

दक्षिणरेलवे/SOUTHERN RAILWAY

सं.जे/पी
No.J/P. 608/VIII/3/Vol.XXIV

Divisional Office,
Personnel Department,
पालक्काड/Palghat,
Dt.20.09.2021

All Concerned

Sub:Selection for promotion from Group C to Group B Service for the post of
AOM(30%) LDCE in Operating Department(Level-08)- Reg.
Ref: PCPO/MAS letter No. P(G)532/II/AOM-30%(2021-23) dated 17.09.2021

A copy of PCPO notification calling volunteers for promotion from Group C to Group B service in Operating Department through LDCE for filling up of vacancies against 30% quota is enclosed herewith.

Wide publicity may be given among the staff fulfilling the eligibility criteria. Applications received from eligible volunteers duly forwarded by their supervisors may be sent to this office in one bunch on or before 08.10.2021. Application received after this date will not be considered.

In this connection, it is informed that application received from the employees mentioned in Annexure 1 who have volunteered quoting PCPO/MAS Letter No: P(G)532/II/AOM-30%(2021-23) dated 16.08.2021 will not be forwarded to Headquarters Office, since the reference letter quoted by them has not been signed by PCPO/MAS.

They should submit fresh application for the above selection in response to this letter.

Encl: 9 Sheets



(Rahul Anil)

सहायक कार्मिक अधिकारी)या(APO(T)/PGT
कृते वरिष्ठ मंडल कार्मिक अधिकारी
for Sr. Divisional Personnel Officer/PGT

Copy to: PCPO/Chennai, Sr.DOM/PGT,
Ch.OS /Operating Branch,TI/HQ,CHC/PGT
DS/SRMU/PGT,DS/AISCST/PGT,DS/AIOBC/PGT

A copy of this document can be accessed at Southern Railway Web Site at the following address –

“www.sr.indianrailways.gov.in under the location” About SR-Department-Personnel-Palghat Division” or <http://ibit.ly/2GSTsC7> or <http://rebrand.ly/pgt>

ANNEXURE 1

Sl No:	Name	Desig/Stn	Date of receipt of application
1	P.V.Praveen	Mail Guard/PGT	07.09.2021
2	T.L.Shaji	Mail Guard/PGT	07.09.2021
3	B.Mohammed Farook	SS/PGTN	24.08.2021
4	S.Kannan	CHC/PGT	01.09.2021
5	Sobi Thomas	CHC/PGT	01.09.2021
6	Manoj Kumar T M	CHC/PGT	01.09.2021
7	Prajoob.K	SM/FK	01.09.2021
8	Prasanthan.P.K	SM/TI/C/KGQ	03.09.2021
9	Suresh Kumar.S	SS/WRA	03.09.2021
10	Akhilesh Kumar	SS/WRA	03.09.2021
11	N Chenthil	Mail Guard/SRR	03.09.2021
12	Vinu Viswanath	Mail Guard/SRR	03.09.2021
13	Sandeep Kumar	Mail Guard/SRR	03.09.2021
14	Sameer Pattanayak	SS/MAQ	31.08.2021
15	C Viju	TI/Safety	03.09.2021
16	N.Jaffar Sadiq	TI/SWR	03.09.2021
17	S.Pradeep	TI/SRR	03.09.2021
18	Sanal Sukumaran	SM/CLMD	06.09.2021
19	Birendra Kumar Singh	SM/ETMD	06.09.2021
20	Achinta Biswas	SS/POY	07.09.2021
21	Pawan Kumar	SM/KLGD	07.09.2021
22	Vivek Soni	SM/MXM	07.09.2021
23	V.Ajith	SS/KGQ	06.09.2021
24	Ramseer P	SM/CLT	06.09.2021
25	Ummer P I	SM/TIR	06.09.2021
26	Aswathi.P.N	SM/WH	06.09.2021
27	Ajith.K	SM/TI/CLT	06.09.2021
28	Anil Kumar CK	SS/PAZ	06.09.2021
29	Syam Kumar S	SM/PAZ	06.09.2021
30	Rajendra Kumar	SM/KTKU	06.09.2021
31	Shaju George	CHC/PGT	06.09.2021
32	Ram Krishnan Nair	CHC/PGT	06.09.2021
33	V.C.Satheesan	SS/MAQ	06.09.2021
34	Mahesh.M	SM/CNV	06.09.2021
35	Babu E K	SS/PUM	06.09.2021
36	Premjith Raj S	CHC/PGT	08.09.2021
37	K.S.Arumughan	SS/OTP	08.09.2021
38	Rajiv Kumar Mishra	SM/KZE	09.09.2021
39	Suresh P A	CHC/PGT	07.09.2021
40	Rajesh.K	OS/OPTG	07.09.2021
41	Saurav Banerjee	SS/KQK	07.09.2021
42	Chandan Kumar Ojha	SM/KJKD	07.09.2021
43	Rishikesh Kumar	SM/KJKD	07.09.2021
44	D Saiju	SM/MXM	07.09.2021
45	Harikrishnan.P	SM/CAN	07.09.2021
46	Ajith Kumar.P.K	SS/CAN	07.09.2021



