

NORTH WESTERN RAILWAY

H.Q. Office

Jaipur

Date: 14.12.2012

No.871E/1/Engg./Gr.'B'(Regular-LDCE)

Secretary (E), Railway Board, New Delhi

PCE, CAO(C) -NWR/JP

CTE, CTE/TMC, CTE/TS, CPDE, CBE, CGE, CE(C)/I, II, III, IV, V- NWR/JP

Pr. CE, CAO(C)-NR, NDLS

Pr. CE, CAO(C)-WR, CCG

DRM(P)- AII, BKN, JP, JU

DRM(Engg.) - AII, BKN, JP, JU

Principal, ZRTI/UDZ.

**Sub:Selection for promotion to the Group 'B' post of Assistant Engineer
(Regular and LDCE) Scale Rs. 9300-34800 (PB-2) Grade Pay Rs.4800/-
-Engineering Department.**

It is proposed to hold a regular selection against 70% of vacancies as well as LDCE 30% quota for promotion to the Group 'B' post of Assistant Engineer, Scale ₹ 9300-34800 (PB-2) Grade Pay ₹ 4800/-. The particulars of the total number of vacancies assessed for the period from 01.04.2011 to 31.03.2013 in Engineering Department are as under:

AEN	General	SC	ST	Total
Regular (70%)	13	03	04	20
LDCE (30%)	03	04	01	08

(A) For Regular (70%) quota vacancies:

ELIGIBILITY (AS ON 01.04.2011)

1. The list of eligible group 'C' employees of Engineering Department containing **90 names (60 employees as per 3X formula + 29 employees against twice failed + 01 ST against extended zone of consideration) in the main list and 10 names in the standby list** in order of general seniority is enclosed herewith as Annexure-'A' and Annexure-'B' respectively. They may be asked to be in readiness to appear for the written examination which will be tentatively held on **30.03.2013**. The notification may be got noted from the employees concerned enlisted in **Annexure 'A'** and **Annexure 'B'** to indicate their willingness/unwillingness to appear in the written test in the prescribed proforma enclosed as **Annexure-'C'** so as to reach to this office latest by **24.01.2013** through '**Personnel officer In-charge of the unit**' of the office concerned. It is the responsibility of the employee concerned to advise his willingness/unwillingness to take part in the written test. Such employee who neither appear for the written examination nor indicate unwillingness will be treated as having availed an opportunity in terms of Railway Board's letter No. E(GP)87/2/72 dated 11.01.1988. if employees in Annexure 'A' do not intimate either their willingness/unwillingness to appear in this selection by **24.01.2013** they will be treated as unwilling and equal numbers of employees shown in Annexure 'B' will be called for the selection to extant as per Railway Boards instructions. The Personnel Officer In-charge of the concerned unit shall be responsible for obtaining the willingness/unwillingness of these employees and send them to this office by due date. He shall also get this notification and its subsequent updation noted to all employees concerned. He shall also ensure that all concerned employees are timely informed of the important dates of events in pursuance to this notification like written

examination, supplementary written examination, viva-voce etc. They shall also ensure that all eligible employees get pre-selection training timely and send a certificate to the effect that such employees are satisfied with such training to this office in time.

2. The **Annexure 'B'** containing of **10** names of employees, in order of general seniority is also enclosed. They will be called for written test to the extent of numbers of employees listed in **Annexure 'A'** expressing unwillingness to appear for the aforesaid selection. They may also be asked to be in readiness to appear for the written test.
3. If any of the employee included in the **Annexure 'A'** and **'B'** wishes to represent against the seniority position assigned to him, his representation may be forwarded through proper channel, latest by **18.01.2013** to SPO(Engg.)/NWR/JP under advice to Dy.CPO(G), after which no representation will be entertained. As per Railway Board's letter dated 03.10.2006, the provisions of Chapter-II of Indian Railway Establishment Manual, Vol-I (including para 203.2), are applicable only to 70% of selection and **not** to 30% LDCE i.e. if, the junior eligible, Sr. employee will not be eligible unless he is also fulfilling the conditions of eligibility of 5 years non-fortuitous service in LDCE.
4. If any of the employees included in the list has been transferred on deputation with other departments/units or he/she is a lien holder then he/she must be informed well in time by the officer in-charge of the department concerned from where he proceeded on deputation and his willingness/unwillingness obtained and sent to this office through **'Personnel officer in-charge of the unit'** well in time. Controlling officer of the department concerned will also be responsible to ensure that the notification is brought to the notice of all employees in the respective organization working under him and it may be ensured that the notification has been got noted by all the eligible employees working in their respective organization or belonging to them. This shall be applicable in case of eligible employees on sick/leave also. Confirmation of this may be sent by them to this office through Personnel Officer In-charge for record.
5. It will be the personal responsibility of the officer in-charge of the department concerned of the unit to ensure that no complaint whatsoever arises from employees on future date about this selection. It is the personal responsibility of Personnel Officer In-charge Sr.Scale officer/unit in-charge of the concerned department of respective units that this notification is noted by the individual employees mentioned in the **Annexure 'A'** and **'B'** and copy of the said notification may be placed on Notice Boards, Training Centre, Stations, AEN Offices, Construction department and other important places and intimated to those on deputation/lien holders. Their acknowledgement to this effect may be obtained and sent to this office immediately by the Personnel Officer In-charge of the units.
6. All the controlling officers of the department concerned should relieve the eligible employees from **Annexure 'A'** who are willing and those from **Annexure 'B'** who are called in lieu of unwillingness given by employees from **Annexure 'A'**. Nobody should be held back, under any circumstances from appearing for the selection. If an employee cannot be relieved in exigency of service, prior intimation should be sent by controlling officer concerned to this office.
7. Only those, who are sick for a considerable period prior to notification and for whom the Railway doctor can certify that they were not able to attend the selection on the notified date, will only be eligible for a second chance for which they should apply

immediately on resumption. Those who report sick for a short period will not be eligible for a second chance and this should be made clear to all eligible employees.

PRE SELECTION TRAINING TO SC/ST EMPLOYEES

8. As per Board's instructions contained in their letter No.E(GP)91/2/10 dated 20.10.93 and 96-E(SCT)-I/80/1 pt. XVII dated 15.12.1997, pre-selection coaching/training will be given to the eligible SC/ST employees for the above regular selection, before holding the written examination. The duration for the said training will be 3 weeks. Secy. to PCE shall co-ordinate with Principal, ZRTI/UDZ in this regard and will chalk out a pre-selection training schedule of the eligible staff preparing a detailed time table covering relevant theoretical and practical inputs and sparing of the staff for this purpose. On completion of such training a certificate from staff attending such training showing satisfaction with the training imparted shall be sent to this office for record. Pre-selection training may invariably be arranged in ZRTI/UDZ.

CERTIFICATE

It is certified that I have been provided full facilities and assistance during pre-selection training fromto and I am satisfied.

Signature.....
Name.....
Deisgnation.....
Stn&Divn.....

In case any of the eligible SC/ST employees are not willing to attend the pre-selection coaching/training, written refusal should be obtained and sent to this office well before the date of written examination. All care has been taken to indicate SC/ST status, however, it may also be checked with unit's record and ensured that no SC/ST employee is left out from Pre-Selection Coaching/training and same may be advised to this office also. Eligible employees, who fall sick or proceed on leave during the period of pre-selection coaching, will not be eligible for second chance. They will have to resort to self-coaching or make their own arrangements for coaching.

