



मध्य रेलवे /Central Railway

मंडल कार्यालय/ Divisional Office
कार्मिक शाखा/ Personnel Branch
सोलापुर/ Solapur.
दिनांक:-14/11/2024

संख्या: SUR/P/General/ Notification

सभी सम्बंधित : सोलापुर मंडल

विषय: Formation of panel for the post of ACM (Group-B) Level-8 PB-9300-34800 GP-4800/- against 70% selection quota in Commercial Department Vacancy cycle from 01/01/2025 to 31/12/2026.

संदर्भ: मुख्यालय कार्यालय द्वारा जारी पत्रांक P/CR/HQ/Gaz-Sel/260/1/ACM (70%)-2 दिनांक 13/11/2024.

मुख्यालय कार्यालय द्वारा जारी पत्रांक P/CR/HQ/Gaz-Sel/260/1/ACM (70%)-2 दिनांक 13/11/2024 की प्रति अनुलग्नकों के साथ परिपत्रित की जाती है। समस्त जानकारी के लिए उपरोक्त अधिसूचना सोलापुर मंडल की वेबसाइट www.cr.indianrailways.gov.in पर अपलोड किया गया है, इस प्रकार से विजिट कर About us > Divisions > Solapur > Personnel > Notification सेक्शन में देखें।

अनुलग्नक : यथोक्त।

(रमेश नायर)

सहायक कार्मिक अधिकारी
कृते मंडल रेल प्रबंधक (कार्मिक) सोलापुर

प्रतिलिपि :

DRM, ADRM सोलापुर, कृपया सूचनार्थ।

मंडल सचिव: NRMU, CRMS, AIOBCREA & AISCSTREA:सोलापुर, कृपया सूचनार्थ।

NOTIFICATION

CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
CSMT Mumbai.

No. No. P/CR/HQ/Gaz-Sel/260/1/ACM(70%)-2

Date: 13.11.2024

The Executive Director (NG),
Ministry of Railways, Railway Board, New Delhi - 00 001.
AGM, Secy. to GM, SDGM, PFA, DGM, DWSO/SWSO GM's office,
PCOM, PCCM, CCO, CCM (PS), CCM(FS), CCM(PM)
CMPE(DSL), CELE, CTPM, CPTM CFTM, CSO, CE (C), CAO(C),
CWM MMR, NKRD, GM CCIL, GM/ RITES, BB, NDLS, MD/KRCL,
CE (C) MTP, CPO/MRVC CCG Director RAILTEL, Chairman RCT, BB, NGP
DRM/ SR DPO/ Sr DCM/ Sr DOM/ Sr DFM/DFM BB BSL NGP SUR PA
P/ZRTI BSL, Dy.CCM (PM), (FS), (PS), Dy.CCO
SCM(G), APO(Court), APO (Const), Dy. Law officer

Sub: Formation of panel for the post of ACM (Group 'B') Level-8/PB-9300-34800 GP-4800/- against 70% selection quota in Commercial 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 ACM, Level-8 (PB-9300-34800 PB-2+GP-4800/-) against 70% selection quota in Commercial 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 & No. E(GP)2024/2/28 dated 08.10.2024.

** Break up of number of assessed vacancy is as under:

Post	Scheme	UR	SC	ST	Total	PwBD *
ACM	70% selection	07	01	01	09	02

* PwBD is not shown separately but included in the total vacancies.

** The vacancies notified are provisional including Communal Break up & PwBD, may vary before the closing date of Online application.

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. Hence, the category identified for the post of ACM is 02-LD (as indicated by PHOD) for the vacancy cycle for the period from 01.01.2025 to 31.12.2026. If suitable candidates of the said PwBD category are not placed on the panel of 70% selection against the notification, these point of LD will be carried forward in 30% LDCE quota.

2. As per Para 2(ii) of Railway Board's Rly. Bd's L. No: E(GP)2019/2/25 dated 27.12.2019 & E(GP)88/2/28 dated 08.10.2024, this selection is open to;
 - (A) All Non-ministerial Group "C" staff of Commercial Department who have completed at least 03 years of non-fortuitous service in the Level-6 (Grade Pay Rs. 4200/-) or above, as on 01.01.2025.
 - (B) All Ministerial group "C" staff working in Commercial department who have completed at least 03 years of non-fortuitous service in the Level-6 (Grade Pay Rs. 4200/-) or above,

24.

as on **01.01.2025** and have opted for further advancement in the Commercial department itself.

- (C) All Non-ministerial Group "C" staff of Law Cadre who have completed at least 03 years of non-fortuitous service in the Level-6 (Grade Pay Rs. 4200/-) or above, as on **01.01.2025** and have opted for further advancement in the Commercial department .

For the purpose of counting service for eligibility, 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) .

