

दक्षिण रेलवे / SOUTHERN RAILWAY

मंडल कार्यालय / Divisional Office,
 कार्मिक विभाग / Personnel Department,
 पालक्काड / Palghat.
 दिनांक / Date 29.12.2021

सं.जे/पी.608/समन्वयन/ सकाधि/30%/जि.2
 No.J/P608/Co-ord/APO 30%/Vol.II

पघट मंडल के सभी शाखा अधिकारियों आदि को
 All Branch Officers/PGT Dn.
 All Supervisory Officials/PGT Dn.
 All Ch.OSs/OSs of all Branches & Ch.S&WI/PGT.

विषय/Sub: Selection for promotion from Group 'C' to Group 'B' service for the post
 of APO in Pay Matrix Level-8 (VII Pay Commission) in Personnel Department
 30% (LDCE).

संदर्भ/Ref: GM/MAS letter No.P(G) 532/XII/APO/30% LDCE/2021-22 dt.10.12.2021.

A copy of GM/MAS letter dated 10.12.2021 on the above subject is sent herewith for vide
 publicity among staff. Applications from the eligible employees as mentioned in the enclosed
 letter may be obtained in the prescribed format **in duplicate** and forwarded to this office through
 proper channel in one bunch **on or before 31.12.2021**.

Applications received after **31.12.2021** will not be entertained under any circumstances.

संलग्नक/Encl: As above.

(आर.कृष्णन/R.Krishnan)

सहायक कार्मिक अधिकारी-/Asst. Personnel Officer-E
 कृते व.मंडल कार्मिक अधिकारी /Sr Divisional Personnel Officer
 द. रेलवे/ पालक्काड /S. Railway, Palghat

प्रति/Copy to: PS to DRM/ADRM-I & II for kind information of DRM/ADRM, I & II
 Steno/Gr.I to Sr.DPO for kind infn.of Sr.DPO & APO/ T,
 DS/SRMU/PGT, & DS/AIOBC RE Assn/PGT.



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003.
Date: 10.12.2021

No: P (G)532/XII/APO 30% (LDCE)/2021-22

Secretary to GM for kind information of GM,
GM/ICF GM/P/ICF AGM, SDGM, CVO, DGM/G, Dy. Secy to GM, ADGM,
PFA, PCOM, PCCM, PCME, PCEE, PCE, PCPO/ICF
PCSTE, PCMD, CPRO, PCSC, PCSO, PCMM/PER, CSTE/Proj./MAS,
CAO/CN/MS, CAO/CN/ERS, CPM/RE/MS, CE/MTP/R/MS, CSTE/CN/MAS,
DRM/MAS, PGT, TPJ, MDU, TVC, SA,
DRM/P/MAS, PGT, TPJ, MDU, TVC, SA,
CWMs/GOC, LW/PER, CW/PER, S&T/PTJ, CE/CN/ERS,
CEWE/PER, MD/RH/PER, Dy.CMM/GOC, GSD/PER, MSD/PER, S&AO/MMC,
PRINCIPAL/ZRTI/TPJ, Dy. CE/EWS/AJJ, Dy.CPO/CW&LW/PER,
Dy. GM/Rajbhasha/HQ, Dy. CMM/PP/RPM, Sr.LO/MMC/MAS,
SPO/TM/RPM & EWS/AJJ, SPO/RE/MS, WPO/GOC, SPO/CN/MS
SMM/SSD/PTJ, APO/Stores/PER, CW&LW/PER, S&T/PTJ
Additional Registrar/RCT/MAS, ERS, Chairman/RRB/MAS, TVC,
Chairman/RRC/S. Rly, No.5, Dr.P.V.Cherien Crescent Road, Chennai-105.
The General Manager/ RITES, Anna Salai, Chennai-600 006.
Managing Director /IRCON, No.13, Palika Bhavan, R.K. Puram, New Delhi – 66.
Director/IRCTC, 6-A, The Rain Tree Place, No.9, Mac Nicholas Road, Chennai 600 031,
The Managing Director, KRCL and CRIS.