दक्षिणरेलवे/Southern Railway

महाप्रबंधककाकार्यालय/
General Manager's Office,
कार्मिकशाखा/ Personnel Branch,
चेन्नै/Chennai 600 003.

सं.पी(जी)No. P(G)532/II/AOM- 30% (2021-23)

दि /Dated 17/09/2021

PCOM PCCM CCM/PM CCM/PS & Darg
CTPM CPTM CFTM CCM/FM PCSC
CPRO CVO&SDGM CAO/CN/MS
CE/CN/MS CPM/RE/MS
DRM/MAS TPJ MDU PGT TVC SA
DRM/P/MAS TPJ MDU PGT TVC SA
Principal/ZRTI/TPJ Dy CLO/MMC/MAS
Sr DOM/DOMs MAS TPJ MDU PGT TVC SA
Sr.DCM/DCMs MAS TPJ MDU PGT TVC SA
Additional Registrar/RCT/MAS ERS

विषय/Sub:- Selection for promotion from Group "C" to Group "B"
Service for the Post of AOM (30%) LDCE in
Operating Department (Level- 8)
(UR- 3, SC - 1 & ST- Nil - Total - 4)

I) Proposal:-

Volunteers are called for promotion from Group 'C' to Group 'B' service in Operating Department through Limited Departmental Competitive Examination for filling up of vacancies against 30% quota

II) The number of vacancies to be filled up are as under:

UR-3 SC-1 ST- Nil Total - 4

1	Last date of submission of application to their respective controlling branch Personnel officer	08.10.2021
2	Last date of receipt of applications by SPO/Gaz/Hqrs/MAS from respective controlling branch Personnel Officer	18.10.2021

III) Eligibility:-

The eligibility criteria to appear for this selection are as under: -

- 1) Only such category of staff as are otherwise eligible to be considered for promotion to Group 'B' service in the Operating Department under the extant rules are eligible to appear for this selection.

Contd.

2) a) Group 'C' employees of Operating Department working in Level-6 and above with 5 years of non-fortuitous service in the grade (non-fortuitous service rendered in the corresponding pre-revised grades) including apprenticeship period as on **01.01.2021** are eligible

2) b) Only such categories of Running Staff in GP- Rs. 2800/- (Level-5) equivalent with stationary post in GP- Rs. 4200/- (Level- 6) in terms of Board's letter No. E (GP) 2005/2/87 dated 25/04/2011 are also eligible to be considered for promotion to Group "B" Service in Operating Department under extant rules.

3) Those staff who are willing and eligible in terms of the conditions stipulated above, should submit their application in the prescribed Proforma (Annexure - "A") to their controlling officers/Head of Unit on or before **08.10.2021**. Only those who volunteer and tender their application within the stipulated time will be considered for the selection.

IV) Pre-Promotional training:

1) As one vacancy is earmarked for 'SC', Pre-Promotional training for employees belonging to SC community will be organized before the written examination. The reserved community (SC) employees who are willing to write the Written Examination without undergoing Pre-Promotional training may do so and reserved community employees who expressed their unwillingness to attend PPT, if they fail to attend the Pre-Promotional training on the specified dates in spite of the notification, they will have to appear for the Written examination without such Pre-Promotional training imparted.

2) As per Railway Board's letter No. E(SCT)74CM15/46 dated 19.02.1976, caste certificate should be verified within a reasonable time. Railway Board's letter No. 79-E(SCT)15/98 dated 18.12.1981 reiterates that the caste certificate should be verified within a reasonable time, particularly at the stage when the candidates are to be considered for promotion to the next higher grade. Board's letter dated 18.12.1981 also states that suitable action should be taken against persons responsible for non-verification of caste certificate at the appropriate time. Hence, the genuineness of the caste certificate of the reserved employees may be **VERIFIED** and **CERTIFIED** by the controlling officers. The attested photocopies of the latest community certificate (from the competent authority to issue the same) of the employees willing to take part in the selection should invariably be forwarded to this office along with their application form. The details of investigation of any doubtful community certificate, if any, produced by any employee may also be advised separately.