Controlling officer of the concerned department of the Division/Unit may arrange pre-selection training to be completed by 28.02.2013 for eligible SC/ST employees in this selection, without waiting for publication of eligibility list by Head QuarterOffice or any other communication in this regard. The Pre-selection training will not entitle an employee for becoming eligible for this selection.

FORMAT OF EXAMINATION

9. The examination will consist of:
(a) Written Examination
(b) Viva-voce

The subjects for the examination and marks allotted for each of the papers and viva-voce are as under:

(a) Written Examination	Maximum Marks	Qualifying Marks
One paper on professional subject and Establishment& Financial rules	150	90

(Out of 150 marks the professional subject will carry at least 100 Marks including one optional question to the extent of 15 marks on official language policy and rules)

(b) Viva-voce	Maximum Marks	Qualifying Marks
(i) Records of Service	25	30*
(ii) Viva-voce	25	

*(Including minimum 15 marks in the records of service)

10. The marks prescribed for qualifying in the written examination is 60%. Such passed employees will be directed for medical examination for Group 'B' category as per para 530(a) of IRMM. On passing in the medical examination, such employees will be called for Viva-voce test. The marks of Records of Service would be given on the basis of Railway Board's instructions contained in their letter no. E(GP)2002/2/95 dated 16.01.2001.
11. Employees have the option to give answers in **Hindi** or **English** in the written examination as well as in viva-voce.

SYLLABUS

12. As per the extant provisions laid down in Para - 204.2 of IREM Vol.-I there is no provision to provide syllabus for regular 70% quota selection.

VENUE AND DATE OF EXAMINATION

13. The written examination for the selection will be held on **30.03.2013 (Saturday)** at North Western Railway, Head Quarters office, Jaipur at **11.00** hours. Duration will be for 3 hours for the written test. The candidates may be relieved and directed to report to Examination Incharge, CPO's office, NWR/JP at **10.00** hours. The supplementary written examination will be held, if required.

Employees are advised to be in continuous touch with their department for updates on different notices/correspondences issued from time to time in reference to this selection. They are also advised to be in touch with the website of this office for updates/notice at 10.141.2.19/departments/personnel/flash news as the various dates mentioned herein are likely to change due to administrative reasons.

DAR/VIGILANCE/SPE CLEARANCE

14. If any DAR/Vigilance/SPE case is pending/penalties are in operation/pending against anybody, the details thereof may be advised immediately by the concerned officials.
15. The service record and ACRs for last five years of the eligible staff may be kept ready by the concerned officials to avoid delay.
16. The Personnel Officer In-charge of the unit shall ensure action taken with regard to item - 14 & 15 above within time.

IDENTITY SLIP CUM DECLARATION

17. The employees concerned may be given an identity slip by controlling officer, as per **Annexure-'D'** of this letter, containing declaration from the employee concerned under his clear specimen signature and complete in all respects and any employee reporting without identity slip will not be allowed normally to take part in the written examination. This office shall take a decision which shall be final to allow an employee or not to participate in the written examination in cases of employee reporting without identity slips.



SUPPLEMENTARY WRITTEN EXAMINATION

18. If required, a supplementary written examination will be conducted subject to the following conditions and extant rules in this regard :-
- a) Only the employees who are detained on administrative account from appearing in the main examination will be allowed to appear in the supplementary examination after Personnel officer in-charge gives categorical reason with regard to employees failure to appear in the main examination.
 - b) The employees who are under sick during examination or otherwise and are continuing so since the date well before examination date will only be allowed to take supplementary examination after MS/DMO's Railway Certificate to this effect that they were not fit to appear in the said written test, countersigned by controlling officer and duly forwarded by the Personnel officer in-charge.
 - c) Employees who are absent for main written examination **will not be allowed to appear** for supplementary written examination except as mentioned in (a) & (b) above.

Important Note : Employees are advised to be in continuous touch with their department for updates on different notices/correspondences issued from time to time in reference to this selection. They are also advised to be in touch with the website of this office for updates/notice at 10.141.2.19/departments/personnel/ flash news as the various dates mentioned herein are likely to change due to administrative reasons.

(B) For LDCE (30%) quota vacancies:

ELIGIBILITY (AS ON 01.04.2011)

1. The Group 'C' staff of Engineering Department who have put in a minimum 5 years of non-fortuitous regular service in Pay Band Rs. 9300-34800 (PB-2) with Grade Pay Rs. 4200/- and above as on 01.04.2011 are eligible for the selection against 30% quota of vacancies of AEN in terms of Railway Board's letter No. E(GP)99/2/22 ddt. 29.03.2010. In terms of Railway Board's letter No. E(GP)99/2/22 dated 04.01.2007, P. Way Mistries with 5 years non-fortuitous service in pre-revised scale Rs. 4500-7000 + 100 (SA) shall be eligible for being considered for LDCE. In reckoning the period of service, the length of non-fortuitous service rendered in the corresponding pre-revised scales should be taken into account.
- 1.1. The staff who satisfy the conditions of eligibility mentioned above and are desirous of appearing for the post of AEN, Group 'B' should submit their applications through their department/respective unit offices in prescribed proforma **Annexure-'E'**.
- 1.2. In terms of Railway Board's letter dated 18.01.1993 time spent by the railway servant under training immediately before appointment to service will be counted as service for the purpose of Group 'B' selection/LDCE.
- 1.3. As per Railway Board's letter No. E(NG)I-2006/PM1/5 dated 21.03.2006, the service rendered by a railway servant in the old unit may be reckoned for determining his eligibility wherever a minimum length of service is prescribed as a condition for promotion including promotion to General Posts in the new unit, subject to the condition that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new unit and this benefit of counting of service will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts. For other cases the length of service shall be derived on the basis of the dates in the seniority list in the relevant grade.

- 1.4. As per Railway Board's letter dated 03.10.2006, the provisions of Chapter-II of Indian Railway Establishment Manual, Vol-I (including para 203.2), are applicable only to 70% of selection and **not** to 30% LDCE i.e. if, the junior eligible, Sr. employee will not be eligible unless he is also fulfilling the conditions of eligibility of 5 years non-fortuitous service in LDCE.

