

कार्यालय  
वरिष्ठ मंडल कार्मिक अधिकारी  
दक्षिण पूर्व रेलवे / आद्रा।

Adra, dated 15.10.2019.

No.SER/P-ADA/Ch.OS(P)/260/8/APO-30%/19

सेवा में  
समस्त शाखा अधिकारी  
दक्षिण पूर्व रेलवे  
आद्रा.

Sub: Selection for formation of a panel of APO (Group –B) against 30% - LDCE.

Ref:(i) Dy.CPO(Gaz)/GRC's Corrigendum No.SER/P-HQ/GAZ-CON/260/8/  
APO(30%)/19 dated 25.09.2019.

(ii) Dy.CPO(Gaz)/GRC's letter No. SER/P-HQ/GAZ-CON/260/8/APO(30%)/19  
dated 23.09.2019.

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Enclosed, please find herewith the copies of Dy.CPO(Gaz)/SER/GARC's letter under references above for information and wide circulation amongst the eligible staff working under your jurisdiction please.

Note: The above notification and Corrigendum with its enclosures are being uploaded on [www.ser.indian railways.gov.in](http://www.ser.indian railways.gov.in).

Encl: As above.

15/10/19  
सहायक कार्मिक अधिकारी (II)  
कृते वरिष्ठ मंडल कार्मिक अधिकारी  
दक्षिण पूर्व रेलवे / आद्रा।

Copy to : (i) OS/Admn. for information and similar action in Personnel Department.

✓ (ii) OS to DRM for uploading on Railway website.



SOUTH EASTERN RAILWAY

Office of the  
General Manager(P),  
Garden Reach,Kol-43

No. SER/P-HQ/GAZ-CON/260/8/APO(30%)/19

Dated: 25.09.2019.

The CAO(C)/PCOM/PCE/PCME/PCEE/PCSTE, PCMM-GRC  
The PCCM/ /PCPO, CPO(A)/ PFA / SDGM -GRC  
The CSTE(C)/CEE(C)/PCMD/PCSC -GRC  
The SECY. TO G.M, DY.SECY TO AGM.-GRC  
The CSO/ PS TO CPO-GRC, DY. CVO (T)/GRC  
The SR.EDPM/SR.STATISTICAL OFFICER-GRC  
The Dy.CMM/ APO(S)-KGP, APO (W/S)-TATA, SNY  
The PRINCIPAL/STC-KGP, ZRTI-SNY, APO-BNDM  
The CHAIRMAN-RRB/CAL, CWM/WPO-KGP, , APO-SRC.  
The Dy.CPOs / SPOs /APOs /APO(Co-ord)- GRC & NKG-KOL  
✓ The DRM(P)-S.E.Rly./ KGP, ADA, CKP, RNC  
The GM(P)-E.Co.Rly./BBS, GM(P)- S.E.C.Rly./BSP  
The GENL. SECY. /SERMC, – GRC,

**Sub: Selection for formation of a panel of APO (Group-B) against 30%-LDCE.**

CORRIGENDUM

Please refer to the Notification No. SER/P-HQ/GAZ-CON/260/8/APO(30%)/19 dated 23.09.2019 on the above subject.

The 2<sup>nd</sup> para at Srl.No. 3 of the above notification mentioning 'Condition of Eligibility' should be read as '*working in the pre-revised Pay Band PB-2 (Rs. 9300-34,800/-) with Grade Pay of Rs. 4200/- and above as on 01.10.2017 with 5 years of non-fortuitous service in the Grade (SER's Estt. Srl. No. 54/2010*' instead of -

"working in the pre-revised Pay Band PB-2 (Rs. 9300-34,800/-) with Grade Pay of Rs. 4200/- and above as on 01.10.2017 with 3 years of non-fortuitous service in the Grade (SER's Estt. Srl. No. 54/2010)"

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*Ranjan*  
125/119

(Ranjan Mohanty)

Dy.Chief Personnel Officer(Gaz)  
for CHIEF PERSONNEL OFFICER.

*S. 20/5*  
*4/10/19*

*Ch. OS / Adm. Secy*  
*Ch. OS (P)*

SOUTH EASTERN RAILWAY

Office of the  
General Manager(P),  
Garden Reach,Kol-43

Dated: 23.09.2019.

