



NOTIFICATION

CENTRAL RAILWAY

Headquarters Office
Personnel Department
C.S.M.T., Mumbai- 400001

No. P/CR/HQ/Gaz-Sel/260/7/APO(30%)-2

Date: 10.11.2025

CAO (C) PCE PCEE PCSTE PCME PCOM PCCM PCMM PFA SDGM PCSO
PCMD PCSC/RPF CPRO CCM(PM) CCO
DGM MRA HQ IRICEN PA IREEN NKRD
Pr. Director of Audit CSTM
Dy. CAO(C&P) HQ Sr S&AO CSTM
DRM (P) BB BSL NGP SUR PA, Sr DPO BB BSL NGP SUR PA
CWM PR MTN (S&T) BY (E/W) MMR (TMW) NKRD (ELW) BSL WM KVV
Dy. Ch. Law Officer DY.CE(C) BSL DY.CEE(EMU) MTN P.ZRTI BSL P.O. RCT BB, NGP

Sub: Formation of panel for the post of Asstt. Personnel Officer (Gr 'B')
Level-8 /PB-2 GP-4800/- against 30% LDCE quota in Personnel
Department- Vacancy cycle from 01.01.2025 to 31.12.2026.

1. It has been decided to conduct a selection for promotion to Group 'B' services as Asstt. Personnel Officer, Level-8 (PB-2+GP-4800/-) against 30% LDCE quota in Personnel Department for the vacancies as per selection procedure laid down in Railway Board's letter No. E(GP)88/2/111 dated 20.08.1991, E(GP)2018/2/31 dated 19.03.2019 & No. E(GP)2022/2/4 dated 28.06.2022, 06.03.2023 & Railway Board's instructions issued from time to time on the subject.

Break up of number of assessed vacancies is as under:

| Post | Scheme | UR | SC | ST | Total |
|------|----------|----|-----|-----|-------|
| APO | 30% LDCE | 03 | NIL | NIL | 03 |

Railway Board vide letter dated 18.08.2022, has introduced the reservation to PwBD in promotion from Gr C to Gr B in selection as well as in LDCEs.

For the vacancy cycle from 01.01.2025 to 31.12.2026, 01 post of HH category is identified for the post of APO. **If suitable candidate of the said PwBD category is not placed on the panel of 70% selection against the notification that / this point of HH will be operated in 30% LDCE quota.**

2. As per Para 2(ii) of Railway Board's Rly. Board's L. No. E(GP)2019/2/25 dated 27.12.2019, this selection is open to;

The staff holding post on regular basis in level-6 in the pay matrix and above with five years of regular service in level-6 and above (including regular service rendered in the corresponding pre-revised grades) as on **01.01.2025** in categories mentioned in (a) to (c) below, are eligible to volunteer for appearing in the selection. Grade Pay in MACP will not be considered.

- a) Group "C" Ministerial staff of Personnel Department.
- b) Group "C" Ministerial staff of Stores & Transportation (Traffic and Commercial) Departments, Statistical and Compilation Branches, Chief Law Assistants, Stenographers of all departments-excluding Accounts Departments, who have an avenue for promotion to Group 'B' in their own department but on the basis of option being given to them.
- c) Group "C" Ministerial staff working in cadre post in any other departments of Central Railway excluding Rajbhasha Vibhag and Accounts Department, but including Cash & Pay and time office who have no avenue for promotion to Group 'B' in their own department.

(Handwritten signature)

(Authority: Gazette notification of recruitment rules published under GSR No. 198 dated 30.06.2018 & Corrigendum notified in Gazette vide GSR No. 676 (E) dated 26.07.2018 circulated vide Board's letter No.2008/E(GR)/15/4/RR dated 30.08.2018).

The eligible employees mentioned in (b) above are required to give option for Group "B" post in their own department or for APO (Group 'B') within one month from the date of their empanelment.

For the purpose of counting eligibility of service condition, time spent by Railway servants during pre-requisite training immediately before appointment to working post is counted as qualifying service (Railway Board's letter No. E(NG)I-2019/PM1/24 dated 25.06.2019).

3. This notification should be given wide publicity. It has been decided to call applications online from the applicants and scrutiny of service particulars will also be done electronically at each level i.e division/workshop/Unit and Headquarter.

The employees may be advised to take utmost care while filling up of the proforma since incomplete/wrongly filled proforma will be rejected and no representations in this regard will be entertained.

4. The tentative schedule will be as under :-

| Sr.No. | Subject | Scheduled date |
|--------|---|------------------------|
| 1) | Date to open GOAL window | 11.11.2025 (11.00 Hrs) |
| 2) | Last date to apply by the employee * | 01.12.2025 (18.00 Hrs) |
| 3) | Last date to forward the application by respective depots to their Bill preparing Unit. | 08.12.2025 |
| 4) | Last date to forward the application by Personnel officers of respective Div./W/shop/Const after verification by Bill preparing Unit to HQ's office | 15.12.2025 |
| 5) | Date of issue of Eligibility list | 05.01.2026 |
| 6) | Date to raise objection on Eligibility list, if any | 12.01.2026 |
| 7) | Date of Examination(CBT) | Will be Notified later |

* If any candidate faces any technical problem, he/she should contact to his Controlling Authority and get the problem resolved before last date of application.