ACTION TO BE TAKEN ON RECEIPT OF APPLICATION BY DIVISIONAL/UNIT OFFICES

2. Personnel officers while forwarding the applications of eligible employees should certify the eligibility of the employees for appearing for selection and also furnish their service particulars in the prescribed proforma enclosed (**Annexure- 'E'**). The name of the employees for LDCE selection however, should be advised in the order of seniority. The list of each employee especially of staff on deputation may be checked and certified. **It is the personal responsibility of the Division/Unit to certify the correctness of the eligibility of the employees for appearing in the examination.**
3. It will be the personal responsibility of the employee himself that his application is received and registered on or before **21.02.2013** (in the HQ/Divisional Office/Unit office concerned and acknowledgement is obtained by him). The Sr. DPO/Unit Incharge may nominate a person not below supervisory level to personally receive and register the application received in a register opened in the HQ/Divisional Office/Unit for entering the applications. A zerox copy of the same duly certified by the designated official as completed will be sent alongwith the bunch of the applications in person to APO(G)/NWR/JP on or before **08.03.2013** **Particulars of the employees be sent in a CD/Pen Drive also.** Each application and the consolidated list of service particulars must be signed by Sr. DPO/DPO concerned or Officer Incharge of 'Establishment Matters' in Extra Divisional Units.
4. No application will be entertained by Divisional/Units after **21.02.2013** and no application should be forwarded by Divisions/Units to HQs office after **08.03.2013** applications either sent direct by the staff or forwarded by other than Personnel Department/Officer incharge of Establishment matters or received late will not be entertained normally. The decision whether an application has been received in time or not shall remain with this office and once taken shall be final and binding on all concerned.
5. The eligibility list of the employees will be notified immediately thereafter.
6. If any of the staff within the field of eligibility has been transferred/deputed/lien holder from the division/unit then he should be advised of the selection/notification through the present controlling officer where he holds the lien and his acknowledgement obtained. Controlling officer will be responsible to ensure that the circular is brought to the notice of all employees in the respective organization and it may be ensured that the notification has been got noted by all the eligible employees working in their respective organization or belonging to them. Confirmation of this may be sent to this office through Sr. DPO/DPO/ SPO/APO for record. This will also apply to publication of eligibility lists and notices/intimations in this regard including information of date of written examination/viva-voce etc. The eligibility list is likely to be published by **25.03.2013** and the employees may represent through proper channel, if they want to, against this list by **29.04.2013** after which no representation shall normally be entertained by this office.
7. It will be the personal responsibility of the officer in-charge of the department concerned of the unit to ensure that no complaint whatsoever arises from employees

on future date about this selection. It is the personal responsibility of Personnel Officer In-charge Sr. Scale officer/unit in-charge of the concerned department of respective units that this notification is noted by the individual employees mentioned in the **Annexure 'A' and 'B'** and copy of the said notification may be placed on Notice Boards, Training Centre, Stations, AEN Offices, Construction department and other important places and intimated to those on deputation/lien holders. Their acknowledgement to this effect may be obtained and sent to this office immediately by the Personnel Officer In-charge of the units.

8. All the controlling officers of the department concerned should relieve the eligible employees. Nobody should be held back, under any circumstances from appearing for the selection. If an employee cannot be relieved in exigency of service, prior intimation should be sent by controlling officer concerned to this office.
9. **There will be no supplementary written examination for the absentees under any circumstances.**
10. The Service Records and ACRs for the last five years should be updated in favour of the employees applied to this notification and kept ready for being sent to this office when called for.

PRE SELECTION TRAINING TO SC/ST EMPLOYEES

11. As per Board's instructions contained in their letter No.E(GP)91/2/10 dated 20.10.93 and 96-E(SCT)-I/80/1 pt. XVII dated 15.12.1997, pre-selection coaching/training will be given to the eligible SC/ST employees for the above regular selection, before holding the written examination. The duration for the said training will be 3 weeks. Secy. to PCE shall co-ordinate with Principal, ZRTI/UDZ in this regard and will chalk out a pre-selection training schedule of the eligible staff preparing a detailed time table covering relevant theoretical and practical inputs and sparing of the staff for this purpose. On completion of such training a certificate from staff attending such training showing satisfaction with the training imparted shall be sent to this office for record. Pre-selection training may invariably be arranged in ZRTI/UDZ.

CERTIFICATE

It is certified that I have been provided full facilities and assistance during pre-selection training fromto and I am satisfied.

Signature.....
Name.....
Designation.....
Stn&Divn.....

In case any of the eligible SC/ST employees are not willing to attend the pre-selection coaching/training, written refusal should be obtained and sent to this office well before the date of written examination. All care has been taken to indicate SC/ST status, however, it may also be checked with unit's record and ensured that no SC/ST employee is left out from Pre-Selection Coaching/training and same may be advised to this office also. Eligible employees, who fall sick or proceed on leave during the period of pre-selection coaching, will not be eligible for second chance. They will have to resort to self-coaching or make their own arrangements for coaching.

Controlling officer of the concerned department of the Division/Unit may arrange pre-selection training to be completed by 24.05.2013 for eligible SC/ST employees in this selection, without waiting for publication of eligibility list by Head Quarter Office or any other communication in this regard. The Pre-selection training will not entitle an employee for becoming eligible for this selection.

FORMATION OF EXAMINATION

12. The examination will consist of

- a) Written examination
- b) Viva-voce

The subjects for the examination and marks allotted for each of the papers and viva-voce are as under:-

a) Written examination		Maximum marks	Qualifying Marks
Professional Paper-I	Paper on professional subjects and General Knowledge. 50 marks on General Knowledge & one optional question to the extent of 15 marks on official language will be included in the paper	150	90
Professional Paper-II	Paper on professional subjects and Establishment & Financial rules	150	90

b) Viva-Voce	Maximum marks	Qualifying Marks
i) Record of service	25	30 *
ii) Viva-voce	25	

*including minimum of 15 marks in the record of service.

13. The marks prescribed for qualifying in each paper is 60%. Such passed employees will be directed for medical examination for Group 'B' category as per para 530(a) of IRMM Vol.-I, Third edition-2000. On passing in the medical examination, such employees will be called for Viva-voce test. The marks of Records of Service would be given on the basis of Railway Board's instructions contained in their letter no. E(GP)2002/2/95 dated 16.01.2001.

14. Employees have the option to give answers in Hindi or English in the written examinations as well as in viva-voce.

SYLLABUS

15. The syllabus is enclosed as Annexure-'G'.

VENUE AND DATE OF EXAMINATION

16. Venue and date of written examination/viva-voce will be notified in due course. All the willing & eligible employees applying for the said selection are advised to be in readiness as they will be called for the written examination/viva-voce at a very short notice. They are also advised to be in continuous touch with their department for updates on different notices/correspondences issued from time to time in reference to this selection. They are also advised to be in touch with the website of this office for updates/notice at 10.141.2.19/departments/personnel/flash news as the various dates mentioned herein are likely to change due to administrative reasons.


DAR/VIGILANCE/SPE CLEARANCE

17. If any DAR/Vigilance/SPE case is pending/penalties are in operation/pending against anybody, the details thereof may be advised immediately to this office by the concerned officials.

IDENTITY SLIP CUM DECLARATION

18. The employees concerned may be given an identity slip by controlling officer, as per **Annexure-‘F’** of this letter, containing declaration from the employee concerned under his clear specimen signature and complete in all respects and any employee reporting without identity slip will not be allowed normally to take part in the written examination. This office shall take a decision which shall be final to allow an employee or not to participate in the written examination in cases of employee reporting without identity slips.

DA: Anneuxre A,B, C, D, E, F&G.


(Dinesh Kaul)
for General Manager (P)

Copy forwarded for inf. & necessary action to:

1. Secretary (Vigilance), Railway Board, New Delhi
2. The General Manager (P)- CCG-Mumbai, Baroda House-New Delhi
3. SDGM, CPO(IR), CPO(Admn) – NWR/JP
4. MD-Central Hospital/NWR, CMS-AII/BKN/JP/JU
5. Secretary to GM
6. Secretary to CPO
7. SPO/HQ -NWR/JP
8. APO/T -NWR/JP
9. Genl Secretary - NWRPOA, NWROA, NWREU, UPRMS, OBC Association, SC/ST Association.
10. CIO- NWR/JP- to please upload on NWR website.

