

S.E.Railway

Office of the
Sr.Divl.Personnel Officer/Adra

No.SER/P-ADA/OMS/Selection/260/APO(70%)/22

Date : 08.12.2022

To
The All Branch Officers
S.E.Railway, Adra

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

Ref : PCPO/GRC's letter No.SER/P-HQ/GAZ-Cell/260/8/APO(70%)/23-24
dtd.05.12.2022.

Enclosed please find here with the PCPO/GRC's letter under reference, which speaks for itself.

You are therefore requested to arrange wide publication amongst the staff under your kind control.

This is for your kind information and necessary action please.

Encl. : As above


(K.Bhanu Latha)
Asstt.Personnel Officer-I
for Sr.Divl.Personnel Officer
S.E.Railway, Adra

Mr. Soumen Chattopadhyay, OS/DRM Secretariate is requested to upload the same, in the website of ADRA Division


09.12.22
सहायक कार्मिक अधिकारी
दो प्रो रेलवे, आद्रा
Asstt. Personnel Officer
S. E. Railway, Adra

SOUTH EASTERN RAILWAY

Office of the
Pr. Chief Personnel Officer,
Garden Reach, Kolkata-43.

No. SERP-HQ/GAZ-Cell/260/8/APO(70%)/23-24

Dated: 05.12.2022

The PCPO/ SDGM/ CPO(Admn.)/ CPO(IR) - SER/GRC
The CAO(C)/PCOM/PCE/ PCCM/PCMM /PCME/PCBE/PCSTE /PFA- SER/GRC
The DGM(G)/CSTE(C)/CEE(C)/PCMD/CSC(RPF)/CPO - 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 .

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

It has been decided by the Competent Authority to hold a selection to form a panel of posts of Assistant Personnel Officer (Group 'B') against 70% quota of Personnel Department/ SER by calling volunteers from amongst those fulfilling the eligibility conditions. The details are as under:-

- 1) ASSESSMENT PERIOD - 01.01.2023 to 31.12.2024
2) NUMBER OF VACANCIES - 02 (Detailed under)

Name of the Post	Categories			Total	Vacancies reserved for PwBD categories.			
	UR	ST	SC		a	b	c	d&e
APO (Gr. B)	2	—	—	2	1	—	—	—

2. Reservation against Persons with Bench Mark Disabilities (PwBD):

2.1 In terms of Para 2.2 of DOP&T vide their OM No. 36012/1/2020-Estt. (Res.II) dated 17.05.2022 duly circulated by Railway Board under RBE No. 97/2022, following are the categories of disability identified for reservation against PwBD,

- Blindness and low vision
- Deaf and hard of hearing.
- Loco-motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- Autism, intellectual disability, specific learning disability and mental illness;
- Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

In terms of Railway Board's letter no.E(GP)2022/2/20 dated 14.11.2022, candidates having the following categories of disabilities are eligible for the post of APO(Gr. B)

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 Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Canons 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

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.

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 FCPOs/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


(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
E.mail ID- meena.1964@gov.in

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.

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-Cell/260/8/APO(70%)/23-24 Dated: _____. I am also aware that if the application is submitted after 20.12.2022 will not be considered. I understand that once unwillingness submitted at any stage of the selection will be final and unwillingness will not be reverted.

Station:

(Signature of the candidate)

Date:

Signature of the Controlling Officer.

Designation/Unit/Station/Division

Date:

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

"Checked & Verified"

Signature with date
(APO /the Authority maintaining Service records)

For Official Use

Performance of forwarding applications of the candidates (only eligible applications in a bunch) by the Personnel Branch/ Units /Division.

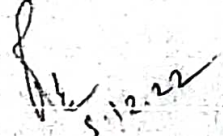
Sr	First Name	Name of the Applicant	TPAS (PS No.)	12/15 Lt	Designation	Mobile No.	Email Id	Place of Posting	Division/ Workshop Unit	Control No. of Officer's Designation	DOR (DDMM/ YYYY)	Community (UB/SC/ST)	Whether a PwD category based	Whether scales required in case of PwD	Date of appointment in initial Grade	Date of Promotion in Level-7	Total length of service in Level-6 & 7 as on 01.11.2023	Date of working in South Eastern Railway (if joined from other Zone/PS)	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

The above information may also please be provided in soft copy. (In Excel Sheet)

- (c) The applicants should put their signature with date on the application form and affix coloured photograph. *(Repeat: signature and date both are compulsory otherwise applications are liable to be rejected.)*
- (e) The complete applications should be submitted by the candidates to their respective Establishment officials.
- (f) Personnel Officer/Establishment 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 the names of the eligible candidates in the consolidated statement only (as indicated in ANNEXURE-B) to the undersigned by 27.12.2022.
- (g) 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.
- (h) 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.
- (i) 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 in pdf and to be 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.scr.indianrailways.gov.in. All the candidates are advised to check the web site for further updates. No personal intimation will be given.

Encl: i) Proforma – Annexure – 'A'
ii) Proforma - Annexure – 'B'
ii) Syllabus of APO (Gr. B) selection.


