

EAST COAST RAILWAY

Office of the PFA
2nd Floor, Rail Sadan,
CSPUR, Bhubaneswar

No: ECoR/ACCTS/BBS/ADMN/30% LDCE-2024 Spl Drive./3411

Dt..22 03.2024

To

Dy.FA&CAO(T), Dy.FA&CAO(F&B) , Dy.FA&CAO(S&W) & SSM(IT)

Dy.FA&CAO(C-I)/BBS & Dy.FA&CAO(Con)/VSKP

Sr.DFMs :- KUR,WAT & SBP

Sr.AFA/CRW/MCS, Sr.AFA/RE/BBS & AFA(Con)/SBP

Sub: Formation of Group 'B' Panel of AFA against 30% LDCE Special Drive through CBT for the assessment period from 01.01.2024 to 31.12.2024 in Accounts Department of East Coast Railway.

1. It has been decided by Railway Board to hold Centralized Computer based objective type examination (CBT) for formation of **Group-B Panel of 01 (UR-1, SC-Nil, ST-Nil & PwBD-Nil)** posts of AFA against 30% LDCE **Special Drive** in Accounts Department of East Coast Railway for the assessment period from **01.01.2024 to 31.12.2024**.
2. As per Railway Board's letter No. E(GP)2022/2/4 dated 14.03.2024, the Centralized Computer based objective type examination shall be held tentatively on **23.06.2024 (Sunday)** by DG/NAIR. The examination details will be intimated in due course.

3. **Eligibility Conditions:**

As per Recruitment Rules for the Group 'B' post of Assistant Financial Adviser or Assistant Divisional Finance Manager in the Accounts Department of the Indian Railways published by Railway Board vide Notification dated 05.03.2019, Group 'C' employees of Accounts Department working in Level-6 and above in the pay matrix with five years of regular service in level-6 and above in the pay matrix in Accounts Department (including regular service rendered in the corresponding pre-revised grades) as on 01.01.2024 and who have qualified the Appendix-3(IREM) Examination are eligible to appear for the post of AFA/ADFM (Group 'B' Gaz) against 30% LDCE Special Drive for the assessment period from 01.01.2024 to 31.12.2024 .

NOTE:

- a. 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.
 - b. Staff whose lien is maintained in the 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 Controlling Officers of the Divisions/Units where they are working
4. Employees eligible as per the above eligibility conditions should submit their applications to appear at the above LDCE in the attached format (Annexure-A) to the concerned Controlling Officers latest by **10.04.2024**, as the case may be. The concerned controlling Officers should send such options received immediately in consolidated statements as per proforma attached (Annexure-B) after due verification, so as to reach this office latest by **17.04.2024** positively.

5. The Controlling Officers should ensure that all the columns of the enclosed proforma (**Annexure-B**) are properly filled-in before sending the statements to this office. **Soft copy (in excel sheet) of the said statement must be sent invariably to E-mail: dyfacaog@ecor.railnet.gov.in.** All the particulars filled by the applicants at **Annexure-A** should be verified by the Divisions/Units 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.
6. 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.
7. The concerned Controlling Officers are advised to give wide publicity to this Notification at all adjoining Units under their jurisdiction. **The Divisions/Units should ensure that the Notification is served at all adjoining Units, where eligible staff are available and their acknowledgement obtained.**
8. Options of the staff concerned need not be sent to this office directly. Controlling Officers should ensure that options received by their offices after **10.04.2024** are not considered under any circumstances. Names of staff who do not fulfill 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.
9. **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 a (i) Centralized Computer based objective type examination (CBT) (ii) Viva-voce (with prior Medical Fitness test) and (iii) Assessment of Record of Service by the Selection Committee.
10. **CBT Examination:** As per Railway Board's letter No. E(GP)2022/2/4 dated 28.06.2022 , the CBT examination for formation of Group 'B' panel of AFA against 30% LDCE quota will be one stage only and will comprise of only 1 paper.

The written test will be held for a single paper of 150 marks comprising 100% objective type multiple choice questions with following distribution of marks as per railway Board's letter No. E(GP)2022/2/4 dt.10.11.2022 .

a(i)	Professional Subject	Questions
	General Principles of Govt. Accounting and Audit with Special Reference to Railways	15
	Books & Budget including Traffic Books	15
	Traffic Accounts & Statistics	15
	Establishment	15
	General Expenditure	15
	Workshop Accounts	15
	Stores Accounts	15
	Total a(i)	105
a(ii)	General Knowledge including optional questions of 15 marks on Official Language Policy & Rules	40
a(iii)	Management Accounting and Financial Justification for expenditure	30
	Total : (a) (i) +(a)(ii) +(a)(iii)	175
b	(i) Total marks	150
	(ii) Qualifying marks	90
	(iii) Duration of Examination	3 hours

- c. Question paper will have 175 questions out of which 150 questions are to be attempted.
- d. 1 mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3rd of Marks allotted for each question will be deducted for every wrong answer.

