Northern Railway
(Vigilance Branch)

Headquarter Office,
Baroda House,
New Delhi-110001

No. 114/Vig/NR/Selection/41/2025 **Date: 06/05/2026**

The General Manager (Vig)
All Zonal Railways,
Production Units,
CORE/Allahabad,
Metro Railway, Kolkatta,
RDSO/LKO.

PCPO, PCE, PCSTE, PCEE, PCME, PCMM, PCOM, PCCM, PCSO, PCSC, PFA, PCMD, CAO/C, CAO/C/JAT, CCM/IT/IRCA Bldg., CPRO,.CCO/NDCR Bldg.

DRMs (DLI, FZR, JAT, LKO, MB & UMB),
CWMs (AMV/CB/LKO, JUDW, KLK, ASR & RCNK),
Dy.CMM (AMV, ASR, CB/LKO, JUDW & SSB)

Sub: Selection for filling up of Ex-cadre Tenure based Posts of Vigilance Inspectors at Pay Level-6/7 and 8 of 7th Pay Commission in Vigilance Organisation in Northern Railway.

1.0 Selection

Applications are hereby invited from the staff working under your control, on the prescribed performa attached, which should be sent duly signed by the branch officers for filling up the posts of Chief Vigilance Inspectors/Sr. Vigilance Inspectors/Vigilance Inspectors on tenure based ex-cadre posts in vigilance organization in Northern Railway, HQ Office, Baroda House New Delhi- 110001. The tenure of the post will normally be for **THREE YEARS**, which may be curtailed /extended as per extant rules. The lien of staff selected will be maintained in his/her parent unit/division. Selected candidates will be posted in same pay Level as in his/her parent cadre.

2.0 Vacancies

As per Railway Board's letter No. 2016/V-1/INSP/1/3 dated 27.07.2016 seeking applications from eligible candidates from across Indian Railways is permitted. Existing/Anticipated Vacancies are as under:

SN	Deptt.	Vacancies	Eligibility
1	**Traffic**	05	Traffic (commercial and operating) department officials in level-7 of pay Matrix or one scale below i.e. Level-6 of pay matrix on regular basis. Railway Officials working in level 8 of pay matrix at Zonal Railway are also eligible to apply. However, they will be posted along with the level 8 post on co-terminus basis and if needed, Level-7 element of Northern Railway vigilance Department may be transferred to lien unit. Only non Ministerial staff is eligible for Vigilance inspector/Traffic. **Candidates should have completed 10 years of Railway service as on 01.05.2026**
2	**RPF**	01	RPF/RPSF department officials in Level-7 of Pay Matrix or one scale below i.e. Level-6 of pay matrix on regular basis. Railway Officials working in level 8 of pay matrix at Zonal Railway are also eligible to apply. However,

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			they will be posted along with the level 8 post on co-terminus basis and if needed, level -7 element of Northern Railway Vigilance Department may be transferred to lien unit. Only non Ministerial staff is eligible for Vigilance inspector/Traffic. **Candidates should have completed 10 years of Railway service as on 01.05.2026**
3	**Personnel**	03	Personnel department officials in Level-7 of Pay Matrix or one scale below i.e. Level-6 of pay matrix on regular basis. Railway Officials working in level 8 of pay matrix at Zonal Railway are also eligible to apply. However, they will be posted along with the level 8 post on co-terminus basis and if needed, level 7 element of Northern Railway Vigilance Department may be transferred to lien unit. **Candidates should have completed 5 years of Railway service as on 01.05.2026**
4	**Accounts**	01	Accounts department officials in Level-7 of Pay Matrix or one scale below i.e. Level-6 of pay matrix on regular basis. Railway Officials working in level 8 of pay matrix at Zonal Railway are also eligible to apply. However, they will be posted along with the level 8 post on co-terminus basis and if needed, level 7 element of Northern Railway Vigilance Department may be transferred to lien unit. **Candidates should have completed 5 years of Railway service as on 01.05.2026**
5	**Stores/ COFMOW**	04	Store department officials in Level-7 of Pay Matrix or one scale below i.e. Level-6 of pay matrix on regular basis. Railway Officials working in level 8 of pay matrix at Zonal Railway are also eligible to apply. However, they will be posted along with the level 8 post on co-terminus basis and if needed, level 7 element of Northern Railway Vigilance Department may be transferred to lien unit. **Candidates should have completed 5 years of Railway service as on 01.05.2026**
6	**S&T**	01	Staff working as SSE/JE of signal & Telecom deptt. in Level-7 of Pay Matrix or one scale below i.e. Level-6 of pay matrix on regular basis. Railway Officials working in level 8 of pay matrix at Zonal Railway are also eligible to apply. However, they will be posted along with the level 8 post co-terminus basis and if needed, level 7 element of Northern Railway Vigilance Department may be transferred to lien unit. **Candidates should have completed 5 years of Railway service as on 01.05.2026**
7	**Medical**	01	Staff working as Sr. Pharmacists/Pharmacists/Chief Health Inspector/Health Inspector in Medical Department in Level-7 of Pay Matrix or one scale below i.e. Level-6 on regular basis. Railway Officials working in level 8 of

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			pay matrix at Zonal Railway are also eligible to apply. However, they will be posted along with the level 8 post on co-terminus basis and if needed, level 7 element of Northern Railway Vigilance Department may be transferred to lien unit. **Candidates should have completed 5 years of Railway service as on 01.05.2026**
8	**Engineering**	02	Staff working as SSE/JE/**P.way** in Civil Engg. deptt. in Level-7 of Pay Matrix or one scale below i.e. Level-6 of pay matrix on regular basis. Railway Officials working in level 8 of pay matrix at Zonal Railway are also eligible to apply. However, they will be posted along with the level 8 post on co-terminus basis and if needed, level 7 element of Northern Railway Vigilance Department may be transferred to lien unit. **Candidates should have completed 5 years of Railway service as on 01.05.2026**
	Total	**18**	

Total tentative Vacancies= 18

A panel will be formed of the selected candidates against existing and anticipated vacancies of Vigilance Inspectors. An offer letter will be issued to candidates of the panel so formed as and when vacancies arise. The currency of the panel will be upto 31.12.2026.

3.0 Selection Procedure

A Written test and a Vigilance Aptitude and Computer Knowledge Test will be conducted as part of selection procedure. The candidates who obtain at least 60% marks in the written test will be called for the Vigilance Aptitude and Computer Knowledge Test. The distribution of marks for selection is stated below:

SN	Criteria	% of marks
1	Written Examination	50
2	Vigilance Aptitude & Computer Knowledge Test (Hands on with MS-Office, E-Mail etc)	30
3	APARs for the last 3 years.(OS-5, VG-4, GD-3 Average-2)	15
4	Academic qualification (Engg.Degree/PG-5, Diploma in Engg/ Graduate-3 & Under Graduate-1	05
	Total	100

4.0 The Syllabus for written test of respective departments is available on Northern Railway website from where it can be downloaded readily. **(NR H.Q. →Vigilance Department →Selection of Vigilance Inspectors)**

5.0 Eligibility

1. Department wise specific eligibility has been incorporated in Para 2.0.
2. Remaining common eligibility criterion is as under:

(a) He/She must be Graduate/Diploma Holder.

