

## Northeast Frontier Railway

Office of the  
General Manager (P)  
Maligaon, Guwahati-11

No. E/254/10/Pt.XVI(O)

Dated: 18.02.2022

To

PCE, PCME, PCEE, PCPO, PCMD, PCOM, PCCM, PCSTE, PCMM, PCSC, SDGM cum CVO),  
DRMs, ADRMs, DRM(P)s, Sr.DEN/Cord-KIR, APDJ, RNY, LMG & TSK;  
DGM & Secy. to GM, Secy. to GM/CON, GM(Law)/MLG, Sr.EDPM/MLG, CPRO/MLG,  
Dy.CE/Br. Line/MLG; Dy.CPO/Con/MLG, Dy.CAO/Cash & Pay/MLG, MD/CH/MLG,  
Sr.DSTE/MLG, Efficiency Officer/MLG, Sr. Law Officer/MLG, Law Officer/CON/MLG,  
VO/Personnel/MLG, All cadre SPOs/APOs/HQ/MLG, CWM/NBQS & DBWS, SPO/DBWS &  
APO/NBQS, All CMS/ACMS-KIR, APDJ, RNY, LMG & TSK, Sr.DEN/C/MLG,  
Addl. Registrar/RCT/GHY; PSTC/NBQ, Dy.CMM/NJP, Dy.CMM/PNO,  
Dy.CME/D/NGC, SGUJ & MLDT, Principal/ZRTI/APDJ, WM/EWS/BNGN,  
CPD/RE/NJP, CPO/CORE/Prayagraj.

Sub.:- Selection for the post of Asstt. Personnel Officer (Group 'B')  
against 30% LDCE quota vacancy.

It has been decided with the approval of Competent Authority to hold a selection for  
forming a panel of **01(UR)** for the post of Asstt. Personal Officer (Group-'B') against 30%  
LDCE.

### **Condition of eligibility:-**

**1.** In terms of Para (ii) of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019  
(RBE No.216/2019) for Group-'B' selections (30% LDCE quota), Group 'C' employees  
working in Level 6 and above in Pay Matrix with 5 years of non-fortuitous service in Level 6  
and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-  
revised grade pay) will be eligible. The cut-off date of eligibility is on **29.07.2020** i.e. from  
the period of assessment of vacancy for the next two and half years from 29.07.2020 to  
28.01.2023.

### **2. Staff of various department who are eligible to apply:-**

The selection is open to volunteers from the following categories of permanent Group 'C'  
staff who fulfill the below mentioned conditions of eligibility :-

- (i) Group 'C' Ministerial staff of the Personnel Department;
- (ii) Group 'C' Ministerial staff of Stores and Transportation (Traffic and  
Commercial) Department, Statistical and Compilation Branch, Chief Law  
Assistants, Stenographers of all Departments (excluding Accounts  
Department) who have an avenue for promotion to Group 'B' in their own  
Department but on the basis of option being given to them, have elected  
to be considered for promotion to the post of Assistant Personnel Officer;  
and
- (iii) Group 'C' Ministerial Staff working in cadre post in any other Department  
of the Indian Railways excluding Hindi Organisation and Accounts  
Department but including Cash and Pay and Time office who have no  
avenue of promotion to Group 'B' in their own Department.

### 3. Scheme of Examination

#### (i) Pre-qualifying Examination :

There shall be a Pre-qualifying single paper examination of 100 marks which shall have 100% Objective type Multiple Choice Questions only. The distribution of marks will be as under – **Ref:** Rly. Bd's letter No. E(GP)2018/2/31 dated 19.03.2019 (**RBE No. 53/2019**).

Subject (As per Syllabus)	Marks
Technical Subject	40 marks
General Knowledge including optional Questions on Official Language Policy	30 marks
Establishment and Financial Rules	30 marks

(ii) The time for Pre-qualifying examination will be 90 minutes. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer. Rest instructions are as per para 4 of Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019.

**The Pre-qualifying examination may be held on pen-paper or computer based mode, which will be intimated in due course.**

#### (iii) Qualifying Marks :

The candidates scoring 75% marks and above in the Pre-qualifying Examination shall be eligible for appearing in the main examination and for this, number of candidates should be restricted to 5 times the number of respective vacancies in order of merit.

#### (iv) Main examination :

The pre-qualifying examination will be followed by one descriptive type paper on professional subject comprising of 100 marks and the qualifying marks in the written examination will be 60% and above.

#### (v) Relaxation in marks for reserved category candidates :

Since the notification is for 1(one) UR post, there will be no relaxation in marks for reserved category candidates in the Pre-qualifying examination as well as in the main examination.

(vi) The selection will be based on candidates' performance both in Written Examination, viva-voce test and record of service. Only those candidates who qualify in the Written Examination and thereafter in Medical examination in the prescribed Non-technical (**Non-safety**) category, will be eligible for the viva-voce test provided they are declared physically fit to hold the Group-'B' post. Before commencement of the viva-voce test, Medical Examination from the respective Railway Medical authority of the candidate concerned should be done, which is mandatory.

