CHAPTER II

RECRUITMENT OF STAFF

For running the entire Northeast Frontier Railway Administration, comprising 11 (Eleven) departments, the services of 88,142 (approx) staff of all categories are required. All the 88,142 staff have not been recruited at the inception of the N.F.Railway on 15th January, 1958. Rather, a major portion of the staff been opted for N.F. Railway from the Northeastern Railway's Pandu Region or from N.E.Railway, Gorakhpur. When N.F.Railway was bifurcated from N.E.Railway - the staff engaged in the N.E.Railway have become the staff of N.F.Railway. In 1958-59 the N.F.Railway has a total number of 51,997 (1) staff including all categories. Out of 51,997 staff, about 2000 in Class III were recruited by the Recruitment Committee of the N.F.Railway during the year 1958-59 to meet the demand for staff as a result of bifurcation (2). Till setting up of a separate Railway Service Commission in 1978 -


(2) Ibid.
recruitment to Class III (including all categories) services was done by the N.F. Railway Recruitment Committee at the Headquarters at Maligaon. The Ministry of Railways ordered to set up a full-fledged Railway Service Commission at Gauhati on 26th October, 1978 to cater to the needs of entire N.F. Railway Administration particularly in Class III Services only.

There is also a recruitment section in the Personnel Branch of N.F. Railway Headquarters at Maligaon. The work of the recruitment section starts after the selection of the staff by the Railway Service Commission at Gauhati. All the formalities (right from medical examination to issue of appointment letter and posting of the staff) are observed by the recruitment section after the selection is made by the N.F. Railway Service Commission.

There is a separate Organisation in the N.F. Railway as 'Broad Gauge Construction' with a separate office. B.G.Construction Organisation of N.F. Railway was set up for the construction of Broad Gauge lines from New Bongaigaon to Gauhati at the first phase - then to Dibrugarh at the 2nd phase. Apart from that, some more constructional work has also been entrusted to this Organisation like expansion of railway line from Gauhati to Burnihat in Meghalaya, Silchar to Jiribum in Manipur, Lalabazar to Bairabi in Arunachal Pradesh,
Oharmanagar to Kumarghat in Tripura and Amguri to Tuli in Nagaland etc. The 'Broad Gauge construction' has a separate organisation with all the Personnel as in the N.F.Railway including a General Manager as the Head of the Organisation. The staff recruited to the Broad Gauge Construction Organisation of the N.F.Railway through the Employment Exchange at Gauhati particularly in Class III & Class IV services as local & ad-hoc measure. But the Organisation had taken many staff from N.F.Railway - who opted for working there, so long the construction work continues (1). It should also be mentioned that some of the Class III posts were filled by the retired employees of N.F.Railway for a stipulated period. Staff in the Class IV services are also recruited on the recommendation of the Employment Exchange. But no rigid formula is there in the construction organisation, as the services of these staff are temporary and will continue so long the construction work continues. The N.F.Railway staff opted to work in the construction, has lien with their parent department of N.F.Railway and will be returned after the construction organisation is closed. Both the Organisation are known in their separate nomenclature. The N.F.Railway is known as 'Open Line and B.G. Construction' respectively (1).

The Officers including the General Manager of

(1) Ibid

.........52
the Construction Organisation are either from N.F. Railway Open Line or nominated by the Railway Board. But Officers upto the Senior Scale in the B.G. Construction are mostly from the N.F.Railway open line - nominated by the G.M., N.F.Railway on receiving option from them. Many of the Assistant Officers were promoted to the next higher grade after they had joined the Construction Organisation - N.F.Railway. This will be discussed later.

Now we shall consider the Recruitment Policy in the N.F.Railway.

RECRUITMENT OF CLASS -I (GR-A) SERVICES :

Recruitment in the Class -I Services in the various departments of the Indian Railways (including the N.F.Railway) are made through (a) Competitive Examination held by the Union Public Service Commission supplemented by a viva-voce test; (b) Promotion of specially qualified gazetted railway servants of the Class II Service - including officiating gazetted railway servants of the service or department (to the extent of 33 1/3 percent of the vacancies in the Junior scale, Senior Scale in the Medical Department), (c) in the case of Transportation (Power) and Mechanical Engineering Department, by appointment of candidates as special class apprentices and (d) occasional admission of other qualified persons on the recommendation of the Union Public Service Commission. In the N.F. Railway, almost all the Administrative Posts are filled
up on the nomination of the Ministry of Railways, Railway Board - after their recruitment through the above process - who are treated as the Class I Officers.