Enclosure to letter no. 871-E/1/Engg./Gr. 'B'(Regular-LDCE) dated 14.12.2012

Annexure-'A'

**PROVISIONAL ELIGIBILITY LIST AS PER GENERAL SENIORITY FOR SELECTION TO THE GR. B POST OF AEN AGAINST
REGULAR 70% QUOTA**

Sr. No.	Name S/Shri	Caste	Designation	Station	Date of birth	Date of Appointment	Date of Entry in Scale Rs.9300-34800 + GP Rs.4600 (PB-2) prerevised scale Rs. 6500-10500
1	G M Mathur		SSE	All	18.11.56	29.08.79	30.11.89
2	R G Garg		SSE	JP	01.05.55	20.08.79	30.11.89
3	R K Goel		SSE	JU	02.01.58	17.09.79	09.10.90
4	Kuldeep Singh		SSE	JP	20.04.57	27.03.80	06.12.90
5	R K Sharma		SSE	JP	07.07.55	07.09.83	17.06.91
6	P T Vargeese		SSE	JP	19.01.54	01.09.79	19.05.92
7	Shiv Dutt Singh		SSE	BKN/Const.	20.08.60	03.02.81	06.09.92
8	K C Banweer		SE	JP	03.05.56	01.09.79/06.09.80	01.03.93
9	Nand Lal	SC	SSE	JU	01.08.59	29.01.84	01.03.93
10	Itrat Hussain		SSE	All	01.07.59	07.06.83	01.03.93
11	Rajkumar M	SC	SSE	JP	26.06.65	09.04.88	01.03.93
12	Kamal Singh	SC	SSE	JU	15.06.55	27.09.78	01.03.93
13	Ram Dutt Naik	ST	SSE	JU	06.08.56	02.09.78	01.03.93
14	Ram Hari Meena	ST	SSE	BKN	10.05.62	21.01.88	01.03.93
15	J S Gill		SSE	JP	17.01.61	28.01.85/86	13.09.93
16	Nagendra Kumar		SSE	HQ/JP	08.08.57	08.11.83	13.09.93
17	Tara Chand Jain		SSE	JP	15.10.58	14.10.85	13.09.93
18	Sanjay Mathur		SSE/Const.	BKN	15.10.66	23.10.92	22.11.94
19	Ram Kewal	SC	SSE/W	BKN	03.11.57	16.08.83	14.09.95
20	Raju Sharma		SSE/W	HQ/JP	01.07.63	15.12.87	14.02.96
21	Kailash Chand Gaur		SE	All	17.10.60	08.06.84/04.04.85	13.03.96
22	Mahesh Chand Parmar	ST	SE	All	22.09.63	12.12.87/04.01.88	13.03.96
23	K S Sharma		SE	BKN	21.06.56	03.04.82	07.05.96
24	Vinod Kumar Khugshal		SE	CAO/C/JP	12.08.57	29.05.80	28.10.96
25	Bhupesh Kumar		SE	JU	20.07.67	17.12.90	04.12.96
26	Mahesh Kumar Gupta		SE	All	10.01.67	24.11.88	15.01.97
27	K M Jangid		SE	All	01.08.57	06.08.80	15.01.97
28	Ashok Kumar Sharma		SE	JP	31.03.58	21.07.80	16.01.97
29	Hari Singh		SE	JP	23.07.56	01.05.82	16.01.97
30	Chiranjilal Khandekar	SC	SE	JP	20.05.64	10.09.84	16.01.97
31	Ram Avtar Meena	ST	SSE/W	CAO/C/JP	01.07.64	15.03.91	08.02.97
32	B P Kulshrestha		SSE	All	09.08.56	10.09.80	05.03.97
33	Pravesh Kumar Bhatnagar		SE/DR	CAO/C/JP	01.01.53	30.12.74	30.05.97
34	Roop Chand		SE	All	11.10.61	12.06.85	11.06.97
35	Virender Singh		SE	JP	01.01.61	25.09.84	12.06.97

Enclosure to letter no. 871-E/1/Engg./Gr. 'B'(Regular-LDCE) dated 14.12.2012

36	Arvind Kumar Pareek		SSE	JP	15.08.63	15.09.84	12.06.97
37	Hira Lal Verma	SC	SSE	All	03.01.63	03.09.90	13.06.97
38	Mohd. Ilias		SE	BKN/Const.	01.07.64	30.03.87	19.06.97
39	R K Shirgi		SSE/Const.	JP	11.06.65	15.12.87	09.07.97
40	R K Mishra		SE	BKN	18.09.64	10.11.83	15.07.97
41	Shambhunath Pandey		SE/PW	BKN	05.01.57	17.01.82	01.09.97
42	A K Mishra		SE	JP	21.06.58	08.12.80	05.09.97
43	Udaiveer Singh		SE/PW	BKN	26.01.55	30.05.81	14.09.97
44	Om Prakash	SC	SE	BKN	12.05.61	03.04.85	20.10.97
45	Amar Singh	SC	SE	BKN/Const.	07.09.64	31.07.86	24.10.97
46	Ajay Kumar Varan	SC	SSE/W	HQ/JP	23.11.66	01.04.99	01.01.98
47	J P Meena	ST	SE	JP	07.07.63	02.04.87	01.01.98
48	B R Punia		SE	JP	01.12.62	01.01.87	01.01.98
49	V P Goyal		SE	All	12.03.66	07.01.87	01.01.98
50	Jinendra Kumar Jain		SSE/W	CAO/C/JP	10.10.62	02.04.87	13.01.98
51	Lillu Ram	SC	SSE/W/C	CAO/C/JP	26.02.59	16.12.87	13.01.98
52	Chandra Kumar	SC	SE	BKN	01.01.60	26.01.84	02.05.98
53	Dharmendra Kumar		CDM	BKN/Const.	12.06.63	25.05.87	20.05.98
54	Dharam Chand		SE	BKN	22.07.62	29.04.88	20.05.98
55	Ashok Kumar		SE	BKN	21.10.56	18.04.81	20.05.98
56	Moji Ram		SE	BKN	04.08.62	25.05.87	20.05.98
57	Shailendra Chauhan		SSE/W	CAO/C/JP	30.12.59	15.12.87	25.05.98
58	R A Sharma		SSE	All	27.07.64	03.01.88	26.06.98
59	Shambhu Dayal	SC	SE	BKN	01.03.59	21.01.84	30.07.98
60	Surendra Kumar Kain	SC	SE	JU	15.07.57	27.09.78	31.08.98
61	R B Singh*		SE	JU	16.01.55	09.07.80	21.10.98
62	Shanti Lal*	SC	SE	BKN	13.01.64	29.10.98	29.10.98
63	Kailash Chand Meena*	ST	SE	JU	01.01.65	19.12.90	13.04.99
64	Vimal Mathur*		SE	JU	14.02.65	24.09.91	13.04.99
65	Amar Nath Verma*		SE	JP	19.04.56	07.08.81/14.08.82	13.05.99
66	S C Sharma*		SE	JP	02.07.57	21.08.83/09.10.84	13.05.99
67	S K Jain*		SE	JP	01.11.64	09.02.87	13.05.99
68	Shailesh Kumar*	SC	SSE	JP	01.07.67	04.01.90	13.05.99
69	Ramvir Singh Chaudhary*		SE	All	01.07.63	15.12.87	15.06.99
70	Mangilal Bosia*	SC	SE	All	18.05.63	02.04.87	16.06.99
71	Ram Dayal Verma*	SC	SE	All	10.01.65	03.06.89	16.06.99
72	Shailendra Kumar*	SC	SE	All	31.07.67	04.01.89	08.06.99
73	Vinay Kumar Jain*		SE	All	01.08.63	15.12.87	29.06.99
74	Rajiv Mohan*		SE	BKN/Const.	02.06.67	03.08.88	28.10.99
75	M K Sharma*		SE	BKN/Const.	10.10.66	03.08.88	28.10.99