5. MODE OF APPLICATION

A: For staff of Open Line, Construction Unit and Workshop)

(1) HOW TO APPLY

The eligible staff should submit their application through **ONLINE MODE** only for which following steps should be followed.

1. Visit the Railnet site 10.31.3.3/GOAL1/
2. Go through the **NOTIFICATION**.
3. Click on **REGISTER**. Select Exam Code: PERSONNEL/APO/LDCE/2025-26 (Select Exam Code with utmost care)
4. Fill up **PF No as User ID**, Mobile no (Linked with HRMS)) and Registered Email ID and **Submit**.
5. Candidate will get a default Password generated and display as 12345, immediately on another screen will show for change of password. This will complete the Registration process.
6. Now go to **Home Page** and select **APPLY/LOGIN**

7. Again use your **PF No. as User ID** and **Password** which candidate has received on computer screen (i.e. 12345).
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab. (Before logout it should be confirmed that it is clicked on Submit tab).
9. Take a print out and keep it for record.

This will complete the submission of application for the candidate.

(II) HOW TO FORWARD APPLICATION.

For login, **each Division/Workshop/ Construction Unit** Incharge will obtain User ID and password from **APO(Gaz)**. After login **Division/Workshop/ Construction Unit Incharges** can view the details of applicants working under his control. To forward the application after verification, just Click on **FORWARD** of each of the application. On Last date of submission of application by the candidate, respective **Division/Workshop/ Construction Unit Incharges** can get a summary of the applications which he/she has forwarded. He/She should take a print out and keep it for the record with the signature of the Establishment incharge.

(III) HOW TO VERIFY THE APPLICATIONS

For login, Office Superintendent of **Division Personnel Deptt /Workshop/ Construction Unit** with whom Service Registers are maintained will obtain User ID and password from **APO(Gaz)**. After login, OS can **View** as well as **Edit** the details of all applicants whose Service Registers are maintained in that office. After verifying Service Particulars of each employee from Service Record, OS can change it in Edit application, if any deviation. He should put **sign ✓ in the box** if he made any change in the particulars filled by the applicant and same remarks should be added in the remarks column. After verification to forward the application just click on **FORWARD BUTTON** of each of the application.

(IV) HOW TO VALIDATE THE APPLICATIONS

For login, APO with whom cadre is maintained will obtain User ID and password from **APO(Gaz)**. After login APO can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the post, APO will validate or invalidate the application by clicking on the **Valid/Invalid**. Then all the applications will be automatically forwarded to Headquarter for further scrutiny. On Last date of submission of application in Headquarter, Divisional Personnel Deptt / Workshop / Construction unit can get a summary of the applications he has forwarded. He/She should take a print out and keep it for his/her record.

B: For staff working in any other Railway/Non Railway Organisation on Deputation

The staff working in RE organization or any other Railway/Non Railway Organisation on Deputation should also login into as per Para 5 of A of mode of application and follow the steps from 1 to 9. One copy of the print out of the application should be verified by the concerned Bill preparing Unit i.e where SR is maintained and same should be sent to APO (Gaz) by Ordinary dak or per bearer so as to reach on or before 15.12.2025 and one copy should be forwarded to the Division or Workshop where the lien is maintained on Central Railway. Division/Workshop is advised to forward the applications received from the employees working in any other Railway/Non Railway Organisation on Deputation by confirming lien maintained on that Division/Workshop/ Construction Unit Incharges on or before 15.12.2025.

If the candidates/dealing clerk find any difficulty or technical issues concerning regarding submitting application/login/ forwarding/Editing/Validating application can take the assistance of Helpdesk Number 011-53228 (Office landline No) (from 10.00 Hrs to



18.00 Hrs on working day.) or register complaint on Email ID gazselection20@gmail.com. Complaints registered on this Email ID will only be entertained.

6 After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level and the list of eligible volunteers will be published later. The final eligibility list will also be notified on RAILNET site 10.31.3.3/pers on 05.01.2026. The Objection on the eligibility list if any should be made on or before 12.01.2026.

7 As per Railway Board's letter dated No.E(GP)2022/2/4 dated 28.06.2022 & 06.09.2022 LDCE will be one stage only and will comprise of only 1 paper of 150 marks comprising 100% Objective type Multiple Choice questions with the following set up.

| Topic | No of Questions | Marks |
|---|---|-------|
| Technical (Professional) Subject | 85 (Including 5 optional questions) | 80 |
| General Knowledge including optional Questions of 15 marks on Official language Policy & Rules: | 55 (including optional Questions of 15 marks on Official language Policy & Rules) | 40 |
| Establishment & finance Rules | 35 (Including 5 optional questions) | 30 |
| Qualifying marks: 90 Marks | | |
| Duration | 3 Hrs | |

Question paper will have **175** questions out of which 150 are to be attempted.

