

South Eastern Railway

Office of the
Sr. Divl. Personnel Officer
S.E. Railway/Adra

No. SER/P-ADA/EP/260/APO(Gr.B)70% /2024

Date : 13.11.2024

To
All the branch officers
S.E. Railway/Adra

Sub : Selection for formation of a panel of Assistant Personnel Officer(Gr.-'B')
against 70% quota of Personnel Department/SER for the assessment cycle
01.01.2025 to 31.12.2026.

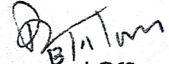
Ref : PCPO's GRC's letter no. SER/P-HQ/GAZ-Cell/260/8/APO(70%)/25-27 dtd.
08.11.2024.

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

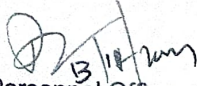
You are therefore requested to give wide publicity amongst the eligible staff
under your kind control.

This is for your kind information and necessary action please.

Encl. As above.


Asstt. Personnel Officer
for Sr. Divl. Personnel Officer
S. E. Railway/Adra

Copy to: OS(G) to DRM/Adra is advised to upload the same to the railway website of Adra
Division please.


Asstt. Personnel Officer
for Sr. Divl. Personnel Officer
S. E. Railway/Adra

SOUTH EASTERN RAILWAY

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

Dated: 08.11.2024

No. SER/P-HQ/GAZ-Cell/260/8/APO(70%)/25-27

The PCPO/ SDGM/ CPO(Admn.)/ CPO(IR)/ PCSO – SER/GRC
The CAO(C)/PCOM/PCE/ PCCM/PCMM /PCME/PCEE/PCSTE /PFA- SER/GRC
The DGM(G)/CSTE(C)/CEE(C)/PCMD/CSC(RPF)/CPO –SER/GRC
The Sr. EDPM, Sr. STATISTICAL OFFICER-GRC
The APO(S)-KGP, APO(W/S)- SNY, APO/SRC, VO(P)/GRC
The PRINCIPAL -STC-KGP and 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 formation of a panel of Assistant Personnel Officer (Gr.- 'B') against 70% quota of Personnel Department/SER for the assessment cycle 01.01.2025 to 31.12.2026.

Ref: 1. Railway Board's letter no. E(GP)2024/2/28 dated 27.09.2024, & 22.10.2024
2. Railway Board's letter no. E(GP)2024/2/28 dtd 08.10.2024 (RBE No. 93/2024)
3. Letter no. E(GP)2024/2/37 dated 06.11.2024.

- As advised by Railway Board vide Letter dtd 27.09.2024 under reference it has been decided that Group 'B' selections will be carried out to fill up the Gazetted vacancies of the S. E. Railway by holding centralized CBT to be conducted by NAIR.
- Applications are invited from the eligible Group 'C' employees of SER [eligibility criteria as per Para 3 below] for formation of a panel to fill up the vacancies of APO (Group 'B') against 70% quota for assessment cycle 01.01.2025 to 31.12.2026 (vacancy assessment from 01.01.2025 to 30.06.2027 as per Para 202.2 of IREM Vol I). The following are the break-up vacancies of:

Name of the Post	Categories			Total
	UR	ST	SC	
APO (Gr. B)	5	0	1	6

- 2.1 There is no horizontal reservation for the PwBD candidates for this APO (Gr. 'B') 70% Selection. However, 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).

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)
	Loco motor Disability (LD) – One Arm (OA)/ One Leg (OL) [including Leprosy Cured, Acid Attack victims]	S, ST, BN, W, SE, MF, C, RW, H

- 2.2 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.

Amk

2.3 Empanelment of PwBD candidates shall be in accordance with policy guidelines issued vide Letter no. SER/P-HQ/Ruling/0/963 dtd 31.05.2024 and RBE no. 97/2022 and other policy guidelines/clarifications issued from time to time.

3. GENERAL CONDITION OF ELIGIBILITY :

Group 'C' employees of the categories listed in Para 3.1 below, working in Level-6 and above in 7 CPC 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 01.01.2025 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 & 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.

3.3 In terms of Railway Board's letter no. E(GP)2024/2/09 dated 14.10.2024, an employee should have rendered the requisite eligibility of service in the relevant grade(s) after absorption in the alternative post for being eligible for promotion to Group 'B' posts. The seniority of medically de-categorized employees shall be determined in terms of Para 313 (ii) and 1310 of IREM Vol. - I.

Note: (i) For determination of eligibility of applicants who have come to SER on own request or mutual transfer the relevant provisions of RBE 34/2006, RBE 40/2008, Para 310 of IREM Vol I, RBE 102/2019 shall be taken into consideration.