As recommended by the Central Pay Commission (1), the Class I Administrative Officers in the Railways are sub-divided to (i) Senior Administrative (ii) Intermediate Administrative & (iii) Junior Administrative. District/Divisional Officers (excepting Divisional Railway Managers/Divisional Superintendents) are those who are drawing pay on the scale applicable to Senior Scale Officers (2). These Officers belong to the Class I Railway Service - with an exception to those who have been promoted from Assistant rank to a Senior Scale by selective examination. All the first appointments to a Railway Service, Class I are made by the President on the recommendations of the U.I.S.C.

RECRUITMENT IN CLASS II GAZETTED (GR-B) SERVICE:

In Class II Service - all the first appointment to the Railway Service are done by the Ministry of Railways - Railway Board, New Delhi. The N.F.Railway being a Zonal Railway has no option in the recruitment of the Class I and Class II Services excepting in the Medical Department and few isolated categories.

Recruitment in Class II Services in other cases is made by promotion of staff employed on the N.F. Railway by the General Manager on a separate method of recruitment.

75% of the vacancies in Class II in all the department of N.F. Railway are filled by promotion through selection from amongst those serving in Class III of the departmental concerned\(^{(1)}\). The eligibility of the candidate to this post is based on the seniority position with scale of pay in the Senior Supervisory (Class III) Grade. The process that existed in the N.F. Railway is that, a permanent and temporary staff holding the posts in grade Rs. 425-640/- (Revised Scale) and in a higher group 'C' grade (Class III) on a regular basis, will be eligible for consideration—provided that, the staff concerned must have rendered a minimum of three years non-fortuitous service and must have reached the stage of Rs. 560/- in the scale of Rs. 425-640/- and above. The remaining 25% of the vacancies in Class II in all the department will be filled by limited departmental competitive examination. The process being the same excepting that the staff in the aforesaid grade and scale of pay, must have rendered a minimum of 5 years services to the Railway.

\(^{(1)}\) Rly. Board's letter No. E(GP)74/2/20 dt. 31-8-78 can be seen in the P/Branch of N.F. Railway Hqrs.
In the case of Class II posts of Assistant Personnel Officers of the personal Management Department, N.F. Railway, 90% of vacancies in the cadre are filled by promotion through selection from amongst Class III staff of Personnel Branch including the confidential Assistants/Stenographers fulfilling the aforesaid eligibility conditions. Ministrial staff of Civil Engineering, Transportation (Traffic) and commercial, Transportation (Power) and Mechanical Engineering, Signal and Telecommunication, Electrical Engineering, Railway Protection Force, Cash & Pay Departments, Computer and Mechanical Departments may also apply and be selected for the posts (1). Remaining 10% of the posts of Assistant Personnel Officers in the Personnel Management departments are filled by Class II Officers holding analogous posts in the various departments of N.F. Railway who are appointed on transfer or deputation to this railway whose period of deputation, ordinarily not exceeding 3 years.

The idea behind selecting the personnel of all the departments including Engineering, to fill up the posts of Assistant Personnel Officer, is that, the persons selected, have adequate knowledge of the concerning departments to deal with the personnel matter of the same.

(1) Rly. Board's letter No. E(GI)76/2/67 dt. 9-9-77
Apart from the above, there are Class II gazetted posts in general branch of N.F.Railway, such as Assistant Deputy General Manager, Assistant Secretary and Assistant Public Relation Officers. These posts are filled up from amongst all categories of staff of all departments of N.F.Railway - provided they have fulfilled the prescribed conditions (1).

In case of Class II gazetted posts in the Accounts Department, no staff from other departments is eligible for can apply. All the Class II gazetted posts in the Accounts Department of the N.F.Railway - the field of consideration is limited to the section Officers (Accounts), Inspectors of Stores Accounts - who are eligible (2). Here, an important thing may be noticed that, possession of academic degree is not an essential qualification for promotion to above Class II Gazetted service in the Railways (including the N.F.Railway).

Now, let us see the process of recruitment procedure of Class II Gazetted service in the N.F.Railway.