3) In the event of any employee belonging to reserved community being promoted against unreserved vacancy, his promotion will be subject to the outcome of main SLP (C) 4831 of 2012 and Contempt Petition (C) No.314 of 2016 filed in the same SLP pending before the Hon'ble Apex Court.

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V) Method of Selection:-

- 1) There shall be pre qualifying examination consisting single paper of 100% objective type questions
- 2) Candidates to the extent of 5 times of vacancies in respective communities, in the order of merit, subject to securing qualifying marks will only be permitted to appear for main examination
- 3) The selection is based on the performance in written examination to adjudge the professional ability, viva-voce and assessment of records of the preceding five years from date of viva-voce
- 4) In order to qualify, a candidate must secure the minimum prescribed qualifying marks in each paper of the written examination, in the viva voce which includes record of service separately and also in aggregate

VI) PRE-QUALIFYING EXAMINATION:-

a) In terms of Railway Board letter No.E(GP)2018/2/31 dated 19.03.2019 (RBE.53/2019, PBC No 47/2019 dated 19.03.2019), there shall be Pre-qualifying single paper examination of 100 marks which shall have 100% objective type multiple choice questions only

The distribution of marks will be as under.

100% objective type Multiple choice questions only	Technical subject	40 marks
	General knowledge including optional questions on Official Language Policy	30 marks
	Establishment & Financial Rules	30 marks

The duration for pre-qualifying examination is 2 hours.

In terms of Para 204.3 IREM vol I, questions for 10% of 100 marks prescribed for the written exam should be set apart for Official Language Policy and Official Language Rules. While the employees are encouraged to attempt questions on official language policy and Official Language Rules, the questions on Official Language are not compulsory

b) Qualifying marks

The employees scoring 75% marks and above in the pre-qualifying examination shall be eligible for appearing in the main examination and for this, number of employees shall be restricted to 5 times the number of respective vacancies in order of merit

There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for wrong answer.

VII) MAIN EXAMINATION:

The pre-qualifying examination will be followed by one descriptive type paper on professional subject comprising of 100 marks and the qualifying marks in the main examination will be 60%

The written test will be in the following pattern.

Papers	Max. Marks	Minimum qualifying marks
Main Examination (Descriptive type paper on professional subject)	100	60%

The duration of the Main Examination is 3 hours.

VIII) SYLLABUS FOR PROFESSIONAL PAPER OF LDCEs:

The copy of syllabus for the written examination is enclosed as Annexure 'B' (Paper-I) & Annexure 'C' (Paper-II) is enclosed

IX) RECORD OF SERVICE AND VIVA-VOCE

		Max marks	Qualifying Marks
i	Viva-voce	25	} 30 (including at least 15 Marks under Record of Service)
ii	Record of Service	25	

There will be no grading of successful candidates as 'Outstanding', 'Very good' etc,

X) Medical Examination:

Those who qualify in the written examination will be subject to Medical Examination as per Para 530 (a) of Indian Railway Medical Manual before viva-voce test and those qualified in the written examination and declared medically FIT for Group 'B' service only will be called for viva-voce test in terms of Railway Board's letter No E(GP) 80/2/8 dated 31.10.1991. After the viva-voce, the names will be arranged in the order of merit on the basis of aggregate marks obtained by each employee

XI) Processing of application:-

1) Those staff who are eligible in terms of the conditions stipulated above should submit their application in the prescribed proforma (Annexure 'A') to the Cadre Controlling Personnel Officers. In those units not provided with Personnel Officers, the application should be submitted to the Head of the unit

16/11/2021

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2) The last date for submission of applications to the Divisional Personnel Officer/Head of the Unit is 08.10.2021.

