

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

No:- 752-E/252/Class-II/Pt.IV/EIIB

Dated:- 1.3.18

1. The Secy. To Pr. CME, COM, CE, CEE, CSTE, CCM, COS, CPO, CMD, Dy. G.M.G/HQ/NDBH
2. CAO/Const N.Rly. Kashmere Gate Delhi.
3. Pr.CCM/PRS Org. IRCA Building New Delhi.
4. CAO/P/COFMOW Railway Officers Complex, Tilak Bridge NDLS.
5. CCO/Claims, NDCR Building New Delhi.
6. Dy. CCM /Refund, II nd floor , Station Building , New Delhi.
7. Dy. COS/ SSB
8. Manager Printing Stationary / SSB
9. Dy.CCM/ Claims/ BSB
10. Chairman /RRC , Lajpat Nagar, New Delhi.
11. Dy.CE/Br./Line /Tilak Bridge /NDLS
12. XEN/Track Supply Office, Northern Railway Ghaziabad.
13. Registrar RCT /Mal Road, Delhi.
14. Registrar RCT/ K-15, Kavi Nagar.
15. The Managing Director/RITES, 27, Barakhamba Road, New Delhi.
16. The General Manager/HRM/IRCON/ C-4, District Centre Saket, New Delhi.
17. The Managing Director/IRCON/Near Shivaji Bridge, New Delhi.
18. SSE/Const. Northern Railway, Kanpur.
19. EO/DRM Office , New Delhi.
20. Secy. Estt. Railway Board, Rail Bhawan, New Delhi.
21. Managing Director /Rail Tel Corp. of India Ltd., 10th Floor, Bank of Baroda Building Parliament Street , New Delhi.
22. G.M.(HRD), IRCTC, 9th Floor, Bank Of Baroda Building, Parliament Street, New Delhi.
23. The Chairman National Commission for SC/ST 5th Floor , Lok Nayak Bhawan, New Delhi.
24. P CCO/Northern Railway, NDCR Building, New Delhi.
25. PC.M.D. Central Hospital, New Delhi.
26. Divl. Secy., NRMU, 12, Chelmsford Road, New Delhi.
27. Divil. Secy., URMU, 166/2, P.Road, New Delhi.
28. Addl. General Manager/HR, Rail Vikas Nilgam Ltd., Ist Floor August kranti Bhwan Bikaji Cama Place, R.K.Puram New Delhi.
29. Joint Secy./E&P, Railway Board, Rail Bhawan, New Delhi.
30. Dy.C.S.T./Const. /Tilak Bridge, New Delhi.
31. Dy.C.S.T.E /M W M, D.R.M. Office, New Delhi.
32. The Admn. Officer, IRCOT, Shivaji Bridge, New Delhi.
33. Addl. Registrar , CRIS, Chanakyapuri, New Delhi-21
34. CAO/FOIS, CRIS Complex, Chanakyapuri, New Delhi.-21
35. JGM/HRD, DFCCIL, 5th Floor Near Pragathi Maidan Metro Station Building, NDLS

- 36. CPD/ RE/Jaipur.
- 37. CPM/RE/ UMB
- 38. The Principal OGS, Jaripani

Sub:- Selection for promotion to the post of APO (Group -B) against 30% LDCE quota vacancies for the period 1.11.17 to 31.10.19

Ref:- G.M.(P) letter No.752-E/508-Pt.31/APO/30%/Eia dtd. 27.2.18

A copy of GM(P) letter No. 752-E/508-Pt.31/APO/30%/Eia dated 27.2.18 on the subject , is sent herewith with its enclosures for information and guidance.

The applications of eligible and willing staff of Headquarters Division who fulfill the conditions of eligibility for selection for the post of APO (Group B) 30% quota as per enclosed letter may be forwarded (duly verified by the concerned office) to this office on the prescribed format (in duplicate) latest by 15.4.18.

DA :- As above.

Nrder 06/04/18
For Dy.CPO/HQ

Copy for information and necessary action:-

All Ch.OS & OS/Personnel, Works , General ,Comml., Electrical, Mechanical, Budget, Rates, Hindi, Medical , Operating, Vigilance, Statistical, STR, Stores, S&T , E - Bridge & Water Supply

Recd. on 28/2/18

NORTHERN RAILWAY

S.N. 28

Headquarters Office,
Baroda House,
New Delhi.