Sub:- Selection for promotion from Group 'C' to Group "B" Service-
for the post of APO against 30% (LDCE) for 2 vacancies
(UR-1 & SC-1) in Level-8 – Personnel Department.

I) Proposal:

Volunteers are called for promotion from Group C to Group B service in Personnel 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 – 01 SC – 01 ST – NIL TOTAL- 02

1	Last date of submission of application to their respective controlling branch Personnel Officer	31.12.2021
2	Last date of receipt of applications by Dy. CPO/GAZ/Hqrs/MAS from respective controlling branch Personnel Officer	10.01.2022

III) Eligibility Criteria:

- Group 'C' employees who are working in substantive post of Ministerial Cadre in Pay Matrix Level-6 and 7 will be eligible to appear for the selection for the post of Asst. Personnel Officer against 30% (LDCE) quota, provided they have rendered not less than 5 years of non-fortuitous regular service in Level-6 or rendered not less than 5 years of non-fortuitous regular service in Level-6 & Level-7 put together, including regular service rendered in the corresponding pre-revised grade (Ministerial cadre) as on 01.11.2019 as indicated below:

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- a) **Staff of Personnel Department** consisting of Ministerial Staff, Staff & Welfare Inspectors excluding Teachers and Canteen Managers.
- b) **Stenographers & Ministerial Staff of:-**
1. General Administration like Chief Law Assistant/Law Assistant, Cipher Instructor/Operator.
 2. Traffic and Commercial Department including PROs Office.
 3. Mechanical Engineering Department
 4. Civil Engineering Department
 5. Signal and Telecommunication Department
 6. Electrical Department
 7. Medical Department
 8. Security Department
 9. Stores Department
 10. Statistical and Compilation Branch
 11. Staff of Cash & Pay & Time Office
- ii) Those staff who are eligible in terms of the conditions stipulated above should submit their application in the prescribed proforma (Annexure "A") to the Personnel Officer in charge of the Establishment where they are working. In those units not provided with Personnel officers, the application should be submitted to the Head of the Unit.
- iii) The Ministerial Staff who have the avenue of promotion in the parent departments in addition to the avenue of promotion for the post of APOs (for example – Law Officer, Private Secretary- Gr.I) 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)92/2/19 dated 25.03.1992, and cannot be withdrawn/altered subsequently.

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 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 willingness to attend PPT and 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 may be forwarded to this office along with the application form. The details of investigation on any doubtful community certificate, if any, may also be advised separately.
- 3) In the event of any employee belonging to reserved community being promoted against unreserved post, 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.

V) Method of Selection:

- a) There shall be Pre qualifying examination consisting of single paper of 100% objective type questions.

[Signature]
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b) 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 in the main examination.

c) In terms of Para 2.5 of RBE No. 53/2019 (PBC 47/2019) dtd. 19.03.2019, the relaxation in marks for reserved category candidates in the pre-qualifying examination as well as in the main examination in non-safety category posts will continue to be 3/5th of the qualifying marks.

d) There shall be **negative marking for incorrect answers for objective type Multiple Choice Questions in Pre-qualifying examination**. One-third of the marks allotted for each question will be deducted for every wrong answer.

e) The selection is based on the performance in main examination to adjudge the professional ability, viva-voce test and Record of Service of the preceding five years from the date of viva voce.

f) In order to qualify, a candidate must secure the minimum prescribed qualifying marks in the written examination and in the viva-voce which includes record of service, separately and also in aggregate.

VI) Pre-Qualifying Examination:

In terms of Railway Board's letter No. E(GP) 2018/2/31 dated 19.03.2019 (RBE No. 53/2019, PBC No. 47/19 dated 19.03.2019), there shall be a pre-qualifying single paper examination of 100 marks which shall have 100% Objective type Multiple choice Question only. The qualifying marks in the written examination will be 75%.