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(b) He/She must have completed 05 years service except Traffic/RPF deptt. as on 01.05.2026. For Traffic/RPF deptt, candidates should have 10 years of experience as on 01.05.2026. The candidates must not be older than 55 years.

(c) Staff should have sound integrity, should not be figuring in any current Vigilance/SPE/D&AR case and should not have been imposed any Major/Minor penalty in a past vigilance/CBI case in his/her entire service.

(d) He/She should be willing to perform arduous duties. The Vigilance work involves extensive travelling. The staff applying for Vigilance should have physical fitness for the same.

(e) He/She will be posted as CVI/SVI at HQ, Baroda House, New Delhi.

(f) Staff who has already completed his/her tenure in Vigilance organization of Zonal Railway Units as Vigilance Inspector or in Railway Board as Investigating Inspector is not eligible to apply. However, if they have completed sufficient cooling off period (minimum 02 years) as on 01.05.2026, thereafter they are also eligible to apply.

(g) Above mentioned number of posts may increase/decrese at the time of final selection.

(h) Staff should have familiarity with computers and should be able to works in MS-office i.e. MS Word, Excel, Powerpoint etc. He/She should be able to type on Computer.

(i) Railway officials working in level 8 of pay matrix at Zonal Railway are also eligible to apply. However, they will be posted along with level 8 post on co-terminus basis and if needed, level 7 element of Northern Railway Vigilance Department may be transferred to lien unit.

6.0 Bio-Data cum application form:-

Format for application is given in **Annexure-I**. Applicant must indicate the category of post for which he/she is applying otherwise his/her application is liable to be rejected.

7.0 Forwarding of Applications:-

- Application should be made in prescribed performa. Application should be properly filled and signed by the candidate giving the correct information to the best of his/her knowledge and should be forwarded through proper channel. Application not received through proper channel will be summarily rejected. No direct application will be entertained. The applications of candidates duly forwarded by their controlling officer should be sent to this office by the concerned Personnel Branch of the unit/Division/HQ in a bunch should be sent to this office in a sealed envelope addressed to GM/Vigilance/Northern Railway, Baroda House, New Delhi 110001.
- While forwarding applications, it may please be ensured that applications of only staff having proven integrity and fulfilling conditions as mentioned in Para 2.0 & 5.0 above are forwarded and that all columns in the application form are filled in correctly and verified by the Controlling Officers. Incomplete Bio-Data/Information will render the application invalid.

8.0 Reservation of Vacancies

The posts of CVIs/SVIs/VIs being Ex.Cadre Tenure posts, there is no provision for reservation of vacancies for employees of reserved category. However, the employees belonging to reserved category may be encouraged to apply.

9.0 Undertaking by CVIs/SVIs

If a candidate withdraws their name after being selected, action may be initiated against them. All candidates must note that all persons selected and posted as CVIs/SVIs or being repatriated from Vigilance Organization will not act as Defence Assistant to any employee facing D&AR enquiry arising out of Vigilance/CBI cases for four years from the date of his/her repatriation.

10.0 Last date for receipt of application:-

Applications in the prescribed Proforma (Annexure-I & II) duly verified by the Controlling Officer with the recommendations by the Competent Authority **should**

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reach to this office by 10.06.2026 accordingly. Soft copy of application **throught proper channel** may be emailed to hukamsingh.2011@.gov.in followed by hard copy.

Applications received thereafter will not be considered as there is sufficient time between issue of notification and last date for accepting applications through proper channel. This Notification is also available on Northern Railway website from where it can be downloaded readily **(NR H.Q.→Vigilance Department→ Selection of Vigilance Inspectors)**

11.0 Date of Written examination is 04.07.2026.

12.0 Candidates who were selected and offered to join in last five selections conducted by this office, but had not reported to join in this office, are not eligilble.

13.0 Wide publicity of the above vacancy notice may kindly be given and this should also be displayed prominently on notice boards for information of the staff at various units/sections of the department/divisions.

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(Bipin Kumar)
Dy.CVO/M
For GM/Vigilance

DA: Format of Application (Annxe-I & II)

NORTHERN RAILWAY

Annexure-I

Form of Application-cum-Bio Data for the post of CVI/SVI .....
(Traffic/RPF/Personnel/Accounts/Stores/S&T/Engg./ Mech)

1) Name (in Full) .....

2) Fathers' Name .....

3) Date of Birth .....

4) Date of Appointment .....

5) Designation & Station of Posting .....

6) Department .....

7) **Controlling Officer (JAG or above)** .....

8) Substantive Post .....

Substantive Pay Level/Pay Band with Grade Pay .....

Date of Last Promotion .....

9) If Officiating Post held .....

Officiating/MACP in Level Pay .....

Date of Officiating .....

10) Educational Qualification
(a) Academic i) .....

ii) .....

(b) Computer Courses/Training Undergone i) .....

ii) .....

11) Experience in various fields
i) Technical .....

ii) Non Technical .....

iii) Computer
a) Hardware .....

b) Software .....

12) **Whether worked in Vigilance organization (Yes or No)**.....
in the past (**if yes please indicate detail**)

13) **Whether awarded Minor/Major Peanlty in (Yes or No)**.....
Vigilance D&AR/SPE/CBI case in **entire Service.**

14) **Whether figured in any substantiated (Yes or No)** .....
Vigilance D&AR/SPE/CBI case at any time

15) Whether holding any port-folio in any .....
Of the Trade Unions

16) Willing to be posted at HQ. Baroda House, ...
Northern Railway, NDLS

17) Complete P.F.No. .....

18) Contact No.

a) Mobile Number and WhatsApp number. ....

Signature of the Applicant

Verification of Controlling Officer/Concerned Personnel Officer

Service particulars filled in by the applicant have been verified fron the service record and certified to be correct.

Signature .....

Designation .....

Email Address .....

Recommendation of controlling Officer (JA Grade/Sr. Scale in independent charge)

Signature .....

Designation .....

Email Address .....

Official Seal .....

Note: Applications received without Verification by controlling Officer or Concerned Personnel officer and Recommendation of controlling officer may not be considered.

NORTHERN RAILWAY

Annexure-II

PROFORMA

Detail of D&AR Case of staff who applied for Vigilance Inspector Posts

SN	Name & Designation	Station	Whether any Vigilance /SPE / D&AR case is pending	Whether any Major/Minor Penalty imposed in the past Vigilance/CBI or administrative case at any time	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Signature of the Controlling Officer

SYLLABUS FOR SELECTION OF VIGILANCE INSPECTORS (TRAFFIC)

I GENERAL

Organisation and functions of Operating Department at Divisional, Zonal and Railway Board level.