Candidates eligible for the post in Class II service are considered and called through departmentally to appear in the written examination. But all the staff eligible for the posts are not

(1) Ibid
(2) Rly. Board's letter No.E(SCT)73/CM15/16 dt. 9-11-73 - can be seen in the P/Br. of N.F.Rly.
called for the examination. A system prevails in the N.F.Railway in calling the candidates in this case. Candidates, up to six times the number of vacancies that exists and (in this case) seniority of the candidate is the sole criteria in getting the chance to appear in the examination. That is - if there are 2 vacancies in the Class II Gazetted service - six times of the same i.e. 12 candidates will be called as per seniority of their service to the Railway. In case of general posts of Assistant Personnel Officers, Assistant Deputy General Managers etc., all eligible staff will be called for the written examination. The successful candidates in the written examination are called for Viva-voce to the extent of six times the existing vacancies strictly in order of marks obtained by the candidates. If, however, a junior employee is called for a selection by virtue of his satisfying the relevant conditions of eligibility all his seniors will automatically be eligible, irrespective of whether or not they satisfy the relevant minimum service condition. (1) But a few case of relaxation was observed in the selection of the N.F.Railway. Moreover, this relaxation is not found in the case of selection to Class II posts of Assistant Personnel Officers and other Class II General posts. But there is an exception in the case of Scheduled Castes/Tribes candidates who

(1) Rly. Board's letter No.E(GP)68/2/39 dt. 9-6-70 can be seen in the P/Branch of N.F.Rly., Maligaon.

......58
volunteers for this selection. Six times of the number of notified vacancies in Class II vacancies will be filled up by promotion from Class III SC/ST suitable candidates. But the conditions relating to promotion are relaxed to some extent in the case of SC/ST candidates. A certain percentage of the vacancies must be filled up by the SC/ST candidates qualified in the selection. In this respect, N.F.Rly. follows the norms prescribed by the Railway Board.

The selections are made by a selection Board - consisting of Chief Personnel Officer and three heads of the departments concerned after the written test. The questions are set up by the Selection Committee or by a member nominated by the Selection Committee.

For selection to Class II other than in Accounts department and the following marks should be obtained by the candidate:

<table>
<thead>
<tr>
<th></th>
<th>Maximum Marks</th>
<th>Qualifying Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Professional ability (adjudged through written test)</td>
<td>50</td>
<td>30</td>
</tr>
<tr>
<td>(b) Record of Service</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td>(c) Personality, address, leadership and academic/technical qualification (adjudged through viva voce tests).</td>
<td>25</td>
<td>15</td>
</tr>
</tbody>
</table>

100 60
It may be observed that the qualifying marks in the selection test/examination is 60% in each of the subject in (a), (b) & (c) and also in the aggregate. Selection/recruitment procedure to the Class II Gazetted posts in the Accounts Department is almost the same, but the professional ability is tested by a written and viva-voce tests. The qualifying mark is -

<table>
<thead>
<tr>
<th></th>
<th>Maximum Marks</th>
<th>Qualifying marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professional ability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Written test</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>(b) Viva-voce test</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>2. Record of Service</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td>3. Personality, address leadership and academic/technical/qualification</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>100</td>
<td>60</td>
</tr>
</tbody>
</table>

In both the cases, personality, address and qualities of leadership are assessed at a Viva-voce test. The marks on the record of service is given on the basis of Confidential reports and relevant service records of the employee. Integrity of character should receive special consideration (1).

The successful candidates are arranged in three groups:

(1) Rly. Board's letter No. E(GP) 61 PM 2-49 dated 29-4-63 - can be seen in the P/Branch of N.F. Railway, Maligaon.
(a) Those secured that 80% & above – Outstanding
(b) Those secured between 70 to 79% – Very good
(c) Those secured between 60 to 69% – Good

The names of the successful candidates are arranged in order of seniority of the candidate in service within each group. In the case of candidates from the SC/ST community – the qualifying mark is 50% in all the subjects and in the aggregate.

In case of limited departmental examination to fill up 25% of vacancies in Class II Gazetted post – the procedure is different as was found in the N.F. Railway system.

25% of the vacancies in Class II Gazetted service in Civil Engineering, Mechanical Engineering and Transportation (Power); Electrical Engineering, Signal & Telecommunication, Transportation (Traffic) and Commercial, Accounts and stores department – are filled up through competitive examination. This examination is generally held in the same year, as that, in which the normal selection is held for filling up 75% vacancies in Class II Gazetted service. It is also observed that there is only one such competitive examination for all the branches of each department.

To be eligible to appear in the Competitive Examination, a candidate should be a permanent or
temporary railway servant with a minimum of five years service on regular basis in supervisory grade and scale Rs.425-640/- and above. At least, in this case, all eligible candidates will be allowed to complete in the examination without any restriction as to the number of candidates to be admitted to the examination. The candidates from the SC/ST community are also, may have the chance to appear in the examination. Since it is open to all the candidates fulfilling the prescribed condition of the eligibility - the candidates from all corners of N.F.Railway may apply through proper channel, after receiving notice issued by the Chief Personnel Officer, N.F.Railway - Maligaon, giving maximum time to submit the application.