The distribution of marks will be as under-

			Max Marks	Minimum qualifying marks
100% Objective type Multiple choice question only	Professional Subject	70 marks	100	75%
	General Knowledge including optional questions on Official Language Policy	30 marks		

The duration of the **Pre-Qualifying Examination** is 2 hours.

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 written 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:

Copy of syllabus for the written examination is enclosed as **Annexure 'B'**. The topics on professional subjects divided in two segments as Paper I and Paper II shall be amalgamated from which topics for pre-qualifying and main examination will be chosen.

Ten percent of the total marks allotted for testing the professional ability should be set apart for questions on official language policy and official language rules. In the case of LDCE, question on official language policy and Rules should be included in the paper on General knowledge. While the employees should be encouraged to attempt questions on official language policy and official language rules, the questions on official language should not be compulsory and for every question on Official language policy there should be an alternative question available.

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IX) Record of Service and Viva-voce:

		Max Marks	Qualifying Marks
i	(a) 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. Their names will be arranged in the order of merit on the basis of total marks obtained by each of the candidates.

X) Medical Examination:

Those who qualify in the written examination will be subjected to Medical Examination as per Para 530 (b) of IRMM before Viva-Voce test and those qualified in the written examination and declared FIT for group "B" service will only be called for Viva-Voce test as per Railway Board's letter No. E(GP)80/2/8 dated 31/10/1991. After the Viva-Voce test, 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 applications should be submitted to the Head of the Unit along with **Annexure-C**.
2. The last date for submission of applications to the Divisional Personnel Officer/Head of the Unit is **31.12.2021**. It may please be noted that controlling Officers/Heads of the units have no discretion to entertain any application beyond the last date.
3. The applications of the employees who have rendered not less than 5 years of non-fortuitous regular service in Level-6 (GP Rs. 4200/- in VI PC or in scale Rs. 5000-8000 in Vth PC) or rendered not less than 5 years of non-fortuitous regular service in Level-6 & Level-7 put together, including regular service rendered in the corresponding pre-revised grade (Ministerial cadre) as on 01.11.2019 only be forwarded after verifying other relevant particulars and NO INELIGIBLE APPLICATION should be forwarded. The authorities will check the correctness of all the particulars of the applications with the Service Register and other relevant records and certify the correctness of each item 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 **31.12.2021** and send all the applications bunched together in one covering letter along with **Annexure 'C'** addressed to Dy. CPO/Gazetted/HQ/MAS by **10.01.2022** indicating therein the total number of applications forwarded. The applications rejected may be intimated to the individuals giving reasons thereof (i.e) the relevant eligibility criteria not being fulfilled. The soft copy of Annexure 'C' may also be forwarded to the under signed through e-mail (editable form).
4. Employees working in lower grade i.e below PB-2 (Rs. 5200-20200 + GP Rs. 2800/-) and working in higher grade GP Rs. 4200/4600 on adhoc basis are not eligible, Likewise employees working in lower grade i.e below PB-2 (Rs. 5200-20200 + GP Rs. 2800/-) and granted higher GP Rs. 4200/4600 under ACP/MACP are also not eligible.
5. The Genuineness of the community certificate of the reserved community employees may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of community certificate failing which the candidature will be summarily rejected.
6. Staff working in Headquarters Office should submit their applications to their respective Cadre Controlling Personnel Officers, viz. Dy. CPOs/SPOs by **31.12.2021**. The Cadre Controlling Officers should verify the particulars and forward the applications to Dy. CPO/Gazetted/HQ/MAS by **10.01.2022** with necessary certification and ineligible applications

[Signature]
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should be rejected, replying to the applicants with the reasons for rejection. The applications should be forwarded duly fulfilling the enclosed statement (Annexure-'C').

