

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

To

PCE, PCME, PCEE, PCPO, PCMD, PCOM, PCCM, PCSTE, PCMM, PCSC, SDGM -cum- CVO, DRMs, ADRMs, CWM/NBQS & DBWS, MD/CH/MLG, DGM & Secy. to GM, Secy. to GM/CON; All CMS/ACMS-KIR, NJP, APDJ, RNY, LMG & TSK, Sr.DEN/Cord-KIR, APDJ, RNY, LMG & TSK, DRM(P)s/KIR, APDJ, RNY, LMG & TSK, GM(Law)/MLG, Sr.EDPM/MLG, CPRO/MLG, Dy.CE/Br. Line/MLG, Dy.CPO/Con/MLG, Dy.CAO/Cash & Pay/MLG, Dy.COM/Goods/MLG, Sr.DME/IC/KIR, Sr.DSTE/MLG, Sr.DEN/C/MLG, Efficiency Officer/MLG, Law Officer/MLG, Law Officer/CON/MLG, VO/Personnel/MLG, DOM/IC/KIR, All cadre SPOs/APOs/HQ/MLG, SPO/DBWS & APO/NBQS, 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, DPO/GHY, ADEN/I/NJP.

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

Ref: (1) This office notification of even number dated 18.02.2022.  
(2) Railway Board's letter No. E(GP)2022/2/4 dated 28.06.2022.  
(3) This office letter No. E/254/10/1/Pt.III (O) dated 30.06.2022.

A notification dated 18.02.2022 was issued for forming a panel of **01(UR)** for the post of Asstt. Personnel Officer (Group 'B') against 30% LDCE. Against this notification, 38 candidates were found eligible and their names are placed at **Annexure – 'A'**.

Railway Board vide letter No. E(GP)2022/2/4 dated 28.06.2022 has decided to introduce **Centralized Computer Based Objective Type Examination (CBT)** for conducting 70% Selections and 30% LDCEs in all Department having Organised Services. Railway Board has further decided that LDCEs of current vacancy cycle will be conducted through Centralised CBT in all Organised departments.

The mode of selection has been changed from two stage selections to single stage CBT and the syllabus for APO (30%) LDCE has been revised as per **Annexure – 'C'**. Those who have applied for APO (30%) LDCE and are found eligible as per **Annexure - 'A' may kindly note the same.** Since the mode of selection has been changed, an opportunity is given to the other willing candidates, if any; to apply for the above post as per the terms and conditions of previous notification dated 18.02.2022 which is reproduced below:-

**[The candidates who had earlier applied and have been found eligible as per ANNEXURE – 'A' need not apply again]**

1. **Condition of eligibility:-**

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.

The modalities of the LDCE 30% are detailed as under: -

3. **Scheme of Examination** [Authority: Railway Board's letter No. E(GP)2022/2/4 dated 28.06.2022]

- (i) LDCE will be one stage only and will comprise of only 1 Paper with the following set up:
- (a) Single paper of 150 marks comprising 100% Objective type Multiple Choice Questions with following distribution of marks:-

(i)	Technical (Professional) subject	80 marks
(ii)	General Knowledge including optional Questions of 15 marks on Official Language Policy & Rules	40 marks
(iii)	Establishment & Financial Rules	30 marks

- (b) **Qualifying Marks** : **90**
- (c) **Duration** : **3 Hours**

- (ii) Question Paper will have 175 questions out of which 150 questions are to be attempted.
- (iii) 1 mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3<sup>rd</sup> of Marks allotted for each question will be deducted for every wrong answer.

(iv) Optional Questions on Official Language Policy and Official Language Rules in the LDCEs shall be included in terms of provision contained in Para 204.3 of IREM Vol.I.

(v) Examination for 30% LDCEs will be held on a single day only. On the same day exam for the post of APO will be held in the second shift so that candidates who have appeared in exam for AMM/ACM/AOM in the first shift and also want to appear for APO can do so in second shift. Similarly, exam for AME and AEE will also be held in different shifts with a gap of 3 hours between both the shifts.

(vi) CBT for 30% LDCEs for a particular department for Zones/PUs will be held **on the same day** across Indian Railways. Thereafter **no request** for a supplementary exam shall be entertained in any condition.

