

SOUTH EASTERN RAILWAY

Office of the
General Manager (P),
Garden Reach, Kolkata-43
Dated: 11.08.2021

No. SER/P-HQ/GAZ-CON/260/8/APO(30%)/LDCE/21

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-SINI,
The CHAIRMAN-RRB/KOL & RNC, CWM/WPO-KGP, APO-SRC.
The Dy.CPOs / SPOs /All APOs - SER
The DRM(P)/S.E.Rly.- KGP, ADA, CKP, RNC

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), details of eligibility criteria are as under:

1) ASSESSMENT PERIOD - 01.01.21 to 30.06.23.

2) NUMBER OF VACANCIES - 02 (UR- 02)

3) CONDITION OF ELIGIBILITY- Group 'C' employees of the categories listed in 3.1 below 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 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 fulfilment 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) there will be two tier written examinations: **Pre-qualifying Examination & Main examination.**

4.1) Pre-qualifying Examination shall comprise of **one Paper** which will have **100% Objective type Multiple choice Questions** only with negative marking; one-third marks allotted for each question will be deducted for each wrong answer. The paper will be of **100 marks** and distribution will be as under:



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Subject	Maximum Marks	Qualifying Marks
a. Technical Subject	40	75%
b. General Knowledge including optional Question on Official language policy	30	
c. Establishment and Financial Rules	30	

(NOTE: 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 of the number of respective vacancies in order of merit, if more than required number of candidates score above the qualifying marks.)

4.2) Main examination:

Successful candidates in the pre-qualifying examination will be called for the main Examination. Main Examination shall consist of **only one descriptive type paper on professional subject comprising 100 marks** and the qualifying marks in the written examination will be 60%.

(Note: As per IREM, Vol.-I, Para 204.3, 10% marks of the total marks in the Pre-qualifying examination and main examination will be set apart for question in Official Language. The question on Official Language will not be however, compulsory in nature.)

- 4.3) The successful candidates in the Main (written) examination will be called for viva-voce test subject to being found medically fit in the prescribed medical standard. Viva-voce will consist of:

Record of Service and Viva-voce:

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

- 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:

- 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.
- 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.
- The applicants should fill all the columns in the application form.
- 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.

- The filled in application should be submitted by the candidates to their supervisory officials/ Controlling officers on or before **12.09.2021**
- Supervisory Officials/ Controlling officers should forward such applications duly affixing their **signature and date in each of the application** invariably and forward to the Personnel Department/Cadre Controlling Officer where the service register and personal files of the employees are maintained on or before **20.09.2021**.

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- (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**' and send name of eligible candidates in the consolidated statement only (as per proforma) to the Dy.CPO(Gaz) on or before **30.09.2021**
- (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) **Staff working on Construction /Project/Ex-cadre Organization/Units** should submit their application through their respective Personnel Branch Officers where they hold lien.
- (j) **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.
- (k) **Pre-selection Coaching** will not be imparted to the eligible SC/ST candidates as the vacancies are earmarked for UR community.
- (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 Dy.CPO(Gaz) 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 immediately.
- (n) As per rules, no supplementary examination is permissible in LDCE for the absentees under any circumstances.

Note: This being uploaded on www.ser.indianrailways.gov.in. Candidates have to check the website for further updates.

Please acknowledge the receipt of this notification.

Encl: Proforma – Annexure – 'A'

(Ravi Kumar)

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 01.01.21 in Level 6 & 7	Whether fulfilled eligibility conditions
					Level-6 (GP 4200/-)	Level-7, (GP 4600/-)		Yes/No

PROFORMA OF APPLICATION FOR APPEARING IN THE SELECTION AGAINST
30% LDCE GROUP 'B' VACANCIES OF THE POST OF Asst. Personnel Officer.

Reference no. CPO(GAZ.)/SER's Letter no.

1. NAME:
2. PF / EMPLOYEE NO.
3. COMMUNITY (SC/ST):
4. QUALIFICATION:
5. DESIGNATION: (Substantive, as per lien) _____
Officiating (in case of deputation to ex-cadre etc.) _____
6. PLACE OF POSTING: (Unit/ Station / Division)
7. PRESENT LEVEL OF PAY IN PAY MATRIX:
8. DATE OF BIRTH:
9. APPOINTMENT TO RLY. SERVICE (mention Date, Designation and Scale of pay):

10.DETAILS OF REGULAR SERVICE AND PROMOTIONS:

Vth CPC	VIth CPC	VIIth CPC	Date	Designation
Rs. 5000-8000/-	PB-2 + GP	Level - 6		
Rs. 5500-9000/-	Rs.4200/-			
Rs. 6500-10500/-	PB-2 + GP	Level --7		
Rs. 7450-11500/-	Rs.4600/-			

11.TOTAL NON-FORTUITOUS SERVICE IN LEVEL – 6 AND ABOVE (if any):

12.CUG / MOBILE NO.

I, the undersigned, hereby offer my candidature for the ensuing selection for the Group 'B' (30%) LDCE quota vacancy for the post of _____. I also declare that the information detailed above are true to the best of my knowledge.

Dated:

(Signature of the candidate)

[for official use]

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

Forwarded for necessary action to Establishment officer.

(Signature of the controlling officer)

Service particulars are Checked & verified

(Signature of Establishment official)