The examination board, both for the written examination and viva-voce, are constituted under the orders of the General Manager of the N.F.Railway. The examination Board consisted of Chief Personnel Officer and two other Heads of Departments including the Head of the Department for which the examination is being conducted.

The Examination aims at a comprehensive assessment of knowledge of the candidates and has essentially to be in the nature of rigorous test of their professional ability. The examination consists of a written

(1) Ibid
examination of a substantially higher standard that associated with normal selection for promotion to Class II Gazetted post with a viva-voce test. The subjects for the written examination and the marks to be allotted for the written examination, viva-voce and record of service are as under -

(1) **WRITTEN EXAMINATION**

<table>
<thead>
<tr>
<th>Paper - I</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Knowledge</td>
<td>50</td>
</tr>
<tr>
<td>English Language</td>
<td>50</td>
</tr>
</tbody>
</table>

| Paper - II(A) | |
| Professional subject | 100 |

| Paper - II(B) | |
| Professional subject | 100 |

| Paper - III | |
| General financial & Establishment Rules & Procedures | 100 |
| Record of Service (1) | 50 |

(2) **VIVA - VOICE**

Personality, Address and Academic/Technical qualifications 50

To qualify for promotion, a candidate must have to secure at least 60 percent marks in each subject of written examination, in the record of service and in the viva-voce separately and also in the aggregate.

(1) Marks are given on the basis of last 3 years Confidential records and relevant service records of a candidate.
In this examination - the name of the successful candidates are arranged in order of merit on the basis of total marks obtained by each of the candidates. No grading system such as outstanding, very good, etc. as in case of normal selection/examination of 75% of the Class II Gazetted posts exists.

The final recommendations of the examination Board in respect of successful candidates are put up to the General Manager for his approval. If, however, General Manager does not approve of the selection made, he will record his reason and may order a fresh examination, if necessary. Once a panel of successful candidates is approved by the General Manager - there cannot be any amendment without the prior approval of the Ministry of Railways, Railway Board, New Delhi.

From the above, it may be seen that vacancies in the Class II Gazetted posts are filled by two processes. But the examinations are held in the same year, though there are separate panels for each of the examination.

As regards seniority of the candidates those empanelled through the normal selection will rank senior to those selected through competitive examination.

From the above, it may be seen that there is no system of direct recruitment in the Class II Gazetted service in the Railways excepting a few cases in the Medical Department where Assistant Medical Officers in Class II Gazetted posts are recruited directly on
on purely temporary and ad-hoc basis for a period of six months only or such time till recruitment of permanent incumbent through the Union Public Service Commission.

The power of recruitment of the temporary ad-hoc Assistant Medical Officer in Class II Gazetted Service has been given to the Chief Medical Officer of N.F.Railway as in other Zonal Indian Railways. There is no advertisement nor any notification calling application for the AMO's (1). Application submitted by the candidates on the understanding of anticipated posts are received by the Establishment Medical or E/Medical Sub-section of the Personnel Branch of N.F.Railway. Only candidates having specialised qualifications in the Medical system are being called for an oral interview with the Chief Medical Officer, provided there are more candidates. If there is only one candidate for each vacancy he is appointed as Assistant Medical Officer in Class II gazetted post with a pay scale Rs.650/- to 1200/- and usual allowances admissible by the Railway from time to time.

The AMO's are recruited on purely temporary and ad-hoc basis for six months only and their services may be terminated with short notice. But, their services may be extended for such time, when a permanent incumbent is recruited through U.P.S.C. or if the temporary AMO can

(1) Assistant Medical Officer.
come through UPSC for direct recruitment in the Class I Gazetted Service. As many as 40 temporary and ad-hoc AMO's have been recruited so far. Out of that, most of them have been absorbed through UPSC and rest have been terminated. Cases are there - temporary AMO continued for years together by extension of services granted by CMO of N.F.Railway.

Excepting in the Medical Department no direct recruitment takes place in the Lower Gazetted service (1) i.e in class II Gazetted service in the N.F.Railway. That is to say the recruitment in the Class II Gazetted service is done from within.

RECRUITMENT IN CLASS III (GR-C) SERVICES:

Now, coming to the recruitment of Class III (Group-'C') services of the Railways, there are some working for a long time recruited by a 'Recruitment Committee' of N.F.Railway prior to the inception of N.F.Railway service Commission. Class III posts of N.F.Railway are filled in by two ways (a) by direct recruitment through N.F.Railway Service Commission or (b) by promotion from within.

