

EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan
Bhubaneswar-751017
Dated: 10.11.2022

No.ECoR/Pers/Gaz/Comml/ACM-70%(CBT)/23-24

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

Sub: Formation of Gr.B/Commercial Panel of ACM against 70% selection quota through CBT for the assessment period 2023-24 in Commercial Department/ECoR.

1. It has been decided to hold Centralized Computer based objective type examination (CBT) for formation of Group-B Commercial Panel of 03 (UR) posts of ACM against 70% selection quota vacancy in Commercial Department of East Coast Railway for the assessment period 2023-24.
2. As per Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022, the Centralized Computer based objective type examination shall be held on 22.01.2023 (Sunday) by DG/NAIR. The time and venue of the CBT will be intimated in due course.
3. A provisional list of 12 Nos. of eligible candidates (10 candidates in order of seniority as per Provisional Integrated Seniority list published vide letter No. ECoR/Pers/06/Int. Seniority/Comml/ACM/106-A dated 09.11.2022 as per extant rule and 02 against twice failed candidates) of Commercial Department & CLAs of ECoR who have completed minimum three years of non-fortuitous service in Pay Level-7 as on 01.01.2023 (Cut off date) and are coming in the zone of consideration for the assessment period of 2023-24 is enclosed at Annexure-A. Also an additional list of 12 Nos. of candidates, next in order of seniority of Commercial Department of ECoR who have fulfilled the eligibility criteria are placed in the Stand-by List at Annexure-B. Against any unwilling candidate of Annexure-A, the willing candidate of Annexure-B may be considered for the CBT to the extent of making good the zone of consideration.
4. The candidature of the candidates is accepted provisionally. In case, any candidate is subsequently found ineligible for the above selection at any stage, his/her candidature will be rejected without any further notice.
5. The eligible candidates enlisted at Annexure-A & B should submit their options (willingness/unwillingness) **on or before 24.11.2022** in the attached format (Annexure-C) to the concerned Controlling Officers/Personnel Officers and the same should be forwarded to the Dy.CPO (Gaz) **on or before 29.11.2022** positively in a consolidated statement along with the individual options.
6. It is the employee's responsibility to advise his/her willingness/unwillingness to take the selection, and failure to respond or to provide the intimation within the period allowed will be treated as unwillingness on his/her part to take the selection. If willingness/unwillingness is not received within the above mentioned stipulated date, it will be deemed that the candidate has availed of the opportunity of appearing in the selection & it will be treated as his/her unwillingness to take the selection.

7. 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 and an acknowledgement obtained. 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 **24.11.2022** should not be forwarded to this office under any circumstances. All the particulars filled by the applicants at Annexure- C (Option form) should be verified by Personnel Officers before forwarding to HQrs office. Their IPAS numbers, HRMS ID, Mobile numbers and e-mail ID should be verified since the examination will be conducted through CBT and all future correspondences with the applicants will be done with their IPAS, Mobile number and e-mail ID. Names of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded.
8. As there is no reserved vacancy available, Pre-selection Training is not mandatory as per RBE No. 142/2019.
9. **Objective and Scheme of Examination:** The examination aims at a comprehensive assessment of knowledge of the candidates related to their professional ability, Official language policy, Establishment and Financial Rules. ***The formation of the panel will be on the basis of 'Seniority-cum-Suitability'.*** Selection of candidates for empanelment is based on a (i) CBT Examination on a single day (ii) Viva-voce (with prior Medical Fitness test) and Assessment of Record of Service by the Selection Committee vide Para- 10.1 to Para 10.2 of Master Circular No. 68.
10. **CBT Examination:** In order to bring objectivity to the Selection process, it has been decided by Railway Board vide letter No. E(GP)2022/2/4 dtd. 07.10.2022 read with RBE No. 53/2019 that the CBT examination shall comprise of one Paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks with distribution as given below:-
- a) Professional Subject including optional questions of 10 marks on Official language policy& Rules : 70 marks
 - b) Establishment and Financial Rules : 30 marks
 - c) Qualifying marks : 60
 - d) All objective type questions carry equal marks.
 - e) 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.
 - f) The duration of the examination for 70% selection through CBT shall be of **02 hours.**

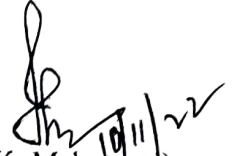
11. Viva-voce & Record of Service:

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

12. The Controlling Officers/Sr.DPO/DPO/WPO/SPO of concerned Unit/Division should ensure that the ACRs/APARs of the candidates for the last five years i.e. 2017-18 to 2021-22 completed in all respects, SRs& Personal files are kept ready with them and they should send the same to Dy. CPO(Gaz) when called for.