7. Those who are on deputation/leave/sick/serving in other Railways/RDSO/Railway Board/RITES/IRCON/KRCL/RVNL, etc. should also be notified of the selection for promotion to Group B service through LDCE to enable them to submit their applications through proper channel in time and staff also should contact their Headquarters Office at frequent intervals to find out the date of examination.
8. If volunteers are undergoing Penalty of reduction to lower grade or under suspension or any departmental proceedings have been initiated for Major penalty or any 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 – 600 003** in a confidential D. O. letter by the Sr.DPO/Dy.CPO/DPO/SPO/APO concerned.
9. It is observed from the applications received from volunteers in the past that the date of entry into Grade Rs. 5000-8000 in V PC/Rs. 9300-34800+GP Rs. 4200 (Level-6) in VI PC and above on regular basis has not been indicated in several cases with the result it becomes difficult to decide their eligibility or otherwise at this end. This aspect may specifically be scrutinized before forwarding the application to this office by PB Officers of the units.
10. When an employee is holding an ex-cadre post, details of his post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned.
11. After scrutiny and certifications, the Personnel Officers of Divisions/Units will forward the applications in one bunch duly filling the enclosed statement (Annexure - C) and with a covering letter addressed to the undersigned on or before **10.01.2022** the latest. The soft copy of list of eligible staff with their **service particulars should be sent through e-mail (both in pdf & editable in excel format) as per Annexure 'C' along with the applications.**
12. **Divisions/ Workshops and other units are advised not to send applications in piecemeal. All applications are required to be routed through the controlling Personnel Branch/Personnel Officer only and not directly by the department.**

XII) Calendar for Selection:

The tentative selection calendar for the above selection is as under:

Particulars	Date
Issue of notification	10.12.2021
Last date for submission of application to the respective units	31.12.2021
Last date for receipt of applications at Headquarters from respective units	10.01.2022
Alert notice	20.01.2022
Pre-Promotional Training	31.01.22-19.02.22
Date of Pre-Qualifying Examination	26.02.2022
Publication of Results of Pre-Qualifying Examination	11.03.2022
Alert Notice for Main Examination	15.03.2022
Date of Main Examination	02.04.2022
Publication of Result of Main Examination	08.04.2022
Viva-voce	19.04.2022
Publication of Panel	20.04.2022

XIII) Other Instructions:

- 1) **There will be no supplementary written examination.**
- 2) Wide publicity should be given to all staff of your Unit/Division concerned as well as upload this notification in your respective website. 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

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application on or before **31.12.2021**. Applications 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-C) with a covering letter to this office strictly before the last date.

- 3) The SR/ACR/APAR files of the employees who volunteer may be kept ready by concerned controlling Officers for immediate transmission to this Office whenever called for.
- 4) Dy. CPOs/Sr. DPOs/DPOs/WPOs/APOs concerned should ensure that the intimation reaches in time to all units under their control, giving opportunity to all the eligible employees to appear for the selection. They should pay personal attention to this and take prompt and diligent action to avoid non-receipt or delayed receipt of the notification to all concerned.
- 5) All those eligible volunteers may keep themselves in readiness to appear for the written examination, date for which will be advised separately.
- 6) The employees, who have responded to this notification, are also equally responsible to attend the written examination on the scheduled date & time. They shall get in touch with their Head Quarters or this office, at frequent intervals for inquiries, if any. They may contact the following Rly. Nos.
Dy. CPO/GAZ : 22533
Ch. OS/GAZ : 22710
- 7) They can also visit Rail net web site address:
<http://sr.railnet.gov.in/newhome/cpogaz/pb/index.aspx> at frequent interval to know their status, date and time for written examination etc.
- 8) Please note that the last date viz. **31.12.2021** is sacrosanct.

Please acknowledge receipt.

Encl.: As above.


10.12.21
(SHIKHA LAL)

Dy. Chief Personnel Officer/Gaz
For General Manager

Email: dycpogaz@sr.railnet.gov.in

Copy to:- PCPO, CPO/Admn, CPO/IR, CPO/CN/MS, CPO/Gaz.