Direct recruitment to Class III service is made in the initial grade in each category or Class and against the stipulated quota in the intermediate grades. The N.F.Railway advises the Service Commission of its requirement, well in advance, indicating the qualifications

(1) Ibid.
required, scale of pay etc., for each category of staff showing the number of posts reserved for the SC/ST or for Ex-Servicemen, if any. Recruitment is made either for straight appointment to working posts as probationary staff or as apprentices, through the N.F. Railway Service Commission. The Apprentices are not treated as railway servants, during their apprenticeship and till they are absorbed against regular posts. (1)

The N.F. Railway Service Commission invites applications by advertisement in the well circulated Newspapers and on the notice Boards of N.F. Railway Headquarters at Maligaon. Examination/Selections are held at different places including divisions of N.F. Railway and the names of the selected candidates are sent to the N.F. Railway Headquarters at Maligaon (in order of merit) for their appointment. Direct recruitment also takes place from time to time in the Class III posts in the open line or production units, if and when authorised by the Railway Board. Certain percentage of the posts in Class III services are filled by suitable qualified departmental staff through local committee of officers.

The names of the selected candidates are placed in a panel, in order of merit, by the recruitment

(1) Indian Railways Establishment Code Vol. I, Chapter III
sub-section of Personnel Branch of N.F.Railway at Maligaon. The candidates are offered appointments after they have been certified by the Medical authority of their fitness - against vacancies in sanctioned posts according to their position in the panel. Before issuing the appointment letter reports of character and antecedents of the candidates are received from the Civil authorities. The candidates are given a reasonable time, within which he has to join the post. Direct recruitments may also take place in the N.F.Railway for Engineering graduates to the extent of 25 percent of the vacancies of the intermediate grades in the different branches of Engineering department through the Railway Service Commission (1).

No candidate is appointed to any posts in Class III service, for which recruitment is required to be made through Railway Service Commission, unless such candidates have been approved by the Commission. The General Manager or the Chief Personnel Officer in certain circumstances, relax or modify rules regarding recruitment of Class III and Class IV Staff. Although, there is no such provision of direct recruitment to Class III posts, which are required to be made by the Railway Service Commission - unless they are authorised by the Railway Board. (2)

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(1) Rly.Board's letter No,E(NG)1-7-RR1/31 dt. 11-1-71 (can be seen in the P.Branch of N.F.Railway at Maligaon.)
(2)Railway Establishment Manual -Chap. I (Section B) Para 113.
Further posts in class III services are also filled up by the N.F. Railway without consulting the Railway Service Commission. The physically handicapped persons who are considered suitable for appointment in Class III categories are directly appointed by N.F. Railway on receipt of their application in the prescribed forms (1) & the Service Commission is not consulted.

RECRUITMENT ON COMPASSIONATE GROUNDS:

There is also direct recruitment by the N.F. Railway on compassionate grounds. Railway employees, particularly those engaged in the outdoor duties as well as in workshops - have to face hazards and consequently, sometimes inspite of precautionary measures - fatal accidents occur. Employees, die or permanently crippled as a result of accident. The dependents of these employees are offered employment on compassionate grounds. The cases of employees dying in Railway accidents, when on off duty, are also considered sympathetically for appointment on compassionate grounds. It was also noticed that, other than the cases mentioned above - in any other kind of death or medical incapacitated cases of employees, General Manager, N.F. Railway has sympathetically considered the cases of their dependents for appointment in the N.F. Railway.

(1) This has been limited to a certain limit now-a-days by the N.F. Railway authority.
The intention behind the employment on compassionate grounds is that the person concerned will be rehabilitated and may also look after the crippled employee and/or dependents of the deceased/Crippled employee. Sons and Daughters of the deceased employee have been considered for appointment even after one/two years, after they attain age.

An appointment in Class III Services, is offered, if the person concerned has the minimum requisite qualification for the post. Suitability of a person is adjudged by senior officer in the case of one or two candidates. For a group of candidates – a committee is formed and a Senior Personnel Officer is associated with, in case of recruitment on compassionate grounds. In the case of Class IV posts, junior or Assistant rank officer is nominated for this purpose.