1(one) mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3rd (one third) of the marks allotted for each question will be deducted for every wrong answer.

As per Railway Board's letter No: E(GP)2022/2/4 dated 28.06.2022, the qualifying marks of centralised CBT examination will be 90 marks. Further Board vide letter No:E(GP)2022/2/4 dated 06.03.2023 has clarified that the candidates qualified in written examination/CBT will be called for the viva voce to the extent of 5 times the number of respective vacancies(community wise) in the order of Merit. However, in case two or more candidates scores equal marks in the exam and vie for the last spot, they may be allowed to appear in the viva-voce irrespective of the fact that the number of candidates goes beyond the limit of 5 times the number of respective vacancies.

CBT for 30% LDCEs for a particular department for Zones/PUs will be held on the same day across Indian Railways. **Thereafter no request for a supplementary exam shall be entertained in any condition**

Railway-wise list of candidates along with marks scored by them in the written examination will be prepared by Member Secretary, RRB Ajmer.

Medical & Viva-voce of successful candidates will be conducted by the respective Zones and Panel will be prepared on the Merit.

7.1 The candidates, who will found eligible for viva voce, will be subjected to medical examination, and if found medically fit (Para 530 (b) ,531 & 532 (2) of IRMM Vol.I) as per Railway Board's letter No. E(GP)80/2/8 dated 31/10/1991) they will be called for viva voce.

In terms of Para 506 of IRMM (Vol I 2000 Edition), if a candidate is found medically unfit, an appeal against such a decision can be made within one month of the date of communication of medical unfitness and no appeal will be considered after the expiry of one month.

8. A copy of syllabus for professional subject for 30% LDCE in Gr B posts along with syllabus for Establishment and Finance prescribed by Board vide letter No: E(GP) 2022/2/4

dated 07.11.2022 is enclosed as **Annexure 'A'** for information and guidance of the candidates.

9. Since, the assessment of vacancies are only for UR, the Pre-promotional training will not be imparted to SC/ST candidates (Railway Board's letter No. E(GP)2010/2/39 dated 28.08.2019).

10. A senior officer in all the offices & establishment should be nominated who will be responsible to ensure that this notification is brought to the notice of all the candidates/eligible employees working in their respective organizations. In case, any employee has been posted to another organization on transfer/deputation basis or working against Ex. cadre post, it will be the responsibility of their parent office / Establishment to ensure that the notification is sent to that Establishment / Organization enjoining upon it to bring the same to the notice of concerned employee(s). Application of these employees, if any, should be obtained from these organizations and sent to this office duly verified for further scrutiny of their eligibility (Para 3(iii) of Railway Board's letter No. E(GP)87/2/72 dated 27/12/1991) on or before 15.12.2025.

11. The Service Registers (SRs), Leave Account(LA) in favour of the employees, who apply in response to this notification should be updated in all respect (i.e. Educational Qualification) and kept ready to be sent to APO(Gaz), PCPO's office, at a short notice. Similarly, their APARs (in original) for the last 7 years i.e. fiscal period ending 31/3/2018 to 31/03/2024 duly completed in all respect and countersigned by accepting authority i.e. HOD, DRM, ADRM, etc., and also by disposing representations, if any, may also be kept ready to be sent to APO(Gaz), PCPO's office, at a short notice, whenever required, per bearer. While forwarding Service Register of the candidates belonging to reserved community, it may be ensured that Caste Certificate in prescribed format is available in their SR.

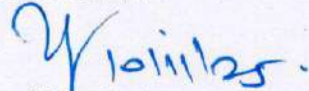
12. To ensure that the eligible staff avails the opportunity for appearing for selection, wide publicity should be given. Supervisor/Incharge should bring to the notice of the staff working under them about this selection.

13. As per Para 1 of PCPO's letter No.P/CR/HQ/RP/601-policy dated 05.08.2022 "Person belonging to reserved communities, who are appointed against selection on merit and not owing to reservation, will occupy the unreserved points and they should not be shown against reserved points".

14. Any instructions/guidelines, etc. is issued by Railway Board regarding selection to Group 'B' post, subsequent to the issue of this notification, the same will also apply to this selection.

The panel will be purely on provisional basis subject to further orders that may be passed by the Supreme Court in the Jarnail Singh batch of cases bearing SLP No 30621/2011.

Kindly acknowledge the receipt of this letter


(Ajay Raj)
APO(GAZ)
I-PCPO

DA :- As above

Copy to: All POs of HQrs office

Copy to: SDGM (V) w.r.t his letter No. 2011/03/V2/MISC dated 03/03/11

Copy to: General Secretary, NRMU & CRMS, SC / ST/OBC Association.

This information is available on RAILNET site 10.31.3.3/pers

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


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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 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.

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;

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.**