Dy.CPOs/Gaz, R&W, T,M&E, IR&Trg., Co-ord.

SPOs/RP, EMS

APOs/T,M&E, HQ & Genl., IR, Trg. & RRC, Welfare

Dy.CEO/HQ/MAS.,

All Chief OSs/OSs of HQ/PB,

Dy. CPLO/HQ - He will please take necessary action to

Publish the above notification in the Gazette.

GS/SRMU, GS/SROA, GS/SRPOA

ANNEXURE - A**APPLICATION FOR THE POST OF ASSISTANT PERSONNEL OFFICER THROUGH LIMITED
DEPARTMENTAL COMPETITIVE EXAMINATION – (30%)***(The eligible application form has to reach Dy. CPO/GAZ on or before the target date.)*

1	Name in full (IN BOLD LETTERS)						
2	Designation & Station						
3	Provident Fund No						
4	Father Name						
5	Date of Birth						
6	Educational Qualification						
7	Date of Initial Appointment to Railway Service & Designation on initial appointment	Date:		Designation:			
8	Date of Regular promotion to : Grade Rs. 1400-2300 (IV PC) / Rs. 5000-8000 (VPC)/GP Rs. 4200/- (VIPC) / Level-6 (VII PC)						
9	Date of further regular promotion(s)	Scale of Pay / GP / Level			W E F		
10	Community (tick appropriate column)	UR		SC		ST	
11	Option for medium of written examination: Indicate by marking tick in appropriate column. (English will be the medium for those who fail to indicate the choice)	English					
		Hindi					
12	Whether previously appeared for LDCE-APO 30% Strike out whichever in not applicable	YES		NO			
13	Option to attend Pre-Promotional Training for 'SC' employees (tick appropriate column)	Willing				Unwilling	
14	Whether attended pre-promotional Training earlier for LDCE-APO 30%	NO / YES If Yes, No. of Times:					

I hereby declare that all the conditions stipulated in Para I to XIII of the notification from Page No. 1 to 6 are accepted and further declare that the particulars furnished by me above are correct to the best of my knowledge and if it is proved to be false, my candidature may be summarily rejected at any stage besides initiating major penalty DAR action for such misconduct.

Date:

Signature of the Applicant:

Mobile No:

CERTIFICATION OF CONTROLLING PERSONNEL DEPT. OFFICER

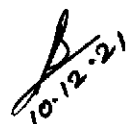
The particulars furnished against Sl. No. 1 to 14 (except Sl.No. 11) above by the employee have been verified with relevant records and found correct. Also certified that the above named employee have rendered requisite qualifying service of five years in substantive grade of Pay Matrix Level-6 or higher grade and eligible to appear in written examination for APO against 30% LDCE quota. Forwarded to PCPO for consideration.

Date & Seal:

Signature of the Cadre Controlling Officer:

Name:

Designation & Station.



**SYLLABUS FOR 30% LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
(LDCE) FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL
DEPARTMENT**

Pre-qualifying Examination (Marks 100)	: Minimum qualifying marks 75%	Duration-2 hours
Main Examination (Marks 100)	: Minimum qualifying marks 60%	Duration-3 hours

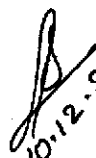
PAPER-1

Part I: Official Language & General Knowledge

Part II: Professional Subject

Professional Subject:

1. Constitutional Provision of Right to Employment under Article 16 & 17 of the Constitution of India.
2. Manpower Planning & Recruitment
 - (a) Manpower Planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc. Zero-based calculation of requirement/creation.
 - (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. Concept of Lead period, normal attrition while placing indent.
 - * Railway Recruitment Cell (RRC) – role and functions.
 - * Appointment of land losers, compassionate ground appointments, Sports Quota appointments, Cultural Quota and Scouts & Guide quota appointments etc.
 - * Liberalized Active Retirement scheme for Guaranteed Employment for Safety Staff (LARSGESS).
 - (ii) Recruitment to various Group '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.