4. It may be noted that the question paper will be bi-lingual, i.e., English & Hindi. In case any ambiguity, English version will prevail.

5. **The controlling officers should notify this widely amongst the staff under their control** and forward their application format (enclosed as **ANNEXURE-'A'**) duly signed and verified and send the same to the undersigned, so as to reach this office on or before **11.03.2022**, without fail. The cut-off date of receiving the applications from the staff by the controlling officers is **07.03.2022**.

6. The filled up applications should be scrutinized properly with the service records to avoid any factual errors and future complications. The caste certificate (SC/ST) should also be verified carefully. The applications should also be signed by the controlling officer with official seal and should have the counter signature of the concerned cadre controlling Personnel branch officer or officer who deal with P. case & service records.

7. The syllabus prescribed by the Railway Board for written examination for promotion to Group-'B' posts of APO in Personnel Department which was published by Railway Board vide letter No. E(GP)2013/2/24 dated 02.12.2014 (RBE No. 133/2014) constitute topics on Paper-I & Paper-II. In terms of RBE No. 53/2019, the topics on professional subjects of Paper-I and Paper-II have been amalgamated and the topics picked up by the Competent Authority for pre-qualifying and main examination are enclosed as **Annexure-'B'** for wide circulation amongst the staff concerned.

8. The willing staff who are eligible for the above selection should be advised to keep themselves in readiness to appear in the written examination at short notice. However, a formal letter will be issued from this office, after finalizing the list of eligible/willing staff.

9. As per rule, no supplementary examination is permissible in LDCE for the absentees under any circumstances. The Controlling Officers/Sr.DPO/DPO/SPO/APO of concerned Unit/Division should ensure that the APARs of the candidates for the last five years, completed in all respects are kept ready with them and they should send the same to Dy.CPO(Gaz.)/HQ/MLG, when called for.

[Candidates may visit the website [www.nfr.indianrailways.gov.in](http://www.nfr.indianrailways.gov.in) for downloading the application form]

DA:-(i) Proforma of application (**Annexure-'A'**).  
(ii) Syllabus (**Annexure-'B'**).

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**AMISH GOGOI**  
Asstt. Personnel Officer (GAZ)  
for General manager(P)

Copy to :-

- (i) PS-I to PCPO - for kind information of PCPO.
- (ii) General Secy./NFREU, NFRMU, SC/ST & OBC Association.

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**AMISH GOGOI**  
for General manager(P)

**ANNEXURE-'A'**

**PROFORMA OF APPLICATION TO BE FILLED-UP BY THE STAFF FOR THE POST OF APO (GROUP 'B') AGAINST 30% LDCE QUOTA VACANCY.**

Paste recent  
Passport size  
Photo

- 1. Name in full (in Block letter) :-
- 2. Designation :-
- 3. Working under :-
- 4. Educational qualification :-
- 5. Date of Birth :-
- 6. Date of appointment :-
- 7. P.F.No./New Pension A/C.No. :-

8. Whether the candidate belongs to SC/ST community :- \_\_\_\_\_  
YES/NO. If YES whether SC/ST (attach Caste Certificate duly attested by the Gazetted officer)

9. Present Pay/Grade Pay as per following format :-

Date of regular promotion		Total service in Level-6 as on 29/07/2020		
Level-6 i.e. in [GP of Rs.4200-] of (6 <sup>th</sup> CPC)	Level-7 i.e. in [GP of Rs.4600-] of (6 <sup>th</sup> CPC)	Year	Month	Days
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Contact no. .... 11. E.mail id:.....

**DECLARATION BY THE CANDIDATE :-**

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief and I further undertake that in the event of any entry above is incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

DATE : \_\_\_\_\_ SIGNATURE OF THE CANDIDATE

**Forwarding of application(filled-in) furnished by the candidate by his/her Controlling officer:-**

The proforma of Bio-data filled-in by the candidate, Shri/Smt. \_\_\_\_\_, designation \_\_\_\_\_, received within the target date is hereby forwarded to his/her respective Cadre(Personnel Branch) officer for verification with the service records available in his/her office and for onward transmission to the General Manager(P)/Maligaon.

Date : \_\_\_\_\_ Signature of the Controlling Officer  
(with Official Seal & Date)

**Certificate to be furnished by the Cadre controlling (Personnel Branch) officer:-**

It is certified that the service particulars furnished by Shri/Smt. \_\_\_\_\_, Designation \_\_\_\_\_, through the above proforma (Bio-data), have been verified with his service records and found correct and it has now been forwarded to GM(P)/MLG for further necessary action.

Signature of the Cadre Controlling (Personnel Branch) Officer  
(with Official Seal & Date)

SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR  
PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT.