II. TRAFFIC, TRAIN AND POWER CONTROL ORGANIZATION

- Objective and set up of Control Offices.
- Functions of Control Organization pertaining to Train Ordering. Punctuality, Maintenance of Operating Statistics, Wagon & Loco Stock Management, Blocks Management and Management during Accident & Unusual Situations/ Circumstances & Disaster Management.
- Duties and responsibilities of Chief Controllers, Dy. Chief Controllers, Sections Controllers, TNCs, Recorders and their Coordination with Lobbies, Station & Yards.
- Freight Train Operations (FTO) & Freight Train Ordering Principles with or without coordination with Crew Lobbies.
- Special Instructions during abnormal conditions of working & during emergencies like Cyclone, Civil Disturbances, and Accidents etc.
- Daily Performances Reporting from Stations/Yards/Sheds to Area Sub-control, Area Sub-control to Divisional Control Office and from Divisional Control Office to Zonal Control Office and from Zonal Control Office to Railway Board.
- Basic and important Documents/Registers maintained in Control Office and their basis.
- Power Control Organization - Engine and Crew Scheduling.
- Factors affecting Wagon & Engine utilization and methods of improvements.
- Working pertaining to issue of Caution Orders from Nominated and Notice Stations.
- Liaison/Co-ordination with Control Establishments of other Departments like Engineering, Traction Control, Signaling Control, Mechanical etc.

III. FREIGHT TRAIN OPERATIONS

- Functioning of Crew & Guard Lobbies.
- Integrated Lobbies
- Crew Management. Assessment of Crew Requirement
- Running Room and its Management.

- Engine Utilization aspects requiring special attention:-
  - ❖ Engine Crew and Train Crew Schedule.
  - ❖ Rules regarding Outstation, Home Station Rest etc. to ensure Observation of 10 Hour Rule or Rules applicable from time to time, Role of LI and Crew Control.
  - ❖ Power Plan: Assessment of Loco requirement.
  - ❖ Movement of Dead Locomotives.
  - ❖ Management of Maintenance Schedule of Locomotives.
  - ❖ Shed and Traffic Outage of Locomotives.
  - ❖ Specific Fuel Consumption and Assessment of Fuel Requirement.
- Shunting Operations in Yards or Road side Stations.
- Working of Marshalling Yards & Transhipment Points.
- Causes of Yard and Section Congestion and remedial strategies.
- All India Marshalling Order and Railway-wise Marshalling Orders-Principles and Procedures.
- Rules regarding Carriage of Explosive and other General Goods.
- Preferential Traffic Schedules, Priority within same class and ODR.
- Indent Allotment and supply of Freight stock at stations, Premium Indents and procedure to place Premium Indents, Allotment of Rakes in case of Quota Restrictions.
- Notified Stations.
- Wagon Stock Management for Loading and Unloading Operations.
- Imposition of Operating Restrictions on Wagon Loading and Acceptance of Wagon Indents, Cancellation and Withdrawal of Indents.
- Observance of Civil ban and Carriage of Contraband Goods etc.
- Important Documents/Registers maintained in Yards & at stations.
- Familiarity with G&SR, Accident Manual, Operating Manual, Block Working Manual, Red Tariff, IR Act,1989 etc.
- Wagon Turn Round Time (WTR) & Factors affecting Optimum Utilization of the Wagon Fleet and methods of improvement.
- Running of unit Trains and formation of Captive Rakes.
  - ➢ Block Train Operations.
  - ➢ Nominated Day Loading.
  - ➢ Rationalization Scheme of movement of Freight Traffic for avoiding Congestion by specific routes.
  - ➢ Merry-GO-Round (MGR) System.

- Engine on Load (EOL) System.
- Mini/Two Point/Multi Point Rake System.
- Container Train Operation, Hub and Spoke system.

Supervision and control over movement of Special type of stock,ODC Consignments.

- Maximum moving Dimensions. Wagon Census.
- It applications:-
  - ✓Freight Operations Information System (FOIS): Rake Management System (RMS), Terminal Management System (TMS)
  - ✓ICMS and Coaching Operations Information System (COIS)
  - ✓COA
  - ✓CMS
  - ✓SATSANG
  - ✓RTIS
- Relevant Rules and important Policy guidelines.
- C&W examination for STR, intensive , Round Trips, Premium and close circuit Rakes.
- Sicklines and TXR Repair Depots including POH & ROH Depots and their functions.
- Supply of Coaches/Wagon to C&W shops for POH and special repairs, Cycle period of different stocks and workshop Feed Management.
- Working of Travelling Traffic Cranes for handling heavy Consignments at Intermediate Stations.
- Detaching of Sick Wagons at enroute Station and their repair and clearance.
- Interchange transactions-Junction returns of Inter Railway Inter change Traffic.
- Weighment of Rakes, Electronic In-Motion Weighbridges, Load Adjustment, Exempted Commodities, Maintenance of Weighbridges and Role of Weights and Measures Department, Metrological Department and other Railway Departments, Integration of Weighbridge with FOIS.
- MIL RAIL.
- Permissible Axle Loads, Heavy Haul and Long Haul Operations, factors affecting Axle Load, Rules regarding Heavy Haul and Long Haul Operations.
- 'Payload' to 'Tare' Ratio of Wagons; Factors affecting Payload and Tare Weight.
- Concept of Convoy Trains.
- Foreign Traffic and its components/pattern.

IV PASSENGER TRAINS OPERATIONS

- General Principles and Methodology of Time of Tabling of Passenger Trains. Zero Based Time Tabling.
- Consultative Machinery for revision of Time Table at Divisional, Zonal and Railway Board levels.
- Publication of Working Time Table, Public Time Table & Sheet Time Table, Components of WTT and PTT.
- Punctuality of Passenger Carrying Trains.
- Factors affecting Punctuality of Passenger carrying Trains and methods of improving the Punctuality, Monitoring of Asset Failures and Planning of blocks for Track, Signal and OHE maintenance. Corridor Blocks, Integrated Maintenance Blocks.
- Augmentation of Train Loads for meeting Traffic requirements, Rules of Marshalling and Slip Coaches etc.
- Running of tourists Coaches, Special Carriages and Special Trains.
- Planning & Running of Holiday Specials, Mela Specials, Tourist Specials, etc.
- Introduction of new Trains, extension of Train run
- Preparation of Engine Links, Drivers/Guards Links & Rake Links
- Commuter Service Operations.
- Vande Bharat Trains
- High Speed Corridors and Trains.

