

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

ग्रुप 'सी' से ग्रुप 'बी' संवर्गों में पदोन्नति को
शासित करने वाले अनुदेशों

पर
मास्टर परिपत्र

MASTER CIRCULAR

ON

**INSTRUCTIONS GOVERNING PROMOTION
FROM GROUP 'C' TO GROUP 'B'**

68

(केवल सरकारी प्रयोग के लिए)
(For Official use only)

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

M.C.No. 68

NO. E (GP) 2007/2/25

New Delhi, dt. 30-03-2007

**The General Manager,
All Indian Railways & Production Units etc.**

**Sub: Consolidated instructions governing promotion from
Group 'C' to Group 'B'**

At present the orders relating to promotion from Group 'C' (Non-Gazetted) to Group 'B' (Gazetted) posts in various Departments of Indian Railways are contained in the Recruitment Rules for the concerned Departments, Chapter-II – Section 'A' of the Indian Railway Establishment Manual (IREM) Vol. I and in a number of Orders/circulars issued by the Board from time to time. The question of consolidation of the orders/circulars has been under the consideration of the Ministry of Railways (Railway Board) and accordingly these consolidated instructions are issued for the information and guidance of all concerned. While referring to this Circular, the original letter referred to therein should be read for proper appreciation and in case of doubt, the original letter should be relied upon as authority.

2. Since only the important instructions on the subject have been included in this Master Circular, some instructions might not have found place herein. Instruction contained in circulars not included in the Master Circular, should not be deemed to have been superseded simply because of their non-inclusion.

**(V. VAIDEHI)
DIRECTOR/ESTT. (GP)
RAILWAY BOARD**

METHOD OF FILLING UP THE VACANCIES IN GROUP 'B'

1.1 The vacancies in Group 'B' posts are filled by promotion on the basis of Selection of eligible Group 'C' employees and also on the basis of Limited Departmental Competitive Examination (LDCE), where applicable. Where the scheme of LDCE is in force, selection is held to fill 70% of the vacancies and LDCE is held to fill the remaining 30% of the vacancies.

(Para 201.1 of IREM and No.E(GP)92/2/93 dated 3/11/1992)

1.2. The scheme of LDCE for the promotion from Group 'C' to Group 'B' is in force in the following Departments:

Civil Engineering
Electrical Engineering
S&T Engineering
Mechanical Engineering
Traffic (Transportation & Commercial)
Accounts
Personnel
Stores

(No.E(GP)76/2/96 dated 3.6.1977
E(GP)76/2/96 dated 3.8.1977
E(GP)86/2/61 dated 10/1/1990)

2. UNIFIED SELECTIONS WITHIN A DEPARTMENT

2.1 A unified Selection should be held for the Group 'B' posts in the different branches within a Department and one panel should be drawn for the department as a whole. The staff of the drawing office will be clubbed with the workshop stream. The Group 'B' posts of Chief Yard Master, Assistant Traffic Manager, Area Officer and Station Supdt. Should be treated as posts of Operating Branch.

(E(GP)82/2/120 dt.25.1.1983)

2.2 In the T (T&C) and Mechanical Departments, separate selections for the Group 'B' posts in each of the following streams were introduced in 1983/1991 respectively:-

Mechanical Engineering Depatt.

1. Carriage & Wagon
2. Loco (Open Line)
3. Workshops

Traffic (T&C) Deptt.

1. Commercial
2. Operating

However, for selections initiated after 31.1.2006 unified selections are to be held in these two departments also.

(No.E(GP)/79/2/130 dt.16.9.81
No. E(GP)2002/2/88 dated 31/1/2006)

Clarifications in respect of stream-wise selections initiated before issue of Board's orders dated 31.1.2006

2.3 Selections to different streams within a Department are to be finalized simultaneously to the extent as may be administratively possible, with a view to safeguard the interests of the officers who are selected to Group 'B' posts in the different streams, in matters of seniority for promotion to Group 'A'/Junior scale and to Senior Scale (ad hoc).

E(GP)82/2/120 dated 24.12.1983

2.4 Selection for promotion to Group 'B' posts in the different streams of Mechanical Engineering and Transportation (T&C) departments should be held simultaneously as far as possible. For drawing the seniority of the Group 'B' officers empanelled stream wise for their absorption in Group 'A' service/for their ad hoc promotion to Sr.Scale, following principles should be followed:

- a) where appointments to Group 'B' are made on different dates, the date of appointment, which will govern the extent of non-fortuitous service, will form the basis for determining the combined seniority.
- b) If appointment to Group 'B' posts, in the different streams are made from one and the same date, the seniority of such Group 'B' officers for purposes of further advancement would be determined on the basis of their relative seniority in Group 'C', without disturbing the inter-se seniority of the officers of each stream.

E(GP)84/1/7 dated 22.9.1984

3. Frequency of holding Selection/Limited Departmental Competitive Examination

3.1 Selections including LDCE for promotion to Group 'B' posts, should be held once every two years. Where due to unforeseen developments, such as creation of new posts, upgradation etc. the panel gets exhausted and the biennial selection is away by more than 6 months, a fresh selection may be held. The need for conducting such selections should, however, be rare and due care should be taken in working out the vacancies for the normal biennial selection. The entire process of

selection from assessment of vacancies to publishing the panel should be completed, as far as possible, within a period of 4 months.

(Para 201.2 of IREM &
No.E(GP)78/2/101 dated 23.1.79)

3.2 To ensure that selections are held biannually without fail, the work should be spread out evenly so as to cover half of the departments in the first year and the rest of the departments in the following year and the cycle repeated. The various processes connected with the selections should be commenced adequately in advance, so that the schedule for holding the selection is not disturbed. For this purpose, a suitable calendar may be drawn depending on the position on each Railway and the work monitored closely to ensure that the schedule is not tripped. The work in this regard should be reviewed periodically at the level of CPO. Ad-hoc arrangements in Group 'B' should normally not be resorted to.