No. SER/P-HQ/GAZ-CON/260/8/APO(30%)/19

The CAO(C)/PCOM/PCE/PCME/PCEE/PCSTE, PCMM-GRC  
The PCCM/ /PCPO, CPO(A)/ PFA / SDGM -GRC  
The CSTE(C)/CEE(C)/PCMD/PCSC -GRC  
The SECY. TO G.M, DY.SECY TO AGM.-GRC  
The CSO/ PS TO CPO-GRC, DY. CVO (T)/GRC  
The SR.EDPM/SR.STATISTICAL OFFICER-GRC  
The Dy.CMM/ APO(S)-KGP, APO (W/S)-TATA, SNY ✓  
The PRINCIPAL/STC-KGP, ZRTI-SNY, APO-BNDM  
The CHAIRMAN-RRB/CAL, CWM/WPO-KGP, , APO-SRC.  
The Dy.CPOs / SPOs /APOs APO(Co-ord)- GRC & NKG-KOL  
✓ The DRM(P)-S.E.Rly./ KGP, ADA, CKP, RNC  
The GM(P)-E.Co.Rly./BBS, GM(P)- S.E.C.Rly./BSP  
The GENL. SECY. /SERMC, - GRC,

**Sub: Selection for formation of a panel of APO (Group-B) against 30%-LDCE.**

It has been decided to hold the selection for the post of APO against 30% LDCE quota, in continuation to the 70% (promotion quota) Panel already published on 23.07.2018.

- 1) ASSESSMENT PERIOD - 01.10.2017 to 31.03.2020.  
2) NUMBER OF VACANCIES - 01 (UR- 01)  
3) CONDITION OF ELIGIBILITY -

*Group 'C' employees of the categories listed in 3.1 below (Staff holding posts on a regular basis in level -6 in the pay matrix with 05 (five) years of regular service in level -6 (including regular service rendered in the corresponding pre-revised grades).*

*(working in the pre-revised Pay Band PB-2 (Rs. 9300-34,800/-) with Grade Pay of Rs. 4200/- and above as on 01.10.2017 with 3 years of non-fortuitous service in the Grade (SER's Estt. Srl. No. 54/2010):-*

**3.1 Categories Eligible.**

- i) *Group 'C' Ministerial staff of 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.*  
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 & Pay and Time office who have no avenue for promotion to Group 'B' in their own Department.*

**Note:** Eligibility of staff working in Construction Organization / Project Offices / Other ex-cadre Organization / Units will be determined with reference to their substantive post in the parent department subject to the fulfillment of the other conditions laid down.

Contd....2/...

*Ranjana*

### 3.2 Special Provision

The staff coming in the categories mentioned in Para 3.1(iii) above i.e. those who have avenue of promotion to Group 'B' posts in their own departments and have been provided additional avenue of promotion to the post of APO/AWO shall have to exercise clear option for promotion within one month of the publication of the result of the selection. This option thus exercised shall be treated as final.

In terms of Board's letter No. E(GP)2018/2/31 dated 06.09.19, the 30% LDCE selections, the 70% portion of which was conducted not following the pattern as mentioned in RBE 53/2019, may also be conducted in the old pattern.

### 4. SCHEME OF EXAMINATION:

4.1 The selection consists of a Written Test followed by Viva-voce for those qualifying in the Written Test.

<u>PAPER-I</u>				
Subject	Maximum Marks	Qualifying Marks	Duration of Examination	
Part-I Official Language & General Knowledge - 50 Marks	150	90	3 hours	
Part-II- Professional Subject -100 Marks				
<u>PAPER-II</u>				
Part-I - Establishment & Financial Rules - 50 Marks	150	90	3 hours	
Part-II - Professional Subject - 100 Marks				

Note:- Out of 150 marks, the question relating to the professional subject will carry at-least 100 marks. Besides, there would be optional question(s) on Official Language policy and rules to the extent of 10% of the total marks. The question on Official Language will not be however, compulsory in nature.

### 4.2 Record of Service and Viva-voce:

	Maximum marks	Qualifying marks
1. Record of service	25	30
2. Viva-voce	25	(Including minimum 15 marks in record of service)

NOTE: Only those candidates who secure minimum 90 marks out of 150 marks in each paper and pass in the prescribed medical examination will be called for viva-voce subject to restricting the number to be called for viva-voce to six times the number of vacancies for which selection is being held.

5) **SYLLABUS:** The syllabus for the written examination of APO (Gr.B) 30% Selection was Circulated under SER's Estt. Srl. No. 161/2014 (RBE No. 133/2014).

6) **DATE OF EXAMINATION & VENUE:** Will be notified later.

### 7) SUBMISSION OF APPLICATIONS:

(a) It should be ensured that wide publicity is given to this notification amongst all the staff concerned. It is the personal responsibility of the Personnel Officers/Controlling Officers of the units that the notification reaches to all the eligible employees in time.

(b) **Applications** should be in the prescribed proforma (**Annexure-A**) are invited from the volunteers who fulfill the eligibility conditions as on 01.10.2017 as detailed above.

(c) **The applicants** should fill all the columns in the application form.

(d) **The applicants** should put their signature with date on the application form.