V. WORKING OF TRAINS GENREALLY AND GENERAL AND SUBSIDIARY RULES

Responsibility and Function of Engine Crew before starting and while on run and during abnormal/unusual situations.

- Train Operation during Fog, Fog Pass.
- Refresher Courses, safety Camps, Safety Campaigns and Safety Drives.
- Planning of PME and Refresher of safety Category staff.

IV. PLANNING ON THE RAILWAYS

- Traffic Survey.
- Calculation of Line Capacity.
- Traffic Planning and Augmentation of Line Capacity Works.
- Station Redevelopment.
- Container rail Terminals.
- Gati Shakti Terminals.
  Minimum Essential Facilities at Goods Sheds and Stations.

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 Transhipment, 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 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. Passengers Traffic:

- The Railways Act chapters relating to Passengers Traffic and Traffic Facilities, Working of Railways, Responsibilities 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, Passengers 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 les Travelling, Hand Held Terminals (HHT), TTE Lobby System.

- Categorization of Railway Stations depending upon Passengers Earning and /or outward Passengers.

- Passengers 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 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 Station 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:

- Commercial Publicity- Policies and implementation of 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. Shakti Scheme.

- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Disposal of Old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. MISC:

Important Operating Efficiency indices, their meaning and uses, WTR, NTKM, GTKM, Average Speed etc.

- Operating Ratio: Different types of Expenditures and Plan Heads, Revenue Earnings and Non-Revenue Earnings
- 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 Division and Headquaters.
- Liability of Railways in case of Accident of a Passengers carrying Train.
- 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 Sysytem),e-ACT & TPMS) Terminal Pipeline Management System) in FOIS.
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SYLLABUS FOR SELECTION OF VIGILANCE INSPECTOR(RPF)

Questions on

- Indian Panel Code (IPC), Code of Criminal Procedure (Cr. PC), Indian Evidence Act (IEA), Railway Property (Unlawful Possession) RP (UP) Act,Railway Act ,All Major/Minor Acts& Constitution
- Human Rights and Crime on Railways
- Juvenile Justice Act 2015(JJ Act)
- Narcotic Drugs and Psychotropic Substance Act (NDPS Act)
- Right To Information Act(RTI Act)
- General Organisation including RPF Act 1957
- RPF Rules 1987
- Disaster Management and Fire fighting
- First Aid
- Explosives and IEDs(FFIED)
- Railway Service Conduct Rules 1966
- Working of Commercial and other Railway Departments
- RPF Security Management System
- Integrated Security System
- Handling and Operation of Modern security gadget etc
- Manpower Planning & management
- Social Psychology
- Soft skill Management

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उ.रेलवे

Syllabus for ~~Accounts~~ Personnel 181

I. Organizational set up of Railways

2. Organization of Railways, various units, departments, Divisionalization. Decentralization of authority. Role of Personnel Department vis-à-vis other departments.

3. Manpower planning, Training, Benchmarking.

4. All chapters in IREM Vol I, 1989 & Vol II 1990 and IREC Vol I, 1995 & Vol II 2005 (Reprint Edition), Pension Manual, Provisions and Rulings, Policy circulars, Schedule of Powers with respect to establishment matters.

5. Important registers & forms in office, and at stations/depots, Files & their maintenance, single file system and its advantages, DAK system, registration.

6. HRMS

7. Right to Information Act, Parliamentary questions, VIP/CA references.

II. Establishment Rules

1. Seniority Rules and Reservation Rules and its applicability

2. Promotion by selection & non-selection, suitability tests, trade tests, adhoc and officiating, refusal of promotion and its effects.

3. Pay fixation on promotion/in ex-cadre/under Pay Commission, stepping up of pay.

4. Increments, Special Increments, regular and supplementary bills.

5. Allowances particularly HRA, Transport Allowance, TA & DA, Composite Transfer Grant, Dual Charge Allowance and Officiating Allowance, Honorarium, Running Allowance.

6. Advance and Withdrawals from PF and other Advances/Loans.

7. Service matters – Joining Time, Change in Date of Birth, Age Review.

8. The Railway Services (Conduct) Rules, 1966.

9. Medical Decategorization and Alternative Employment.

10. Maintenance of Service Records and Leave Accounts, Leave Rules.

11. PTO Rules, Pass Account.

12. The Railway Servants (Discipline & Appeal) Rules, 1968.

13. All subject matters covered in Master Circulars No. 1 to 70

III. CASUAL LABOUR/SUBSTITUTES/ACT APPRENTICES

1. Casual Labour and Substitutes – their engagement, Rules and procedures.

2. Recruitment and Live Casual Labour Registers and their maintenance.

3. Screening of Casual Labour and Substitutes, Verification of Working Days, Casual Labour Cards.

4. Temporary Status, benefits to Casual Labour and Substitutes.

5. Training of Apprentices under Apprentice Act.

IV. LABOUR LAWS

1. Labour Laws on Contract Labour.

2. Employees Compensation Act.

3. Payment of Wages Act.

4. Minimum Wages Act.

5. Factories Act.

6. Railway Servants (Hours of Work and Period of Rest) Rules,

7. Industrial Tribunal Cases.

8. CAT Act.

9. Trade Union Act.

10. Right to Information Act.

V. INDUSTRIAL RELATIONS

1. Trade Unions- PNM, FNMs.

2. PREM

3. ZRUCC

4. Facilities to Recognised Unions

5. Policy regarding Unrecognized Unions, Worker's Participation in Management

VI. WELFARE ACTIVITIES

1. SBF Constitution, Rules, Allocation of Funds, Meeting Budget.
2. Mahila Samitis – Constitution and Activities.
3. Railway Institutes and Clubs – Constitution and Activities.
4. Recruitment against Scouts/Cultural/Sports Quota.
5. Scouts and Guides Activities.
6. Provision for Handicapped.
7. Co-operative Societies, Industrial Training Centers, Housing Societies.
8. Canteens – statutory & non-statutory, amenities policy.
9. Awards to Staff, Relief Funds.
10. Holiday Homes, Holiday Camps and their Organisation.
11. Sports and Cultural Activities.
12. Works Programme Proposals – Staff quarters and Staff Amenities.

VII. RESERVATIONS

1. Facilities for SC/ST/OBCs etc.
2. Reservation Rules.
3. Maintenance of Reservation Rosters.

VII. COMPASSIONATE APPOINTMENTS

1. Rules and Procedures.
2. Verification of Certificates

IX. SETTLEMENT

1. Normal Settlement Dues and their calculation.

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2. Other than Normal Settlement Procedure and dues.