(No.E(GP)87/2/72 dated 11.1.1988)

3.3 LDCE, for filling up the vacancies for LDCE in the various Departments, will be held in the same year in which the 70% selection is held in that Department. In sequence, the LDCE should follow the corresponding selection.

3.4 The notice for LDCE should be issued along with the notice issued for the 70% selection, with the indication that the dates for the LDCE would be announced later.

3.5 The date for determining eligibility to be fixed for the LDCE should be the same as the one fixed for the 70% Selection.

3.6 The number of vacancies to be filled on the basis of Selection/LDCE should be mentioned in the notice for the information of the employees.

3.7 Where due to disputes in courts of Law, the LDCE corresponding to the selection, which has been held, cannot be processed, special efforts should be made to get the case decided before next selection becomes due.

3.8 Where the Court case involves time and before it is likely to be decided, subsequent selection becomes due and is administratively necessary, a proposal should be sent to Board's office with personal approval of the General Manager who will, before approving of the proposal, review the position of the court case and satisfy himself that all

possible steps had been taken by the Administration to bring about an early finalization of the case in the court.

(No.E(GP)76/2/96 dated 3.6.1977
E(GP)79/2/101 dated 18.6.1985)

4. **COMPOSITION OF SELECTION COMMITTEE**

4.1 Selection Committee will be constituted under the orders of the General Manager for the purpose of making recommendations to him in respect of Group 'C' staff considered suitable for promotion to Group 'B'.

(Para 202.1 of IREM)

4.2 The Selection Committee should consist of 3 Heads of Department including the Chief Personnel Officer and the Head of the Department concerned or as has been provided for in the relevant Recruitment Rules. The Senior Deputy General Manager or the CVO of the Vigilance organizations should not be nominated to serve on the Committee. If none of the officers constituting the Departmental Promotion Committee belongs to either Scheduled Caste or Scheduled Tribe, a fourth officer belonging to Scheduled Caste or Scheduled Tribe holding the rank not lower than the Junior Administrative Grade may be nominated.

(Para 202.1 of IREM)

4.3 SDGM may be nominated on the Selection Committee for promotion to higher-grade posts in the branches under his direct control. In Production Units where there is no post of SDGM, the HOD nominated to function as Chief Vigilance Officer, will also similarly be associated with Selection Committees for selection of employees for promotion to higher grades in departments under his direct control.

(No.E(GP)79/2/40 dated 1.9.1979)

4.4 In cases where no SC/ST is available within the Department/Railway itself, efforts should be made to find one SC/ST officer of appropriate level from the nearby zonal Railway or some other Railway or Production unit. In case an SC/ST officer is still not available, efforts should be made to find an SC/ST officer of appropriate status from a Department other than a Railway Department. If in any case it is not possible to include a Scheduled Caste or Scheduled Tribe officer in the DPC whether by nomination or co-option, the reasons should be recorded in writing.

(No.81/E(SCT)15/32 dated 4.6.1981)

5. Assessment of Vacancies

5.1 There should be a realistic assessment of the vacancies so that there is no wide variation between the assessment and the actual vacancies existing plus those expected to materialize definitely during the currency of the panel. The assessment of vacancies should be based on vacancies already existing plus vacancies due to arise as a result of new posts/additional posts for which proposals have been processed less the vacancies which would be filled by officers who return from deputation/long leave etc.

(No.E(GP)79/2/74 dated 15.2.1980)

5.2 Quite often, the panel framed by the Railways are exhausted long before the expiry of two years and fresh selections have to be initiated. Keeping this in view as also the consideration that the Zone of consideration should not become very large, it has been decided that the existing and anticipated vacancies for two years should be assessed taking into account the vacancies in regular cadre (both permanent and temporary), as also in the construction and work-charged cadre/posts instead of restricting to the 'Construction reserve' only.

(No.E(GP)87/2/72 dated 22/10/91)

5.3. To the assessment thus made, the vacancies arising in the next 6 months may be included for unanticipated vacancies. The earlier provision of including 30% of cadre strength to the assessed vacancies is discontinued.

(E(GP)2005/2/61 dated 14 /9/2006)

6. ELIGIBILITY

6.1 The conditions for eligibility for consideration for promotion to Group 'B' posts, by normal selection as well as LDCE, where applicable, are prescribed in the relevant Recruitment Rules. The following further instructions have been issued on the subject.

6.1.1 Cut off date for reckoning eligibility for Group 'B' selection.

The date of commencement of vacancy period should be taken as the cut off date for determining the eligibility of candidates for appearing in selections (both 70% and 30% LDCE) against the vacancies to be filled in the said period.

(E(GP)2005/2/42 dated 21.9.2005)

6.2 Selection for 70% of vacancies

6.2.1 For the selection Group 'C' employees working in grade the minimum of which is Rs.5000/- and in higher Group 'C' grades will be eligible for consideration provided they have rendered not less than three years of non-fortuitous service in the grade.

(No.E(GP)99/2/22 dated 22.7.2004)

6.2.2. Only those employees who have put in a minimum of 3 years of non-fortuitous service in the Grade Rs.5500-9000 and above are eligible for selections against 70% of vacancies of Assistant Personnel Officer.

(No.E(GP)99/2/22 dated 18.11.2004)

6.2.3 Railway School teachers belong to a separate cadre of railway schools and, as such, they are **not** eligible to be considered for the Group 'B' post of Assistant Personnel Officer.

(No.E(GP)88/2/54 dated 8.7.93)

6.2.4. If a junior employee is considered for 70% selection by virtue of his satisfying the relevant minimum service conditions, all persons senior to him shall be held to be eligible, notwithstanding the position that they do not fulfill the requisite minimum service condition. This provision is not applicable to LDCE.

(Para 203.2 of IREM and provisions in relevant recruitment rules)

6.3 LDCE

6.3.1. For LDCE, all Group 'C' employees working in grade the minimum of which is Rs.5000/- and in higher Group 'C' grades will be eligible for consideration provided they have rendered not less than five years of non-fortuitous service in the grade.