11. **Viva-Voce & Record of Service**

	Maximum Marks	Qualifying Marks
(i) Viva-voce	25	30(including at least 15 marks in the record of Service)
(ii) Record of Service	25	

- 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 Controlling Officers should ensure that the APARs of the candidates for the last five years i.e. 2017-18 to 2021-22, completed in all respects and Service Records are kept ready with them and they should send the same to the undersigned, when called for.
- 15 **Syllabus-** Syllabus for selection to the post of AFA against 30% LDCE, as prescribed by Railway Board vide letter No. E(GP)2022/2/4 dt. 07.11.2022, is attached.
- 16 No request for a supplementary exam shall be entertained in any condition.
- 17 The above notification is uploaded in ECoR website: www.eastcoastrailways.gov.in
→ Recruitment Info→ Recruitment Information → Click here for HQ Notifications.

- Encl:** (1) Option format in Annexure-A.
(2) Consolidated Statement in Annexure-B
(3) Syllabus.

Encl: As above

Copy for information and necessary action to:

1. PS to PFA for kind information of PFA.
2. FA&CAO(T&CM),FA&CAO(F&B),FA&CAO(Con)/BBS, FA&CAO(Con)/VSKP & FA&CAO(W&S)-cum-CM(IT)
3. Dy. CPO(Gaz)/BBS , Dy.CVO(S)/BBS, Member Secretary/RRB/BBS, MD/CH/MCS, DGM/BBS, Dy.CME/HQ & Dy.CSTE/HQ
4. Sr.DGM(Fin)/RVNL- Raipur & VSKP , Administrative Officer/AIIMS/BBSR
5. Jr.System Manager (IT)/ ECoR/BBS for uploading in ECoR web site.

**BRAHMA
NANDA
BEHERA**
Dy.FA&CAO(G)
for PFA/ECoR/BBS

Digitally signed by BRAHMANANDA BEHERA
DN: cn=IN, o=MINISTRY OF RAILWAY EAST
COAST RAILWAY BHUBANESWAR, ou=
FINANCE DEPARTMENT, Phone=
1ca8f704b20d474a796ba288c926d7ca2fb07
5628dc76998294e94c73282aa, PostalCode=
751017, S=Odisha, SERIALNUMBER=
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**BRAHMA
NANDA
BEHERA**
for PFA/ECoR/BBS

Digitally signed by BRAHMANANDA BEHERA
DN: C=IN, O=MINISTRY OF RAILWAY EAST
COAST RAILWAY BHUBANESWAR, OU=
FINANCE DEPARTMENT, Phone=
1ca8f704b20d474a796ba288c926d7ca2fb0756
28dc76998294e94c73282aa, PostalCode=
751017, S=Odisha, SERIALNUMBER=
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East Coast Railway

Proforma of Application for AFA-Special Drive 30% LDCE (CBT) for 2023-24
(All fields are mandatory)

1. Name of the candidate :
2. IPAS Number (in 11 digits) :
3. HRMS ID :
4. Designation & Pay level :
5. Mobile No. (connected with HRMS) :
6. Email ID :
7. Place of posting :
8. Division/Workshop/Unit :
9. Controlling Officer :
10. DOB (DD/MM/YYYY) :
11. Community (UR/SC/ST) :
12. Date of initial Appointment & Grade :
13. Date of Promotion to Level-6 :
14. Date of Promotion to Level-8 :
15. Year of Passing Appendix-3(IREM) Exam with Group :
16. 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)
17. Date of Application :

Signature of the Candidate

Countersignature of the controlling officer :
(With Designation and seal)

Annexure-B**East Coast Railway****Proforma of statement for submission of options for the post pof AFA by Divisions/Workshops/Units to HQs for 30% LDCE.**

SN	Name	IPAS No. (in 11 digits)	Design ation	Mob. No.	Email ID	Place of posting	Division/ Workshop /Unit	Contro lling Officer	DOB (DD/M M/YYYY Y)	Commu nity (UR/SC/ ST)	Whether PwBD category (Yes/No)	Whether Scribe is required	Date of apptt.	Date of Promotion to Level- 6(A.A)	Promo tion to Level- 8	Year of passing Appx-3 Examinat ion & Group
1																
2																
3																
4																
5																

It is certified that the information furnished above have been verified from the records available and found correct.

Controlling Officer
(With Designation and Seal)

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4

New Delhi, dt:07/11/2022

The General Managers,
All Indian Railways/PUs.

(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G))

Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of
Centralized Computer Based Multiple Choice Objective type
examination (CBT) in all departments having Organised Services

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above

M. Saluja
(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
E.mail ID- meena.1964@gov.in

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

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SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR GROUP 'B' POST OF ASSISTANT FINANCIAL ADVISER IN ACCOUNTS DEPARTMENT

(i) Professional Subject:

General Principles of Govt. Accounting and Audit with Special Reference to Railways

Books and Budget including Traffic Book

Traffic Accounts and Statistics

Establishment

General Expenditure

Workshop Accounts

Stores Accounts

(ii) Management Accounting and Financial Justification for expenditure

(iii) General Financial Rules

(iv) Information Technology in general with specific reference to Railway's IT Applications.

(v) Taxation matters with special focus on GST & Income Tax.

(vi) Basic knowledge of the working of other Executive Departments including the technical terms.

(vii) Any other topic felt necessary from time to time.

