

No. E/254/10/1/Pt.III(O)

To,

Pr.CE,PCME,PCEE,PCPO,PCMD, PCOM,PCCM,PCSTE, PCMM, CVO,PCSC,CCM/FM, CGE, CBE, CTE; DRMs/KIR, APDJ,RNY,LMG & TSK; ADRM/GHY; GM(Law)/MLG, DGM & Secy. to GM; Secy. to GM/CON/MLG; CPM/RE/NJP; CRSE, CMM(CON); Dy.CE/Br.Line/MLG; Dy.CPO/Con/MLG; CWM/NBQs, DBWS; Sr.DPO/DPO/ICs - KIR,APDJ,RNY,LMG & TSK; ADRMs/NJP,KIR,RNY, APDJ,LMG&TSK; Dy.CAO/Cash&Pay/MLG; CMS/APDJ & LMG; DBRT; Dy.CEE/NBQ; Sr.DEN/Co./KIR,APDJ,RNY, LMG & TSK; Addl. Registrar/RCT/GHY; PSTS/NBQ; Dy.CME/NBQ; EDPM/MLG; DGM/Rajbhasha/CON/MLG; CPRO/MLG; DGM(Rajbhasha)/MLG; Dy.CMM/NJP; Dy.CME/D/NGC; Sr.DSTE/MLG; Principal/ZRTI/APDJ; Efficiency Officer/MLG; Sr.Law Officer/MLG, Law Officer/CON/MLG, SPO/DBWS, APO/NBQS, VO/Personnel/MLG, APO/CON/MLG; ACM/GHY, DPO/GHY, DPO/NJP, Area Manager/BPB, Station Director/NJP & GHY; Dy.CMM/PNO, WM/EWS/BNGN, All cadre SPOs/APOs/MLG.

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

Ref :- Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019, 12.01.2021, 21.01.2021, 17.03.2021 and No. E(GP)2022/2/4 dated 28.06.2022, 07.07.2022, 08.08.2022, 06.09.2022, 04.10.2022, 07.10.2022, 18.10.2022, 26.10.2022, 07.11.2022, 11.11.2022, 28.11.2022, 07.02.2023 & No. E(GP)2022/2/20 dated 14.11.2022 and DG/NAIR's letter No. EG/NAIR/CBT/GBS dated 04.01.2023, 30.01.2023 & 07.2.2023.

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.

1.(i) In terms of Rly. Board's letter no. E(GP)2019/2/25 dated 27.12.2019 (**RBE No.216/2019**) for Group 'B' selections (70% quota), Group 'C' employees working in Level 6 and above in Pay Matrix with 05 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.

(ii) The cut off date of eligibility on the length of required years of non-fortuitous services of the staff is as on **01.01.2023** for the above selection.

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

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

(i) All permanent Gr.'C' staff of Personnel department.

(ii) Gr. 'C' Ministerial staff of the following department -

(a) General Administration department (GM's office).

(b) Medical department.

(c) Cash & Pay Office.

(d) Civil Engg., Mechanical Engg., Electrical Engg., S&T Engg. departments (excluding staff of drawing wing), Stores, Transportation(Traffic & Commercial), Statistical and Compilation Branch, Chief Law Assistance, Stenographers of all departments (excluding Hindi organization and Accounts Department), who have an avenue for promotion to Gr. '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 Asstt. Personnel Officer.

(iii) All Gr. 'C' Ministerial staff of these department provided they submit options for their further advancement in Gr. 'B' service for the post of Asstt. Personnel Officer only, NOT in Group 'B' service in their respective departments.

(iv) Principal Private Secretary-Gr.II (Adhoc)/Private Secretary-Gr.I (Adhoc Gr.'B') are eligible to apply for selection for the post of APO/Gr.'B' provided they submit their written undertaking to the effect that they will seek their further advancement in Group 'B' service for the post of Asstt. Personnel Officer, NOT in Group 'B' service as Private Secretary/Gr.I or Principal Private Secretary/Gr.II.