3) . It may please be noted that controlling Officers/Head of unit have no discretion to entertain any application beyond the date i.e. 08/10/2021. The applications of the employees who have completed five years of regular service in Level-6 and above (including running staff of Operating Department in Level- 5) as on 01.01.2021 only should be forwarded after verifying the correctness with relevant service particulars and **NO INELIGIBLE APPLICATIONS should be forwarded**. The authorities should check the correctness of all the particulars of the application. Without such certification, applications received will be summarily rejected and the responsibility will be fixed for incorrect or incomplete certification. All the authorities will receive the applications and give acknowledgement with date up to 08/10/2021 and forward all the applications in one bunch with a covering letter addressed to SPO/GAZ/HQ/MAS by 18/10/2021 indicating therein the total number of applications forwarded. The applications rejected may be intimated to the employees concerned giving reasons thereof (i e) the relevant eligibility criteria not being fulfilled.

4) Staff working in Headquarters Office should submit their applications to their respective cadre controlling Personnel Officers viz., APO/SPO/Dy CPOs by 08/10/2021. They should be verified with the particulars and forward the applications to SPO/GAZ/HQ/MAS by 18/10/2021 with necessary certification

5) **NO PIECEMEAL FORWARDING OF APPLICATIONS SHOULD BE RESORTED TO.** All applications are required to be routed through the controlling Personnel Branch/Personnel Officer only and not directly by the Department

6) Staffs who are on deputation/Training/Leave/Sick should also be notified of the selection so as to enable them to submit their application through proper channel in time. The staff concerned should also contact their Headquarters Office at frequent intervals to know date of the written examination

7) While forwarding the applications of the volunteers, it may be ensured that the date of their entry in level-6 and above on regular basis (including running staff of Operating Department in Level- 5) is indicated in order to finalise their eligibility for the selection.

8) It may also be notified to all concerned that when the application of an employee holding an ex-cadre post is forwarded, the details of his post in regular cadre, level and date of entry as a regular measure should also be furnished.

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9) If volunteers are undergoing penalty of reduction to lower grade or under suspension or any departmental proceedings have been initiated for major penalty or RPUP cases are pending, the particulars of such employees should be advised with details to the **Chief Personnel Officer (Gazetted), Southern Railway Headquarters, Park Town, Chennai 600003** in a confidential D.O letter by the Sr.DPO/DPO /SPO/WPO concerned.

XII) Other Instructions:-

1) There will be no supplementary written examination.

2) Wide publicity should be given to all staff of your Unit/Division. It should also be ensured that this notification, calling for volunteers for the above selection is notified to all concerned within three days so as the staff under your control who are eligible and willing can immediately submit their application on or before **08/10/2021**. Applications/Representations received beyond the last date of submission of application should not be entertained and the same should be disposed off at the Divisional /Unit level, rejecting them on account of late receipt. Applications of eligible applicants which are complete in all aspects duly certified by Personnel Officer may be sent in one bunch in the format (Annexure 'A') with a covering letter to this office strictly before the last date i.e. **18/10/2021**.

3) All the eligible volunteers may keep themselves in readiness to appear for the written examination, the date for which will be advised shortly.

4) The employees, who have responded to this notification, are also equally responsible to attend the written examination on the scheduled date and time. They shall get in touch with their Head Quarters or this office, at frequent intervals for inquiries, if any. They may also contact the following Rly. Nos.

SPO/Gaz 22533

Ch.os/Gaz 22710

5) They can also visit Railnet web site address <http://10.5.2.32/newhome/cpogaz/ph/index.aspx> at frequent interval to know their status, date and time for written Examination etc

10-11-2021
10-11-2021

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XIII. CALENDAR FOR SELECTION:

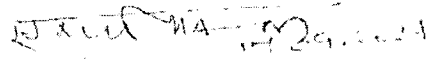
The tentative selection calendar is detailed below:

Particulars	Probable Dates
Issue of notification	17/09/2021
Last date for submission of application to the respective units	08/10/2021
Last date of receipt of application in Gaz Section/HQ in one bunch	18/10/2021
Alert notice for PPT	25/10/2021
Pre promotional training	01/11/2021 – 20/11/2021
Date of Pre-Qualifying Examination	27/11/2021
Publication of Results of Pre-Qualifying Examination	10/12/2021
Alert notice for Main Written Examination	15/12/2021
Date of Main Examination	08/01/2022

Please note that the last date viz. 08/10/2021 is sacrosanct.

Please acknowledge receipt.

