

No.ECoR/Pers/Gaz/Comm/ACM-30%/LDCE/21-22

All PHODs/CHODs-ECoR/BBS.
The PCCM, PCOM, SDGM/BBS.
The Sr. DPO- KUR, WAT & SBP.
The Sr. DCM- KUR, WAT & SBP.
The WPO-CRW/MCS, SPO(Con)/BBS, Dy. CPO(Con)/VSKP.
The DGM(Law)-ECoR/BBS.
The Dy.CPO(HQ)-ECoR/BBS.
The GM(P) & PCCM-SER/GRC & SECR/BSP.
All Concerned.

Sub: Formation of Gr.B/Commercial Panel of ACM against 30% LDCE quota for the assessment period from 01.01.2021 to 31.12.2022 (upto 30.06.2023) in Commercial Department/ECoR

It has been decided by the competent authority to hold written test for formation of Group-B **Commercial Panel of 01 (UR) posts of ACM against 30% LDCE** quota vacancy in Commercial Department of East Coast Railway for the assessment period 2021-22. The exact date, time and venue of the written test will be intimated in due course.

1. Eligibility Conditions:

In terms of Para (ii) of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019 (RBE No. 216/2019), Group-C employees of Commercial Department & CLAs of ECoR working in Level-6 and above with 5 years of non-fortuitous service in the grade (including non-fortuitous service rendered in corresponding pre-revised grades) as on 01.01.2021 (cut-off date) are eligible for the post of ACM/Gr-B against 30% LDCE quota vacancy for the assessment period of 2021-22.

NOTE:

- (i) In terms of Rly. Board letter No. E(NG)1-93/PMI/4 dtd. 18.01.93, time spent by the Rly. Servant under training immediately before appointment to regular service will be counted as service for the purpose of LDCE.
- (ii) Staff whose lien is maintained in the revised jurisdiction of ECoR are only eligible. Besides, the Staff whose lien is maintained in ECoR but working outside the jurisdiction of ECoR will also be eligible. In such case, they have to submit their applications through the Personnel Officers of the Divisions/Units where their lien is maintained and this should be certified by the concerned Personnel Officers only.
- (iii) CLAs who have fulfilled the above eligibility conditions are also eligible in terms of Para-6.3.2 of Master Circular No. 68.

2. Employees eligible as per the above eligibility conditions should submit their applications to appear the above LDCE **latest by 29.10.2021** in the attached format (Annexure-A) to the concerned Controlling Officers/Personnel Officers. The concerned controlling Officers should send such options received immediately to the respective Personnel officers who should scrutinize the candidature of the employees as per the above eligibility conditions/verifying the respective Service Sheets and send the names of the eligible staff only, in consolidated statements as per proforma attached so as to reach this office latest by **08.11.2021** positively. The concerned Personnel Officers should ensure that all the columns of the enclosed proforma are properly filled-in before sending the statements to this office. **Soft copy of the said statement must be sent invariably to E-mail: dycpogazecor@gmail.com.**

3. In case, any candidate is on leave or on deputation to other Railways/Units/office or on sick list, the Controlling officer concerned and the offices where he/she last worked should send necessary advice to the authority under whom he/she is working or the Medical Authority as the case may be without fail and acknowledgements obtained.

4. The concerned Personnel Officers & the Sr. DCMs are advised to give wide publicity to this Notification at all major Units under their jurisdiction. The Divisions are advised to submit an undertaking that the Notification has been served at all major Units where eligible staff are available and their acknowledgement should be obtained. This should be jointly certified by Sr. DPOs & Sr. DCMs. It should be noted that on obtaining such certificates from the Divisions, list of eligible candidates and date of examination shall be published.

5. Options of the staff concerned need not be sent to this office directly. Controlling officers/Personnel officers should ensure that options received by their offices after **28.10.2021** are not considered under any circumstances. Names of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded. It may also be noted that incomplete statements furnished by the divisions/units will not be entertained.

6. As there is no reserved vacancy in this notification, Pre-Selection training is not mandatory as per RBE No. 142/2019.