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- (c) Apprentices Act, 1961 and its implementation.
- (d) Absorption of medically de-categorised staff in alternative posts
- (e) Concept of Deputation, Foreign Services etc. and its impact on Pension, Foreign Service Contribution.

3. Training and Development:

- (a) Basic concept of training and human resource development
- (b) Training and Development of Railway employees
 - (i) Training of Group C employees
 - (ii) Functioning of Zonal Training Schools and other training institutions
 - (iii) Training of Gazetted Officers in railways as well as non-Railways institutions
 - (iv) Various Railway Training institutes like NAIR, IREEN etc.
- (c) Future developments in Railways, the changing roles of Railway Personnel and the need for on the job training, multi skilling etc.

4. Pay and Allowances:

- a. Preparation of Pay Bill, Computerization of Pay Bill, AFRES, PRIME, IPAS Concept etc.
- b. Pay in the Government i.e. Pay bands, Grade Pay etc.
- c. Principles of pay fixation in case of appointment and promotions, pay fixation in case of functional and non-functional promotions etc.
- d. Fundamental Rule (FR) & Fixation, Instances of pay protection etc.
- e. Various allowances admissible to the Railway employees including allowances to the running staff

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 Schedule Tribe employees. Maintenance of various reservation rosters
- c. Relaxations available to SC/ST candidates for promotion 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. Impact of Vigilance Investigation during and after Selection.
- e. NBR, sealed cover procedure etc.

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6. Organization and role of Personnel Department, its functions and objectives, Schedule of powers in Establishment Matters. Maintenance of records – service registers, Personal Files and preparation of claims of pay bill, etc. Computerization of records and personnel management functions (Human Resources Management System) benefits, challenges and implementation. Computerization of official record and its retrieval.
7. Loans and various advances admissible to the Railway employees and conditions thereof, PLB, TA rules etc.
8. Disciplinary & Appeal Rules (1968) Railway Services Conduct rules (1966) & Schedule of Disciplinary Powers. Various Judgments of Supreme Court on D&AR (1968) and Railway Services Conduct Rules (1966).
9. Pass rules
10. Retirement benefits:
 - a. Pension Rules (new and old), Provident Fund rules, Leave encashment rules, Gratuity rules etc.
 - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical resignation 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 benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.
11. Leave Rules and joining time
12. Reimbursement of tuition fees and legal expenses
13. Medical assistance to Railway employees and retired railway employees. RELHS & its membership
14. Right to Information Act, 2005


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PAPER-II

Part I: Establishment Rules & Financial Rules

Part II: Professional Subject

Professional Subject:

1. Industrial Relations, Recognition of Trade Unions and dealing with unrecognized Trade Unions/Associations Industrial disputes, their causes, strikes, lockouts, layoffs, provisions of Industrial disputes act and functions of Labour Enforcement Officers and Labour courts.
2. 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.
3. Contract Labour (Regulation & Abolition) Act, 1972, Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013.
4. Services Law, CAT, High Courts, Supreme Court and effective handling of court cases, finding of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.
5. Engagement of casual labour and substitutes, policy and procedure thereof.
6. Grievance redressal mechanism, Staff Welfare-Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme, Societies and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.


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Selection for the post of APO through LDCE 30% - Personnel Department

Division/Unit:

Sl. No.	Name (in capital letter with initials at the end)	Designation /Station	Com	DOB	DOA	DOE into 4200/Design	Date of entry to 4600	PPT Yes /No	Opted for Hindi question paper Yes/No	Eligibility as on 01.11.19	Contact Mobile No.	Remarks

The particulars furnished above have been verified with the application submitted by the employees and the SR of the employees and certified as correct.

Total No. of application received :

No. of Eligible candidates

No. of ineligible candidates

Signature :

Name :

Designation :

Date :