(No.E(GP)99/2/22 dated 22.7.2004)

6.4. Law Assistants/Chief Law Assistants are eligible for promotion to the post of APO or ACM in addition to their normal avenue of promotion to the post of ALO/Estate Officer etc. depending upon the option they exercise. The option can be exercised after an employee gets selected to any of the gazetted cadre. Such an option should be exercised within 30 days of the result of the selection/LDCE by the employee in writing and option once exercised should be treated as final.

(No.E(NG)II/87/PO/Genl/8 dated 23.6.89)

No.E(GP)88/2/54 dated 31.1.92)

6.5 The Ministerial employees of Traffic & Commercial department, stores Department, Statistical and Compilation branch, Cash & Pay Time office staff, Stenographers as also Ministerial employees in other departments who do not have an avenue of promotion to Group 'B' posts in their own departments have been provided an avenue to the post of APO. Such employees should be given the opportunity to exercise option for promotion within one month of the result of the Selection/LDCE and the option once exercised should be treated as final. The Panel may be kept as provisional till the option is finally exercised within one month. However, if employee after getting empanelled opts out, the next qualified candidate should be placed on the panel with the approval of the competent authority duly observing the rules and orders for reservation of vacancies for SC/ST candidates and thereafter final panel should be published.

(No.E(GP)92/2/9 dated 25/3/1992)

7. Fixation of Group 'B' cadre for promotions from Group 'C' to Group 'B':

Group 'B' cadre strength in each of the 8 major departments should be fixed by adopting the following percentages on the combined cadre strength of Jr. Scale/Group 'B' in each Department, as on 01.04.2005:

<u>Department</u>	<u>Percentage of Group 'B' posts</u>
CIVIL	78.42
TRAFFIC	75.52
MECHANICAL	72.75
ELECTRICAL	66.60
S&T	73.30
STORES	73.49
ACCOUNTS	77.08
PERSONNEL	80.40

(These percentages are w.r.t. the revised Junior Scale (Group 'A') cadre strength as on 01.04.2005 for the respective departments)

7.1 If, in any department, the total number of Group 'B' officers working against the posts of Asstt. An officer is more than the Group 'B' cadre strength so fixed, the roster should be expanded and operated accordingly till such time the excess number is worked off in future.

(No.E(GP)2005/2/61 dated 22/11/2005)

8. ZONE OF CONSIDERATION FOR SELECTION FOR 70% VACANCIES

8.1. The field of consideration of eligible employees will be determined as under:

<u>No. of vacancies</u>	<u>No. of employees to be considered</u>
1	5
2	8
3	10
4 or more	three times the number of vacancies.

8.2. If SC/ST employees are not available for consideration against reserved vacancies, the field may be extended to 5 times the number of vacancies and only the SC/ST employees and not others coming within the extended field should be considered.

(Para 203.4 of IREM No.E(GP)81/1/18 dated 9.4.1981)

8.3. SC/ST employees, who are empanelled against the reserved vacancies from out of the extended zone, will be placed in the panel in accordance with their gradations and seniority.

(No.E(GP)81/1/18 dated 9.4.1981
No.E(GP)81/1/18 dated 25.7.1983)

8.4. If in the field determined by applying the sliding scale the number of SC employees available does not correspond to 3 times the number of vacancies reserved for them, the field may be extended for SC candidates only to 5 times the number of total vacancies. Similarly, if the ST candidates are not available equal to three times the number of vacancies reserved for them, the field may be extended for ST candidates only to 5 times the number of total vacancies. If both SC and ST candidates are not available corresponding to 3 times the number of vacancies reserved for them, then the field should be extended to 5 times the number of vacancies both for SC/ST candidates.

(No.E(GP)81/1/18 dated 4.9.1982)

8.5. Where the zone has necessarily to be enlarged to five times the number of vacancies for the purpose of considering SC/STs (and not the others), it will naturally result in the number of employees in the zone being more than the number obtained by applying the sliding scale. In such a situation it will not be correct to exclude the corresponding number

of general community candidates from within the normal zone, as it will deprive the opportunity legitimately due to them.

(No.E(GP)81/1/18 dated 29. 9.1981)

8.6 **Selection for post of APO**

8.6.1. In regard to selections for promotion to Group 'B' posts in the Personnel Department all employees who are eligible and who volunteer for the selection should be considered, without any limitation of number.

(Para 203.8 of IREM
No.E(GP)81/1/18 dated 9.4.1981)

8.6.2. For the viva-voce test, successful candidates to the extent of six times the number of vacancies should be called strictly in the order of marks obtained.

E(GP)81/1/18 dated 26/29.9.1981)

8.7. If the field constituted as per the sliding scale includes employees who had failed twice in the earlier selections, a corresponding number of additional employees should be called for the selection, e.g. if the field consists of 15 employees for selection against five vacancies and it includes, say three employees who had appeared earlier in selection twice and failed, three more eligible employees as per seniority should be included in the field.

(No.E(GP)85/1/78 dated 10.9.1986)

8.8. The notice issued for the Selection, besides containing the names of eligible employees constituting the field, should contain a reserve list carrying the names of extra eligible employees with the indication that the later would be called for the written examination in the event of drop out of employees constituting the field.

8.9. Employees constituting the field should be advised individually of the proposed selection with the clear stipulation, that they should on receipt of the notice, advise their willingness/unwillingness to take the selection. For this purpose, each individual notice should have a counterfoil, which should be returned by the employees within a fortnight of receipt indicating willingness or unwillingness to take the selection. The notice should carry a clear indication that it is the employees' responsibility to advise his/her willingness/ unwillingness to take the selection and failure to respond or provide the intimation within the period allowed will be treated as unwillingness on his/her part to take the selection. Depending on the

position of unwillingness reported or non-receipt of any intimation, employees from the reserve list should be called to the extent necessary for taking the selection.