**Repeat: signature and date both are compulsory otherwise applications are liable to be rejected.**

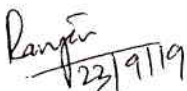
(e) The filled in applications should be submitted by the candidates to their supervisory officials on or before 25.10.2019.

*Langar*

- (f) **Supervisory Officials** should forward such applications duly affixing their **signature and date** in each of the application invariably and forward them in one bunch under covering letter to the Personnel Department/Cadre Controlling Officer where the service register and personal files of the employees are maintained on or before **31.10.2019**.
- (g) **Personnel Officer/Cadre Controlling Officer** will check the correctness of all the particulars in the application with service registers and other relevant records and certify the correctness of each item of the application and affixing signature with an endorsement as '**checked and verified**'.
- (h) **Controlling Officers/Heads of the Units** have no discretion to entertain any application received beyond the target date. The applications received beyond the target date should not be entertained and the same should be disposed off at divisional/extra divisional level rejecting them on account of late receipt under advice to this office.
- (i) **Personnel Officer/Cadre Controlling Officer** should scrutinize and check the candidature of the applicants and send name of eligible candidates in the consolidated statement only (as per proforma) as per their integrated seniority to the Dy.CPO(Gaz) on or before **05.11.2019** **Concerned Staff Officer** should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office. Individual application of the staff concerned need not be sent to this office. It may also be noted that incomplete statements furnished by the divisions/units will not be entertained and are liable to be rejected.
- (j) **Staff working on Construction /Project/Ex-cadre Organization/Units** should submit their application through their respective Personnel Branch Officers where they hold lien.
- (k) **Staff who are on deputation/leave/sick** should also be informed so as to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation/ leave/ sick under clear acknowledgement and a copy of which may be sent to this office for record.
- (l) **Pre-selection Coaching** will not be imparted to the eligible SC/ST candidates as one vacancy is earmarked for UR community.
- (m) **Availability of APARs** The Controlling Officers, Dy.CPOs/ Sr.DPOs/ DPOs/ SPOs/WPOs/APOs should ensure that the APARs of the candidates who have volunteered for the above examination, for the last 5 years complete in all respects is available with them and are sent to Dy.CPO(Gaz) at a short notice when called for.
- (n) **Conveying of Adverse Remarks:** It is the responsibility of the **Controlling/Staff Officer** that if any adverse remarks or the point below the bench mark in the APAR of any candidate is detected, the same should be informed to the candidate and the representation, if received, should be disposed immediately.  
 Note: This being uploaded on [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in)

Please acknowledge the receipt of this notification.

Encl: Proforma – Annexure – ‘A’

  
 (Ranjan Mohanty)  
 Dy.Chief Personnel Officer(Gaz)  
 for CHIEF PERSONNEL OFFICER.

**PROFORMA OF FORWARDING APPLICATION**

Name, Designation (Substantive and officiating) Station & PF number	Whether UR/SC/ST	Date of Birth	Qualification	Date of Appointment and Grade of Appointment	Date of Regular promotion to		Total length of non-fortuitous service as on 01.10.17 in	Whether fulfilled eligibility conditions
					GP 4200/-	/ GP 4600/-		
							1.GP 4200/- 2. GP 4600/-	Yes/No

Dated: 23.09.2019.

Enclosure to notification No. SER/P-HQ/GAZ-CON/260/8/APO(30%)/19

## Application for the Gr.B post of Asst. Personnel Officer in Personnel Department against 30% Quota

1.	Name (in Block Capitals)	
2.	Designation, Section & Station at which working and Division	
3.	Date of Birth	
4.	Date of Appointment to Railway service	
	i) P. F. No.	
	ii) Qualification	
5.	Present Grade (as on 01.10.2017) Date from officiating that grade:	
6.	Details of service	<u>Date of Regular promotion the grade</u>
	i) Rs. 5000-8000/- Vth CPC	
	ii) Rs. 5500-9000/- Vth CPC	
	iii) Rs. 6500-10500/- Vth CPC	
	iv) Rs. 9300 - 34800 + 4200(GP)	
	v) Rs. 9300 - 34800 + 4600(GP)	
7.	Service rendered in Pay Band Rs. 9300-34800 +4200(GP) and above as on 01.10.2017	.....years.....months .....Days
8.	Community	SC / ST / UR
9.	Contact Number, (Mobile)	
I wish to appear for the above 30% quota Selection in reference to CPO/SER's letter No. SER/P-HQ/GAZ-CON/260/8/APO(30%)/19 Dated: 23.09.2019. I am also aware that if the application is submitted after 25.10.2019, the same will not be considered.		
Station:		
Date:		
Signature of the employee.		
Designation/Unit/Station/Division:		
Date:		
Signature of the Controlling Officer.		
Date		

Note:- The application with any column unfilled will be summarily rejected.