benefit Fund
 - vii) Duties of principle Employer
 - viii) Factories Act
50.
 - a) Explain in detail the procedure to be adopted for imposition of a Major penalty.
 - b) How are workers classified in different categories under HOER? Explain in detail.
51. Write short notes on any five
 - a) Audit Special Letter
 - b) Draft Paragraph
 - c) Cannons of Financial property
 - d) Schedule of Powers
 - e) August Review
 - f) Demand for Grants
 - g) Accounts Stock Verification Sheets
 - h) Objectionable Expenditure
52. How is control over expenditure exercised on the Indian Railways? What are the different stages of budget formulations? Give time schedule for each stage.
53. Write notes on any five
 - i) Maintenance of DVs
 - ii) High tensile CBC Coupler
 - iii) Riding index of passenger coach
 - iv) USFD for wagon axles
 - v) Auto switching ON, Flasher Light

- vi) Stalling of Trains
 - vii) Electronic Governor
 - viii) Explosive Power Groun
54. You are called upon to attend a serious passenger train accident in which a number of coaches have got derailed/capsized. There seems to be some causalities as well. You are the first officer to reach the sight of accident. Please detail out in chronological order the actions that will be taken by you on reaching the site of accident.
55. Explain the working of air brakes on a passenger coach with schematic sketches describing the functions of each component.
56. What are the causes for train parting and how would you remedy them?
57. Describe with neat sketch the functioning of a slack adjuster for BOXN Wagon and the critical dimensions that are to be ensure for its proper functioning.
58. Describe the features of closed circuit rakes for freight trains. What are the advantages and disadvantages? How is the correctness of brake power certificate checked?
59. Describe the procedure for overhauling of roller bearing and axle box of ICF coaches and precautions taken for assembly.
60. How are crew requirements worked out? Illustrate with examples.
61. What are the causes of drivers passing signal at danger? What remedies do you suggest?
62. Name the important areas that have to be attended to in order to minimize lube oil consumption on WDM2 Locomotives.
63. How will you attend to the following on lines.
- i) Radiator Fan not working
 - ii) Engine shutting down automatically without any indication
 - iii) Engine shutting down with Hot Engine Alarm
 - iv) Continuous Wheel Slip on all notches
 - v) Fuel Oil pressure not building up
 - vi) Engine overspeeding and shutting down without any indication
 - vii) Vacuum not being created
 - viii) MR Pressure not building up
 - ix) Independent brake not releasing
 - x) Excessive first notch current and locomotive giving jerk
64. What is T034 HF statement? List some important statistics that are derived from this statement and their effect on the performance of Railways.
65. What are the components required to be replaced 100% during POH of WDM2 locomotives? Name the components which are replaced on condition basis.
66. How are the causes of diesel loco failures classified? What is meant by 'Statistical Failure'? How will you bring down failures on account of Bad Workmanship in Shed?
67. Describe the procedure for testing air brake system of a full rake, a single coach and individual assembly.
68. Write notes on any four
- i) Mandatory Training Courses for Running Staff
 - ii) Engine Links and Crew Links
 - iii) Calculating Running staff requirement
 - iv) Principles of Crew Booking
 - v) Testing of springs in shops
 - vi) Testing of paints
 - vii) Treatments for inhibiting corrosion
 - viii) Types of electrical insulation
 - ix) Dye penetrant test
 - x) Workshop Manufacturing Suspense