Encl - Annexure - "A", B" & C"


(एस.जानकीरामन/S.Janakiraman)

वरिष्ठकार्मिकअधिकारी/राजपत्रित

Senior Personnel Officer/Gaz

कुतेमहाप्रबंधक/for General Manager

प्रतिलिपि/Copy to:- Secy. to PCOM Dy LPO/T & M&E

SPO/RP APO/GI

Chos/NGS/Operating

GS/SROA GS/SRPOA GS/SRMU

GS/AISCSTREA GS/AIOBCREA GS/NFIR

Annexure- "A"

Proforma /Application for the post of AOM through (LDCE)- 30%

Note Candidates to fill up all columns in their own Handwriting

1. Name
2. Designation (cadre Post) /Station
3. Department
4. PF. Number
5. Whether belongs to UR/SC/ST
6. Educational qualification
7. Date of Birth
8. Date of Appointment to
Railway Service & as
9. Date of joining Apprenticeship
in Level- 6
10. Date of Regular Promotion in Level-6
and post (including running staff of
Operating Department in Level- 5)
11. Date of promotion to next higher grade
(Regular) if any, with dates of promotion
12. Whether holding Ex-Cadre post and if so
the grade and date of entry
13. Whether previously appeared for
30% selection Yes/No
14. Option for Pre-Promotional training
(SC/ST only) Yes/No
15. Option to have question paper in
Hindi and writing the answer in Hindi Yes/No
16. Contact No. Rly.Phone
Mobile

I hereby declare that all conditions stipulated in para I to VII (page 1 to 6) are accepted and further declare that the information furnished above are correct and in case found to be false at later date, I will be liable for rejection of my candidature at any stage besides liable for Disciplinary Action

Date

Signature of the candidate

Note: Particulars against SI No. 1 to 16 are to be filled up by the employees legibly in the right side.

CERTIFICATE OF THE CADRE CONTROLLING OFFICER

The above particulars furnished by the employee have been verified with the relevant records and found correct

Forwarded to CPO/MAS

Signature of the personnel officer

Name

Designation :

Date

27/11/2019

**SYLLABUS FOR AOM- 30% (LDCE) – FOR PROMOTION TO GROUP 'B' POST IN
THE TRAFFIC (TRANSPORTATION) DEPARTMENT**

**Pre-Qualifying Examination: 100% Objective type Multiple Choice Question
only**

**Total Marks – 100
Duration – 2 hours**

Minimum Qualifying Marks – 75%

**Technical Subject – 40 marks
General Knowledge including Official Language policy – 30 marks
Establishment and Financial Rules – 30 marks**

TRAFFIC (TRANSPORTATION)

PART A – TECHNICAL SUBJECTS

GENERAL

- Hierarchical set up and line of control of Operating Dept at the Divisional, Zonal and Railway Board level

TRAFFIC, TRAIN AND POWER CONTROL ORGANISATION

- Objective and set up of Control Offices
- Functions of Control Organisation pertaining to Train ordering, Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks (Engg , TRD, etc ,) management, Management during Accident & Unusual Situations/ Circumstances & Disaster Management
- Duties and responsibilities of Chief Controllers, Dy Chief Controllers, Section Controllers, TNCs, Recorders and their coordination with lobbies, Stations & Yards.
- Freight Train Operations (FTO) & Freight Train Operating Principles with or without Co-ordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, Accidents, etc ,
- Daily Performance Reporting from Stations/ Yards/ Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents, Registers maintained in Control Office and their basis
- Periodical Performance Reporting and analysis of Operating Performance along with compilation of statistical data
- Power Control Organization - Engine and Crew Scheduling

- Factors affecting Wagon & Engine utilization and methods of improvements
- Working pertaining to issue of Caution Orders from Nominated and Notice stations
- Liaison/ co-ordination with Control Establishments of other Departments like Engg., TRD, Traction Control, Signalling Control, etc .

FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies
- Integrated Lobbies
- Shunting Operations in Yards or Roadside stations
- Working of Marshalling Yards & Transshipment Points
- Causes of Yard and Section congestion and remedial strategies
- All India Marshalling Order and Railway-wise Marshalling Orders- Principles and Procedures
- Rules regarding carriage of Explosives and other General Goods
- Priority Schedule
- Indent Allotment and Supply of Freight stock at stations
- Wagon Stock management for loading and unloading operations
- Imposition of Operating Restrictions on Wagon Loading and of acceptance of Wagon Indents
- Observance of Civil ban and Carriage of Contraband goods, etc.,
- Important Documents/ Registers maintained in Yards & at Stations
- Familiarity with G & SR, Accident Manual, Operating manual, Block Working Manual, Red Tariff, IR Act, 1989, etc.,
- Crew Management
- Engine Utilization aspects requiring special attention
 - Engine Crew and Train Crew Schedule
 - Rules regarding Outstation and Home Station rest, etc., to ensure observations of 10 Hour rule or Rules applicable from time to time.
 - Movement of Dead Locomotives
 - Management of maintenance Schedule of Locomotives
 - Shed and Traffic Outage of Locomotives

Contd.