8.10. Such employees who neither appear for the written examination nor indicate their unwillingness should be treated as having availed of an opportunity for purpose of the instructions contained in Para 1 (ii) of Board's letter No.E(GP)85/1/78 dated 10.9.1986.

8.11. Every effort should be made to ensure that number of employees taking the selection corresponds the field without any shortfall.

(No.E(GP)87/2/72 dated 11.1.1988)

9. **INTERGRATED SENIORITY OF EMPLOYEES BELONGING TO DIFFERENT STREAMS/SENIORITY UNITS FOR THE PURPOSE OF PROMOTION TO GROUP 'B' POSTS**

9.1 Where employees from the different streams are eligible to appear for the selection, their integrated seniority for the purpose of the selection should be determined on the basis of total length of non-fortuitous service rendered in grade Rs.6500-10500 and above. In other words the date of appointment to grade Rs. 6500-10500 on a non-fortuitous basis will be the criterion.

(Para 203.5 of IREM)
No.E(GP)88/2/46 dated 22.12.1988)

9.2 In determining the integrated seniority of employees coming from the various streams, the inter-se seniority of employees within each stream should be maintained.

(No.E(GP)81/2/87 dated 28.5.1983)

9.3 In regard to determination of seniority with reference to the position occupied by SCs/STs, who are appointed against reserved vacancies, it may happen that as per the normal procedure of assigning seniority, an SC/ST officer by virtue of getting posted as per roster point, may depress the seniority of general community employees with longer years of service, who are otherwise senior and could have been placed on the panel but for the vacancies having to be reserved for SCs/STs. In such cases the following procedure should be adopted.

9.3.1 In the case of selection posts, the SC/ST employees on the panel should be credited with the length of service of the general community candidates immediately below them on the panel. However, in cases

where SC/ST employees are placed at the bottom of the panel but promoted earlier to the seniors against reserved posts, their length of service should be the same as of the employees placed immediately above them on the panel.

9.3.2. In the case of non-selection posts, the length of service should be reckoned from the date of appointment.

(No.E(GP)88/2/46 dated 22.12.1988 and 31.8.1989)

10. **SELECTION PROCEDURE**

10.1. Selection of candidates for empanelment is based on a written test to adjudge the professional ability, viva-voce and assessment of records by the Selection Committee.

(Para 204.1 of IREM)

10.2. The following procedure should be followed in the written tests, viva-voce and evaluation of record of service.

(A) **WRITTEN TEST**

I. **L.D.C.E.**

<u>Prescribed papers Marks</u>	<u>Max. Marks</u>	<u>Qualifying</u>
Professional Paper-I 90 (Professional subjects and Genl. Knowledge)	150	
Professional Paper-II 90 (Professional subjects and Estt. & Financial Rules)	150	

NOTE (i) Out of 150 marks, the questions relating to professional subject will carry at least 100 marks in each paper.

(ii) In case of Accounts Department Paper-I will cover General Knowledge & English and subjects of Paper II (A) circulated under Board's orders dated 3.8.77 and Paper-II will cover the subjects of Papers II(B) and III of Board's letter dated 3.8.77 as clarified in Board's letter No.78-ACIII/20/49 dated 9.9.78.

(iii) Apart from the minimum qualifying marks stated above, there will be no separate minimum qualifying marks for any subject.

II. SELECTION

<u>Prescribed papers</u>	<u>Max. Marks</u>	<u>Qualifying Marks</u>
One paper on Professional Subject and Estt. and Financial Rules	150	90

Remarks: Out of 150 marks; the professional subject will carry atleast 100 marks.

NOTE i) In the case of S&T Department, the portion relating to professional subject shall be equally divided between (i) Mechanical, Signaling and Land Line communications and (ii) Electrical Signaling and Wireless communication as per the instructions contained in Board's letter No.E(GP)79/2/25 dated 4.5.79 and the syllabus circulated therewith shall be followed.

(B) RECORD OF SERVICE AND VIVA VOCE (Both for selection and LDCE)

	<u>Max. Marks</u>	<u>Qualifying Marks</u>
i) Viva-voce	25	30 (including at least 15 marks in the record of service)
ii) Record of service	25	

(E(GP)88/2/111 dated 20.8.1991)

10.3. The question paper for the written test for Selection (for 70% vacancies) should have a practical bias i.e. it should be designed to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge. Therefore, no syllabus has been prescribed for the written examination except the written examination for the post of Assistant Personnel Officer and the Railways depending on the local conditions/practices should set the paper.

(Para 204.2. of IREM)

10.4. Ten percent of the total marks allotted for testing the professional ability should be set apart for question 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 the questions on official language policy and official language rules, the questions should not be compulsory. Questions of official language policy and rules may be set by or in consultation with the Mukhya Raj Bhasha Adhikari.

(Para 204.3. and 204.4. of IREM
No.Hindi-81/OL-14/12 dated 14.1.82)

10.5 No moderation of performance is permissible.

(Para 204.5 of IREM)

10.6. Personality, Address and Qualities of Leadership should be assessed at the viva-voce test. In case written test is not held for adjudging professional ability this should also be assessed at the viva-voce through question with a practical bias.

(Para 204.6. of IREM)

10.7. Marks for record of service should be given on the basis of Confidential Reports and relevant service records. Integrity of character should receive special consideration.

(Para 204.7 of IREM)

11. ASSESSMENT OF RECORD OF SERVICE

11.1 Assessment should be based on confidential reports for the last five years.

11.2. Marks should be given as under for a maximum of 25 marks covering five CRs.

Outstanding	:	5 marks
Very Good	:	4 marks
Good	:	3 marks
Good/Not fit	:	2.5 marks
Average	:	2 marks
Below Average	:	1 mark

11.3. The classification "Not fit/Not yet Fit" in the last 3 CRs will earn 2.5 points but in the first two CRs such classification will earn 3 points.