Grade Pay in MACP will not be considered.

3. 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	14.11.2024
2)	Last date to apply by the employee	03.12.2024
3)	Last date to forward the application by respective depots to their Bill preparing Unit.	05.12.2024
4)	Last date to forward the application after verification by Bill preparing Unit to HQ's office	18.12.2024
5)	Date of issue of Eligibility list	31.12.2024
6)	Date to raise objection on Eligibility list , if any	06.01.2025
7)	Pre-promotional Training for 60 Hrs./15 working days	In between 15 th Jan 2025 to 10 th Feb 2025
8)	Date of Examination (CBT)	09.03.2025
9)	Supplementary Examination	23.03.2025

The supplementary Examination will be held only for those candidates who could not appear in the main examination for reasons beyond their control, authorization of which will be decided by the Competent Authority.

5. MODE OF APPLICATION

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

(I) 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: COMMERCIAL/ACM/SELECTION/2025-26
(Select Exam Code with utmost care)



4. Fill up **PF No as User ID**, Your Mobile No. (the Mobile No. linked with HRMS) and Registered Email and **Submit**.
5. You will get a default Password generated and display as 12345, immediately on another screen will show for change of password.
6. Now go to **Home Page** and select **APPLY/LOGIN**
7. Again use your **PF No. as User ID** and **Password**.
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab.
9. Take a print out and keep it for your 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/her control. To forward the application, 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 and keep it for the record with the signature of the Establishment incharge.

(III) HOW TO VERIFY THE APPLICATIONS

For login, Office Superintendent of Personnel department of the **Division/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 there is / are any deviation/s. He/She should put **sign ✓ in the box** if he/she 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/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password **from APO(Gaz)**. After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his/her Office Superintendent. As per the Eligibility conditions for the selection for the post, APO/Head of the Construction Unit will valid or invalid 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/she has forwarded. He/She should take a print 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 Organization on Deputation etc. should also login into as per Para 5 of A 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 18.12.2024 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 Organization on Deputation etc. by confirming lien maintained on that Division/Workshop/ Construction Unit Incharges on or before 18.12.2024.

For any queries regarding login/ forwarding/Editing/Validating application please contact on Phone no: 011-53228 (Office landline No) / Mobile Phone No:- 8828110621- APO(Gaz) (from 10.00 hrs to 18.00 hrs on working days)

6. After receipt of applications through online mode of all the volunteers, appearing for the selection, the same 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 31.12.2024. The Objection on the eligibility list, if any, should be made on or before 06.01.2025.

In terms of Railway Board's letter No.E(GP)2022/2/4 dated 07.10.2022 & No: E(GP)2018/2/31 dated 19/03/2019, the following pattern of examination has been adopted for the 70% selections to be conducted through Centralized Computer Based objective type examination (CBT) in all departments. In terms of Railway Board's letter No: .E(GP)2018/2/31, dated 19/03/2019 and 04.12.2023 the written examination shall comprise of one paper which shall have 100% Objective Type Multiple Choice Questions only. The paper will be of 100 marks.

a)	One Paper on Professional Subject including optional Questions of 10 marks on Official language policy	:	70 marks
b)	Establishment and Finance Rules	:	30 marks
c)	Qualifying marks	:	60 marks
d)	Duration of Examination	:	02 Hrs.

1 (one) mark will be allotted for every correct answer.

There will be no negative marking for incorrect answers (Authority: Rly Bd's No. E(GP)2024/2/28 dated 08.10.2024).

Railways-wise list of candidates along with marks scored by them in the written examination/CBT will be prepared by DG/NAIR.

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

7. The candidates, who qualify in written test/CBT are required to undergo prescribed medical Examination in terms of Para 530 (a), 531 & 532 (1) of IRMM Vol.I (Railway Board's letter No. E(GP)80/2/8 dated 31.10.1991 & 2004-E(SCT)/I/25/20 dated 20.12.2013) before allowed to appear for viva-voce, and if found medically fit, 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 70% selection 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 in the assessment post is reserved for SC and ST, Pre-promotional training will be

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imparted to eligible SC and 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 may 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 last date i.e. 18.12.2024.
11. The SRs, Leave a/c 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) or attested copy of E-APAR where APARs are filled online for the last 7 years i.e. fiscal period ending 31.03.2018 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 all 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".

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

Kindly acknowledge the receipt of this letter

DA :- As above


(Ajay Raj)
APO(GAZ)
/-PCPO

Copy to:

PCPO - for kind information please.

CPO(IR) CPO(G) - for kind information please.

APO(T&C)

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

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% LDCEs 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% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs 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% LDCEs 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 & LDCEs to be conducted w.e.f. 1.1.2023.

DA:As above


(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
E.mail ID- meena.1964@gov.in

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System (ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions..
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time