Enclosure to letter no. 871-E/1/Engg./Gr. 'B'(Regular-LDCE) dated 14.12.2012

76	Sunil Kumar Thakur*		SE	BKN	17.10.60	01.05.85	11.12.99
77	Anand Swarup*		SE	BKN	06.04.64	19.06.87	11.12.99
78	Shivlal Yadav*		SE	BKN	15.02.63	22.01.88	29.01.2000
79	Arvinder Kumar Jain*		SE	JP	24.06.64	08.12.88	15.03.2000
80	P S Khinchi*	SC	SSE	HQ/JP	01.02.62	02.04.87	06.06.2000
81	Jamna Shankar Garg*		SE/DR	CAO/C/JP	15.02.62	01.12.88	25.09.2000
82	V K Mishra*		SE	All	18.04.64	06.11.89	23.03.01
83	S C Tripathi*		SE	JP	21.11.54	18.04.81	03.08.01
84	Gopal Singh*		SE	JP	01.01.54	22.08.83/09.10.84	03.08.01
85	N C Tiwari*		SE	JP	15.01.56	15.03.85/17.03.86	03.08.01
86	A K Siswal*		SE	JP	01.04.59	30.04.87/28.07.88	03.08.01
87	Kaptan Singh*	SC	SE	JP	02.06.66	09.01.90	03.08.01
88	D N Mishra*		SE	JP	25.05.66	09.09.91/09.10.92	24.08.01
89	Banvari Lal*		SE	JP	30.06.69	09.09.91	24.08.01
90	Ram Babu Meena#	ST	SE/PW	CAO/C/JP	05.09.68	26.12.91	19.09.01

(*against twice failed, # against extended zone of consideration)

Annexure-'B'

PROVISIONAL ELIGIBILITY LIST AS PER GENERAL SENIORITY FOR SELECTION TO THE GR. B POST OF AEN AGAINST REGULAR 70% QUOTA

Sr. No.	Name S/Shri	Caste	Designation	Station	Date of birth	Date of Appointment	Date of Entry in Scale Rs.9300-34800 + GP Rs.4600 (PB-2) prerevised scale Rs. 6500-10500
91	R B Gupta		SE	JP	03.08.67	09.09.91/01.09.92	24.08.01
92	Suresh Chand	SC	SE/PW	JP	09.08.63	04.08.89	03.10.01
93	S. K. Srivastava		SE	JU	28.10.55	16.02.82	21.11.01
94	Ram Sewak Verma	SC	SE	JU	20.12.65	07.04.90	21.11.01
95	Brijendra Kumar Sharma		SE	JU	14.12.64	07.04.90	24.11.01
96	Ashok Kumar Jain		SE	JU	01.07.65	25.05.90	24.11.01
97	Mohatab Ahmed		SE	JU	26.11.63	12.02.90	24.12.01
98	Jasraj Raiger	SC	SSE/W	CAO/C/JP	07.09.60	20.12.88	01.02.02
99	Shiv Kumar Kaushik		SE	HQ/JP	30.06.68	22.01.92	01.02.02
100	Surjit S. Chaudhary		SE	JP	01.01.72	10.01.01	06.02.02

To be forwarded by controlling officer of the respective unit under his signature with date and stamp to DyCPO(Gaz)/NWR-Jaipur by 24.01.2013

PROFORMA

To

Dy.CPO(G)
NWR/Jaipur

(THROUGH PROPER CHANNEL)

Sub: Willingness to appear for AEN (Regular-70%) written examination.

Ref: GM(P)/NWR's notification No871E/1/AEN/Gr. 'B'(Regular-LDCE)

Dt. 14.12.2012

With reference to above notification it is advised that:-

1. My name is appearing at S.No..... in Annexure 'A'/ Annexure-'B'.
2. I am willing/not willing (Tick your choice) to appear in the written test for AEN (Regular-70%) selection.
3. I am willing/not willing (Tick your choice) for pre-selection training (for SC/ST employees only).
4. According to the best of my knowledge, I have nothing against me which debars or renders me ineligible for this selection.
5. I have noted, read and understood the contents of the above referred letter and I have nothing more to add or delete from the details shown against my name and I shall keep myself updated on the subsequent updates issued in this regard from time to time.

(Strike out whichever is not applicable in the above item)

Signature with date:

Full name :

Designation :

Forwarding Officer :

As per this office records, there is nothing against this employee which renders him ineligible or debars him from this selection.

Signature with date :

Full name :

Stamp :

DECLARATION CUM IDENTITY SLIP

DECLARATION

(To be filled by the employee)

I,, S/o Shri, do
hereby declare that I have gone through the instructions as contained in GM(P)/NWR/JP's
letter No. 871E/1/AEN/Gr.'B'(Regular-LDCE) Dated 14.12.2012.

Signature

Name of the employee.....

Designation/Station/Division.....

Date.....

IDENTITY SLIP

(To be filled by the Controlling Officer)

Shri/Smt/.....S/o/W/oShri.....
working asand appearing at item No.of Annexure 'A'/
Annexure 'B' of General Manager(P)/NWR/JP's letter No. 871E/1/AEN/Gr.'B'(Regular-
LDCE) dated 14.12.2012, whose specimen signatures are appended here above, on
submitting his/her willingness to appear in the present selection, is hereby directed to
NWR/HQ office, JP to appear in the written examination for selection to the post of AEN
(Regular-70%), scheduled to be held on 30.03.2013.

Date:

Signature.....

Name of the officer Incharge.....

Designation.....

Office seal.....

To

GM(P)/NWR-Jaipur

(Through Proper Channel)

(Kind Attn : Dy CPO(G), NWR-Jaipur)

Sub: Application for the Group 'B' post of AEN (LDCE 30%).

With reference to the notification No.871E/1/AEN/Gr.'B'(Regular-LDCE) dated 14.12.2012. I am applying for the Group 'B' post of the AEN(LDCE-30%).

My service particulars are given below in the prescribed proforma:-

1. Name in full :
2. Father's Name :
3. Designation & Place of working :
4. Whether the posting on present post is Regular/Adhoc :
5. Date of birth :
6. Date of Apprenticeship :
7. Date of appointment (After Training) :
8. Educational qualification :
9. Date from which working in the grade :
₹ 9300-34800 (PB-2) with GP ₹ 4200/-
or equivalent scale in 6th PC on regular basis
10. In case of Pway Mistries, date from which :
working in the grade ₹ 4500-7000+100 (SA) above
on regular basis (as per Rly.Bd's letter
No.E(GP)99/2/22 dated 04.01.2007)
11. Date from which working in the grade :
₹ 9300-34800 (PB-2) with GP ₹ 4600/-
or equivalent scale in 6th PC on regular basis
12. Whether SC/ST :
13. Whether you have been empanelled :
for any other Group B post
14. Specify the Lien maintained on which :
Division/Unit, if on deputation
15. Mobile/Phone No. with STD Code :
16. Whether, appeared earlier in LDCE selection : Yes / No
conducted by NWR
17. Have you ever been debarred or declared ineligible : Yes / No
for this selection in past.
18. If Yes, give details :

I declare that all information given by me is true and I am aware that any wrong declaration or suppression of information on my part will debar me from appearing in selection and empanelment. According to the best of my knowledge, I have nothing against me which debar or render me ineligible for this selection. I have noted, read and understood the contents of the above referred letter and I have nothing more to add or delete from the details shown against my name and I shall keep myself updated on the subsequent updates issued in this regard from time to time.