7. Objective and Scheme of Examination: The examination aims at a comprehensive assessment of knowledge of the candidates related to their Technical subject, Official language policy, Establishment and Financial Rules. ***The formation of the panel will be on the basis of 'Merit'.*** Selection of candidates for empanelment is based on (i) Written Examination, (ii) viva-voce (with prior Medical Fitness test) and assessment of records by the Selection Committee vide Para-204.1 of IREM Vol.1. The following procedure as outlined in RBE No. 53/2019 and in para- 10 & 11 of Master Circular No.68 will be followed in the written test, viva-voce and evaluation of record of service.

8. Written Examination: In order to bring objectivity to the selection process, it has been decided by Railway Board vide RBE No. 53/2019 that there shall be a Pre-qualifying single paper examination of 100 marks which shall have 100% Objective type Multiple Choice Questions only. The distribution of marks will be as under:-

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|----|--|------------|
| a) | Technical Subject | : 40 marks |
| b) | General Knowledge including optional Questions on Official language Policy | : 30 marks |
| c) | Establishment and Financial Rules | : 30 marks |

d) **Qualifying Marks:** The candidates scoring 75% and above in the Pre- qualifying examination shall be eligible for appearing in the main examination and for this, number of candidates should be restricted to 5 times the number of respective vacancies in order of merit.

9. **Main examination:** The Pre-qualifying examination will be followed by one descriptive type paper on professional subject comprising of 100 marks and the qualifying marks in the written examination will be 60% and above.

10. Syllabus for 30% LDCE: The syllabus prescribed by the Railway Board for written examination for promotion from Group-'C' to Group-'B' post in Commercial Department which was published by Railway Board vide letter No. E(GP)2004/2/90 dated 28.02.2007 (RBE No.16/2007) constitute topics for Pre-qualifying and Main Examination.

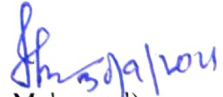
11. All objective type questions will carry equal marks. Every question should have four options numbered as A,B,C,D (only Capital letters) and answers to such questions by the candidates are to be marked on OMR answer sheets and the OMR answer sheets will be evaluated manually.

12. There will be 110 questions of objective multiple choice type with four answer options and the candidate has to answer a maximum of 100 questions.
13. In Section (b), there will be 40 questions including 10 optional questions on Official Language Policy. In this section, only 30 questions are to be attempted by the candidates. In case, any candidate answers more than 30 questions, only the first 30 questions will be evaluated and the rest will be ignored, even if attempted.
14. The questions on official language policy will be of 10 marks i.e, 10% of maximum 100 marks, but these questions will not be compulsory.
15. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer as per RBE No.53/2019.
16. Candidates should get it noted that to ensure the authenticity of the answers to Multiple Choice Questions, no corrections of any type (viz. cutting, overwriting, scoring off a ticked answer & ticking another answer, erasing, modifying the answer in any way) will be permitted. Zero marks will be awarded in such cases of corrections in terms of RBE No. 53/2019.
17. The duration of the written examination will be of **02 hrs (120 Minutes) for the Pre-qualifying and Main Examination.**
18. **Viva-voce** (Only medically fit candidates will be allowed to appear the Viva-voce test):

	Maximum marks	Qualifying marks
1. Viva-voce	25	30 (Including at least 15 marks in record of
2. Record of service	25	Service)

19. As per rule, no supplementary examination is permissible in LDCE for the absentees under any circumstances. The Controlling Officers/Sr.DPO/WPO/SPO of concerned Unit/Division should ensure that the ACRs/APARs of the candidates for the last five years, completed in all respects, SRs & Personal files are kept ready with them and they should send the same to Dy. CPO(Gaz)/SPO(Gaz)/BBS, when called for.
20. In terms of Railway Board's letter No. E(GP)80/2/8 dtd. 31.10.91 only those candidates who qualify in the medical examination of prescribed standard are eligible to appear in the viva-voce test.

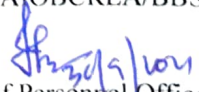
Encl: (1) Syllabus. (2) Annexure-A


(H.K. Mahanand)

Dy. Chief Personnel Officer (Gaz)
For Principal Chief Personnel Officer

Copy to: (1) Sr. System Manager (IT)/BBS for uploading in ECoR's website.

- (2) The General Secretary-ECORSC/BBS, ECoRSU/BBS, AISCSTREA/BBS, AIOBCREA/BBS.
(3) Notice Board.