13. 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.
14. The above Notification is uploaded in ECoR website: www.eastcoastrailways.gov.in → Recruitment Info → Recruitment Information → Click Here for HQ Notifications.

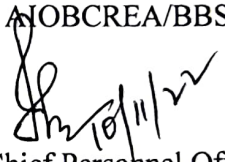
Encl: (i) List of candidates (Annexure-A & B).
(ii) Application Format (Annexure-C)
(iii) Syllabus



(H.K. Mahaband)

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 Genl. Secretary- ECoRSC/BBS, ECoRSU/BBS, AISCSTREA/BBS, AIOBCREA/BBS.
(3) Notice Board.



For Principal Chief Personnel Officer

Provisional list of candidates of Commercial Departmentfor ACM-70% Selection 2023-24

Sl. No.	Name (Shri)	Design/Station.	Comm.	Date of Birth	Effective date of seniority
1	E.V.R. Kumar	CTI/WAT	SC	06.05.1963	06.07.2000
2	M.K. Behera	CLA/HQ	SC	10.08.1965	30.11.2000
3	S.N. Shroff	Ch.TTI/SBP	UR	04.07.1963	01.05.2002
4	Kulamani Parida	CTI/KUR	SC	05.01.1976	01.07.2002
5	Y.Ch.K. Raju	CTI/WAT	SC	10.01.1969	01.11.2003
6	Pabitra Suna	CTI/WAT	SC	16.05.1963	01.11.2003
7	C.M. Murmu	Ch.TTI/SBP	ST	13.06.1966	01.11.2003
8	R.S. Panda	Ch.TTI/SBP	UR	31.05.1964	01.11.2003
9	K.C. Sardar	Ch.OS/KUR	ST	20.11.1965	01.11.2003
10	Joseph Bhuson Kiro	CCC-I/WAT	ST	30.04.1975	06.06.2004
11	B.B. Behera	CTI/KUR	SC	15.08.1966	29.10.2005
12	S.P. Nair	Ch.TTI/SBP	UR	10.05.1971	02.11.2005

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Annexure-B**Provisional List of Standby Candidates of Commercial Department for ACM-70% Selection 2023-24**

Sl. No.	Name (Shri)	Design/Station.	Comm.	Date of Birth	Effective date of seniority
1	Pilli Surya Rao	CTI/WAT	SC	15.07.1969	07.03.2006
2	Ranka Nath Jena	CRS-I/WAT	SC	15.03.1964	29.06.2006
3	Simanchal Nayak	CTI/KUR	SC	02.04.1966	04.12.2006
4	D. Rama Rao	CCI/SBP	UR	30.04.1965	14.02.2007
5	Nathuni Ram	CS/SBP	SC	14.10.1963	26.04.2007
6	M.A. Appa Rao	CGS-I/KUR	SC	12.12.1967	30.04.2007
7	B.N. Padhy	Ch. Catg. Insp/HQ	UR	15.06.1964	25.06.2007
8	Bibhisan Nayak	CRS/KUR	ST	20.06.1964	04.07.2007
9	S.K. Das	CCI/HQ	UR	25.05.1965	13.07.2007
10	T.K. Sahoo	CCI/HQ	UR	01.05.1965	13.07.2007
11	Biren Kisku	Ch.OS/HQ	ST	15.12.1965	03.08.2007
12	R. R. Mohanty	CLA/HQ	UR	18.10.1963	03.01.2008

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East Coast Railway

**Application for Selection to Group-B post of ACM against 70% selection for
2023-24 (CBT)**

OPTION: Whether Willing/Unwilling

1. Name of the Applicant :
2. Designation :
3. Place of posting :
4. Community (UR/SC/ST) :
5. Date of Birth (DD/MM/YYYY) :
6. IPAS No. (in 11 digits) :
7. HRMS ID :
8. Controlling Officer :
9. Unit/Division :
10. Mobile No. :
11. Email ID (in capital letters) :
12. Date :
13. Whether belongs to PwBD category : YES / NO (please tick)
 - (i) If yes, please specify the category with %age
 - (ii) Whether Scribe is required : YES / NO (please tick)

Signature of the candidate

Counter signature of the controlling officer:

(With Designation and seal)

(Note: Willingness/Unwillingness to be submitted on or before 24.11.2022)

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Canons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and 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 Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.