(v) All the volunteers, who fulfill the conditions of eligibility as mentioned above, will be allowed to appear in the written examination, without any restriction to the number of candidates.

2. Scheme of examination :[Authority : Railway Bd'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 :-

Topics		Distribution of marks
(a)(i)	Technical (Professional) subject including optional	80 marks
(a)(ii)	General Knowledge including optional Questions of 15 marks on Official Language Policy & Rules	40 marks
(a)(iii)	Establishment and 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 1/3rd 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. There is **no provision for a Supplementary Exam.**
- (vii) The schedule for finalizing various stages in LDCE of current vacancy cycle through CBT is as under-

(a)	Cut off date for submission of options	:-	by 16.03.2023.
(b)	Finalization of willing candidates	:-	by 05.04.2023
(c)	Date of Examination (tentative)	:-	14.05.2023.

3. The syllabus as prescribed by Railway Board for 30% LDCE held for promotion to APO(Gr.'B') vide Board's letter No. E(GP)2022/2/4 dated 07.11.2022 is enclosed as **ANNEXURE-'A'** .

4. 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 as per Para 530(b) of IRMM/Vol.I** will be eligible for the viva-voce test provided they are declared physically fit to hold the Gr.'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. The final panel will be prepared **as per Merit**, subject to other provisions concerning empanelment.

5. All controlling officers should notify this widely amongst the staff under their control . **The last date of filling up applications form by the candidates is by 16.03.2023.** It has been decided to call up the applications on **ONLINE** link as provided below. No application will be accepted after the last date i.e. 16.03.2023.

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. In terms of **RBE No. 142/2019** as per **para.(ii)** Pre-selection training is not required if there is no reserved vacancy and candidates are appearing in the Selections/LDCEs against unreserved vacancies.

[Candidates may visit the website www.nfr.indianrailways.gov.in -> General Info Department Personnel -> Notice Board -> Link -- <https://nfrailway.redpanchi.in/> (for downloading the notification and filling up the application form)

DA: (i) Syllabus (**ANNEXURE-'A'**)

Copy to :-

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


 Digitally signed
 by AMISH GOGOI
 (Amish Gogoi)
 Asstt. Personnel Officer (GAZ)
 for General Manager(P)


 Digitally signed
 by AMISH GOGOI
 for General Manager(P)

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4

New Delhi, dt:07/11/2022

The General Managers,
All Indian Railways/PUs.


(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G))

Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of Centralized Computer Based Multiple Choice Objective type examination (CBT) in all departments having Organised Services

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above


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SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- a) Organization, objectives and functions of Personnel Department.
- b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

- a) Classification of Services and Categories;
- b) General qualifications, conditions & rules for appointment; Medical fitness;
- c) Safety, Non-safety & Essential Categories;
- d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- e) Railway Recruitment Boards & Railway Recruitment Cells;
- f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- a) Appointment, Seniority & Lien;
- b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- e) Procedures of Selection, Suitability and Trade Tests;
- f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- g) Rules of Transfer (Inter Railway & Inter Divisional);
- h) Deputation;
- i) Types of Leave; Rules & Joining Time; Encashment of leave;
- j) Pass Rules; AILTC;
- k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;
- l) HOER;
- m) PME & Mandatory Health Check-up;
- n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

- a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- b) Manpower planning; Book of Sanctions & Scale-check;
- c) Supernumerary posts & Redeployment;
- d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
- g) Work-charged posts;
- h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- j) Training Modules for different posts,
- k) Training under Apprentices Act, Online Training,
- l) Performance Appraisal - APARS & SPARROW.
- m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
- b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
- c) Ex-gratia payment,
- d) Incentive Bonus Scheme;
- e) Sports Incentives & cultural competitions, extra-curricular activities;
- f) Excursions, tours and holiday camps; co-operative Societies;
- g) Medical assistance;
- h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.

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

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time