3. Compensation Cases.

4. Ex-gratia Cases.

X. INSPECTIONS

1. Types and Checks.

2. Methods of checks.

3. Registers Maintained by Various Units, Grievances, Attendance, Overtime, Cadre, Casual Labour Muster Rolls.

4. Displaying of Statutory Notices.

XI. BILLS WORKING

1. Regular Salary Bills, Supplementaries, Statements to be attached to the Bills.

2. Deductions Permissible

3. Arrears Claims.

4. Unpaid Wages List, Procedure of disposal of them in Accounts Office and Cash Office.

5. Internal Checks – Points of Checking.

6. Allowances, Advances & their Recoveries.

XV.OFFICIAL LANGUAGE ACT AND RULES – IMPLEMENTATION THEREO

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SYLLABUS FOR SELECTION OF VIGILANCE INSPECTORS (ACCOUNTS)

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

ii. Books and Budget

iii. Traffic Accounts and Statistics

iv. Establishment

v. General Expenditure

vi. Workshop Accounts

vii. Stores Account

2. Management Accounting and Financial Justification for expenditure

3. General Financial Rules

4. Information Technology in general with specific reference to Railway's IT Applications including IPAS and HRMS

5. Taxation matters with special focus on GST & Income Tax.

6. D&AR procedures

N.Rly.

SYLLABUS FOR VIGILANCE INSPECTOR (ENGINEERING)

(A) Civil Engineering (General)

1. Surveying

a. Types

i. Surveying basics:
Basic principles; base lines; check lines: perpendicular and oblique offsets; conventional signs; plotting of survey; true and magnetic bearings; open and closed traverses; recording plotting of traverse, closing errors and surveying equipments.

ii. 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.

iii. Theodolite Survey:
Types of theodolites; measurement of horizontal angles, vertical angles, magnetic bearings and deflection angles; prolonging a straight line; traversing by method of included angles; balancing the survey - closing errors; calculations of latitude and departure.

b. Curves:
Elements of simple circular curves, setting out simple circular curves.

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. short columns, long columns - empirical formulae.

b) RCC Structures:
RCC, methods of design, Working Stress Method, Design of singly and doubly reinforced rectangular beams including T beam. Design of slabs, design of column, IRS Code of Practice for RCC (Concrete Bridge Code) and IS code 456:2000.

c) Steel Structures:
Rivets and welds. Sketch and detailing of connections different types of joints and strength determination.

3. Construction material:
Description, specification, properties and uses of building materials - stones, sand, timber, bricks, cement, lime, building hardware and tiles. Concrete mix design, placing, compaction and durability.

4. Foundation & Construction Engineering:

a) Soil Mechanics:

Different type of Soils, Three phase diagram and their relationships, IS classification of soil, index and engineering properties of soil, compaction, consolidation, shear strength, earth pressure theories, slope stability. Specification and construction of earthwork in embankment and cuttings.

b) Foundation Engineering:

Functions of foundation, different type of foundations - open foundations; well foundations and pile foundations.

5. Hydrology and Hydraulics:

Elements of hydraulics - flow in pipes, frictional loss, empirical formulae. Rainfall and run-off; rainfall statistics; rain gauges, run--off calculations by empirical methods, flood discharge estimation.

a) Hydraulic structures:

Design of bridges - alignment, number of spans; economic spans; waterway calculations; scour depth, afflux; clearance; depth of foundations.

B) Civil Engineering (Railways):

1. Railway Surveys & Construction:

Provisions in Engineering Code regarding - Classification of Surveys, Terms of Reference, Principles governing Railway alignment, Ruling gradients, Grade compensation for curves, Horizontal and vertical curves, Hill Surveys, Catch sidings, Tunnels, preparation of various maps and drawings, preparation of Survey reports, Project estimates.

2. Railway Track:

(a) Track Structure and Components.

Classification of Lines, Track Structure, Rail and Rail fastenings, Sleepers & Fastenings, Ballast- Specifications, Ballast Profile/Section/Depth of Cushion, Formation- Classification of Formation Requiring Treatment and Remedial Measures Suggested, Insulated joints & Switch expansion joints, Track structure on Bridges.

(b) Duties

Duties of SSE/P.Way (In-charge), Duties of JE/ SSE/P.Way (sectional), Duties of JE/ SSE/P.Way (Other than sectional), Duties of Gang mates, Keymen, Patrolmen, Gateman and track maintainer.

(c) Maintenance of Permanent way:

Regular track maintenance, Handling and maintenance of rails, sleepers, fastenings & other misc. Items, Works incidental to regular track maintenance, Record keeping, Maintenance of track in track circuited areas and electrified areas.

(d) Special Maintenance Works:

Alumino Thermit welding of rails, Flash-Butt welding, Short welded Rails, Long welded

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Rails. USFD.

(e) Curves and Turnout.

Curves, Realignment of curves, Points and Crossing.

(f) Track tolerances and Track Monitoring.

(g) Schedule of dimensions.

Schedule-I Standard dimensions, Station Yards and extra clearance on curve.

(h) CRS sanction for works affecting passenger running lines.

(i) Training and Competency of Permanent Way Staff.

(j) Permanent Way renewals.

(k) Engineering Restrictions and Indicators.

(l) Level Crossings and Gateman.

(m)Track Management System. (TMS)

(n) Accidents:
Action during accidents including breaches, Restoration of through running, Pre-monsoon precautionary measures.

3. Maintenance of Bridges:

a) Maintenance of bridges: Responsibility of the Engineering officials, action to be taken after inspection of bridges; maintenance of substructure - abutments, piers, wing walls and return walls, maintenance of arches, dismantling of arches. Details of common repair techniques - cement pressure grouting, epoxy grouting, shotcreting/ Guniting. Periodical maintenance, common defects and repair / strengthening techniques; maintenance of super structure (steel) girders - loss of camber in steel girders, cracks in steel works.

b) Inspection of bridges: Classification of bridges - major, minor, important; Inspection of Bridges by Permanent Way and Works Inspectors, by Bridge Inspectors (SSE/JE- P. Way, Works, Bridges) – Periodicity/ schedule and details of inspection, record of bridge Inspection, registers to be maintained by the Bridge Inspectors, Certificate of inspection. Bridge Inspection Register, Numerical Rating System (NRS), Unique Rating Number, Condition Rating Number, Overall Rating Number. Details of Inspection of Bridge–foundations, Flooring, masonry in substructure, under-water substructure inspection, arch bridges, protection works and water ways, marking HFL and danger level, providing foundation particulars and bridge name boards, road over/under bridges, concrete bridges.

4. Rehabilitation of Bridges:
Reasons for Rehabilitation, special Strengthening, Imposition of speed restriction, Priority for rehabilitation of bridges, Special Inspection, Site Data, Execution of

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rehabilitation works. Precautions when working on bridges; rebuilding or alterations to bridges - design and execution of bridge works; temporary arrangements; false work for erection of girders.

5. Inspection and Maintenance of Building and Structures (Other than Bridges)

a) Inspection & Maintenance of buildings & structures (including steel structures).
b) Building Registers
c) roofs
d) Standard Measurement Registers for Buildings
e) Dismantling of buildings/structures.
f) Retro-fitting / structural repairs of existing weak buildings/structures.