Signature & designation of the applicant

Certified that the particulars stated above have been verified from the service records of the concerned employee and found to be true and correct and the above employee is eligible for the said examination as he has completed ____ years, ____ months and ____ days of regular service as on **01.04.2011** in Rs. 4500-7000 + 100 (SA) (in case of PW Mistry) and in Rs. 9300-34800 (PB-2) + GP Rs. 4200/- and above. As per office records, there is nothing against this employee which debars or renders him ineligible for this selection. I understand that if the information certified by me is found incorrect will render me liable for disciplinary action.

To be certified by the concerned Personnel Officer
(with name & designation & rubber stamp)

DECLARATION CUM IDENTITY SLIP

(To be brought at the time of written examination)

DECLARATION

(To be filled by the employee)

I, , S/o Shri Do hereby declare that I have gone through the instructions as contained in GM(P)/NWR/JP's letter No. 871E/1/AEN/Gr.'B'(Regular-LDCE) dated: 14.12.2012

Signature.....

Name of the employee

Designation/Station/Division

Date

IDENTITY SLIP

(To be filled by the Controlling Officer)

Shri/Smt..... S/oW/o Shri Working as and appearing at item No. of eligibility list notified vide General Manager (P)/NWR/JP's letter No. 871E/1/AEN/Gr.'B'(Regular-LDCE) dated 14.12.2012, whose specimen signatures are appended here above, on submitting his/her willingness to appear in the present selection, is hereby directed to NWR/HQs office, JP to appear in the written examination for selection to the post of AEN(LDCE-30%), scheduled to be held on

Date:

Signature

Name of the officer Incharge

Designation

Office seal

SYLLABUS FOR PROMOTION TO THE POST OF AEN IN ENGINEERING DEPARTMENT AGAINST LDCE-30% QUOTA.

PAPER - I - 150 MARKS

GENERAL KNOWLEDGE – 50 MARKS – common topics on general knowledge, current affairs, Railway Management.

Note: Optional questions to the extent of 15 marks on official language and policy will be included in the paper.

PROFESSIONAL SUBJECT – 100 MARKS

Syllabus for Professional Subject

CIVIL ENGINEERING (GENERAL)

1. *Surveying*

- (a) *Types*
- (i) *Chain and Compass Survey-*
Basic principles; base lines; Check lines; tie lines; perpendicular and oblique offsets; conventional signs; plotting of survey; true and magnetic bearings, open and closed traverses; recording and plotting of traverses closing errors.
- (ii) *Plane Table Survey*
Plane table out fit; methods of radiations; intersection and traversing; contouring with plane table using telescopic alidade; merits and de-merits.
- (iii) *Leveling -*
Level lines- datum, bench marks, simple leveling, fly leveling; recording the levels in field book; method of reducing levels; arithmetical Check; longitudinal and cross section contouring.
- (iv) *Theodolite Survey*
Types of theodolites; measurement of horizontal angles, vertical angles, magnetic bearings and deflections angles; prolonging a straight line; traversing by method of included angles; balancing the survey closing errors; calculations of latitude and departure; use of theodolite as tachometer.
- (v) *Curves*
Elements of simple circular, curves; setting out simple circular curves; different methods.
- (vi) *Setting out works*
Setting out buildings, culverts, central lines of railway Alignment.
- (b) *Care & Custody of Survey Instruments.*
Handling of instruments- Transport and protection; permanent Adjustments; repairs and periodical over haul.

2. *Strength of Materials, Structural Designs & Drawings*

- (a) *Strength of Materials*
Stress, strain, Hooke's Law, working stress, factor of safety; bending moment and shear force in simply supported beams and cantilevers; simple theory of bending; moving loads on simply supported beams; influence lines for bending moment and shear force in statically determinate beams; short columns, long columns-empirical formulae.
- (b) *Structural Designs & Drawings*
- (i) *Steel Structures*
Riveted and welded joints; tension and compression members; plate girders; connections; IRS Code of Practice for Steel Structures; Sketching of connection details.
- (ii) *RCC Structures*
Slab- singly and 2-Way reinforced; Beams rectangular, T and doubly reinforced; Bond; shear reinforcement; Design of columns, footings, IRS Code of Practice for RCC Structures; Sketching of RCC details of simple structures.

3. *Construction Materials*

Description specification properties and uses of building materials – Stones, sand, timber, bricks, cement, lime, building hardware, paints, varnishes, glasses, tiles

4. **Foundation & Construction Engineering**
 - (a) **Soil Mechanics**
Elements of Soil Mechanics- Physical properties of soils, compaction, field methods of compaction; Stabilization of soils; Safe bearing capacity of soils; determination of safe bearing capacity; earth pressure; plate loading test, specifications and construction of earth work in embankments & cuttings.
 - (b) **Foundation Engineering**
Functions of foundations; different types of foundations; settlement of foundations; methods of reducing differential settlement; pile foundations; well foundation for bridges.
 - (c) **Buildings**
Brick and stone masonry; construction details-roofs, floors, Staircases, joinery, scaffolding.
 - (d) **Reinforced & Prestressed Concrete**
Bending & placing of reinforcement; fine and coarse aggregates; concrete mixing, laying and compaction; finishing of RCC surface; formwork, curing, testing.
 - (e) **Steel Structures -**
Standard rolled sections; fabrication - templating, straightening, drilling, riveting, bolting and welding; match marking; trial erections, testing, site erections, equipment, methods.
 - (f) **Construction Machinery & Equipment**
Drilling and blasting equipment for quarrying, tunneling and excavation in rock, pile hammers and pile-driving equipment; pumps, concrete mixers, vibrators, grouting equipments, air compressors, pneumatic tools and different types of cranes.
5. **Hydraulics & Hydrology**
 - (a) **Hydraulics**
Elements of hydraulics - Open channel flow; in pipes frictional loss, empirical formulae.
 - (b) **Hydrology**
Rainfall and run-off; rainfall statistics; rain gauges, run -off calculations by empirical methods, flood discharge estimation; measurement of flood discharge - current meter.
 - (c) **Hydraulic Structures**
Design of bridges - alignment, number of spans; economic spans; waterway calculations; scour depth & afflux; clearance; depth of foundations; BOX and Pipe Culverts, river training works - spurs, groynes, aprons, levees
6. **Public Health Engineering**
 - (a) **Water Supply**
 - (i) Quality of water - physical, chemical and bacteriological standards of water; water-borne diseases; water demand - methods of forecasting; sources of water; treatment of water aeration, sedimentation, filtration, (slow and rapid sand filters); dis-infection, hardness - methods of removal.
 - (ii) **Conveyance and Distribution**
Pumping equipment; rising mains; systems of distribution, residual pressures; different types of pipes and fittings; testing of pipes.
 - (b) **Sewerage.**
Sewage; waste water - collection and carriage; design and sewers; house connections; storm water drains; disposal of sewage river pollution and control; sewage treatment; land irrigation septic tanks, primary clarifier, sludge and scum removal, trickling filters, activated sludge process, sludge digesting, principles of anaerobic digestion, sludge gas, sludge drying and disposal.

PAPER - II - 150 MARKS

Professional Subject (Civil Engineering -Railway), Establishment and Finance Rules.