There are more posts in Class III Services, which are filled up by the N.F.Railway from within i.e. by promotion from the lower grade or scale of pay. Some of them are –

(a) 50 percent of the vacancies of Stenographers are filled up by promotion of typists knowing stenography, 25 percent vacancies by the clerks knowing stenography– remaining 25 percent vacancies of stenographers are filled up by direct recruitment through Railway Service Commission.
The conditions prescribed for the selection

of Stenographers are -

<table>
<thead>
<tr>
<th>Subject</th>
<th>Maximum Marks</th>
<th>Qualifying Marks (Marks for SC/ST)</th>
<th>For Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (General)</td>
<td>100</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>Shorthand</td>
<td>200</td>
<td>90</td>
<td>100</td>
</tr>
</tbody>
</table>

Speed in Shorthand       Duration      Transcription time
80 Words per minute      10 mts.       37 mts.
100 "                    7 "          35 "
120 "                    5 "          32 "

While examining the papers, each full or major mistake costs one mark, for half or partial mistake, half a mark are deducted and mistakes may be permitted up to 10 per cent of the words dictated.

In the case of outstanding performance in the qualifying examination, the Railway Service Commission recommends one or two advance increments to the candidates.

(b) Certain percentage of Typists are absorbed as Clerks. This is done by an examination-cum-selection basis. All such Typists, appointed after 23-1-58, who have exercised an option after completion of five years service were considered Clerks. There is no bar to a typist, who fails to attain the requisite standard on the first occasion and is allowed to sit for subsequent tests, till he completes ten
years of service. The typists to be recruited as Clerks, have to sit for an examination in General English, Elementary mathematics and office procedure of a total mark of 100. 60 percent is the qualifying marks for general and 50 percent for SC/ST community - the educational qualification being the same i.e. upto matriculation or equivalent.

(c) For the posts of Assistant Station Masters, 25 percent of the vacancies are filled up by the Signallers, provided they have adequate knowledge in trains passing and had undergone a training in the Zonal Training College of K.F.Railway at Alipurduar Jn. 25 percent of the vacancies are filled in by the switchmen, provided they are prepared to undergo commercial training and are willing to be posted at different stations of the N.F.Railway. In case of switchmen - the vacancies are filled by direct recruitment through R.S.C. The qualification of A.S.Ms is Matriculation or equivalent examination with a minimum of 40% marks in English. Candidates having higher qualification as well as candidates from SC/ST community - 40 percent marks in English will not apply.

(d) APPRENTICE MECHANICS:

Upto 25 percent of the yearly requirement are filled by skilled workmen with the following qualification through a written test and an interview by a Selection Board.

(1) R.S.C. - Railway Service Commission.
A candidate, applying for apprentice mechanic, should not have crossed 33 years of age and must have done three years of satisfactory service in the grade of skilled Artisan and must have satisfactory record of service. He must be a Matriculate or an equivalent qualification. After the selection, the successful candidates have to undergo training for a period of two years and six months and pass the training test before they are absorbed in the post.

Engineering diploma holders are also recruited directly by the Railway Service Commission, as Apprentice Mechanics for 50 percent of the vacancies. Diploma holders have to undergo training, for a period of two years and after successfully completing it— they are absorbed as chargeman Grade 'B', particularly in the Electrical Engineering department.

Posts in the Class III are also filled up by class III lower grade and Class IV in certain categories, by a written test examination and interview taken by the proper authority. Posts like office clerks, Accounts clerks, commercial clerks are filled up by Class IV staff through written test/selection, provided they have completed at least 3 years service in their substantive post. The written test consist of one paper of 3 hours, divided into two parts, Part 'A' to test knowledge of English and Part 'B' to test general standard of
intelligence and proficiency in Arithmetic, general knowledge, mainly relating to Railway. In addition, an oral test may also be held to adjudge such factors as suitability.

The names of the successful candidates are arranged in the order of their seniority in the railway service (1).

Trade Apprentices are recruited directly by the N.F. Railway under the Apprentices Act, 1961. But 14 percent of the trade apprentices are also recruited from within from skilled workers, semi-skilled staff with requisite qualification. Engineering graduates, Diploma holders may apply through R.S.C. for this post in Class III services. Training is imparted to these apprentices at different Railway Training Colleges and also in the big Railway Workshops, for a period of at least 18 months. After the training the Apprentices are trade tested and if successful, are absorbed.

RECRUITMENT OF CLASS IV (Group 'D') STAFF

The recruitment in Class IV (Group 'D') posts of N.F.Railway, are not made through the N.F.Railway Service Commission. They are recruited through the Employment Exchange within a area of Zonal Railway excepting on certain occasion. Employment Exchanges prepares a panel of names for the consideration.