- Wagon Turn Round Time (WTR) & Factors affecting optimum utilization of the wagon fleet and methods of improvement
 - Running of unit trains and formation of Captive Rakes
 - Block Train Operations
 - Nominated day loading
 - Rationalization Scheme of movement of Freight traffic for avoiding congestion by specific routes
 - Merry- Go- Round (MGR) System
 - Engine- On- Load (EOL) System
 - Mini Rake System
- Supervision and control over movement of Special type of stock, ODC consignments
- Maximum Moving Dimensions
- Wagon census
- Uses of Computer
 - Freight Operations Information System (FOIS)
 - Coaching Operations Information System (COIS)
 - Rake Management System (RMS)
 - Terminal Management System (TMS)
 - Computerized Train Charting
- Relevant Rules and Important Policy guidelines
- C&W examination for Intensive, Round Trips, Premium and Close Circuit rakes
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions
- Supply of Coaches/ Wagons to C&W shops for POH and special repairs
- Working of Travelling traffic cranes for handling heavy consignments at intermediate stations
- Detaching of Sick wagons at enroute stations and their repair and clearance
- Interchange transactions- Junction returns of Inter Railway Inter Change traffic
- Weighment of rakes
- MIL RAIL
- Permissible Axle Loads & Heavy Haul Operations
- 'Payload' to 'Tare' Ratio of Wagons

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14.07.2021

Operating Statistics

- Definition, meaning and methods of compilation of the Fundamental and Derived Units
- Analysis of the Operating Statistics
- Important Operating Efficiency Indices their meaning and uses
- Operating Ratio

PART B. GENERAL KNOWLEDGE INCLUDING OFFICIAL LANGUAGE POLICY

This section would contain questions on general interest and importance which is acquired by general observation/reading without specific text book & study. The questions may also contain questions on topics of National Importance, achievements of Railways as also questions which will test the awareness of the candidates to developments which are taking place. The standard of General knowledge shall not be more rigorous than matriculation

PART - C: ESTABLISHMENT AND FINANCIAL RULES

PERSONNEL MANAGEMENT

1. Organization of the personnel department in the Railways. The objectives of the Personnel department functions and policies of the personnel department. Role of the Personnel Officer in the Headquarters and on the divisions
2. Classification of service- recruitment to the different services Group 'A' to 'D'- Recruitment of Artisan staff- special reservation in Railway services- Rule of the Railway Service Commissions in recruitment- other than through usual channels- Promotion- Policy and methods
3. Personnel supervision- leadership styles, formal and informal leadership qualities, different leadership styles. Democratic or participative leadership style, advantage of participation Joint Councils of Management. Negotiating Machinery Schemes, zonal and divisional corporate enterprise groups
4. Inspections of loco sheds, C&W Depots, stations, Engineering Office

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LABOUR RELATIONS AND WELFARE

1. Important recognized trade union in Railways, role of unrecognized unions and methods of dealing with them
2. Industrial disputes and the legislative framework, causes of industrial disputes, basic remedies, the Industrial Disputes Act 1947, strikes, lock outs and lay-offs, handling of grievance at divisions and in the Headquarters, hauling of grievances by labour enforcement offices
3. The hours of Employment Regulations, overtime, job analysis and its machines
4. The Factories Act, Special rules for workshop staff in Railways
5. The Employee's Compensation Act, ex-gratia payment, Incentive Bonus scheme.