Part-I (Marks: 100): Professional Subject (Civil Engineering -Railways)

1. **Railway surveys & Construction**
Classification of Surveys; principles governing location; ruling gradients; compensation for curves; vertical curves; hill surveys; catch sidings; tunnels; preparation of drawings; design of large bridges; progress report on surveys; project estimates; standards of construction; junction arrangements; project report; preliminary arrangement for construction of new lines; letting-out contracts; programme of work; critical path net works; execution of works and measurements; progress reports; completion of works.
2. **Railway Track**
Description, specifications and functions of track structure elements; Rails, sleepers, fastenings, ballast, formation and other sub-structures; points and crossing; geometry and design features; track lay-outs.
3. **Maintenance of Permanent Way**
 - (a) Duties; duties of Assistant Engineers; duties of Permanent Way Inspectors; duties of Works Inspectors; duties of Bridge Inspectors; duties of Mates, Keymen and gangmen.
 - (b) Maintenance of Permanent Way: Methods of maintenance; Beater packing, Measured Shovel Packing, Machine packing, Systems of maintenance; overhauling, Systematic through packing, picking up slacks, Directed Track Maintenance, Miscellaneous works; lifting and lowering of track, screening of ballast, maintenance of drains, lubrication of rail joints, adjustment of creep, maintenance of level crossing maintenance of points and crossing.
 - (c) Special Maintenance Works :
Maintenance of short welded rails, Long welded rails and continuous welding rails; maintenance in electrified section; special precautions; maintenance of track-circuited sections; special precautions.
 - (d) Maintenance of curved track and realignment of curves: Curvature, transitions, super-elevation of curves, safe speed, cant deficiency, speed on curves with turnouts, Realignment of Curves: methods of Re-alignment
 - (e) Testing of track with track recorders; The Hallade Track recorder; Amsler Oar; Oscillograph Car; Interpretation of track recording charts; Attention to track defects and records of track defects.
4. **Maintenance of bridges**
Inspections of bridges: Records of inspection; details of bridge inspection; works connected with maintenance of bridges; laying of bridge sleepers; replacing cracked bed blocks; painting of steelwork.
5. **Inspection and Maintenance of tunnels**
Inspection of tunnels: Records of inspection; equipment for inspection; details of tunnel inspection; works connected with maintenance of tunnels.
6. **Inspection and maintenance of turntables and weigh bridges pits**
Condition for satisfactory working of turntables; adjustment and overhauling of turntables; inspection and maintenance; erection and dismantling of turntables; weighbridge pits and approaches - responsibility of engineering staff, drainage of weighbridge pits; construction of new weighbridges.
7. **Inspection and maintenance of buildings and structure other than bridges**
General instructions; additions and alterations to quarters; transfer of building; building registers; scale of accommodation and other facilities; vacant railway buildings; maintenance of buildings- inspection and repairs; petty repair books; periodical inspections; details of inspections.
8. **Maintenance of sanitary and hygienic conditions; in station yards and railway colonies, water supply, drainage and sewerage**
 - (a) Sanitation: Formation of sanitation committees; inspection by sanitation committee; sanitary arrangement, in stations and colonies; drinking water wells- protection; cleaning of wells; disinfections; prevention of infectious diseases; disinfections of Quarters.
 - (b) Water Supply: Sources of water supply; water sample analysis; open wells-size; pumping capacity, improving yield; shallow tube-wells; deep tube-wells; impounding reservoirs; storage capacity; flood discharge; records of water levels in wells; rainfall registers; high level storage tanks; precaution against pollution; pumps-types, selection, installation; aqua ducts and pipelines - types, selection, laying; estimating requirements of water; layout of distribution system; water supply from outside sources; maintenance and operation of water supply installation- responsibilities of Engineering department and Mechanical department.
 - (c) Drainage and sewerage: Drainage system; waterborne sewerage; sizes of sewers; sewage; sewage treatment systems; sewage disposals; sewage purification systems; surface drainage - layout, size of drains; disposal of sludge, affluent; drainage of latrines; maintenance of sewerage and drainages systems; maintenance of open sludge drains; storm water drains; house connections; conservancy and sanitary arrangements; responsibilities of engineering staff.
9. **Acquisition management and disposal of land**
General Code Rules: Ownership of railway land; sanctioning authority for acquisition and relinquishment; principles for acquisition and relinquishment; procedure for acquisition and relinquishment; plans and schedules; taking over and handing over; demarcation of boundaries; land records - demarcation and verification of railway boundaries; maintenance of rights of way; religious structures; management of railway land leasing of licensing; lease or license of land: merchants and vendors at stations, bulk oil installations, natural products and grazing; construction of buildings near railway land; sale of natural products; falling of trees-within railway land, outside railway land; falling of trees near electric or telegraph wires.
10. **Large scale Permanent Way renewals**
Classifications of routes and tracks; track renewal programmes; factors governing permanent way renewals; preparation for relaying; preliminary work; systematic operation for complete relaying; speed restrictions to be observed during relaying; post relaying work; classification and disposal of released materials.
11. **Rehabilitation of bridges**
Precautions when working on bridges; rebuilding or alterations to bridges; design and execution of bridge works; temporary arrangements; false work for erection of girders; assembly and erection of girders; cranes for erection of girders; testing of girders; proposals for strengthening existing girder spans; methods of Regirdering major bridges.