(1) This system is ordered by the Railway Board vide letter No.E(NG)1-75-CFP/28 dated 27/30-9-75 - may be seen in the P.branch.
Generally recruitment to Class IV (Group 'D') is made locally at intervals of 6 months to one year for each category separately. The N.F.Railway has vested the power of recruitment of Class IV staff to the Divisions/Districts forming an Unit or two as and when necessary.

Employment notices are exhibited outside the railway offices situated in the area of recruitment unit and copies of the same are sent to the concerned Employment Exchange.

Where literacy is a qualification for employment only - applications registered by Employment Exchanges are eligible for consideration. In case where literacy is not the criterion for competence in the job and is not prescribed - a candidate may apply directly. Applications from the sons or immediate dependents of Railway employees are also received directly. But normally, they should be registered in an Employment Exchange and the N.F.Railway is deputing a welfare Inspector to go to Employment Exchange with these application and get their names registered. If any difficulty is experienced in getting registered in the Employment Exchange, applications may be considered by the recruitment units without registration. Applications from the local candidates are given full consideration at the time of selection.

The number of candidates to be called for trade
A recruitment Committee is formed consisting of two Railway Officers - (One Assistant Personnel Officer and one Assistant Officer of the branch concerned), a retired Gazetted Officer (not of the Railways) or Principal of a College or Headmaster of a school. Screening of the applications is done by the Personnel officer.

Besides direct recruitment for Class IV (Group D) posts, posts in Class IV services are also filled up from within, by the casual labourers or temporary staff working in the R.F. Railway for more than 4 (four) months. They are considered for regular employment. They do not have to come through employment exchanges, as in the case of direct recruitment in Class IV categories. These temporary staff are allowed relaxation of the maximum age limit prescribed for Class IV post, to the extent of their total service either continuous or with break. But they must have joined the temporary service in the railway, before attaining the age of 25 years, the educational and other prescribed qualifications being the same.

The names of the selected candidates are placed in a panel in order of merit. The list is valid for one year only. There may be fresh selection even if the candidates in the panel list are not absorbed in regular
posts.

The selected candidates are offered appointments according to their position in the panel against vacancies from time to time. But, before issuing the appointment order the appointing authority ensures the receipt of reports regarding character and antecedents of the candidates from the civil authority. Further casual labourers and substitutes are also recruited locally without having any selection or examination. Such labour is recruited by the senior supervisor and generally no literacy qualification is insisted upon for these categories of staff. Casual labour refers to labour whose employment is seasonal, intermittent, sporadic or extends ever short periods (1). They are -

(a) Staff paid from contingencies - excepting those who are retained for months continuously.

(b) Labour on projects, irrespective of duration, except those - who are transferred from other temporary employment, and

(c) Seasonal labour who are sanctioned for specific works for less than six months duration.

The employment of the casual labour is restricted to works of purely casual nature and they are not appointed against a regular posts in the Class IV services.

Casual labour may be classified as follows -

(a) The labour governed by the central minimum wage act, and

(b) the labour not governed by the Minimum wage act and is governed by the Hours of Employment Regulations and are classified according to the category, to which they are employed.

N.F. Railway have a large number of casual labour/substitutes already working in most cases, exceeding the total numbers of posts available for their absorption. Thus, as a policy, the N.F. Railway put a check on the new recruitment in this category. On certain occasion the Senior subordinate is authorised to engage a person, who worked earlier - subject to a report being sent to the Controlling officer - explaining the need for such recruit.

Further, it was decided by the General Manager of the N.F. Railway, that all unapproved casual labour and substitutes, who have completed at least 3 years of services as on 1-10-1969, should be called for ad-hoc recruitment screening test. A screening Committee, consisting of 3 Assistant Officers - including one Assistant Personnel Officer, for approval and absorption against regular vacancies. No unapproved hand will be recruited and vacancies whatsoever (casual/substitute) will be filled from the screened panel (1).

(1) N.F. Railway - General Manager (P)'s circular letter No. E/227/Con/P.IV dt. 5-12-1969 - may be seen in P/Branch.
In the event of panel being exhausted, if it becomes essential to recruit labour for short term vacancies - the General Manager of N.F. Railway has permitted that a substitute panel may be formed for each unit from the following types of candidates -

(a) Those appointed on compassionate grounds under orders of the General Manager, N.F.Rly., but cannot be accommodated against regular vacancies.

(b) Persons who have worked on casual or substitute basis earlier and work was satisfactory.

(c) Persons belonging to the area sponsored by the Employment Exchange.