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

Affix recent
coloured
photograph

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): b) Station/Division:	a) Designation (Officiating): b) Unit/ Organisation/Station: c) Lien maintaining Division:
3.	Date of Birth:	4. HRMS ID:
5.	P. F. No.	6. Qualification
7.	Present Substantive Grade : Level – 6 or Level – 7:	
8.	Details of service: (MACP dates not required Write Date of Regular promotion in the corresponding grade)	
	i) Date of Appointment in Railway:	Post: Divn.
	ii) Date of Promotion in Level – 6 of the Pay Matrix [Rs. 9300 – 34800 + 4200(GP)]	
	iii) Date of Promotion in Level – 7 of the Pay Matrix [Rs. 9300 – 34800 + 4600(GP)]	
	iv) In case of transfer from other Railway, write the date of posting in the present seniority unit	
	v) Write mutual Transfer or Mutual exchange or Own request transfer	
	vi) In case of Medically de-categorised personnel, please write the date of joining/ promotion in level – 6 in the present seniority unit	
7.	Total Service rendered in Level – 6 of the Pay Matrix [Pay Band-2 + 4200(GP)] and above as on 01.01.2023	years.....months
8.	Community (Use ✓ mark)	SC / ST / UR
9.	Mobile (Personal).	10. e-mail (in BLOCK LETTER)

11. PwBD categories (Candidates claiming relaxation under PwBD categories should fill up the following) (refer para 2.1 of the notification.)

PwBD categories (write a, b, c, d&e)	Percentage of Disability	Disability Certificate no.	Valid Up to
Do you want to avail the service of Scribe (Yes/ NO)			

(Attach disability certificate in prescribed proforma.)

- 4) **SCHEME OF EXAMINATION:** In terms of Railway Board's letter No. E (GP)2022/2/4 dated 07.10.2022 the 70% selection will be conducted through Centralized Computer Based Objective Type Examination (CBT) to be conducted by NAIR. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer. (Ref para 4.3 of RBE No. 53/2019 dated 19.03.2019)

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

- a. Professional Subject including optional questions of 10 marks on Official language policy and Rules : 70 marks
- b. Establishment and Financial Rules : 30 marks
- c. **Qualifying marks : 60** (out of 100) with relaxation as per extant rules.

- 4.2 Duration of the examination for 70% selection through Centralised CBT shall be two hours.
- 4.3 Tentatively 70% selection will be conducted through Centralised CBT on 22.01.2023 and shall be followed by a supplementary examination on 29.01.2023. Venue of holding Centralised CBT will be intimated in due course.
- 4.4 **Supplementary written test:-** Eligible candidates for APO (Gr. B) 70% Selection, who remained absent for the CBT to be held on 22.01.2023 may submit their claim for appearing in Supplementary test within two days of main examination (CBT). Claims will be disposed as per extant rules.
- 4.5 Candidates who secure minimum 60 marks out of 100 marks (or marks obtained under relaxed standard, as per extant rules) 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.

4.6 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 (Including minimum 15 marks in Record of service)
2. Viva-voce	25	

- 4.7 Final panel will be drawn on the basis of overall performance in the Centralized CBT and viva-voce and in order of integrated seniority amongst the successful candidates. Panel will be prepared according to applicable rules and provisions of IREM, such as Para 204.9 of IREM Vol. 1, "The panel should consist of employees who had qualified in the selection, corresponding to the number of vacancies for which selection was held. Employees securing gradation 'Outstanding' will be placed on top followed by those securing gradation 'Good', inter-se seniority within each group being maintained", RBE No. 97/2022 and Railway Board's letter No. E(GP)2022/2/20 dated 14.11.2022 and any rules notified by Railway Board in this regard.

- 5) **SYLLABUS:** The syllabus for the written examination of APO (Gr. B) 70% Selection is published under Railway Board's letter no. E(GP)2022/2/4 dated 07/11/2022, a copy of which is enclosed herewith.
- 6) **Pre-selection training to the SC/ ST community candidates will not be imparted as the vacancies are earmarked as "Unreserved" (UR). (RBE 142/2019)**
- 7) **SUBMISSION OF APPLICATIONS:**

- (a) Applications should be in the prescribed proforma (**Annexure-A**) are invited from the volunteers who would be fulfilling the eligibility conditions as on 01.01.2023 as detailed above. The PDF format of proforma of application should reach this office through E-mail at depog@ser.railnet.gov.in latest by 20.12.2022. Any application received after 20.12.2022 will not be entertained. Physical copy of the same is to be submitted through proper channel by 20.12.2022.
- (b) The applicants should fill all the columns in the application form. General candidates, who do not seek reservation against PwBD should write 'NA' in the appropriate column.

Name of the Post	Functional Classification	Physical requirements
APO(Gr. B)	Low Vision (LV), vide Para 2.2 (a) of DoPT's OM dated 17.05.22	Sitting (S), Standing (ST), Bending(BN), Walking (W), Seeing(SE), Manipulation by fingers(MF), Communication (C), Reading & Writing (RW), Kneeling & Crouching(KC), Climbing (CL), Jumping (JU), Hearing (H).
	HI(HH) [Hard of Hearing]	S,ST, BN, W, SE, MF, C, RW, KC, CL, JU, H (Acceptable with Hearing Aids)
	Locomotor Disability (LD) – One Arm (OA)/ One Leg (OL) [including Leprosy Cured, Acid Attack victims]	S,ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

2.2 01(one) post of APO(Gr. B) is reserved for PwBD candidates categories of disability under para 2.1(a) with Functional Classification with Physical requirements as detailed above.

2.3 Successful PwBD candidates in the written test (CBT) will be subject to medical examination by the Railway medical authority prior to viva-voce and only those candidates conforming medical standards as laid down in the Indian Railway Medical Manual (IRMM) and other extant provisions, as the case may be, will be eligible for the viva-voce / empanelment.

3) GENERAL CONDITION OF ELIGIBILITY - Group 'C' employees of the categories listed in 3.1 below, working in 7th CPC 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 01.01.2023 are eligible. (RBE No. 216/2019):-

3.1 Eligible Categories.

- Group 'C' Ministerial staff of Personnel Department.
- 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.
- 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.