

मुख्य कार्मिक अधिकारी का कार्यालय,

Office of the CPO

दिनांक / Dated: 19/09/2014.

संख्या: No.PB/GG/5/PERS-2013-14

CME, COS, CME/QA, CPM, CEE, CE, CE, CDE/MECH, CDE/ELEC, CWE/S & F, CMM/S & F, PROJECT, DY.FA&CAO/S & F, DY.CME/PLT., PLG., PROD., FUR/II, QC, SHELL, DESIGNS, INSP, BOGIE, A/FUR, PROJECT, PRINCIPAL/TTC, Sr.EDPM, DY.CE, DY.CEE/C&D, PROD. CONSTN., INSP, EMU, DESIGNS, DY.CME/TC, DY.CC&M, DY.CMM/SD & FD, P/SHELL, M/FUR, E/FUR, DC, P/FUR, CSC, SPO/BILLS, Sr.VO, Sr.RBA.

N O T I F I C A T I O N

Sub: Gazetted cadre – Selection to the Group-‘B’  
Post of APO / Asst.Secy. through Departmental  
Selection (70% Quota).

\* \* \* \* \*

It is proposed to empanel one employee (UNRESERVED –Replacement Roster Point No.5 of cycle-I) to the post of Assistant Personnel Officer (Gr.’B’), in Pay Band PB-2 ₹ 9300-34800 with Grade Pay of ₹ 4800 through departmental examination (70% Quota). Vacancies have been assessed for 30 months from 19.08.2014 to 18.02.2017 as per extant rules.

2. Ministerial staff of non-accounts department (excluding Hindi translators, Cashiers & JE / SSEs of IT Centre), Staff & Welfare Inspectors, Stenographers and Typists, who are holding posts in Pay Band PB-2 ₹ 9300-34800 with Grade Pay of ₹ 4200 or above in cadre, with 3 years regular service after entry into grade pay of ₹ 4200 as on 19.08.2014 are eligible.

3. Ministerial staff who have avenue of promotion in their parent departments (AMM, ALO, PS Gr-I), in addition to the avenue of promotion to the post of APO should exercise their option for promotion as APO within one month from the date of result of the selection. The option once exercised is treated as final in terms of Board’s letter No.E(GP)92/2/9 dated 25/03/1992 and cannot be withdrawn or altered subsequently.

4. Employees who are willing to appear for the above selection are required to express their willingness in the Proforma appended in Annexure-II, **so as to reach this office on or before 30/09/2014.**

5. Syllabus for the selection (70% PQ) is given in Annexure – I.

6. As a part of the selection, a written test covering subjects as detailed below is scheduled to be held on **19/10/2014 (Sunday)** at TTC as indicated below:

Subject	Time	Marks	Qualifying Marks
Professional Subjects (including Establishment Matters, Finance Rules & Official Language Policy)	10.00 to 13.00 hrs	150	90
* Supplementary written test, if any, will be held on 26/10/2014 (Sunday)			

\* Absentees due to Railway Sick / reasons beyond the control of employees will be considered for supplementary test.

7. Those who qualify in the written test would be eligible to be called for Viva-Voce, subject to their fitness in the 'Medical examination of Railway employees' on promotion from non-gazetted to gazetted posts as prescribed in IRMM.

8. The contents of this Notification may be circulated to all staff working under your control including those who are on leave/deputation. Applications as per the specimen enclosed received from eligible employees of respective sections, may be forwarded to this office, in one lot, **so as to reach this office on or before 30/09/2014.**

- Sd -

Asst. Personnel Officer / Gaz.  
*for* General Manager (P).

Copy forwarded for information to:

1. Chief OS / PB, Ch.S&WI / G / S & F, Ch.OS / OS All Sections/PB,
2. Chief Time Supdt. / S & F, Shop Supdt. (All shops),
3. Principal/TTC: He is requested to arrange necessary facilities for the written test to be held on 19/10/2014 at TTC.
4. For notifying staff working on deputation:
  - a) Chairman, National Biodiversity Authority, 5<sup>th</sup> Floor, TICEL Bio-park CSIR Road, Taramani, Chennai – 600 113.
  - b) Chairman, Railway Recruitment Board, No-05, Dr.P.V.Cherian Crescent Road, Behind Ethiraj College, Egmore, Chennai - 600 008.
  - c) Executive Director, RITES, 5<sup>th</sup> Floor, TTMC 'A' Block, BMTC Complex, K.H.Road, Shantinagar, Bengaluru – 5600 027.
  - d) Chairman, Railway Claims Tribunal, (Principal Bench), 13/15, Mall Road, Delhi – 110 054.
  - e) Chairman, Railway Recruitment Cell, No-05, 1<sup>st</sup> Floor, Dr.P.V.Cherian Crescent Road, Behind Ethiraj College, Egmore, Chennai - 600 008.

