

उत्तर पश्चिम रेलवे



प्रधान कार्यालय

जयपुर

आर.बी.ई.सं.

133/2014

दिनांक

15/12/2014

सं. 875-ए/ओ/selection

मण्डल रेल प्रबंधक/कार्मिक- जयपुर, अजमेर, जोधपुर, बीकानेर
मुख्य कारखाना प्रबंधक- अजमेर, जोधपुर, बीकानेर
उप मुख्य सामग्री प्रबंधक- अजमेर, जोधपुर
मुख्य प्रशासनिक अधिकारी/निर्माण- जयपुर
समस्त विभागाध्यक्ष/प्रका.-जयपुर
सचिव/महाप्रबंधक, वरिष्ठ महाप्रबंधक /सतर्कता प्रका.- जयपुर
मुख्य राजभाषा अधिकारी/प्रका.- जयपुर
अध्यक्ष रेलवे भर्ती बोर्ड- अजमेर
प्राचार्य क्षेत्रीय रेलवे प्रशिक्षण संस्थान- उदयपुर
प्राचार्य कार्मिक प्रशिक्षण केन्द्र- जोधपुर
उप निदेशक, लेखा परीक्षा प्रका.- जयपुर
सहायक सचिव/गोपनीय - महाप्रबंधक प्रका.- जयपुर
मुख्य खजांची रोकड एवं वेतन विभाग प्रका.- जयपुर
निजी सचिव/महाप्रबंधक, वित्त सलाहकार एवं मुख्य लेखा अधिकारी प्रका.- जयपुर

RBE No. 133/2014

विषय :- Syllabi for Professional Papers for 70% selection
and 30% LDC-E for Promotion to Group 'B' Posts of A/c
in Personnel Department of Railways/ Production units.

संदर्भ (i) Railway B/L No E(GP) 2013/2/24. [Date: 2/12/2014]

(ii) Railway B/L No समसंख्या/पत्र दि. 21-5-2014 RBE No 52/2014

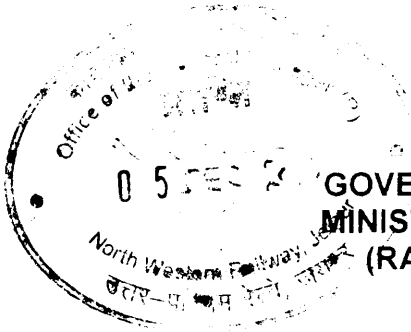
रेलवे बोर्ड नई दिल्ली के संदर्भित पत्र दि. 2/12/14 की प्रतिलिपि आवश्यक कार्यवाही, मार्ग दर्शन एवं सूचनाएँ प्रेषित की जा रही है।

सलम- यथोक्त।

(15/12/2014)
कृते महाप्रबंधक/कार्मिक

प्रतिलिपि-

1. महासचिव- एनडब्ल्यूआरईयू 15 प्रतियों।
2. महासचिव- यूपीआरएमएस 15 प्रतियों।
3. महासचिव- एससी/एसटी एसो. 15 प्रतियों।
4. महासचिव- ओबीसी एसो. 05 प्रतियों।
6. महासचिव- पदोन्नत अधिकारी एसो. 15 प्रतियों।



GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Handwritten: 12/12/14, GM, CPO, 10/11/14

RBE No.: 133 /2014

Handwritten: Dec 12/14, Cor/EP, 11/12

New Delhi, dt: 09.12.2014

No. E(GP)2013/2/24

Handwritten: → NWR

The General Managers,
All Indian Railways and Production Units.

Sub: Syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' posts of APO in Personnel Department of Railways/ Production Units.

Ref: Railway Board's letter No. E(GP)2013/2/24 dated 21.05.2014 (RBE No.52/2014).

In supercession of this office letter of even number dated 21/05/2014, the revised syllabi for professional papers for 70% Selection and 30% LDCE for promotion to Group 'B' post of APO in the Personnel Department is enclosed for guidance.

2. The revised syllabi will be effective from the date of issue of this letter. However, Selections/LDCEs for which written examinations have already been held or are at an advanced stage need not be disturbed.