No: 752-E/508-Pt. 31/APO/30%/Eia

Date: 27.02.2018

All the PHODs through their Sectaries, DRMs/Sr. DPO's DLI, MB, LKO, FZR & UMB. Dy. CPO/HQ, Dy. CPO/T&C & IT, Dy.CPO/R Dy.CPO/IR, Dy CPO/W., Dy CPO/AMV-LKO, SPO/ASR, CB-LKO & JUDW, Statistical Officer, BH, Dy.CE/Br./HQ. FA&CAO/ Admn. /BH. CWM/ASR, AMV-LKO, CB-LKO, JUDW & Signal WS/GZB. Dy.CE/CB-LKO, AMV-LKO, Dy.CMM/JUDW, SSB & AMV-LKO. CCM/Claims/NDCR Building, NDLS. Dy. CCM/Claims/BSB. MD/CH/New Delhi. SDGM/BH/ND, - Principal/ OGS /Jharipani. Principal ZRTI/Chandausi, Chief Cashier & Pay Master/NR/NDLS. GM/RE/ALD. CPM/RE/UMB. CAO / Constn./KG/DLI.CPO/Constn./KG/DLI CAO/ USBRL /JAT. Dy. CCM/Claim/NDCR. CCM/PM/ IRCA, New Delhi. CAO/COFMOW, Tilak Bridge, New Delhi. Addl. Registrar, RCT/DLI, GZB, CDG and LKO. Dy.GM/Law/HQ. CMS/DLI, MB, LKO, FZR & UMB. Dy.CE. Bridge/HQ,JUC,LKO/TKJ.Dy CPO/USBRL/JAT. Enquiry Officer, Vig. /DKM's Office New Delhi. Dy CMM/AMV LKO. Principal/ZRTI/Chandausi. Principal/STC.LKO. CPRO/SE road, New Delhi. Sr.DSC/ RPF, DLI, MB, LKO, FZR & UMB. CAO/RCF/RBL, Delhi Kishan Ganj, Delhi. MD/DMRC, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi. Vice Chairman, RLDA, IRCON office building, Safdarjang, New Delhi. MD/DFCCIL, 5th Floor Pragti Maidan Metro Station Building, New Delhi. MD/IRCTC, 9th Floor Bank of Baroda Building, 16 Parliament Street New Delhi. MD/RVNL, Plot No: 25, 1st Floor August Kranti Bhawan, Bhikaji Kama Place, New Delhi. MD/RITES, RITES Bhawan - 1, Sector 29, Gurgaon. MD/IRCON, Ratan Jyoti, Rajendra Place, New Delhi. Dy.GM/Law. Dy.GM/G/HQ.

Sub: Selection for promotion to the post of Asstt.Personnel Officer (Group - B) against 30%(LDCE) quota vacancies for the period 01.11.2017 - 31.10.2019.

It has been decided to hold a selection to form a panel for promotion from Group 'C' to Group 'B' for filling up 05(five only) vacancies of Assistant Personnel Officer (Group-B) against 30% (LDCE) quota vacancies for the assessment period 01.11.2017 - 31.10.2019. Distribution of 05 vacancies is as under:-

Vacancies reserved for SC	=	01
Vacancies reserved for ST	=	Nil
Un-reserved vacancies	=	04
Total	=	05

1. Accordingly applications are invited from the eligible Group 'C' Ministerial Staff of different departments as detailed below, heaving lien in Northern railway & posts in grade Rs.9,300 - 34,800 + GP Rs. 4,200 & above(Pay Matrix Level 06-7) having rendered 05 years non-fortuitous service as on 01.11.2017 to appear in the selection with other conditions as laid down hereunder :-

- All Group 'C' staff of Personnel Deptt. in Gr.Rs.9, 300- 34,800 + GP Rs. 4,200 & above (pay matrix level -6 -7as per 7th pay CPC).
- The Law Assistants/Chief Law Assistants, the ministerial staff of Traffic & Commercial Deptt., Stores Brach, Cash & Pay and Time Office staff who do not have an adequate avenue of promotion to Group 'B' in their own Departments (excluding Rajbhasha and Accounts Department) can also appear on the basis of an option as given under Para 2(c) below,
- Ministerial Staff of Deptt., who do not have adequate avenue of promotion to Group 'B' posts in their own departments.