6. Maintenance of sanitary and hygienic conditions in station and railway Colonies; water supply, drainage and sewerage

a) Water Supply

I Standards of Quality of drinking water- physical; chemical and bacteriological standards of water, Water-borne diseases, water demand-methods of forecasting, sources of water; Method of treatment of water – aeration; sedimentation; filtration (slow and rapid sand filters); disinfection; hardness methods of removal etc.

II Conveyance and Distribution:-

Preparation of Schemes for New Water Supply/ Augmentation of Existing Water Supply. Estimating Requirements of Water, water supply from outside sources, Types. Selection & Installation of Pumps; Capacity of Pumping, systems of distribution. residual pressure; different types of pipes and fittings; testing of pipes, Pipe laying and Fittings of Valves and Meters, Storage tanks; Capacity, Maintenance and Cleaning of Storage Tanks, Water-Supply Plans, maintenance and operation of water supply installation - responsibilities of Engineering department, identification of losses & leakages.

b) Sewerage:

Preparation of schemes for sewerage, sewage & water collection and carriage; design of sewers, 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.

7. Acquisition, management and disposal of land: Codes & Manuals rules:

Ownership of Railway land, sanctioning authority for acquisition and relinquishment; Land plans and schedule, Documents of Handing over and taking over Railway Land; Land Records- Responsibility and procedure for demarcation, verification of railway boundary , land plan etc. Encroachment and responsibly; rules for permission for construction of building near Railway land; Preparation of Plans and Estimates;

8. Preparations of estimates:

Engineering code provisions, various types of estimates, technical details, rates and quantities; schedule of rates; report and justification; special features of estimates for remodeling of station yards, track renewal works, deposit works; Urgency Certificate.

9. Contract and Execution of Work:

a) Contract:

Engineering code provisions, schedule of rates; analysis, non-schedules rates, tenders; types; tender documents, drawings and specifications, tender committees, acceptance of tenders, contracts; types, contract documents, General and special condition of contract; measurement and measurement books - code reference; recording measurements; 'on account' and final measurements; standard measurements books; Contractor MB, responsibilities of inspectors/JE/SSE and ballast measurement; computation quantities; preparation of abstract in measurement books; submission of bills; checking of bills; bill registers; Variations; PVC; Basics of Arbitration.

b) Execution of Work:

Engineering code provisions, agencies for executing works; responsibilities of executive officers; deposit works; excess and savings on estimates; planning - activity, milestone, bar charts, critical path networks, PERT; departmental execution of work - record; progress reports, execution of works in Engineering workshops; contracted works; issue of work orders; completiondocuments; zonal works.

10. Track Machines:

a) Organizational structure, duties and inspection:

Duties of SSE/TM/SDI, Duties of SSE/JE/TM Working on Machines, Duties of SSE/JE Machine In-Charge Duties of Machine Assistant, Duties of SSE/JE (P.Way) Deployed with the Machine, Inspection Schedule of Track Machine Officials, Inspection Schedule of Open Line Officials

b) Tamping machine and dynamic track stabilizer:

Types of Tamping Machines, Tamping Mechanism, Leveling of Track, Works required before, during and after Tamping, Working Principle of Dynamic Track Stabilizer, Modes of working of Dynamic Track Stabilizer.

11. Miscellaneous:

a) Management of Engineering Stores:

Reference to code and Rules; procurement of stores; requisition; receipt and issue of challans; claims of short receipts etc; custody of stores, handling and storage, records and returns; disposal of released and surplus stores, return to stores Depot, disposal by auction; verification of stock and adjustment for shortage/excesses.

12. Vigilance:

Primary knowledge about Vigilance, D&AR, IRVM 2018.

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SYLLABUS -MECHANICAL DEPARTMENT

1. Quantitative Aptitude, Numerical Ability, Reasoning, Arithmetic & Statistical Operations, Graphs, Fractions, Percentage, Sampling & Averages, Geometry-Area & volume (Higher Secondary/Class 12 Standard), Algebra, simultaneous equations etc. Higher (Higher Secondary/Class 12 Standard)

2. Establishment rules (IREM, IREC, IRVM, HOER, Pass rules, D&AR Rule, Leave Rulesetc.)

3. Classification of Stores, Procedure of drawl of Stores, Indenting Procedures, Procurement methods-Local purchase, Spot purchase, Bulletin tender, Advertised tender, Limited tender, Tender Committee, Direct Purchasing, Schedule of Powers, Incoming inspection requirements, Scrap disposal etc.

4. Contract Management, Indian Contracts act, IRS conditions, GCC for works, GCC for Services, Arbitration etc. General issues related to OBHS, CTS, Linen Management, Outcome based contracts etc.

5. Applied Mechanics, Various Engineering materials and their properties, Bearings, Stress & Strain, Fatigue, Hardness, Corrosion & Surface finish, thermodynamics,General Science etc.

6. Familiarity with Personal Computers, Specifications- Processor, RAM, Hard Disk, Floppy, CD, Multimedia etc. Basic MS Word, Excel and Power Point Basic Local Area Networks: Servers, Hubs, Switches, Structured Cabling, Nodes, Network applications, Email, Browsing etc.

7. Various portals and IT applications used in Indian Railways including GEM, UDM, IREPS, FMM,CMM, FMM, COIS, FOIS, HRMS, IPAS, E Office etc.

8. CARRIAGE & WAGONstock design features, preventive maintenance schedules in Coaching and freight Depots including IOH, ROH, POH, SS2, SS3 Schedules.Air Brake System-Twin Pipe & single pipe. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches Passenger amenity items etc.

9. Maintenance Pattern of freight trains including CC Rakes & Coaching stock maintenance including latest Policy Circulars, Neutral Train Examination, Maintenance of various components like DV, SAB, PEASD, Latest design improvements of Carriage & Wagons to improve their performance and speed potential LHB Coaches & BLC Wagons

10. Different types of welding processes, welding defects, Wheels & axles and their ultrasonic testing, Heat treatment of ferrous items such as surface hardening, annealing, normalizing etc Roller Bearing & Cartridge Bearings Injury free features in coaches, Material handling, Basic concepts of casting and Heat treatment methods, Manufacturing and Heat treatment process of wheels and axles, Machinery and Plant maintenance

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SYLLABUS FOR VIGILANCE INSPECTOR OF STORES DEPARTMENT

1. Organization of Stores Dept. on Zonal Railway & Production Units.
2. Cannons of Financial Propriety & its application to Stores Matters.
3. Delegation of Powers:
   - i) Its need & necessary safeguards
   - ii) Powers of PCMM & other officers for;
   - (a) Purchase, (b) Sale, (c) Write off, (d) Other misc. matters