(vii) The tentative schedule for finalising various stages in LDCE of current vacancy cycle through CBT is given as under: -

- a) Cut-off date for submission of options - 31<sup>st</sup> July.
- b) Examination - mid September
- c) Finalisation of the panel (medical & viva including assessment of APAR) - mid October

#### 4. **Syllabus**

The syllabus prescribed by the Railway Board for written examination for promotion to APO(Gr.'B') selection against 30% LDCE quota vacancy as per Board's letter No. E(GP)2013/2/24 dated 02.12.2014 (**RBE No.133/2014**) enclosed as **Annexure-'C'**. The CBT will be held in single stage and there will be a common paper comprising of topics of both the Paper-I & II of the above mentioned syllabus.

5. 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.

6. **The controlling officers should notify this widely amongst the staff under their control** and forward their application format (enclosed as **ANNEXURE-'B'**) duly signed and verified and send the same to the undersigned, so as to reach this office **on or before 03.08.2022**, without fail. **The cut-off date of receiving the applications from the staff by the controlling officers is 31.07.2022.**

7. 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.

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

- DA:-(i) List of Willing/Eligible candidates (**Annexure-'A'**).  
(ii) Application Form (**Annexure-'B'**)  
(iii) Syllabus (**Annexure-'C'**).

AMISH  
GOGOI  
Asstt. Personnel Officer (Gaz)  
for General Manager(P)

Digitally signed by AMISH GOGOI  
DN: cn=IN, o=NORTH EAST FRONTIER  
RAILWAY, ou=PERSONNEL  
DEPARTMENT, postalCode=781011,  
st=Assam,  
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ou=Railway Personnel, ouNumber=89bda80e3e385cb11d  
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Date: 2022.07.16 15:32:01 +05'30'

Copy to :-

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

AMISH  
GOGOI  
for General Manager (P)

Digitally signed by AMISH GOGOI  
DN: cn=IN, o=NORTH EAST FRONTIER  
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Date: 2022.07.17 09:35 +05'30'

List of applicants for Pre-qualifying selection of APO(Gr.'B' – 30% LDCE  
[Ref: This office Notification No. E/254/10/Pt.XVI(O) dated 18.02.2022]

S/No.	Name (S/Shri)	Designation	Working under
		<b>DRM/KIR</b>	
1	Lallu Paswan (SC)	Ch.OS	Sr.DME/IC/KIR
2	Bhairav Bhringraj (ST)	Ch.OS	Sr.DME/IC/KIR
3	Sushil Kumar Ray	OS	Sr.DME/IC/KIR
4	Anil Kumar	OS	Sr.DME/IC/KIR
5	Bijay Kumar Sahu	Chief Typist	Sr.DME/IC/KIR
6	Rewati Nandan Sharma	S&WI	Sr.DPO/KIR
7	Nirajan Kumar	CLA	Sr.DPO/KIR
8	Sarbendu Halder	CLA	Sr.DPO/KIR
9	Sanjay Kumar	Canteen Manager	Sr.DPO/KIR
10	Ashutosh Kumar	OS	Sr.DEN/Co./KIR
11	Sanjay Kumar Singh	Steno-I	Sr.DEN/Co./KIR
12	Deepak Kr. Chakraborty	OS	Sr.DEN/Co./KIR
13	Md. Naseem Siddique	OS/Engg./NJP	ADEN/II/NJP
14	Shubhendu Halder	Supdt. Typist	DOM/IC/KIR
15	Pawan Kumari (SC)	OS	DOM/IC/KIR
16	Sanjay Kr. Khalkho (ST)	OS	DOM/IC/KIR
17	Anil Kumar Jha	OS	Sr.DPO/KIR
18	Smt. Swati Roy	Ch.OS/NJP	CMS/NJP
		<b>DRM/RNY</b>	
19	Bitul Borah	CS & WI/RNY	Sr.DPO/RNY
		<b>APO/NBQS</b>	
20	Karna Baishya	OS/E/NBQS	APO/WS/NBQS
21	Prosun Aich	OS/E/NBQS	APO/WS/NBQS
22	Tapas Das (SC)	OS/E/NBQS	APO/WS/NBQS
		<b>DRM/MLG</b>	
23	Shibu Paul	CS & WI	DPO/GHY
		<b>MLG/HQ</b>	
24	Bikash Kumar Baruah	CS&WI	GM(P)/MLG
25	Hitendra Kr. Pathak (SC)	CS & WI	APO/Welfare
26	Sourabh Kr. Bhagat (SC)	Ch.OS	SPO/Rectt./MLG
27	Chandra Sekhar Das	Ch.OS	APO/Bill/MLG
28	Jontima Das (SC)	Ch.OS	APO/Engg./MLG
29	Kamal Kumar Rajak (SC)	OS	APO/GAZ/MLG
30	Rajib Dutta	Ch.OS	GM(P)/MLG
31	Murari Jha	CS & WI	APO/MPP & IT
32	Atulananda Sabat	CLA	Law Officer/MLG
33	Madan Mondal (SC)	Steno/Gr.I	Dy.COM/Goods/MLG
34	Ramsurat Routh (SC)	OS(G)/MW/NJP	Sr.DSTE/MLG
		<b>GM(CON)/MLG</b>	
35	Shusanta Ganguly	CLA	Law Officer/CONMLG
36	Md. Warish Ali	CLA	Law Officer/CONMLG
37	Prasanta Das	S&WI/CON/MLG	Dy.CPO/CON/MLG
38	Shantu Das (SC)	CS&WI/CON/MLG	Dy.CPO/CON/MLG