Contd.on page -2-

Contd. from page -1-

2. Other conditions :-

- a) Only non-fortuitous service after regular promotion in pay matrix level 06 & above is to be counted in each Group 'C' grade as on 01.11.2017 and no adhoc service period is to be counted under any circumstances. The non-fortuitous service of the staff working in the categories where direct recruitment in Gr. Rs. 9,300 – 34,800+ GP Rs. 4,200/-& above (pay matrix level-6 & above as per 7th pay CPC) is permissible and who have joined the present seniority unit on Northern Railway on bottom seniority at their own request will be counted only from the date of their joining the present seniority unit however, instructions contained in PS No: 13466/08 may also be taken into consideration.
- b) The staff, who qualify in written test shall have to pass prescribed standard of Medical Test before being called for viva-voce.
- c) Such staff who have an avenue of promotion to Group – 'B' posts in their own departments as referred to in para 1 (iii) above shall have to exercise an option within 30 days of their being empanelled for the post of Asstt. Personnel Officer regarding their further promotion as Asstt. Personnel Officer or otherwise.

Option once exercised shall be final.

3. MODE OF SELECTION.

The selection will comprise of written exam two papers as per instructions in N.R. PS.No. 10493) followed by viva-voce. Only those candidates who qualify the written exam and pass the prescribed standard of medical examination as detailed in PS No: 10517 and Railway Board's letter No.: 99/H/5/3 dt. 21.05.1999, 18.12.2000 and circulated under this office letter No: 807-E/473/ Pt.VIII/EiA dt. 11.12.2001 will be called for the viva –voce. The provisions as laid down in para 529 and 530 (b) (Non-technical Medical) read with para 503 of IRMM-Vol.1-3rd Edition, 2000, also refer to.

4. RECEIPT OF APPLICATIONS

Applicants who fulfill the above conditions of eligibility for selection to the post of Asstt. Personnel Officer against 30% quota vacancies may submit their applications on the prescribed format enclosed as Annexure 'A' to this letter to the respective 'Personnel Branch' of their Divisional/Workshops/Unit Office latest by 15.04.18.

After scrutiny and verification of the eligibility from their service records by the Division/Unit concerned of the applicants the applications alongwith consolidated list of eligible candidates indicating their detailed service particulars may be sent through Personnel Branch of the Division/Workshop/Unit to this office latest by 30.04.18 Applications sent directly/ received late or forwarded by other then 'P' Branch will not be entertained. Each application and the consolidated list of service particulars of the candidates concerned is required to be signed by the Personnel officer concerned or the Office-in-charge of the "Establishment Matters" in Extra Divisional Units, who are also required to record a certificate on the consolidated list as mentioned above to the following effect:-

"Certified that service particulars of all staff as recorded on the enclosed applications have been checked from the entries in the service records and found correct. They are eligible to appear in the selection to the post of Asstt. Personnel Officer against 30% quota vacancies for the assessment period 01.11.17 to 31.10.19.

5. LAST DATE/CLOSING DATE

Last date for submission of applications to the respective Divisional/Extra Divisional Units is 15.04.18 and the same may be forwarded to this office latest by 30.04.18.

Contd. on page -3-

6. **Pre-selection coaching:** All SC/ST candidates who apply and fulfill the eligibility conditions for the selection to the post of Asstt. Personnel Officer against 30% quota vacancies may be given Pre-selection-coaching as per extent rules. However, their appearance in written test for the selection will be subject to the final scrutiny at Hd. Qrs. Level. The final list of eligible candidates will be circulated in due course of time. The schedule of training to be followed in this regard may be sent to this office for record. Unwillingness of SC/ST candidates for training, if any, may be obtained in writing & kept in record under intimation to this office.

7. **GENERAL INSTRUCTIONS:** The eligible staff willing to appear for the selection may be informed that written Exam will be held at any time after 30.04.18 and as such they should keep themselves in readiness for the written Exam.

There is no provision of supplementary written Exam for selection under scheme-B (APO 30%/LDCE).

The staff who are on deputation with other departments/ministries and are eligible must be informed well in time by the office concerned from where they proceeded on deputation. Their applications also must be routed through Personnel Department of their parent offices.

Slybus for the above selection has already been issued by Railway Board's vide letter No. E(GP)2013/2/24 dated 21.05.14 & 02.12.14 and circulated under N.Rly. P.S. No.14214/2014 & 14300/2015.

