

No. SER/P-HQ/GAZ-CON/260/8/APO(70%)/2021

Dated: 28.01.21.

The CAO(C)/PCOM/PCE/ PCMM /PCME/PCEE/PCSTE /PFA- SER/GRC
 The PCCM- SER/Kol, PCPO/ SDGM/ SER-GRC, CPO(A), CPO(IR) – SER/GRC
 The DGM(G)/CSTE(C)/CEE(C)/PCMD/CSC/RPF/CPRO –SER/GRC
 The SECY. to G.M, Dy.SECY to AGM-GRC
 The PCSO-GRC, Sr.EDPM, Sr.STATISTICAL OFFICER-GRC
 The APO(S)-KGP, APO(W/S)- SNY, APO/SRC, VO(P)/GRC
 The PRINCIPAL/STC-KGP, ZRTI-SNY, Dy.CLO-GRC
 The CHAIRMAN-RRB/Kolkata & RNC, CWM/WPO-KGP
 The DRM(P)-S.E.RLY./ KGP, ADA, CKP, RNC
 The Dy.CPOs/SPOs/APOs- GRC & NKG-KOL

Sub: Selection for promotion to **Assistant Personnel Officer**
(Group 'B') in Personnel Department against **70%** vacancies.

It has been decided by the Competent Authority to hold a selection (which shall include a written test and also viva-voce test) to form a panel for promotion to Group 'B' posts of Assistant Personnel Officer through 70% quota by calling volunteers from amongst those fulfilling the eligibility conditions. The details are as under:-

- 1) **ASSESSMENT PERIOD** - 01.01.2021 to 30.06.2023
- 2) **NUMBER OF VACANCIES** - 04 (UR - 03, SC - 01)
- 3) **CONDITION OF ELIGIBILITY** - **Group 'C' employees** of the categories listed in 3.1 below working in Level-6 [PB-2 with Grade Pay of Rs. 4200/-] and above in Pay Matrix with 3 years of non-fortuitous service in Level-6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grades) as on 01.01.2021 are eligible. (RBE No. 216/2019):-

3.1 Eligible Categories.

- i) Group 'C' Ministerial staff of Personnel Department.
- ii) Group 'C' Ministerial staff working in cadre posts in any other department excluding Hindi Organization and Accounts Department but including Cash and Pay and Time Offices who have no avenue for promotion to Group- 'B' in their own departments.
- iii) Group 'C' Ministerial staff of Stores and Transportation (Traffic & 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 APO.

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

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 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.

4. SCHEME OF EXAMINATION: In terms of Railway Board's letter No. E (GP)2018/2/31 dated 19.03.2019 (RBE 53/2019) the written examination shall comprise of **one paper** which will have **100% Objective type Multiple choice Questions** only. There shall be negative marking for wrong answers, 1/3 marks allotted for each question will be deducted for each wrong answer.

4.1 The paper will be of **100 marks** and distribution will be as under:

- a. Technical / Professional Subject including Official language policy : 70 marks
(NOTE: There will be 10 marks on Official Language Policy, which shall be optional in nature).
- b. Establishment and Financial Rules : 30 marks
- c. **Qualifying marks:** : 60 (out of 100)

NOTE: Only those candidates who secure minimum 60 marks out of 100 marks 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.

4.2 Viva-voce will consist of: Record of Service (Assessment of APAR) and Viva-voce.

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

Final panel will be drawn on the basis of overall performance in the written examination and viva-voce and in order of seniority from among the successful candidates.

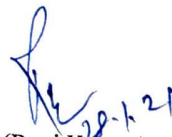
- 5) **SYLLABUS:** The syllabus for the written examination of APO (Gr. B) 70% Selection is available in SER's Estt. Srl. No. 161/2014 (RBE No. 133/2014).
- 6) **Pre-selection training** will be imparted to the SC community candidates only. (RBE 142/2019)
- 7) **DATE OF EXAMINATION & VENUE:** Will be notified later after completion of PST.
- 8) **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 01.01.2021 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 **15.02.2021**.
- (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 **19.02.2021**.
- (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** after scrutinizing and checking the candidature of the applicants will send name of **eligible candidates** in the consolidated statement only (as indicated in ANNEXURE- A) as per their **integrated seniority** to the undersigned by **01.03.2021**. **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) **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 the undersigned at a short notice when called for.
- (m) **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 off immediately.

Note: This being uploaded on www.ser.indianrailways.gov.in. All the candidates are advised to check the web site for further updates. No personal intimation will be given.

Encl: Proforma – Annexure – 'A'


(Ravi Kumar)

Dy. Chief Personnel Officer(Gaz)
for Pr. Chief Personnel Officer.

Enclosure to notification No. SER/P-HQ/GAZ-CON/260/8/APO(70%)/2021 Dated: 25.01.2021.
Application for the Gr.B post of Asst. Personnel Officer in Personnel Department against 70% Quota

1.	Name (in Block Capitals)	
2.	a) Designation (Substantive): Station/Division:	a) Designation (Officiating): b) Unit/ Organisation/Station: c) Lien maintaining Division:
3.	Date of Birth:	4. Date of Appointment to Railway service:
5.	P. F. No.	6. Qualification
7.	Present Substantive Grade (as on 01.01.2021) :	
8.	Details of service:	(Write Date of Regular promotion in the corresponding grade)
	i) Rs. 5000-8000/- Vth CPC	
	ii) Rs. 5500-9000/- Vth CPC	
	iii) Rs. 6500-10500/- Vth CPC	
	iv) Rs. 9300 – 34800 + 4200(GP) Level – 6 of the Pay Matrix	
	v) Rs. 9300 – 34800 + 4600(GP) Level – 7 of the Pay Matrix	
7.	Service rendered in Level – 6 of the Pay Matrix [Pay Band-2 + 4200(GP)] and above as on 01.01.2021years.....monthsDays	
8.	Community (Use ✓ mark)	SC / ST / UR
9.	Mobile /CUG no.	10. e-mail (if any)

I, the undersigned, wish to appear for the above Selection for the post of APO (70% quota) in reference to CPO/SER's letter No. SER/P-HQ/GAZ-CON/260/8/ APO (70%)/2021 Dated: 28.01.2021. I am also aware that if the application is submitted after 15.02.2021 will not be considered.

Station:

(Signature of the employee.)

Date:

Designation/Unit/Station/Division

Signature of the Controlling Officer.

Date:

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

“Checked & Verified”

Signature with date

(APO /the Authority maintaining Service records)

(this portion is not included under application proforma, for official purpose only)

Proforma of forwarding applications of the candidates (only eligible applications in a bunch) by the Personnel Branch/ Units /-----
----- Divn.

Srl	Name & PF no.	Designation	Stn./ Units	DOB	DOA	Date of promotion to the present grade	Date of promotion to Level-6	Date of Promotion to Level - 7	Effective date for determining seniority	SC/ST Community