

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

PAPER-1

Part I:

50 Marks

Official Language &
General Knowledge

Part II:

Professional Subject

100 Marks

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 roasters etc.

(c) Apprentices Act, 1961 and its Implementation.

- (d) Absorption of medically de-categorized staff in alternative posts.
- (e) Concept of Deputation, Foreign Service 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, I-Pass Concept etc.
- b. Pay in the Government i.e. Pay bands, Grade pay etc.
- c. Principles of pay fixation in case of appointment and promotion. 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 Scheduled 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.

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 Resource 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, PFH, FA rules etc
- 8 Disciplinary & Appeal Rules (1968), Railway Services Conduct Rules (1965) & Schedule of Disciplinary Powers, Various Judgements of Supreme Court on DBAR (1968) and Railway Services Conduct Rules (1965)
- 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.

PAPER II

60 Marks

Part I:

Establishment Rules &
Financial Rules

100 Marks

Part II:

Professional Subject

Professional Subject:

1. Industrial Relations, Recognition of Trade Unions and dealing with unorganized Trade Unions/Associations. Industrial disputes, their causes, strikes, lockouts, lay-offs, 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. Service Law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their 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, Booklet and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.

General Financial Rules

The matters like Parliamentary control over Railway Finances, canons of financial propriety, financial reviews, allocation of expenditure under various heads, functions of Cash & Pay organization, classification of demands for grants and organizational set up, role and functions of Accounts Dept. on the Railways, maintenance of Service Records, Personal Files, etc.

INSTRUCTIONS FOR CANDIDATES [A]

Time : 2 Hours

1. Total marks allotted is 100 .
2. Out of total 110 questions candidate should answer only 100 questions.
3. The candidate should use only blue colour ball pen. All the answers should be answered with the same colour ink used for writing. The candidate should not use different colours of sketch-pen such as green, red etc for marking.
4. Candidate should write answer in the space provided against question No. For example, if he is attempting Q.1 then he should write Answer as per option given in the box provided against Q.1.
5. The candidate should invariably answer to the question given on the Answer Sheet in Capital Letters (For example- A, B, C, D.)
6. If any question is unanswered, then the candidates should put cross (X) on the blank space (Box) of the Answer Sheet.
7. Answers to Multiple Choice Questions, corrections of any type (viz. cutting, overwriting, scoring off a ticked answer & ticking another answer, erasing, modifying the answer in any way, etc) will not be permitted. Negative marks will be awarded in such cases of corrections.
8. There shall be negative marking for point 7 above and for incorrect answers. One-third of the marks for each question will be deducted for every such cases of corrections etc / wrong answer.
9. Answer should be exact or nearest value of the given options.
10. In case of ambiguity in Question paper English version will prevail.

Violation of any of the above instruction shall be tantamount to disqualification from the selection process.

1. A ch.OS in level 7 retired on 31/5/17 with last basic Rs.72,100 per month given option to commute 40% pension, DA 12%. How much settlement dues (nearest value) he got if last spell LAP was 250 and LHAP 300. His date of birth is 20/5/1959 and appointment is 16/4/1984:
 - A. A leave encasement Rs.730226.66 and gratuity Rs.1132408, commutation Rs.1417890, Pension after commutation Rs.25956
 - B. Leave encasement Rs.720226.66 and gratuity Rs.1032408, commutation Rs.1317890, Pension after commutation Rs.25956
 - C. Leave encasement Rs.740226.66 and gratuity Rs.1332408, commutation Rs.1417890, Pension after commutation Rs.25956
 - D. Leave encasement Rs.760226.66 and gratuity Rs.1832408, commutation Rs.1717890, Pension after commutation Rs.25956
2. Special compensatory (hill area) allowances stands abolished with effect from?
 - A. 1st June 2017
 - B. 1st November 2017
 - C. 1st July 2018
 - D. 1st July 2017
3. Fixation of pay, in case of employees who seek transfer to a lower post under?
 - A. FR 15 (a)
 - B. FR 14 (b)
 - C. FR 14 (a)
 - D. FR 12 (a)
4. Following categories of transfer in case of non gazzeted staff will be exempted from the condition of a minimum 5 years of services?
 - A. Transfer sought on mutual exchange basis
 - B. On spouse ground transfer
 - C. A & B
 - D. Railway Servant who are child care givers to semi disabled child

5. Grant of permission by general manager to Junior Administrative Grade officers to travel by air on duty would be subject to the following condition?