**SYLLABUS FOR SELECTION TO THE GROUP-B POST OF APO**  
**AGAINST 70% PQ SELECTION**

Professional Subject:

1. Personnel department on Indian Railways, Legal framework, industrial laws, industrial relations and grievance redressal system:
  - a. Organisation and Role of Personnel Department, its function and objectives, Schedule Of Powers in Establishment Matters.
  - b. Service law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their issues.
  - c. Labour legislations viz. Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme, Minimum Wages Act, etc.
  - d. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.
  - e. Engagement of casual labour and substitutes, policy and procedure thereof. Contract Labour (Regulation & Abolition) Act, 1972,, The Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013).
  - f. Recognition of Trade Unions and dealing with unrecognised Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour Courts.
  - g. Grievance Redressal mechanism, Staff Welfare – Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Worker's Education Scheme Societies, educational assistance.
  
2. Manpower planning, methods of recruitment in Railways.
  - a. Manpower planning, surrender and creation of posts, work-charged posts, temporary posts, supernumerary posts, vacancy bank etc.
  - b. Recruitment:
    - i. Recruitment at various levels and methods of recruitment:
      - Functioning of Railway Recruitment Boards.
      - Recruitment at Zonal Railways including recruitment of artisan staff. RRC, its roles and functions.
      - Appointment as Bungalow peon, land losers, compassionate ground appointments.
      - Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARGESS).
    - ii. Various Gr. 'A' organized services and recruitment to organized Gr 'A' Railway Services.
    - iii. Direct recruitment quota as well as quota for recruitment for intermediate grades.
    - iv. Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.
  - c. Apprentice act and implementation of Apprentices Act.
  - d. Absorption of medically de-categorized staff in alternative posts.

3. Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:
  - a. Training of Group-C employees.
  - b. Functioning of Zonal Training Schools and other training institutions.
  - c. Training of Gazetted officers in Railways as well as non-railway institutions.
  - d. Various training institutes like NAIR, IREEN, IRITM, IRISSET etc.
  - e. Future development in Railways, the changing roles of Railway personnel and the need for on the job retaining, multiskilling etc.
4. Pay and Allowances: Pay and allowances in the Railways i.e. Pay Bands, Grade pay etc. Principles of pay fixation in case of appointment and promotion (functional and non functional promotions etc.). Instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB etc.
5. Seniority and Promotion:
  - a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.
  - b. Provision of reservation for Schedule Caste and Scheduled Tribe employees. Maintaining of reservation rosters.
  - c. Other relaxation available to SC/ST candidates in safety and non-safety category posts and procedure for de-reservation of posts.
  - d. Performance appraisal - APAR, procedure, maintaining of records, communication of adverse comments etc.
  - e. NBR, sealed cover procedure etc.
6. Retirement benefits:
  - a. Pension Rules (new and old), provident fund rules, leave encashment rules, Gratuity rules,
  - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical absorption etc),
  - c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits,
  - d. Pension adalats, timely settlement and Redressal of grievances related to settlement,
  - e. Retirement benefit under Provident Fund & Pension rules and Schemes of Financial Settlement.
7. The Disciplinary & Appeal rules, (1968), Railway Services Conduct Rules, (1966) & Schedule of Disciplinary powers.
8. Pass Rules, Leave Rules and joining time, Medical assistance to Railway employees and retired Railway employees.
9. Computerisation of records and personnel management functions (human Resource Management System) – benefits, challenges and implementation.
10. Financial Rules: Matters like Parliamentary control over Railway Finance, Canons of Financial Propriety, Financial Reviews, allocation of expenditure under various heads, functions of Cash and Pay Organisation, classification of demands for grants, Organisational Setup, role and functions of Accounts Department on the Railways.
11. Implementation of Official Language Policy.

APPLICATION FOR THE POST OF APO / ASST.SECY. (GR.B)  
(REF: NOTIFICATION NO: PB/GG/5/PERS-2013-14 Dt. 19.09.2014.)

1. Name :
2. Emp. No. :
3. Designation :
4. Office / Department  
in which working :
5. Date of Birth :
6. Educational Qualification :
7. Date of promotion to  
Grade Pay Rs.4200/- (Regular):
8. Whether willing to write the :  
Exam in Hindi (indicate 'Yes'  
or 'No')
9. Mobile No :

Signature

Forwarded to Dy.CPO / I.

Signature of the immediate Supervisor  
with Seal.