It may please be ensured that wide publicity is given amongst the staff working under you, so as to enable the eligible candidates to apply for appearing in the aforesaid selection well in time.

8. List of eligible candidates may be prepared in following format and sent to this office with applications.

S. No	Name (Sh. /Smt) & Designation	Father's/ Husband Name	Category whether (SC/ST)	Qualification	Date of Birth	Date of appointment in initial Grade	Date of promotion in Rs.5000-8000/- Rs.9300-34800 with GP Rs.4200/- (Pay Matrix Level -06)	Date of promotion in Rs.5500-9000 /-Rs.9300 -34800 with GP Rs.4200/- (Pay Matrix Level -06)	Date of promotion in Rs. 6500 -10500 Rs.9300 - 34800 with GP Rs. 4600/- (Pay Matrix Level -07)	Total length of service in GP Rs.4200/- (both in Grade Rs. 5000/- & 5500/- separately) as on 01.11.17	Date of working on Northern Railway	P.F No.	Remarks (if any)
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The above information may also please be provided in softcopy.

Please ensure compliance and acknowledge receipt of this letter.

(Anand Prakash)
for General Manager/P

DA/Annexure 'A'

Copy for information and necessary action to:-

1. Chief Personnel Officer through Secy./Pr.CPO, CPO/Admn. & CPO/IR.
2. All the personnel officers in Hd. Qrs. Office, Baroda House, New Delhi.
3. PS/Pr.CPO. Dy.Secy./Confdl./GM.
4. CMS/DLI, MB, LKO, FZR & UMB. MD/CH/New Delhi.
5. Dy. CVO/A, Hd. Qrs. Office, Baroda House, New Delhi.

PROFORMA

Annexure 'A' of GM/P/N.Rly's letter No. 752-E/508 Pt.31/EiA dated 27.02.18

Attested
recent
photo

Application cum proforma for selection to the Group 'B' post of Asstt. Personnel Officer/NR against 30% (LDCE) quota vacancies for the assessment period 01.11.2017 - 31.10.2019

1.	Name(with full initials in Block letters)					
2.	Father's name					
3.	Present designation/holding lien on					
4.	Station of posting / division					
5.	Date of birth					
6.	Whether SC/ST					
7.	Date of initial apptt. to service with designation/grade					
8.	Qualification					
9.	Date of regular apptt. in Gr. Rs. 5,000- 8000/- and 5,500-9000/ 9,300 - 34,800 + GP Rs. 4,200(Pay Matrix Level-6) (adhoc service will not be counted)					
10.	whether Staff came on transfer from other seniority Unit/other Railway , if yes, indicate length of service in present seniority unit as per PS 13466/08					
11.	Length of non-fortuitous service in present Gr. Rs. 5,500-9000/ 9,300- 34,800+ GP Rs. 4,200/- (Pay Matrix Level-6) as on 01.11.2017					
12.	Date of regular promotions					
	Grade	Dt. of promotion on regular basis	Designation	Length of Non-fortuitous service as on 01.11.17		
				Y	M	D
	Rs. 5000-8000/Rs.5500-9000, Rs. 9300-34000+GP 4200/- (Pay Matrix Level-06)					
	ii Rs. 6,500-10,500/- Rs. 9,300 - 34,800 +4,600/- (Pay Matrix Level-07)					
	iii. Rs.7,450 - 11,500/- Rs. 9,300 - 34,800 +4,600/- (Pay Matrix Level-07)					

Date:

Signature of applicant

Name

Designation

Certificate to be recorded by the respective Personnel Branch Officer who verified the service particulars of the applicant from the service record available in his office:

1 It is certified that the above service particulars of Shri S/o Sh..... Have been checked and verified from the service record available in this office and have been found to be correct.

2 Sh. S/o Sh. fulfills the general conditions of eligibility as on 01.11.2017 as stipulated in GM/P letter No: 752-E/508-Pt. - 31/APO/30%/EIA dt: 27.02.2018.

3 It is certified that no adhoc or non-fortuitous service has been taken into account for computing the eligibility of 05 years service as on 01.11.2017 in Gr. Rs. 5000-9000/9,300 - 34,800+ 4,200. In case of any variation in the service particulars this office will be held responsible.

Date:

Signature of personnel officer

Name of officer

Designation/Seal