11.4 Marks corresponding to the grading for the five attributes of Section II of each year should be added up and then the average over 5 years should be calculated.

11.5 In order to be classified as 'Fit for promotion' an employee must get a minimum of 15 marks from the last 5 CRs and should have been rated as 'Fit for promotion' in the last CR. Also 'average' or 'Not Fit' rating in the last CR should be treated as 'Grey area' irrespective of the points obtained.

11.6 Marks corresponding to overall grading of each year's CR should be allotted and marks should not be allotted just based on the final gradings given, but the whole CR should be read by the Committee and the grading arrived at for giving the marks.

11.7 DPC should consider CRs for equal number of years in respect of all employees considered for promotion.

11.8. If more than one CR has been written for a particular year, all CRs for the relevant year shall be considered together as the CR for one year.

11.9. Where one or more CR have not been written or are not available, the CRs of the earlier years including those earned in the lower grades may be taken into account to complete the requisite number of CRs required for assessment.

11.10. Where the employees are working in the next higher grades on officiating basis and have earned CRs in that grade, no extra weightage may be given on the ground that they are officiating in the higher grades.

(No.E(GP)87/2/123 dated 19.9.1988 and 20.4.1989
E(GP)89/2/30 dated 29.9.89/5.10.1989
E(GP)2000/2/95 dated 16.1.2001)

12. AUTHORITIES FOR SETTING AND EVALUATION OF QUESTION

12.1. The following authorities may set and evaluate the question papers in Selection/LDCE.

S.No.	Description	Authority for Setting Question Papers	Authority for Evaluation of Answer Sheets
1	<u>SELECTION (70%)</u>		
A	Departmental Portion	PHOD of concerned Department	Any other SAG officer of the concerned Department.

B1	Financial Rules for Personnel Department	PHOD of Personnel Department	Any other SAG officer of Personnel or Accounts Department.
B2	Estt. & Financial Rules for Departments other than Personnel	PHOD of concerned Department (for both Establishment Rules & Financial Rules)	Any other SAG officer of concerned Department (for both Establishment Rules & Financial Rules) or of Personnel Department (for Establishment Rules) and of Accounts Department (for Financial Rules)
2	<u>LDCE (30%)</u>		
2.1	DEPARTMENTS OTHER THAN ACCOUNTS		
A	General Knowledge	PHOD of concerned Department	Any other SAG officer of the concerned Department
B	Professional Subject- Paper I & II	PHOD of concerned Department.	Any other SAG officer of the concerned Department.
C	Establishment & Financial Rules	PHOD of concerned Department (for both Establishment Rules & Financial Rules)	Any other SAG officer of the concerned Department (for both Establishment Rules & Financial Rules) or any SAG officer of Personnel Department (for Establishment Rules) and of Accounts Department (for Financial Rules).
2.2	ACCOUNTS DEPARTMENT		
A	General Knowledge & English	PHOD of Accounts Department	Any other SAG officer of the Accounts Department.
B	Professional Subject- Paper I & II	PHOD of Accounts Department	Any other SAG officer of the Accounts Department.

(No.E(GP)2001/2/32 dated 25.10.2001)

13. **PROCEDURE FOR EMPANELMENT**

13.1 **Selection**

13.1.1. The successful candidates shall be arranged as follows:-

- (1) Those securing 80% marks and above graded as 'Outstanding'.
- (2) Those securing between 60% and 79% marks graded as 'Good'.

(Para 204.8 of IREM)

13.1.2. The panel should consist of employees who had qualified in the selection, corresponding to the number of vacancies for which selection was held. Employees securing gradation 'Outstanding' will be placed on top followed by those securing gradation 'Good' inter se seniority within each group being maintained.

(Para 204.9 of IREM)

13.2 **LDCE**

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

13.2.2. 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.

(No.E(GP)76/2/96 dated 3.6.1977 E(GP)76/2/96 dated 3.8.1977
E(GP)74/2/20 dated 31.8.1978 E(GP)86/2/61 dated 10.1.1990
E(GP)88/2/111 dated 20.8.91)

13.2.3. In the case of two or more candidates securing equal marks in the aggregate (written test + viva voce + record of service) in 30% LDCE, their relative merit position for the purpose of their empanelment may be determined on the basis of their relative seniority in the feeder grade (s). The candidate who is senior shall rank higher. The same criteria shall be applied for determining who will be empanelled against the last vacancy from amongst those who secure equal marks in the aggregate.

E(GP)2001/2/69 dated 17.10.2001

13.3. The recommendations of the Selection Committee should be put up to the General Manager for approval. If he does not approve of the recommendations he will record his reasons in writing therefore, and order a fresh selection. Once a panel is approved by the General Manager no amendment or alteration in the panel should be made except with the prior approval of the Railway Board.

(Para 204.10 of IREM)

13.4. In the matter of seniority in respect of the declared number of vacancies to be filled at any one time through the Board of selection (70%) and Competitive Examination (30%), those empanelled through normal selection will rank senior to those selected through the LDCE.

(No.E(GP)76/2/96 dated 3.6.1977
E(GP)74/2/20 dated 31.8.1978
E(GP)86/2/61 dated 10.1.90)

13.5. The panel will be current for a period of 2 years from the date of approval of the competent authority or till a fresh panel on the basis of next selection becomes available whichever is earlier. Where provisional panels are drawn the currency will count from the date of approval of provisional panel. If the operation of the approved panel has been held in abeyance whether wholly or partly as a result of injunction from the Court of Law the currency of the panel should be reckoned after excluding the period covered by the Court's directive. Before operating the panel after the vacation of the injunction/after disposal of the case by the Court of Law, the personal approval of the General Manager should be taken.

(Para 205 of IREM)

13.6. The panel of successful candidates drawn up against 30% vacancies to be filled through the LDCE will be valid for the same length of time as the panel drawn up for 70% vacancies to be filled through normal selection.