Handwritten: 56

3. Please acknowledge receipt.

Handwritten signature: Lily Pandeya

(LILY PANDEYA)
DIRECTOR, ESTT.(GC)
RAILWAY BOARD



Handwritten: 25, 12/12/14

-4-

भारत सरकार
रेल मंत्रालय
(रेलवे बोर्ड)

आरबीई सं.: 133 /2014

सं. ई(जीपी)2013/2/24

नई दिल्ली, दिनांक: 12.12.2014

महाप्रबंधक,
सभी भारतीय रेलें और उत्पादन इकाइयां।

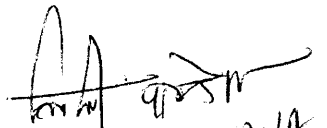
विषय: रेलों/उत्पादन इकाइयों के कार्मिक विभाग में एपीओ के ग्रुप 'बी' पदों पर 70% चयन से तथा 30% सीमित विभागीय प्रतिस्पर्धात्मक परीक्षा से पदोन्नति हेतु व्यावसायिक पेपरों के लिए पाठ्यक्रम।

संदर्भ: रेलवे बोर्ड का दिनांक 21.05.2014 का पत्र सं. ई(जीपी)2013/2/24 (आरबीई सं. 52/2014)

इस कार्यालय के दिनांक 21/05/2014 के समसंख्यक पत्र का अधिक्रमण करते हुए कार्मिक विभाग में एपीओ के ग्रुप 'बी' पदों पर 70% चयन से तथा 30% सीमित विभागीय प्रतिस्पर्धात्मक परीक्षा से पदोन्नति हेतु व्यावसायिक पेपरों के लिए संशोधित पाठ्यक्रम मार्गदर्शन हेतु संलग्न है।

2. संशोधित पाठ्यक्रम इस पत्र के जारी होने की तारीख से प्रभावी होगा। बहरहाल, ऐसे चयन और सीमित विभागीय प्रतिस्पर्धात्मक परीक्षाएं, जिनके लिए पहले से ही लिखित परीक्षाएं हो चुकी हों अथवा जिनके संबंध में प्रक्रिया अंतिम चरण में हो, को रोकने की आवश्यकता नहीं है।

3. कृपया पावती दें।


(लिली पाण्डेय) 12.12.14

निदेशक, स्थापना (जीसी)
रेलवे बोर्ड

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 rosters 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, PLB, TA rules etc.
8. Disciplinary & Appeal Rules (1968). Railway Services Conduct Rules (1966) & Schedule of Disciplinary Powers. Various judgements 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.

PAPER-II

Part I:

50 Marks

Establishment Rules &
Financial Rules

Part II:

100 Marks

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. Contact 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, Societies and educational assistance.
7. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.

SYLLABUS FOR SELECTION TO THE GROUP 'B' POST OF APO AGAINST 70% SELECTION.

**Establishment Rules &
Financial Rules**

50 Marks

Professional Subject:

100 Marks

Professional Subject:

1. Personnel department on Indian Railways. Legal framework, industrial laws, industrial relations and grievance redressal system:
 - a. Organization and Role of Personnel Department. its functions and objectives. Schedule Of Powers in Establishment Matters
 - b. 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.
 - c. 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.
 - d. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.
 - e. Engagement of casual labour and substitutes, policy and procedure thereof. Contact Labour (Regulation & Abolition) Act, 1972, The Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013).
 - f. 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.
 - g. Grievance Redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme Societies, educational assistance.
2. Manpower planning, methods of recruitment in Railways:
 - a. Manpower planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc.

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. RRC, its roles 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) Various Gr. 'A' organized services and recruitment to organized Gr. '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.

c. Apprentice act and Implementation of Apprentices Act.

d. Absorption of medically de-categorized staff in alternative posts.

3 Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:

- a. Training of Group C employees.
- b. Functioning of Zonal Training Schools and other training institutions.
- c. Training of Gazetted Officers in Railways as well as non-Railways institutions.
- d. Various Railway Training Institutes like NAIR, IREEN, IRITM, IRISSET etc.
- e. Future developments in Railways, the changing roles of Railway personnel and the need for on the job retaining, multi skilling etc.

4. Pay and Allowances: Preparation of Pay bills, Pay and allowances in the Railways i.e. Pay bands, Grade pay etc. Principles of pay fixation in case of appointment and promotion (functional and non functional promotions etc). Instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB, etc.

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. Maintaining of reservation rosters.
 - c. Other relaxations available to SC/ST candidates 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.
 - e. NBR, sealed cover procedure etc.
6. Retirement benefits:
- a. Pension rules (new and old) , provident fund rules, leave encashment rules, Gratuity rules.
 - b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical absorption 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.
7. The Disciplinary & Appeal Rules. (1968). Railway Services Conduct Rules, (1966) & Schedule of Disciplinary Powers.
8. Pass Rules, Leave Rules and joining time. Medical assistance to Railway employees and retired Railway employees.
9. Computerization of records and personnel management functions (Human Resource Management System) - benefits, challenges and implementation.
10. Right to Information Act, 2005.
11. Official Language Policy and Official Language Rules.