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

[Against the notification No. E/254/10/Pt.XVI(O) dated 18.02.2022 & 07.07.2022]

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

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.



# Annexure -C

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

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RBE No.: 133 /2014

No. E(GP)2013/2/24

New Delhi, dt: 09.12.2014

The General Managers,  
All Indian Railways and Production Units.

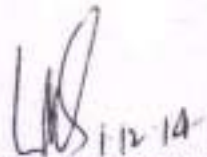
**Sub: Syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' posts of APO in Personnel Department of Railways/ Production Units.**

**Ref: Railway Board's letter No. E(GP)2013/2/24 dated 21.05.2014 (RBE No.52/2014).**

In supercession of this office letter of even number dated 21/05/2014, the revised syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' post of APO in the Personnel Department is enclosed for guidance.

2. The revised syllabi will be effective from the date of issue of this letter. However, Selections/LDCEs for which written examinations have already been held or are at an advanced stage need not be disturbed.

3. Please acknowledge receipt.

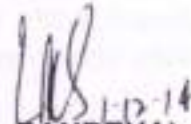
  
(LILY PANDEYA)  
DIRECTOR, ESTT.(GC)  
RAILWAY BOARD

No.E(GP) 2013/2/24

New Delhi, dt:02.12.2014

Copy for information and necessary action to

- (1) The Director General & ex-officio General Manager, R.D.S.O., Lucknow.
- (2) The CAO, DMW, Patiala
- (3) The CAO, MTP (Rlys.), Mumbai and Chennai
- (4) The Chairman, Railway Recruitment Board:  
Allahabad/Ahmedabad/Ajmer/Bangalore/Bhopal/Bhubaneshwar/Kolkata/  
Chandigarh/Chennai/Gorakhpur/Guwahati/Jammu&Srinagar/Malda/  
Mumbai/Muzaffarpur/Patna/Ranchi/Secunderabad/Trivendrum.
- (5) The Director, NAIR, Vadodara.
- (6) The Director, IRISSET/Secunderabad, IRIMEE/Jamalpur, IRIEE/Nasik, IRICEN  
/Pune, IRCAMTECH/Gawalior.
- (7) The Railway Liaison Officer, Jeevan Tara Building, Parliament Street, NewDelhi.
- (8) The General Secretary, IRCA, New Delhi.
- (9) The C.A.O, COFMOW, Rly. Offices Complex, Tilak Bridge, New Delhi-  
110002.
- (10) The Secretary, Railway Rates Tribunal (Chennai), 50 MC.Nichola Road,  
Chetput, Chennai.
- (11) The Exec. Director, CRIS, Safdarjung Rly.Stn.Building, Chanakyapuri, New  
Delhi.
- (12) The Director (Movement), Railways 17 N.S.Road, Calcutta.
- (13) The Joint Director (Iron & Steel) 3 Koilaghat Street, Calcutta.

  
(LILY PANDEYA)  
DIRECTOR, ESTT.(GC)  
RAILWAY BOARD




No.E(GP) 2013/2/24

New Delhi, dt:02.12.2014

Copy forwarded to:

1. The General Secretary, All Indian Railwaymen Federation, Room No. 253, Rail Bhavan, New Delhi (35 copies)
2. The General Secretary, National, Federation of Indian Railwaymen, Room No. 256-E, Rail Bhavan, New Delhi (35 copies)
3. All Members, Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (90 spares)
4. The Secretary General, Federation of Railway Officers Association, Room No. 256-A, Rail Bhavan, New Delhi (5 spares)
5. The Secretary General, Indian Railway Promotee Officers Association, Room No. 268, Rail Bhavan, New Delhi (35 spares)
6. The General Secretary, All India RPF Association, Room No. 549, Rail Bhavan, New Delhi-110001.
7. Railway Board Secretariat Staff Association.