4. Purchase of stores:
   - i) Important Stages in purchase cycle
   - ii) Purchase Policy & Rules of IR and GFR Provisions
   - iii) Channels & Procedures of purchase of indigenous stores
   - iv) Modes of tendering [including PAC purchase] & their limitations
   - v) Tender consideration;
     - a) Price determination (Reasonability/Workability)
     - b) Negotiations, Cartel Formation & related instructions
     - c) Concept & constitution of Tender Committee
   - vi) Purchase of M&P/RSP items including CMC
   - vii) Emergency Purchases
   - viii) Basics of iMMS & e-Procurement
   - ix) Procedures/Manuals related to iMMS and IREPS
   - x) Procurement through GeM
   - xi) Reverse auction
   - xii) Price variation clause and its operation
   - xiii) Buy back system of purchase
   - xiv) Green procurement/Sustainable procurement
   - xv) Composite contracts and strategic procurement

5. Purchase through Centralized agencies like:
   Railway Board, BLW, CLW, etc.

6. Govt. Policy of Preference:
   - a) Purchase/Price Preference
     - i) Micro & Small Enterprises
     - ii) Items reserved for procurement from MSEs
   - *b) Purchase Preference as per Make in India Policy.*
   - c) Special benefits available to MSEs

7. Supply Contracts:
   - i)Important provisions of Indian Contract Act, Sale of Goods Act and GST Act
   - ii) IRS Conditions of Contract, General Conditions of Contract
   - iii) Force Majeure Clause
   - iv)Preparation of bid documents, eligibility criterion etc for special conditions, price variation and eligibility criterion etc for
     - a) Rate/Running& Fixed quantity/Long term contracts
     - b) Service Contract

c) Annual maintenance Contract
d) EPC Contract

v) Online submission of EMD& SD

vi) PO Draft/Numbering Scheme & vetting considerations

vii) Contract Management
(a) Extension of DD/Modification of PO
(b) Penalties for breach of contracts(LD, GD, RP)

viii) Settlement of Disputes
a) Arbitration Clause in IRS Conditions
b) Arbitration & Conciliation Act 1996 including Amendment Act, 2019
c) Dispute resolution between two Govt. Deptt. Or (CPSU))

8. Import of Material:
i)Direct import by Zonal Railways/Production Units
ii) Import through Railway Board
iii) Types of Import Contracts: FOB, CFR, CIF & DDP etc.
iv) Modes of Payment, Letter of Credit & its types
v) Sea & Air freighting of Railway Materials & Insurance Covers
vi) Port clearance of imported consignments
vii) Claims settlement
vii) INCOTERMS (latest edition)

9. Strategic Sourcing (Rational Source Selection)
a) Registration of firms on Railways and IREPS
b)Vendor performance evaluation; Vendor rating: Penal Action against vendors; Alternatives available with Railways, PUs
c) Registration by RDSsO
d) Supply chain concept -relevance to Railways especially PUs

10. Important Statistics on Stores matters:
a) Submitted to Railway Board, periodically
b) Included in Railway Board's annual
c) Yardsticks to measure report & GM's Narrative Report efficiency of Stores Dept.

11. Stores Budget:
a) Compilation & various review /amendments to the budget during the financial year
b) Controls to adhere to the budget provisions, Exchequer control
c) Control over stores expenditure to minimize working expenses
d) Purchase Grant
e) Zero Base Budgeting (ZBB)

12. ISO Certification/ 5S Certification/ 6 Sigma Certification:
Procedure for obtaining the certification & subsequent compliance for continuation of the same:
a) For Purchase Office,
b) For stores depot

13. Paperless Working:

a) e-Office
b) Digitally signed electronic reports in iMMS and IREPS

14. Online acceptance of tenders:
Technical Scrutiny. Tender Committee Minutes preparation& Tender acceptance/Direct acceptance, Letter of Acceptance generation and auto-generation of Purchase order.

15. *Procedure for keeping/retention/destruction of official records.*

16. Stores Depots:
a) Location
b) Functions
c) Typical Layout of a stores depot

17. Design Aspects of a Typical Stores DepotWarehouse:
a) Important parameters to be considered for design
b) Space Management
i) Buildings, Yards, Roads
ii) Various types of storage arrangements
c) Materials Handling
i) Equipments
ii) Unit piling, container/pallet systems
iii) Vertical storage system
d) Important Fire Safety aspects & Latest fire fighting Techniques
e) Security Arrangements to prevent & action called for by the Depot Officer in case of incidence of the following:
i) Theft
ii) Pilferage
iii) Misappropriation
iv) Provision of CCTV in Stores Depots/Divisional Depots
f) Procedure for locking & sealing of wards/go-downs in a depot and depositing/collecting the keys
g) Gate Pass

18. Depot Organization:
a) Functions/Responsibilities of Depot Officer & Subordinate Staff
b) Various sections of stores depot, its functions & working procedures

19. Receipt & Accountal of materials:
a) Procedure for receipt & accountal, in a depot
b) Consequent clearance of purchse suspense
c) Accounts checks on suppliers' bill
d) Purchase Suspense/Sales Suspense

20. Inspection of Stores:
a) Inspection Techniques
b) Various Agencies for Inspection of Railway Materials
c) Acceptance of material against WTC

d) Inspection at firm's premises & Inspection at Depot
e)Rejection of pre-inspected materials and procedure for joint inspection
f) Disposal of rejected materials
g) Warranty Claim Procedure

21. Sampling for Inspection:
    a) Sampling Methods
    b) *Indian Standards relating to Sampling*

22. Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items.

23. Receipt & Issue of Stores on iMMS:
    a) FIFO Method of Receipt and Issue
    b) Procedure of issue of materials from stores depot to consumers other than attached workshops & debiting the indentors for stores issued

24. Properties & Preservation of stores such as: Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.

25. Imprest Stores:
    a) Procedure for issue and supply of Imprest Stores
    b) Road contract and its Management

26. Returned Stores through iMMS:
    a) Its receipt & accountal in the depot
    b) Valuation of returned stores
    c) Monthly Credit Summaries

27. Sale of Railway Materials:
    a) SAG Committee Recommendations
    b) Survey Committee & its functions for various categories of stores
    c) Procedure for condemnation of an asset (M&P items including Motor Vehicle)
    d) Procedure for sale by tender
    e) Procedure for disposal of scrap by e-auction
    f) General & Special conditions of sale
    g) On-line payment of BSV
    h) On-line payment of EMD
    i) Payment Gateway

28. Purchase by Depot/Divisional Officers:
    a) Purchase Powers- Local & Cash Purchases
    b) Digital recoupment of cash imprest

29. Important Components & its usages:
    In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs

30. Dispatch of Railway Materials:

a) By Rail, Road
b) By Sea & Air
c) Safeguards against loss/damage in transit
d) Settlement of claims with carriers