(No.E(GP)76/2/96 dated 3.6.1977
E(GP)74/2/20 dated 31.8.1978
E(GP)86/2/61 dated 10.1.1990)

14 PREPARATION OF YEARWISE PANELS WHERE SELECTIONS HAVE NOT BEEN CONDUCTED IN THE RELEVANT YEARS.

14.1. The existing instructions provide that selections for promotion to Group B posts should be held regularly once in two years. It is necessary that schedule is adhered to in order to minimize, if not altogether eliminate the need for adhoc promotions. Also if the selections are not held at the appropriate time and

vacancies are bunched, the position may give rise to representations from senior employees who had the selections been conducted at the appropriate time, would have had the better chances for selection. From this point of view also it is necessary that selections are held once in two years as prescribed.

14.2 Where, however, due to exceptional reasons beyond the control of the Administration, it is not possible to hold the selection as per schedule and it is delayed by more than a year, the first selection that is held thereafter should follow the procedure indicated and illustrated below.

14.2.1 The actual number of vacancies for each of the selections should be assessed separately.

14.2.2 The employees who would be within the field of consideration with reference to the vacancies to be filled at each selection, starting with the earlier selection should only be considered for each selection.

14.2.3 A panel should be prepared for each of the selections. All the panels should be consolidated by placing the panel of the earlier period above the one for the next and so on.

14.2.4 There will be only one written examination. Written examination should not be held separately for each of the selection periods.

14.2.5 Since only one panel will be formed even where vacancies pertaining to more than one selection period are bunched, the corresponding LDCE panel will be kept below the consolidated general panel.

14.2.6 Promotions made on the basis of consolidated panel will have only prospective effect. Proforma fixation of pay is not admissible.

14.3 illustrations

A selection was due to be held in 1979 to draw a panel of 7 officers for promotion to Group B in a Department, but the selection could not be held and it is now proposed to be held in 1981. For the selection to be held in 1981, the total vacancies have been determined as 12 inclusive of 7 vacancies which should have been filled on the basis of selection in 1979. First a panel should be drawn for 7 vacancies followed by another for 5 vacancies.

Panel for 1979

No. of vacancies	7
Field of choice	21
Employees considered	S.Nos. 1 to 21

Selection Committee's recommendations:- S.No.15 classified as 'Outstanding'. S.No. 11 and 12 did not qualify. The rest classified as 'Good'. Panel will consist of S.Nos.

15
1
2
3
4
5
6

7 officers

Panel for 1981

No. of vacancies	5
Field of choice	15
Employees considered	S.Nos. 7 to 14 S.Nos. 16 to 22 (15 officers)

Selection Committee's recommendations: - S.No.22 classified as 'Outstanding'. S.No. 11 and 12 did not qualify. The rest classified as 'Good'. Panel will consist of S.Nos.

22
7
8
9
10

5 officers

The consolidated panel to be declared as a result of selection should be

15, 1, 2, 3, 4, 5, 6, 22, 7, 8, 9 and 10

14.4 Determination of zone of consideration for SC/ST

14.4.1. Supposing a panel of 26 officers is required to be drawn against vacancies relating to two selection periods and out of these 15 vacancies relate to the first selection and 11 vacancies to the second selection. There are 6 reserved vacancies in all, out of which 3 (2 SC + 1 ST) related to 1st selection and 3 (2 SC + 1 ST) to the subsequent selections.

14.4.2. 78 eligible employees should be called for the written examination. Against the 6 reserved vacancies (4 SC + 2 ST) if 12 SC and 6 ST employees

corresponding to 3 times the number of reserved vacancies separately for SCs and STs are available within the 78 employees called. It should be regarded as adequate. If it is not so, the field may be extended to 5 times the total vacancies only for SCs and STs or both SCs and STs as explained in para 9.4 above. If by extending the field to 5 times, 12 SC and 6 ST candidates do not become available, the consideration should be limited to the available employees only.

14.4.3. Employees who have passed written test between S.No.1 to 45, and in the case of reserved vacancies if between S.Nos.1 to 45, 6 SCs and 3 STs corresponding to 3 times the reserved vacancies did not take the written test, SCs and STs or both SCs and STs who have been called to take the written test as explained in para 9.4 above and who have passed written test should be called for the viva voce. The panel for the first lot of 15 vacancies should then be prepared. Assuming that only 23 employees had passed the written examination, from amongst those considered against the first lot of 15 vacancies and out of them only 22 have secured qualifying marks in the viva voce and record of service, 15 will be empanelled against the vacancies pertaining to the first selection. The number of employees to be considered for the next selection should be seven candidates who had passed the written test and viva voce out of those considered earlier but not empanelled and 26 more employees placed between S.No.46 and 71 to make a field of 33 against 11 vacancies pertaining to the subsequent selection. In the case of reserved vacancies if 6 SCs and 3 STs (3 times the reserved vacancies pertaining to the second selection) who passed the written test are not available within the above 33 candidates, the field for SC or ST or both SC and ST should be extended to five times the total number of vacancies as explained in the case of first selection.

14.4.4. If for the first selection period it has not been possible to get 3 SC/STs on the panel even by extending the zone appropriately, unfilled quota should be added to the quota of subsequent selection period.

14.4.5. SC/ST employees selected from extended zone should be placed en-bloc below others selected from within the normal zone appropriately as the vacancies belong to earlier selection or later selection period.

14.5. In evaluating the merit of the officer the record of service relevant for the period should only be considered i.e. in preparing the panel for the vacancies relating to 1979, referred to in the illustration in para 15.3 above, the record of service of the officers for the year upto 1979 should only be taken into account.

14.6. On the date of actual selection, if disciplinary proceedings are in progress and under the existing instructions the names of employees against whom proceedings are in progress should not be placed on the panel, such a procedure will apply even if no proceedings were in existence in the year to which the vacancy pertains. For example, if in the illustration quoted above, disciplinary proceedings are in progress against in S.No.4 at the time of actual selection in

1981, although no such proceedings were in progress in 1979, the procedure laid down for empanelment of Railway servants against whom disciplinary proceedings are in progress will apply.