(ii) Further, for medically de-categorized staff, Railway Board vide letters no. E (GP)/2024/2/09 dtd 05.07.2024 and 14.10.2024 has clarified that instructions contained in RBE 40/2023 are not applicable while determining the eligibility for Group C to Group B Posts. It has been further clarified that aforesaid instructions pertain only for reckoning of eligibility for promotion to Group B posts. The seniority of medically de-categorized staff shall be determined in terms of Para 313 (ii) and 1310 of IREM Vol I.

3.4 In terms of Railway Boards Letter dtd 08.10.2024 (RBE no. 93/2024), all ministerial Group 'C' employees of SER, who would have completed at least 3 years of regular non-fortuitous service as on 01.01.2025 and who volunteer for the selection of APO (Group 'B') against 70% quota are eligible to take part in the selection, provided they fulfill eligibility criteria as per para 3.1 & 3.3 above.

4. SCHEME OF EXAMINATION: 70% selection of APO (Group 'B') will be conducted through Centralized Computer Based Objective type examination (CBT) to be conducted by NAIR.

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)

There shall be no negative marking for incorrect answers. (Authority: RBE No. 93/2024).

Wmk

4.2 Duration of the examination for 70% selection through Centralized CBT shall be two hours.

4.3 Candidates who secure minimum 60 marks out of 100 marks shall have to undergo prescribed medical examination as per the provisions of IRMM.

4.4 Only those candidates who secure minimum 60 marks out of 100 marks and pass the prescribed medical examination shall be eligible to be called for the viva-voce. For the viva-voce test, successful candidates to the extent of six times the number of vacancies will be called strictly in the order of marks obtained in the written test (CBT). However, any further Policy and Guidelines introduced by Railway Board, in this regard, will be followed for this selection. Applicable Policy and Guidelines will be communicated in due course.

5. 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	

6. Final panel will be drawn on the basis of overall performance in the Selection 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" and any rules notified by Railway Board in this regard.

7. 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.

8. Pre-selection training (online or offline) will be imparted to the eligible 'SC' community candidates only in accordance with the provision stipulated under RBE 142/2019 tentatively with effect from 10.12.2024. Candidates unwilling to undergo PST should have to submit their written unwillingness to Dy.CPO(Gaz)/SER/GRC.

9. PROCEDURE FOR SUBMITTING APPLICATION TO PARTICIPATE IN THE 70% SELECTION FOR THE POST OF APO (Gr. 'B'):

- Enclosed proforma Annexure - A should be filled up completely by the willing candidates only, no column should be left blank. Completed proforma should be signed by the candidates & submitted to their controlling officer latest by 22.11.2024.
- Controlling officer should forward the application proforma to the respective APO / Establishment officer / Bill compiling officer, where the service records of the candidates being maintained. Such procedure should be completed by 25.11.2024. In absence of controlling officer any other Departmental officer should sign and forward the applications.
- The applicants should put their signature with date on the application form and affix colour photograph. (Repeat: signature and date both are compulsory otherwise applications are liable to be rejected). The applicants should carefully mention their HRMS id and working mobile number linked to HRMS Id and working email id.

10. Personnel Officer/Establishment Officer will check the correctness of all the particulars in the application with service registers, including HRMS Id, mobile number, and email id 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 and details of the candidates in the consolidated statement (as indicated in ANNEXURE- B) in soft copies (excel sheet soft copy) to be forwarded through email:

Amk

dcpg@ser.railnet.gov.in to the Dy.CPO(Gaz)/GRC by 02.12.2024 and physical copies of applications to be sent to Dy.CPO(Gaz)/GRC through special messenger.

11. Staffs who are on deputation, working against ex-cadre posts /leave/sick should submit their application through proper channel in time along with ANNEXURE – B [soft copy to be forwarded through email: dcpg@ser.railnet.gov.in].
12. **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.
13. **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 of immediately.
14. **Important dates for 70% selection:**

Steps	Time line
Last date for submission of Application to Controlling Officer	22.11.2024
Last date for forwarding application by controlling officer	25.11.2024
Last date for forwarding Annexure – B (softcopy) by e-mail to Dy.CPO (Gaz)/GRC by the concerned Establishment Officer/APO.	02.12.2024
Publication of Eligibility List	10.12.2024
Tentative date of PST to SC candidates	17.12.2024
Tentative date of CBT	09.03.2025
Tentative date of Supplementary CBT	23.03.2025
Tentative date of result by NAIR	30.04.2025

Note:

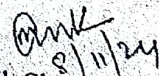
- HQ / Divisions/ Workshops & Unit offices must inform all eligible candidates, including on sick list/leave and those working against ex-cadre posts and on deputation having lien and seniority in SER.
- Any change in the Policy & Guidelines in connection with the above selection will be notified by the web notifications only.
- This is also being uploaded on www.ser.indianrailways.gov.in. Candidates are advised to check the website regularly for further updates. For CBT related updates they should check

Encl:

- Syllabus.
- Proforma of Application(Annexure – A)
- Proforma of consolidated applications (Annexure – B)

Copy to:

- Secretary to GM/SER for kind information of GM/SER.
- PS to AGM/SER for kind information of AGM/SER
- DRM/ADRA,CKP,KGP,RNC, CWM/KGPWS
- ADRM/CPM/GSU, ADRA,CKP,KGP,RNC


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

APPLICATION FOR PARTICIPATING IN THE 70% SELECTION FOR THE POST OF APO (GROUP 'B') OF PERSONNEL DEPARTMENT									
Notification No. SER/P-HQ/GAZ-Cell/260/8/APO(70%)/25-27							Dated: 08.11.2024		
1.	Name (in BLOCK LETTERS):								
2.	(a) Present Designation:					(b) Present Pay Level:			
Posting Details									
3.	a) Station:				b) Division				
	c) Unit Office:								
	d) Designation of the Controlling Officer:								
4.	(a) P.F. No./Employee. No.:								
	b) HRMS ID:								
5.	(a) Date of Birth:				(6) Community (SC/ST):		(7) Qualification:		
	d	d	m	m	Y	Y	Y	Y	
	a) Mobile No. (Registered with HRMS):								
8.	b) E-mail Address (in BLOCK LETTERS):								
	(a) Date of Appointment:				(b) Appointed as (Designation & Pay Level):				
9.	(c) Appointing Office:				(d) Station:		(e) Division:		(f) Railway:
10.	Designation in regular promotion to Level -6				Date of regular promotion to Level - 6				
	Designation in regular promotion to Level -7				Date of regular promotion to Level - 7				
Total non-fortuitous service in Level - 6 and above (as on 01.01.2025):									
To be filled-up by those employees only, who were transferred to present division on own request/ mutual transfer/ mutual exchange									
11.	(a) Type of Transfer: (Write own request/ Mutual transfer / Mutual exchange)								
	(b) Date of Transfer: (Please attach copy of the relevant Memorandum):								
	Transferred From				Transferred To				
	Division				Division				
	Designation				Designation				
	Pay Level				Pay Level				
	Released on (date)				Reported on (date)				
	Effective date of Seniority after transfer in the new unit:				In Level - 6:			Date:	
					In Level - 7:			Date:	
12.	To be filled-up by those employee only who are on Deputation:								
	(a) Are you on Deputation (Yes/No):					(b) Parent Unit:			
	(c) Substantive Designation and Pay Level in your Parent Unit:					(d) Officiating Designation and Pay Level:			

[Please print application format in a single page both side, back to back.]

13.	To be filled-up by PWBD employees only:			
	(a) PWBD Category, if any (Write a, b, c, d or e):			
	(b) Percentage of Disability:		(c) Disability Certificate No. (attach copy):	
	(d) Certificate validity up to:		(e) Whether fulfils physical requirements (Yes/No):	
	(f) Do you want a Scribe (Please mention Yes/No):			
14	To be filled-up by redeployed employees only:			
	Redeployed from		Redeployed to	
	Designation		Designation	
	Pay level		Pay level	
	Date of redeployment		Date of joining to post where redeployed	
15	To be filled-up by Medically de-categorized employees only:			
	Medically de-categorized from		Posted to (after de-categorization)	
	Designation		Designation	
	Pay level		Pay level	
	Date of medical de-categorization		Date of joining to alternative post	

I, _____ (Name), _____ (Emp. No.), _____ (Designation), _____ (HRMS) am **WILLING** to take part in the Group 'B' selection against 70% quota for the post of APO of Personnel Department/SER In response to Dy.CPO(Gaz.)/GRC's letter no. No. SER/P-HQ/GAZ-Cell/260/8/APO(70%)/25-27 dated _____. I understand that once unwillingness submitted at any stage of the selection will be final and not to be reverted.

Date:

(Signature and date both are compulsory otherwise applications are liable to be rejected.)

Signature of the Employee

[For official use]

Forwarded for necessary action to Establishment officer.	Services particulars are Checked & verified and forwarded to Dy. CPO(Gaz.)/SER/GRC.
(Signature of the Controlling Officer)	(Signature of Establishment Officials)

[Note: Above certifications should be on the reverse page of the application]

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% LDCs 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% LDCs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCs 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% LDCs 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 & LDCs 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.

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

**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.