31. Inter-depot transfers & Clearance of SINT suspense

32. Stock Verification:
a) By Accounts
b) Departmental
c) Disposal of Stock Sheets

33. Classification of Heads of Accounting & Various Suspense Heads relating to Stores

34. Codification:
i) Stores nomenclature & price lists (Unified & Non-unified)
ii) Unified Vendor Code
iii) Consignee Code
iv) Advantages of codification

35. Standardization & Variety reduction

36. Provisioning & Recoupment of Stores
a) Maxima Minima Method
b) Annual Review Method
c) Main Depot-Sub depot arrangement
d) Economic Order Quantity (EOQ)
e) Lead time & Safety/Buffer Stock
f)Computerized forecast of demand/consumption for stock -recoupment (Generation of Estimate Sheet)
g) Various forecasting statistical techniques

37. Inventory Management:
a) Types of inventories
b) Various Inventory models:
i) The Basic (EOQ) Model: Constant Demand& Lead Time
ii) Variable Demand but constant Lead Time
iii) JIT Inventory Model
c)Computer as an aid to inventory control & inventory management
d) Inventory reports in IMMS & its use for inventory control
e) Selective Control Techniques:
i) ABC, VED, FSN & XYZ analysis for inventory control & improvement in service levels
ii) Related multi-criteria matrix
f) Inventory performance indices on IR
g) Over stock, Inactive& Surplus Stores:
i) Definitions
ii) Reasons for accrual & its disposal
iii) Steps for prevention

38. Computerized Price Ledgers:

a) Preparation of Price Ledgers: Role of Stores Depot

b) Book Average Rates

c) Debiting the indentors for cost of materials issued & preparation of Debit Summaries

39. Audit:

Narrative Reports, Special Letters, Factual Statements, Draft Paras& its disposal.

40 Accounts:

Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I& II.

41. Computerization of User Depot and Integration with IMMS/IREPS Module) (User Depot Module)

42. Quantitative Aptitude, Numerical Ability, Reasoning, Arithmetic & Statistical Operations, Graphs, Fractions, Percentage, Sampling & Averages, Geometry-Area & volume (Higher Secondary/Class 12 Standard), Algebra, simultaneous equations etc. Higher (Higher Secondary/Class 12 Standard)

43. Establishment rules (IREM, IREC, IRVM, HOER, Pass rules, D&AR Rule, Leave Rules etc.)

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S&T Syllabus FOR VI/Telecomm :-

1. Power Plant	Power supply requirements of various Telecommunication installations (OFC hut, EXCHANGE, Control office, Way side station, VF Repeater etc.)- such as AC power supp(y distribution arrangements, DC power plant system. i.e. Number of Battery Banks & Code of Operation, type and Capacity of Battery and Load requirement. • Basic knowledge of Secondary cells LA, VRLA, Nickel Cadmium cells and other rechargeable cells, their advantages and disadvantages. • Maintenance and of Secondary cells, initial charging, float charging, trickle and boost charging of secondary cells. • Different types of battery chargers used, conventional and SMPS based and Voltage stabilizers, • Standby power supply arrangements like UPS, Solar power Supply arrangements, Generators and its applications. • Requirement of power supply room(s) and Records and Reports to be maintained.
2. Train traffic control system	• Circuits of various types of control communication including those used electrified areas. 4W/2W control telephones, Emergency portable field telephones, installation, maintenance and diagnostics and testing in electrified and non electrified areas. • HQ Control office equipment including DTMF signaling equipment. • Way station selective calling DTMF equipment. • Control Patching arrangements, control communication over OFC. • Different types communication systems in use for mid section LC gates and their power supply requirements.
3. Line plant practice	• Code of practice of various types of underground cables like PI3F multi pair, quad cables and their jointing procedure. • Cable laying practices and protection arrangements while crossing Track, Roads, Water logging areas, culverts and bridges. • Periodical tests and measurements of underground cables and maintenance practice.
4. OFC and Digital Multiplexing	Basic concepts of • OF cable construction, laying, splicing, termination practices. • Installation, maintenance of OFC and system design concepts. • PDH and SDH digital multiplexing techniques. • Various Digital Multiplexing equipment used for PDH and SDH • NMS, path protection arrangements.
5. Telephone exchanges	Basic knowledge of • Working principles of SPC exchanges, • Different types of exchanges like ISDN, WLL etc. for various applications and inter exchange connectivity in Railways. • Protective arrangements and line termination devices used in exchanges. • Knowledge of different types of telephones using Digital, DECT, DKT and FCT/FWP etc.
6. Passenger Information systems	Basic Knowledge of • Interactive Voice Response System (IVRS)

S&T Syllabus FOR VI/Telecomm :-

	• Prerecorded Announcement and Auto Announcement System • Train Indicator, Coach Guidance Systefh, At a glance board and their related system hardware and software. Basic concepts of IPIS • Clocks - Analogue, Digital and GPS based • POET, interactive Touch Screen systems etc.
7. Video Surveillance systems	Basic Knowledge of • Hardware and software requirements like different type cameras, servers, backup and NMS • Installation and maintenance of IP based video surveillance systems, Video conference systems and their networking.
8. Data Communication	Basic Knowledge of • Data communication equipments like, Hubs, Switches, Routers, LAN extenders, media converters, Modems etc. • Concepts of IP networking of UTS/PRS, FOIS, RAILNET, DATA LOGGERS. • Concepts of Voice logging facilities for various applications.
9. Miscellareous	• Application of VHF communications in Railway working i.e. Hand held and Portable VHF sets. • Installation maintenance practices of VHF sets, antenna system and their power supply requirement. • VHF Frequency channeling plan for different applications/departments. • Application of VSAT connectivity for Railway applications like remote FOIS locations, for accident site video broadcasting etc. • Minimum requirements of telecom equipments in ARTs • Essential requirement of communication facilities at DM room and at important stations during Disasters. • Provision and maintenance of telephones in Inspection carriages, Track recording Cars and other VIP specials. • Public address system, Paging and talkback, load distribution, types of Microphones and Loud speakers. Requirements DI Public address system for VIP functions, Conference systems and precautions required to be observed. • Protection arrangements for different telecom installations from lightning. Different types of Earthing arrangement in practice, maintenance and precautions to be observed during monsoon.
10. General	• Establishment matters of day to day nature including Leave rules, Pass rules, Muster Sheets, DAR, Payment of wages act, Workman compensation act, HOES, preparation of rosters for workers. • The Official Languages (Use for Official Purpose Union) RULES, 1976 • Imprest stores, Monthly storés returns, preparation Indents stock and non-stock, Naterials at site account, Daily Transaction Register, Returned stores, S 1313 / S 1319 requisition and issue note, works estimates, Tool and Plant for maintenance.

तथा राजभाषा