(Para 203.6 and 203.7 of IREM)
No. E (GP)81/1/18 dated 9.4.1981 and 4.9.1982)

15. SUPPLEMENTARY EXAMINATION

15.1 Selection for 70% vacancies

15.1.1. Not more than one supplementary selection should be held to cater to the absentees. While holding the supplementary selection all care and caution should be exercised to ensure that employees who did not avail of the main selection are provided the opportunity at the supplementary selection. Measures to notify the employees either for the main selection or the supplementary selection, particularly in cases where employees are serving outside the Railway including employees on deputation should not be routine.

(Para 207.1 of IREM)

15.2 LDCE

15.2.1. All the employees, who fulfil the conditions of eligibility prescribed and who apply are allowed to take the LDCE, regardless of their seniority. The panel is prepared from amongst those who qualify, strictly on the basis of merit. Wherever vacancies are filled purely on the results on competitive examination, there is no provision for holding a Supplementary examination to cater to absentees nor is it feasible to provide for it. All that is necessary is that adequate notice should be given when a LDCE is proposed to be held to all the eligible employees, including employees away on deputation about the LDCE and it should be specifically indicated that no Supplementary examination will be held under any circumstances. Also employees, who are away on deputation/secondment outside the country and who get empanelled in the first LDCE held after return, cannot be considered for interpolation in the earlier panel(s) of LDCE formed in their absence.

(No.E(GP)86/2/54 dated 28.7.1986)

15.3. It should be ensured that the circulars for selections and LDCE are endorsed to all the offices/establishments to which the candidates coming in the zone of consideration for 70% selection and eligible employees for LDCE belong or are working.

15.4. A senior officer in all the offices and establishment may be nominated who will be responsible to ensure that these circulars are brought to the notice of all

the candidates/eligible employees working in their respective organizations or belonging to them.

15.5. In case any employee has been posted to another organisation on transfer/deputation basis, it will be the responsibility of their parent office/establishment to ensure that the circular is sent to that establishment/organisation enjoining upon it to bring the same to the notice of the concerned employee(s). A written confirmation should be obtained from these organisations and sent to the CPO/Dy.CPO (G) at the Headquarters for being kept in records.

15.6. The action on the above lines should be taken with meticulous care and lapses should be viewed seriously and responsibility fixed on the nominated officers.

15.7. Circulars for selections/LDCE should also be given wide publicity by publishing the same through the Railway Gazette. Also, copies should be endorsed to the recognised Unions at headquarters, Divisions, Workshops etc. with the request to circulate them in all their units for the information of the employees. Also these circulars should be put up on the notice board in all offices/establishments, Stations, Sheds, Workshops etc.

(No.E(GP)87/2/72 dated 27.12.91)

16. **PRE-SELECTION COACHING**

16.1. Pre-selection coaching are applicable to the 70% selection as well as LDCE and for posts coming under 'safety' categories and 'non-safety' categories as a part of human resource development programme. However, the pre-selection coaching classes should not be treated mandatory except for SC/ST candidates.

(No.E(GP)91/2/10 dated 6.5.92
E(GP)91/2/10 dated 20.10.93)

17. **OTHER PROVISIONS RELATING TO SC/ST**

17.1 For selections, the scheme of promoting best amongst the failed candidates will be in force in the case of non-safety categories. In so far as LDCE is concerned, the qualifying marks for SC/ST candidates for non-safety categories will be 3/5th of the qualifying marks prescribed for general community candidates in each individual paper. As regards 'viva-voce' and 'Record of Service', since the qualifying marks are to be reckoned for the two processes together, the SC/ST candidates required to secure atleast 18 marks therein as against 30 marks prescribed for General community candidates. This is subject

to the condition that they will secure the same qualifying marks in 'Record of Service' as prescribed for general community candidates.

No.92/E(SCT)I/25/12 dated 13.11.92)

17.2 The post of ACM has been classified as a 'Safety' category post and the scheme of promotion of "best among failures" has been dispensed with in Transportation (Commercial) Department.

(No.2004-E(SCT)I/25/20 dt.11/1/2007)

18. MEDICAL FITNESS OF EMPLOYEES SELECTED FOR PROMOTION TO GROUP 'B' POSTS

18.1. Employees selected for promotion to Group 'B' service either on a regular basis or on adhoc basis should be fit in all respects including physical fitness for the duties assigned to the particular category of posts to which the promotion is made.

18.2. Group 'C' employees qualifying in the written test for promotion to Group 'B' posts but not passing the prescribed medical standard should not be called for viva-voce.

(No.E(GP)80/2/8 dated 31.10.91)

18.3. Classification of gazetted posts for the purpose of examining the visual acuity of the Railway employees for promotion from non-gazetted posts, to gazetted posts have been classified in para 531 of IRMM as follows:

- (a) All posts in Mechanical, Electrical, Civil and S&T Engineering and Traffic (Transportation and Commercial) Department.
- (b) All posts in other Departments, which are not connected with train working or use of trolley on open line.

(No.97/H/5/3 dated 16/17.9.97)

19. ADHOC PROMOTION TO GROUP 'B' POSTS

19.1. There should normally be no need to resort to adhoc arrangements before the next selection in view of the provision for a liberal assessment of vacancies for unanticipated vacancies by taking into account the vacancies that are due to arise in the next 6 months. If the panel is likely to be used up before the next selection becoming due after two years, steps should be initiated to hold the next

selection without waiting for the 2 year period to be over so that the next panel becomes available well in time before the previous panel gets exhausted.

19.2. In the event of adhoc arrangements still becoming necessary due to unavoidable contingencies like injunctions from Courts of Law, such appointments should be made on the basis of seniority-cum-suitability from amongst all eligible candidates who appeared in the earlier selection irrespective of whether they passed the written examination or not in earlier selections and they became eligible for empanelment or not. At the same time, it should be ensured that those adhoc promotees whose working as judged from their record of performance is not satisfactory are reverted as early as possible.