**A) FOR PRE-QUALIFYING EXAMINATION :-**

Distribution of marks will be as under-	
Technical subject.	: 40 marks
General knowledge including optional questions on Official Language policy.	: 30 marks
Establishment & Financial Rules	: 30marks

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.
2. Manpower Planning & Recruitment.
  - i) Recruitment at various levels and methods of recruitment.
  - ii) Functioning of Railway Recruitment Boards.
  - iii) Recruitment at Zonal Railways including recruitment of artisan staff. Concept of Lead period, normal attrition while placing indent.
  - iv) Railway Recruitment Cell (RRC) – role and functions.
  - v) Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARGESS).
  - vi) Recruitment to various Group 'A' Railway Services.
  - vii) Concept of Deputation, Foreign Service etc. and it's impact on Pension, Foreign Service Contribution.
3. Training and Development.

Training and Development of Railway Employees.

  - i. Training of Group 'C' employees.
  - ii. Functioning of Zonal Training Schools and other training institutions.
  - iii. Training of Gazetted Officers in Railways as well as non-Railways institutions.
  - iv. Various Railway Training Institutes like NAIR, IREEN etc.
4. Pay and Allowances.
  - a. Preparation of Pay Bill, Computerization of Pay Bill, AFRES, PRIME, I-Pass concept etc.
  - b. Pay in the Government i.e. Pay Bands, Grade Pay etc.
  - c. Fundamental Rule (FR) & Fixation, Instances of Pay Protection etc.
  - d. Various Allowances admissible to the Railway employees including allowances to the running staff.
5. Seniority and Promotion.
  - a. Provision of reservation for Schedule Cast and Scheduled Tribe employees. Maintenance of various reservation rosters.
  - b. NBR, sealed cover procedure etc.
6. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.
7. Pass Rules
8. Retirement Benefits.
  - a) Pension adalats, timely settlement and redressal of grievances related to settlement.
  - b) Retirement benefits under Provident Fund & Pension Rules and Schemes of Financial Settlement.

9. Leave rules and joining time.
10. Reimbursement of tuition fees and legal expenses.
11. Medical assistance to Railway employees and retired Railway employees. RELHS & its membership.
12. Right to Information Act, 2005.
13. Industrial Relations, Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations,
14. Engagement of Advocates and payment of fees to them and their related issues.
15. Engagement of Casual Labour and substitutes, policy and procedure thereof.
16. Grievance Redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op Societies, medical assistance, Worker's Education Scheme, Societies and educational assistance.
17. General knowledge
18. Official Language policy
19. Financial Rules

**AMISH  
GOGO!**

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## **B) MAIN EXAMINATION (DESCRIPTIVE TYPE)**

### **Professional Subjects:-**

#### 1. Manpower Planning & Recruitment.

(a) Manpower planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc. Zero based calculation of requirement/creation.

#### (b) Recruitment.

- i) Appointment of land losers, compassionate ground appointments, sports quota appointments, cultural quota and Scouts & Guide quota appointments etc.
- ii) Direct Recruitment quota as well as quota for recruitment for intermediate grades.
- iii) Reservation in Recruitment, horizontal and vertical reservation, reservation rosters etc.
- iv) Apprentices Act, 1961 and its Implementation.
- v) Absorption of medically de-categorized staff in alternative posts.

#### 2. Training and Development.

- a) Basic concept of training and human resource development.
- b) Future developments in Railways, the changing roles of Railway personnel and the need for on the job training, multi-skilling etc.

#### 3. Pay and Allowances.

Principles of pay fixation in case of appointment and promotion. Pay fixation in case of functional and non-functional promotions etc.

#### 4. Seniority and Promotion.

- a) Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
- b) Relaxation available to SC/ST candidates for promotion in safety and non-safety category posts and procedure for de-reservation of posts.
- c) Performance appraisal- APAR, procedure, maintaining of records, communication of adverse comments etc. Impact of Vigilance investigation during and after selection.

#### 5. Organization and Role of Personnel Department, its functions and objectives, Schedule of Powers in Establishment matters, Maintenance of records- service registers, Personal Files and preparation of claims of Pay Bill etc. Computerization of records and personnel management functions (Human Resource Management System) benefits, challenges and Implementation. Computerization of official record and its retrieval.

#### 6. Disciplinary & Appeal Rules (1964), Railway Services Conduct Rules (1966) & Schedule of Disciplinary Powers and Various judgments of Supreme Court on D&AR (1968).

#### 7. Retirement Benefits:

- a) Pension Rules (new and old), Provident Fund Rules, Leave encashment rules, Gratuity Rules etc.
- b) Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical resignation etc.)
- c) Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits.

8. Industrial Disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour Courts.
9. Labour Legislations viz, Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act etc.
10. Contact Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013.
11. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP.
12. Hours of Employment Regulations, conducting of job analysis, payment of overtime etc.

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**AMISH**  
**GOGOI**

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