  
For Secretary/Railway Board

Copy to:

PSs to MR, MOS(R)

Sr.PPSs to CRB, FC, MS, MM, MT, ML, ME

PPSs to Secretary, DG/RHS, DG/RPF

PPSs to all Addl. Members.

Dy. C&AG(Railways), Room No. 222, Rail Bhawan.

PSs to Adviser(Staff), Adv.(Vig.), , EDE, EDA, EDE(N), EDE(Res), JS, JS(E), JS(G), ED(E&R), EDE(GC), EDV(E), ED(Signal), EDV(S), EDF(E), ED(T&MPP), EDE(RRB), EDPC-I, DV(P), DE(L), DE(Res), DE(G), D(IH), JD(MPP), JDE(R)I&II, JDE(Rep)I&II, JDE(D&A), JDE(P&A), DPCI&II, JDE(L), JDE(N), JDE(N)II, JDE(N)III, DDF(E)I, DDF(E)VI, DDV(A&P), E(NG)I, E(O)III, DDRS(G), DDE(LR)I, Sec(E), PC-III, IV & V, E&R, E(Trg.), E(MPP), V(SS), E(SCT)I&II.

भारत सरकार  
रेल मंत्रालय  
(रेलवे बोर्ड)  
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आरबीई सं.: 133 /2014

सं. ई(जीपी)2013/2/24

नई दिल्ली, दिनांक: 02.12.2014

महाप्रबंधक,

सभी भारतीय रेलें और उत्पादन इकाइयां।

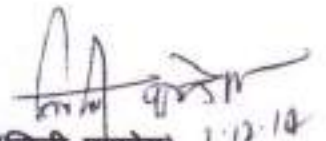
विषय: रेलों/उत्पादन इकाइयों के कार्मिक विभाग में एपीओ के ग्रुप 'बी' पदों पर 70% चयन से तथा 30% सीमित विभागीय प्रतिस्पर्धात्मक परीक्षा से पदोन्नति हेतु व्यावसायिक पेपरों के लिए पाठ्यक्रम।

संदर्भ: रेलवे बोर्ड का दिनांक 21.05.2014 का पत्र सं. ई(जीपी)2013/2/24 (आरबीई सं. 52/2014)

इस कार्यालय के दिनांक 21/05/2014 के समसंख्यक पत्र का अधिक्रमण करते हुए कार्मिक विभाग में एपीओ के ग्रुप 'बी' पदों पर 70% चयन से तथा 30% सीमित विभागीय प्रतिस्पर्धात्मक परीक्षा से पदोन्नति हेतु व्यावसायिक पेपरों के लिए संशोधित पाठ्यक्रम मार्गदर्शन हेतु संलग्न है।

2. संशोधित पाठ्यक्रम इस पत्र के जारी होने की तारीख से प्रभावी होगा। बहरहाल, ऐसे चयन और सीमित विभागीय प्रतिस्पर्धात्मक परीक्षाएं, जिनके लिए पहले से ही लिखित परीक्षाएं हो चुकी हों अथवा जिनके संबंध में प्रक्रिया अंतिम चरण में हो, को रोकने की आवश्यकता नहीं है।

3. कृपया पावती दें।

  
(लिली पाण्डेय) 1.12.14

निदेशक, स्थापना (जीसी)  
रेलवे बोर्ड

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

**PAPER-1**

**Part I:**

**50 Marks**

Official Language &  
General Knowledge

**Part II:**

Professional Subject

**100 Marks**

**Professional Subject:**

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.

2. 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) Recruitment at various levels and methods of recruitment:

- Functioning of Railway Recruitment Boards.
- Recruitment at Zonal Railways including recruitment of artisan staff. Concept of Lead period, normal attrition while placing indent.
- Railway Recruitment Cell (RRC) - role and functions.
- Appointment of land losers, compassionate ground appointments, Sports quota appointments, Cultural quota and Scouts & Guide quota appointments etc.
- Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS).

(ii) Recruitment to various Group 'A' Railway Services.

(iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.

(iv) Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.

(c) Apprentices Act, 1961 and its Implementation.

- (d) Absorption of medically de-categorized staff in alternative posts.
- (e) Concept of Deputation, Foreign Service etc. and its impact on Pension, Foreign Service Contribution.

3. Training and Development:

- a. Basic concept of training and human resource development.
- b. 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.
- c. Future developments in Railways, the changing roles of Railway personnel and the need for on the job training, multi skilling 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. Principles of pay fixation in case of appointment and promotion. Pay fixation in case of functional and non functional promotions etc.
- d. Fundamental Rule (FR) & Fixation, Instances of pay protection etc.
- e. Various allowances admissible to the Railway employees including allowances to the running staff.