19.3. All adhoc arrangements made should be terminated on the declaration of panel.

(Para 208.2 of IREM)
(No.E(GP)87/2/72 dated 11.1.1988 and 28.5.90)

20. CONSIDERATION OF EMPLOYEES ON DEPUTATION

20.1. In cases where employees eligible to take the selection (for 70% vacancies) are abroad on deputation/secondment and are not likely to return in a few months time, the selection held in their absence should be finalized without waiting for their return. On their return they should be called for the first selection held thereafter and on the basis of their performance in the selection they should be considered for proforma inclusion in the panel framed during their absence abroad. If any employee is thus included in the panel, no arrears would be payable to him and entitlement to pay in Group 'B' would commence only from the date of his actual officiating promotion. For the panel thus enlarged, Board's approval should be obtained. In respect of eligible employees who are on deputation to offices/establishments, within the country, it should be ensured that adequate advance notice is given to such employees and they are considered at the selection without fail.

(Para 206.1. of IREM)

20.2 Employees, who are away on deputation/secondment outside the country and get empanelled in the first LDCE held after return, cannot be considered for interpolation in the earlier panel(s) of LDCE formed in their absence.

(No.E(GP)86/2/54 dated 28.7.1986)

21. REFUSAL OF PROMOTION

21.1. An employee empanelled for promotion to Group 'B' refusing promotion, when his turn arises, should be debarred for promotion for one year and if after one year, he refuses promotion again, his name should be deleted from the panel. When promoted, after the period for which he is debarred, seniority will be as from the date of effect of promotion and he will be junior to all employees promoted earlier than him on regular basis from the same panel but will be senior to employees from the subsequent panel, if approved.

(Para 207.3 of IREM)

22. **REPRESENTATIONS AGAINST SELECTION**

22.1 Representations against selections should be dealt with on merits without restriction of any time limit for their submission.

(Para 208.3 of IREM)

23. **OTHER INSTRUCTIONS**

23.1 The answer papers of the written examination as well as the mark sheets of viva voce should be marked with indelible ink. Each answer book should carry a flyleaf. Both flyleaf as well as the answer book should be stamped and signed by the Gazetted Officer in charge of conduct of the examination. The employee should write his name and designation on the flyleaf only. After the answer books are received from the employee the flyleaf should be removed and allotted a Roll number which also be simultaneously recorded on the corresponding answer book. The answer book should be sent to the examiner with the Roll number alone indicated on the answer books. The flyleaves removed from the answer books should be carefully preserved in a sealed cover, which should be kept in the personal custody of the Chief Personnel Officer.

(Para 208.1 of IREM)

23.2 Detailed instructions issued from time to time, concerning reservation in favour of SCs/STs and consideration of employees figuring in/facing action under the Railway Servants Discipline and Appeal Rules should be referred to, wherever necessary.

(Para 209 of IREM)

24. **GENERAL**

24.1 This circular is only a consolidation of the instructions issued from time to time are still in force. In case of doubt, the original circulars should be relied upon as authority.

24.2 The instructions contained in the original circulars referred to have only prospective effect from the date of the issue unless specifically indicated otherwise in the concerned circular. For dealing with old cases, the instructions in force at the relevant time should be referred to.

24.3 If any circular on the subject, which has not been superseded, has not been taken into consideration while preparing this consolidated letter, the said circular, which has been missed through oversight, should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of the Railway Board.

24.4 The above consolidation has been made from the circulars/letters listed in the Annexure.

ANNEXURE**List of References**

Board's letter No.	Date
E(GP)76/2/96	3.6.77
E(GP)76/2/96	3.8.77
E(GP)74/2/20	31.8.78
E(GP)78/2/101	23.1.79
E(GP)79/2/40	1.9.79
E(GP)79/2/74	15.2.80
E(GP)81/1/18	9.4.81
E(SCT)15/32	4.6.81
E(GP)81/1/18	29.9.81
Hindi/81/OL 14/12	14.1.82
E(GP)81/1/18	4.9.82
E(GP)82/2/120	25.1.83
E(GP)81/2/87	28.5.83
E(GP)81/1/18	25.7.83
E(GP)82/2/120	24.12.83
E(GP)84/1/7	22.9.84
E(GP)79/2/101	18.6.85
E(GP)86/2/54	28.7.86
E(GP)85/1/78	10.9.86
E(GP)87/2/72	11.1.88
E(GP)87/2/123	19.9.88
E(GP)88/2/46	22.12.88
E(GP)87/2/123	20.4.89
E(NG)II/87/PO/GENL/8	23.6.89
E(GP)86/2/46	31.8.89
E(GP)89/2/30	29.9.89/5.10.89
E(NG)I/80-PMI/274	16.10.89
E(GP)86/2/61	10.1.90
E(GP)87/2/72	28.5.90
E(GP)87/2/72	26.2.91
E(GP)79/2/130	19.8.91
E(GP)88/2/111	20.8.91
E(GP)80/2/8	31.10.91
E(GP)87/2/72	27.12.91
E(GP)88/2/54	31.1.92
E(GP)92/2/9	25.3.92
E(GP)91/2/10	6.5.92
E(GP)92/2/93	3.11.92
92E(SCT)125/12	13.11.92

E(GP)88/2/54	8.7.93
E(GP)91/2/10	20.10.93
97/H/5/3	16/17.9.97
E(GP)2000/2/95	16.1.01
E(GP)2001/2/32	25.10.01
E(GP)99/2/22	22.7.04
E(GP)99/2/22	18.11.04
E(GP)2005/2/42	21.9.05
E(GP)2005/2/61	22.11.05
E(GP)2002/2/88	31.1.06
2004/E(SCT)1/25/20	11.1.2007