- A. Air Travel will be permitted only in the cases where the duration of the journey one way is more than 10 hours by rail
- B. Air Travel will be permitted only in the cases where the duration of the journey one way is more than 12 hours by rail
- C. Air Travel will be permitted only in the cases where the duration of the journey one way is more than 24 hours by rail
- D. Air Travel will be permitted only in the cases where the duration of the journey one way is more than 18 hours by rail

6. Instruction regarding duty hours and rest schedules of track machine staff envisaged in boards letter dated?

- A. 6/7/2000
- B. 1/7/1999
- C. 1/1/2001
- D. None of the above

7. As per railway board letter dated 16/3/15, validity of family identity cards issued to retiring/retired railway employees and widows of railway employees will now be valid for?

- A. 20 years instead of 7 years
- B. 30 years instead of 7 years
- C. Lifetime instead of 7 years
- D. Every year requires to be updated with life certificate

8. Judo for the purpose of recruitment of sportsperson against sports quota was agreed by Railway board in the year?

- A. 2015
- B. 2014
- C. 2013
- D. 2017

9. Constitution of internal complaints committee and conciliation proceedings are enshrined in the following sections of the sexual harassment of women at work place (prevention, prohibition and redressal) act 2013 (SHWW (PPR) act 2013) are?

- A. Section 2 & 3 of the act respectively
- B. Section 4 & 10 of act respectively
- C. Section 6 & 7 of the act respectively
- D. None of the above

10. As per Rule 5 of railway servants (D&A) rules 1968, suspension can be first reviewed on/or completion of 90 days counting from the date, the railway servant was released from detention, unless suspension has already been revoked. Subsequent review of suspension can be made before expiry of extended period of?

- A. Not exceeding 140 days at a time
- B. Not exceeding 120 days at a time
- C. Not exceeding 160 days at a time
- D. None of the above

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1. As per RBE 5/2019, what is annual allowance granted to Railway Doctors with Post Graduate Qualification recognized under IMC Act 1956.
 A) Rs. 2250/- p.m.
 B) Rs. 1350/- p.m.
 C) Rs. 2500/- p.m.
 D) Rs. 1250/- p.m.
2. In terms of RBE 3/2019, the residency period for promotion from Level-1 to Level-2 has been reduced by how many years for General category?
 A) 2 years
 B) 1 year
 C) No such criteria
 D) None of the above
3. As per RBE 88/2017, consequent upon 7th pay commission Railway employees serving Laddakh shall be paid special duty allowance at what rate?
 A) 5%
 B) 10%
 C) 3%
 D) 2.97%
4. As per Ministry of Labour and Employment, OM dated 30/11/2018, total monthly remuneration and pension drawn by retired employee re-engaged on contract basis (i.e. Consultant) cannot be more than the last pay drawn by the retired employee at current DA rates.
 A) True
 B) False
 C) None of the above
 D) It depends upon case to case basis
5. In case of mutual exchange transfer how is the seniority adjudged.
 A) Senior and junior, both will be placed at the bottom seniority
 B) Senior and junior, both will be placed against seniority of each other
 C) Senior of the two employees will be placed in seniority vacated by junior
 D) None of the above

6. The term "corresponding cadre" will not apply in mutual exchange transfer of erstwhile Group 'B' (Level-1) employee:
A) True
B) False
C) Subject to fulfilment of prescribed medical standard
D) True for Level-1 and 2
7. In mutual exchange transfer the accepting unit (HQ/Division) should convey their acceptance within how many days as per employee charter?
A) 10 days
B) 1 month
C) 2 months
D) 3 months
8. What is the foreign term meaning "amongst themselves"
A) Inter-alia
B) Inter-se
C) In-toto
D) In-initio
9. Time line for sending call letters to candidates selected through RRB and RRC including verification of panel from RRB/RRC as per employee charter:
A) 30 working days
B) 15 working days
C) 30 working days of operation of panel
D) None of the above
10. Time line for disposal of D&AR cases as per employee charter where major penalty charge sheet is issued
A) 150 days
B) 145 days
C) 30 days
D) 45 days
11. What is the reservation PwBDs called?
A) Vertical reservation
B) Horizontal reservation
C) Interlocking reservation
D) Horizontally vertical reservation
12. What relaxation of upper age limit has been given at present in Group 'C' categories for direct quota?
A) 1 year
B) 3 years
C) 2 years
D) No relaxation
13. Power for inter Railway transfer in CG cases has been delegated to DRM/CWM/HOD in terms of which RBE No.?
A) 135/2018
B) 134/2018
C) 133/2018
D) 136/2018
14. What is the master circular number for holidays including national holidays and restricted holidays?
A) MC 46
B) MC 47
C) MC 48
D) MC 45