5. Seniority and Promotion:

- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
- b. Provision of reservation for Schedule Caste and Scheduled Tribe employees. Maintenance of various reservation rosters.
- c. Relaxations available to SC/ST candidates for promotion in safety and non-safety category posts and procedure for de-reservation of posts.
- d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc. Impact of Vigilance investigation during and after Selection.
- e. NBR, sealed cover procedure etc.

6. 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.

7. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.
8. Disciplinary & Appeal Rules (1968), Railway Services Conduct Rules (1966) & Schedule of Disciplinary Powers. Various judgements of Supreme Court on D&AR (1968) and Railway Services Conduct Rules (1966)
9. Pass Rules.
10. 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.
  - d. Pension adalats, timely settlement and redressal of grievances related to settlement.
  - e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.
11. Leave Rules and joining time.
12. Reimbursement of tuition fees and legal expenses.
13. Medical assistance to Railway employees and retired Railway employees. RELHS & its membership.
14. Right to Information Act, 2005.

**PAPER-II**

**Part I:**

**50 Marks**

Establishment Rules &  
Financial Rules

**Part II:**

**100 Marks**

Professional Subject

**Professional Subject:**

1. Industrial Relations, Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
2. 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.
3. Contract Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal), Act, 2013.
4. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
5. Engagement of casual labour and substitutes, policy and procedure thereof.
6. Grievance redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme, Societies and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.

**SYLLABUS FOR SELECTION TO THE GROUP 'B' POST OF APO AGAINST 70% SELECTION.**

**Establishment Rules &  
Financial Rules**

**50 Marks**

**Professional Subject:**

**100 Marks**

**Professional Subject:**

1. Personnel department on Indian Railways, Legal framework, industrial laws, industrial relations and grievance redressal system:
  - a. Organization and Role of Personnel Department, its functions and objectives, Schedule Of Powers in Establishment Matters
  - b. Service law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
  - c. 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.
  - d. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.
  - e. Engagement of casual labour and substitutes, policy and procedure thereof. Contact Labour (Regulation & Abolition) Act, 1972, The Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013).
  - f. Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.
  - g. Grievance Redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme Societies, educational assistance.
2. Manpower planning, methods of recruitment in Railways:
  - a. Manpower planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc.

b. Recruitment:

- (i) Recruitment at various levels and methods of recruitment:
  - Functioning of Railway Recruitment Boards.
  - Recruitment at Zonal Railways including recruitment of artisan staff, RRC, its roles and functions.
  - Appointment of land losers, compassionate ground appointments Sports quota appointments, Cultural quota and Scouts & Guide quota, appointments etc.
  - Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS)
- (ii) Various Gr. 'A' organized services and recruitment to organized Gr. 'A' Railway Services.
- (iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.
- (iv) Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.

c. Apprentice act and Implementation of Apprentices Act.

d. Absorption of medically de-categorized staff in alternative posts.

3. Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:

- a. Training of Group C employees.
- b. Functioning of Zonal Training Schools and other training institutions.
- c. Training of Gazetted Officers in Railways as well as non-Railways institutions.
- d. Various Railway Training Institutes like NAIR, IREEN, IRITM, IRISSET etc.
- e. Future developments in Railways, the changing roles of Railway personnel and the need for on the job retaining, multi skilling etc.

4. Pay and Allowances: Preparation of Pay bills, Pay and allowances in the Railways i.e. Pay bands, Grade pay etc. Principles of pay fixation in case of appointment and promotion (functional and non functional promotions etc). Instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB, etc.

5. Seniority and promotion:

- a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.



- b. Provision of reservation for schedule Caste and Scheduled Tribe employees. Maintaining of reservation rosters.
  - c. Other relaxations available to SC/ST candidates in safety and non-safety category posts and procedure for de-reservation of posts.
  - d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc.
  - e. NBR, sealed cover procedure etc.
6. Retirement benefits:
- a. Pension rules (new and old) , provident fund rules, leave encashment rules, Gratuity rules,
  - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical absorption etc),
  - c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits,
  - d. Pension adalats, timely settlement and Redressal of grievances related to settlement,
  - e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.
7. The Disciplinary & Appeal Rules, (1968), Railway Services Conduct Rules, (1966) & Schedule of Disciplinary Powers.
8. Pass Rules, Leave Rules and joining time. Medical assistance to Railway employees and retired Railway employees.
9. Computerization of records and personnel management functions (Human Resource Management System) - benefits, challenges and implementation.
10. Right to Information Act, 2005.
11. Official Language Policy and Official Language Rules.