WELFARE

6. Pass Rules
7. Retirement benefits under the provident fund and pension schemes, final settlement
8. Welfare for the whole family of Railwaymen. Concept and practice obtaining on the Railway

FINANCIAL RULES

1. Parliamentary control over the Railway Finance- Public accountability canons of financial property
2. Financial planning and Budgeting & Budgetary and financial reviews- appreciation accounts
3. Rules of allocation- classification of exchequer control financial results of working
4. Works programme- Financial justification of works- surveys preparation of estimates- capital budget- control over capital expenditure- productivity test
5. Financial control over stores expenditure- purchase and stores keeping procedure- inventory controls and A,B,C analysis
6. Financial and cost control in Railway workshops
7. Rules and procedure relating to tenders and contracts for execution of works and procurement of stores
8. Procedure for possessing and finalizing the court objections and draft paras
9. Delegation of powers
10. Losses, frauds and embezzlements

Handwritten signature and date:
17.09.2021

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RECOMMENDED READING (FINANCIAL RULES)

- 1 Indian Railway General Code Vol I & II (Chapter III to IX(VII))
2. Indian Railway Code for Account Department (Chapter VIII)
- 3 Indian Railways Administration & Chapter III,V,VII,VIII
4. Finance- An introduction- First edition
5. Indian Railway Code for the Engineering Department- Chapter II to V, IX to XIV
- 6 Indian Railway Code for the Stores Department excluding Chapters XXV to XXX to XXXII
- 7 Report of the task forces on budgetary, first and second accounting Management practices on Railway reports
- 8 Report by the committee on technique of financial appraisal of Railway Projects
- 9 Indian Railway Code for Mechanical Department Chapter VIII to XII
Indian Railway Code for T(T) & C Department

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- Augmentation of train loads for meeting traffic requirements
- Running of Tourists coaches, Special carriages and Special trains
- Planning & running of Holiday specials, Mela specials, Tourist specials, etc.,
- Introduction of new trains, extension of train runs, introduction of through and sectional coaches
- Preparation of Engine links, Drivers/Guards Links & Rake Links
- Commuter Service Operations

ACCIDENTS AND SAFETY ORGANISATION

- Accidents, types and their classification, causes and their prevention
- Functioning of Railway Safety Organisation
- Chief Commissioner of Railway Safety and his functions
- Rules for reporting Accidents
- Accident Relief Medical Equipment (ARME) & Accident Relief Trains (ART)
- Role & Responsibilities of various Officials and Departments during Accidents
- Responsibility of the Control Organisation Station Masters and Traffic Staff on the affected section
- Accident enquiries and DAR action against staff held responsible for the Accidents
- Review and analysis of Accidents for taking corrective measures
- Disaster management & implementation of High Level Committee's Report on Disaster Management on Indian Railways

ACCIDENT PREVENTION

- Psycho analysis in case of accidents attributed to human failure
- Improved mechanized aids to prevent human error like:
 - * Improved signaling and interlocking arrangement
 - * SM's central and inter cabin control over route
 - * Track circuit and Axle counters
 - * Route Relay Interlocking
 - * Automatic cab warning system and automatic braking system
- Refresher Courses, Safety carous and safety campaigns

PLANNING ON THE RAILWAYS

- Set up & Functions of Planning Wing on IR
- Corporate Plan and Annual Plan

THANKS TO ALL

Annexure-C

**SYLLABUS FOR 30% LDCE FOR PROMOTION TO GROUP 'B' FOR AOM IN
OPERATING DEPARTMENT.**

Main Examination: Descriptive type paper on Professional Subject

Maximum Marks – 100

Minimum Qualifying Marks – 60%

Duration – 3 hours.

WORKING OF TRAINS GENERALLY AND GENERAL AND SUBSIDIARY RULES

- Responsibility and Function of Engine Crew before starting and while on run and during abnormal/ unusual situations
- Responsibility and function of Guard/ Asst. Guard before starting and while on run and during abnormal/unusual situations
- Role & responsibility of Station staff in working of trains
- Various systems of working of trains and Conditions of Granting LC
- Classification of Stations, Standards of Interlocking, Signalling systems, Equipment & their working
- Station Working Rules and Block Working
- Level Crossings
- Line capacity and measures for augmenting it MAUQ, Tokenless working, Centralized Traffic Control, Doubling, Automatic Block, IBS/IBH
- Combined Train Report, Guard's Rough Journal Book, Vehicle Guidance, Driver's Ticket, Brake Power Certificate, etc ,
- Rules regarding marshalling of vehicles on Passenger, Mixed and Freight trains
- Vacuum brake & air brake systems along with Continuity Test
- Precautions to be taken on Ghat sections

PASSENGER TRAINS OPERATION

- General principles and methodology of Time Tabling of Passenger trains
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board level
- Publication of Working Time Tables, Public Time Tables & Sheet Time Tables
- Punctuality of Passenger carrying trains
- Factors affecting Punctuality of passenger carrying trains and methods improving the punctuality

With on - 14-1-2021
Contd.