12. **Works affecting railway safety and opening new works**
General - References to rules; works requiring sanction of the CRS and notice thereof; applications to the CRS - execution of works and Safety Certificates; documents to accompany application; submission of Safety certificate; deviations from plans approved by CRS; applications for running of new types of locomotives and/ or rolling stock and for increases in speed; notification to railway officials when opening works; works resulting from accidents; opening of new lines; infringement to Schedule of Dimensions - condonation; procedure thereof movement of ODCs - types and procedure for sanction for movement, precautions during movements.
13. **Railway Operation**
 - (a) General: Reference to G. & S.R.; Types of signals and their significance; rules for working of trains; block working rules - types, introduction of temporary single line working.
 - (b) Engineering restrictions and indicators: General - Definitions: Responsibility of the Inspector- In-charge; works of short duration; protection of line in block section and procedure for passing trains; work of long duration; temporary engineering fixed signals; arrangements prior to commencement of work; protection in block section for speed restrictions; procedure for blocking lines for engineering purpose; works at times of poor visibility; temporary signals in emergency, periodical notices of engineering restrictions; permanent speed restriction indicators; review of permanent speed restrictions; indicators-General.
 - (c) Level Crossings: General - Classification, Standard Specifications; normal position of gates; level crossing equipment, traffic and engineering gates, siding gate lodges; appointment of gate men; duties of gate men; maintenance of level crossings; examination of gate equipment and gatemen in rules; level crossings registers; road traffic census; manning/de-manning of level crossings.
 - (d) Working of trolleys; general instructions- rules for working; distinction between trolleys lorries, and motor trolleys; Certificate of competency; officials permitted to use trolleys and lorries; responsibility for safe working ; working at night or in bad weather; working on track, circuited sections; conveyance of non-railway officials; trolley permits for private sidings; trolley refuges; protection; equipments trolleys and lorries; working of trolleys and lorries; in block sections, in station limits.
 - (e) Ballast and material trains; General Rules for working; Restrictions in running; ordering of ballast trains; issue of "fit to run" Certificate; equipment testing of brake power; working in block sections; running on Ghat section; loading from hopper wagons; planning of ballast and material train movements; training out materials and daily reports of ballast train working; charges for ballast trains; register of Engineering vehicles.
14. **Accidents**
General - Observance of rules; intimation of accidents by station masters; duties and responsibilities of the engineering officials in the event of accident impairing through traffic action at site, reporting details of accident - provisions of Accident Manual: action in case of derailment; examination of site and preparation of sketches; recording track and rolling stock measurements - accidents, procedure; use of recorded data; restoration of through running; procurement and arrangement of labour and equipment; temporary arrangements at site of accident; transshipment; funds required during emergencies; attendance of police at accidents; driver's reports on defects in track; action on receipt of reports of defective track; abnormal occurrence attributable to oscillation of locomotives; accidents not impairing through traffic; records of accidents.
15. **Rivers & Floods pre-monsoon precautionary measures and patrolling of railway line**
 - (a) Rivers and floods; General- behavior of rivers; watchmen at important bridges; pitching stones and boulder reserve; vigilance during floods; flood records; survey of the course of river; river protection works; types, design, repairs and maintenance; records, rivers and floods.
 - (b) Pre-monsoon precautionary measures: Vulnerable sections materials for anticipated emergencies; monsoon emergency rakes; equipment, tools, rail clusters, temporary bridge spans; protective works; Railway affecting tanks; inspection & vigilance over railway affecting tanks; pre-monsoon, during monsoon.
 - (c) Monsoon and emergency patrol: Kinds of patrolling; keymen's daily patrol; gang patrol during abnormal rain; systematic night patrolling during monsoon; stationary watchmen at vulnerable points; review of patrolling systems and vulnerable locations; security patrolling during civil disorders; protection of line in emergency; duties of patrolmen and their equipment; reporting damage and obstruction on track to Station Masters; check over patrolling; inspection of equipment; surprise checking at night.
16. **Preparation of plans and estimates**
Preparation of plans - General procedure; - plan for other departments; sizes of drawings; titles and numbering of drawings; scale of drawings; details on drawings; symbols and colours of drawings; Railway Board drawings; plans issued by the Chief Engineer's Office; Plans in Divisional Asstt. Engineer's / Inspector's offices; completion drawings; care and filing of tracings; preparation of estimates - Code rules; technical details rates and quantities; schedule of rates and price-listing of stores; report and justification; rent statement for staff quarters; special features of estimates, remodeling of station yards, track renewal works, deposit works, Urgency Certificate; Supplementary Estimates.
17. **Contracts and Execution of works**
 - (a) Contracts: General-Code reference for contracts; lists of approved contractors and registration of applications; Schedule of Rates: Analysis, non-scheduled rates, special rates; tenders: procedure, tender documents, drawings and specifications, tender committees, acceptance of tenders, contracts: procedure, contract documents, General and special conditions of contract; loan of tools and plant to contractors; issue of departmental materials to contractors; lease or license of railway quarries; measurements and measurement books-code reference; recording measurements; on account Measurements; standard measurements; responsibilities of Inspectors and Asstt. Engineers for measurements of works; ballast measurements; computation of quantities; preparation of abstracts in measurement books; submission of bills; checking of bills, bill registers; disputes with contractors.
 - (b) Execution of works; General instructions-code rules; agencies for executing works; responsibilities of executive officers; deposit works; excess and savings on estimates; attention to public interests; prevention of accidents; religious edifices and archaeological remains; provision of lightening conductors; planning critical path net works, PERT; departmental execution of works - records, progress reports, charges for stores and labour, execution of works in Engineering workshops; contracted works, issue of work orders; completion documents; works pertaining to other departments.

18. **Track Machines**

Various types of track machines, rated out Put of track machines, pre-temping, post-temping operations, design lining and leveling.

19. **Miscellaneous**

- (a) Engineering Plant: General - Code rules, engineering plant reserve, plant register; valuation of plant maintenance, storage and repairs; requisitioning of plant, use of plant at site; maintenance of log books; hiring out of engineering plant; examination of boilers of the Engineering Department.
- (b) Explosives: General - Issues of instructions on use of explosives; observance of rules; carriage of explosives; commonly used explosives; selection of explosives; storage and conveyance to work site; blasting operation; boring holes; amount of charge; preparation of charge; electrical and safety fuses; precautions to be observed during blasting; misfires; protection to trains and railway property; destruction of explosives; detonating signals - care and custody; use of detonators and testing.
- (c) Management of Engineering Stores: General - Reference to code rules; procurement of stores- requisition acknowledgement of receipt, claims for short receipts, etc. custody of stores - classification, handling and storage; account heads of stores, operation, records and returns; disposal of released and surplus stores return to stores depot, disposal by auctions; verification of stocks and adjustment for shortage/excesses.
- (d) Law and Order: Railway Police; loading of complaints; cooperation with Railway Police; cognizable offences; non-cognizable offences; powers of arrests by railway staff; warrants against railway staff; action by railway staff in cases of attempted sabotage; answering of court Summons; prevention of trespass; disposal of human bodies found run over; disposal of cattle found dead on the Line.

Establishment Rules: 25 Marks

A: PERSONNEL MANAGEMENT

- a) Organisation of the Personnel Department in the Railways. The objectives of the Personnel Department, functions and policies of the Personnel Department in the Headquarters and on the Divisions.
- b) Classification of services – recruitment to the different services Group 'A' to 'D' – Recruitment of artisan staff, special reservation in Railway services – Role of the Railway Service Commission in recruitment, Recruitment other than through usual channels, promotion policy and methods.
- c) Personnel Supervision, leadership styles, formal and informal leadership, leadership qualities, different leadership styles, democratic or participative leadership style, advantages of participation, Count Councils of management, Negotiating Machinery scheme at zonal and Divisional corporate Enterprises groups.
- d) Inspections of Loco sheds, C&W Depots, Stations, Engineering offices.

B: LABOUR RELATIONS AND WELFARE:

UNIONS AND THEIR ROLE.

- a) Important recognized Trade Union in Railways, Role of unrecognized unions and methods of dealing with them.
- b) Industrial disputes and the Legislative Framework, causes of Industrial Disputes, basic remedies, the Industrial Dispute Act 1947. Strikes, Lock out and Lay Offs, handling of Grievances at Divisions and in the Headquarters, handling of grievances by Labour Enforcement Officers.
- c) The hours of Employment regulations, overtime, job-analysis and its mechanics.
- d) The factories Act, Special Rules for workshop staff in the Railways.
- e) The workmen's compensation Act, Ex Gratia payment, Incentive, Bonus Schemes.

C: WELFARE

- a) Pass Rules, leave rules
- b) Retirement benefits under the Provident Fund and Pension scheme, Final settlement.
- c) Welfare for the whole family of railway-men concept and practice obtaining on the Railways.

Financial Rules: 25 Marks

- a) Parliamentary control over Railway Finance, Public accountability of finance propriety.
- b) Financial Planning and Budgeting Budgetary and financial reviews / appropriation accounts.
- c) Rules of allocation, classification of Expenditure, Control over expenditure, Responsibility / accounting performance Budgeting, Exchequer control, financial results of working.
- d) Works Programme, Financial justification of work surveys, preparation of estimate, capital budget control over capital expenditure.
- e) Financial control over stores expenditure, purchase and stores keeping procedure, Inventory control and A.B.C. analysis.
- f) Financial and cost control in railway workshops.
- g) Rules and procedure relating to Tenders and contracts for execution of works, procurement of stores.
- h) Procedure for processing and finalizing the Audit objections and draft paras.
- i) Delegation of powers.
- j) Losses, Frauds and embezzlements.