For Principal Chief Personnel Officer

East Coast Railway

Proforma of Application for ACM-30% LDCE for 2021-22

1. Name & Community of the candidate:
2. Father's Name :
3. Designation :
4. Station/Division/Unit
5. Date of Birth :
6. P.F. No :
7. Present Grade :
8. Date of initial Appointment & Grade :
9. Date of Apptt./Promotion to Level-6:
10. Date of Apptt./Promotion to Level-7:
11. Mobile No. :
12. Email ID :
13. Signature of the candidate :
14. Date :
15. Countersignature of the controlling officer:

(With Designation and seal)

(Note: Applications to be submitted on or before 29.10.2021)

Proforma of statement for submission of options by Divisions to HQs.

Sl. No	Name, Design/station & PF No.	Father's Name	Comm. (UR/SC/ST)	Present Grade	Date of Birth	Date of initial Apptt. & Grade	Date of Apptt./ promotion in Level-6	Date of Apptt/ promotion in Level-7	Date of receipt of application	Remarks (Eligible/ In eligible)
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B. TRAFFIC (COMMERCIAL)

PAPER-I

- Booking of Goods Traffic- Forwarding notes, Registration of indents, allotment rating and routing of traffic, misdeclaration, RR, weightment including punitive charges for overloading, empty tare weightment, classification of goods, loading and unloading including transshipment, free time for loading and unloading, booking of animals, dangerous and offensive goods, military traffic, RMC etc., different charges like demurrage, wharfage, stacking, stabling etc.
- Freight Incentive Schemes, Terminal Management System, Goods shed working, Trainload benefit, quick transit service, container service, loadability of wagons, higher capacity routes, Investment schemes like WIS, TIELS, Dynamic Pricing Policy.
- Out Agencies, City Booking Offices and other Ancillary services.
- Commercial Inspection
- Siding-assisted and private siding-rules-charges-Liberalised Siding Policy.
- Dedicated Freight Corridor.
- Other recent policy changes regarding freight.
- Sealing and labeling of wagons-delay in transit-diversion of wagon load traffic-disposal of seal defective wagons-transport of small traffic-repacking sheds and transshipment points.
- Delivery of consignments-undercharges-overcharges-refund of over charges-delivery of consignment short of destination-disposal of consignments-over-carried-disposal of unclaimed and unconnected consignments.
- Station outstanding: Realisation and its clearance.

PAPER-II

- Marketing and Sales activities at the level of Divisions and Headquarters-Claims prevention and claims statistics-public relations on railways-public complaints and their disposal-liability of railways in case of accident to a passenger train.
- Coordination of functions of various consultative committees at national, zonal and divisional levels.
- Liability of Railways as Carriers of goods and animals.
- Catering and vending services, Book stalls etc.
- Indian Railways Conference Association-its functions.
- Commercial Statistics-their usefulness.
- Indian Railways' Act-chapters relating to traffic facilities-working of railways, responsibility of railways as carriers and penalties and offences.
- Various ticketing schemes-Tatkal rules, concept of e-tickets, I-tickets, Scheme of Frequent Travel (SOFT), tickets through ATMs, Reservation and refund rules.
- Railway Claims Tribunal Act and functioning of RCT and RRT.

- Unreserved Ticketing System (UTS), Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Railway Travel Service Agents (RTSA), etc.
- Various measures including Intensive Check Posts (ICPs) to combat ticketing frauds and ticket less travel.
- Categorization of railway stations depending upon passenger earnings.
- Halt Policy
- Passenger Amenities-model stations-minimum essential amenities-recommended and desirable passenger amenities depending upon classification of station-works programme etc.
- Integrated on-board services-bedroll distribution in AC coaches-cleanliness of coaches-on board supply of newspapers, magazines and toiletries etc.
- Public-private-partnership (PPP) schemes-pay & use toilets (deluxe as well as normal)-retiring rooms-waiting halls-beautification of stations etc.
- Train enquiry system-National Train Enquiry System (NTES)-Integrated Train Enquiry System (ITES) Call Centres etc.
- Customer Care Training- a more customer friendly attitude among the frontline staff- on the job training etc.
- Commercial Publicity-policies and implementation on zonal railways.
- Classification of earnings.
- Strategies to enhance sundry earning-parking contracts, STD/PCOs, Cyber Cafes, ATMs various kiosks etc.
- Leasing Policy for Parcels.
- Rules regarding parcel booking, overloading and computerization of parcels etc.