But these candidates will have no claim for absorption against regular vacancies, unless they get themselves in the usual manner for recruitment to Class IV (Group 'U') Staff.

The above procedure - was revised on a later date and a revised policy was adopted by the N.F. Railway authority in the recruitment of casual/substitutes in the Class IV category. (1)

(a) Forming a panel of 50:50 basis i.e. 50 percent from the screened panel of working casual labour and substitutes and 50 percent by selection from the candidates sponsored by the Employment Exchange situated in the area.

(1) GM(R)'s letter No. E/227/Con.PV dt. 14-5-72 (may be seen in the P/Branch of N.F.Rly.)
(b) After the screened panel is exhausted, all vacancies are to be filled only by selection from the candidates sponsored by the Employment Exchange.

The latest policy adopted by the N.F.Railway is:

(1) There must be no new recruitment of casual labour or substitute.

(2) Casual labour and substitutes, who have attained temporary status on 1-1-77, are to be considered for 50 percent posts of total vacancies, subject to their approval by the screening committee and the balance 50 percent posts filled up from the candidates sponsored by the employment exchange. While making the panel, the quota reserved for SC/ST should be fully provided for.

(3) The rest of the casual labour/substitutes, who have not been empanelled are kept on and none of them can be retrenched, unless for a specific reason, which is referred to the Head Office (at Maligaon) and orders obtained.

(4) Cent percent of all future vacancies of Class IV posts are to be filled up by candidates empanelled by the Employment Exchange.

The casual labour and substitutes of the N.F.

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(1) General Manager(P)'s letter No.E/227/Con-P-VII dt. 21-6-77.
Railway, unless they are treated as temporary, are not entitled to any facilities or privileges, as enjoyed by other railway employee. The rights and privileges admissible to the casual labour/substitutes, who are treated as temporary as per rules and regulation provided in the Indian Railways (including N.F. Railway) system (1) – subject to completion of 4 months continuous service in the Railway.

To facilitate recruitment of casual labour/substitute by the Divisional Units a register is maintained in all divisions or districts to indicate the names of casual labours/substitutes and temporary workmen, who have rendered 4 months continuous or in broken periods, for the purpose of future employment as casual labour and also as regular employee, provided they are eligible for regular employment. They should as far as possible be selected in order of their seniority, which is determined by the total length of service rendered as casual labours/substitutes.

Before we conclude this chapter, mention should be made about the recruitment system in the Railway Protection Force or in the security department of the N.F. Railway. Mention has already been made elsewhere in this Chapter about the Gazetted Officers of the Security Department, that the Chief Security Officer is deputed from the State cadre of I.P.S and recruited through U.P.S.C. The security officer of N.F. Railway

is also on deputation from the State Cadre - recruited through Union Public Service Commission. The officers position in the Security Department of the N.F.Railway is given below -

Chief Security Officer - Sr. Administrative (Level-I)
Deputy Chief Security Officer - Jr. Administrative (Level-II)
Security Officer - Senior Scale.

The Security Officer (SO) is also recruited through the UPSC and some of the probationers in the same scale and grade are also recruited through the UPSC. There are security officers in the Fire Brigade in the Security Department of N.F.Railway - who are recruited through the UPSC with specialised qualification from Fire Service College, Pune. Other Assistant Officers in Class II Gazetted, are mostly promoted from the Lower Rank on the basis of Seniority -cum-suitability.

Recruitment in the Railway Protection Force is done directly subject to restriction to the post of a Sub-Inspector (Grade II) (SI) and to the post of a Rakshak only. All other posts in the RPF are filled by promotion (1).

Direct recruitment in the rank of Rakshak (Class IV) for all the branches of the Security Department of the N.F.Railway are made by a Committee consisting of 2 Assistant Security Officers - nominated by the Chief

(1) Railway Protection Force Regulation - 1966, Chap. XII Ministry of Railways, Railway Board.
Security Officer on the Divisional Units. The dates are fixed by the Chief Security Officer from time to time. Due publicity of the time, date and place are given in advance through Employment Exchanges and advertisements in the papers. Number of posts will also be determined by the Chief Security Officer for each division of the N.F. Railway.

For the posts of Rakshak, tall, wellbuilt persons are preferred with requisite minimum physical fitness i.e. height, chest measurement etc. are the following and literacy is the minimum educational qualification:

<table>
<thead>
<tr>
<th>Height</th>
<th>Chest measurement</th>
<th>Eye Sight</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5'6&quot;</td>
<td>32&quot;</td>
<td>Clear</td>
</tr>
<tr>
<td>5'3&quot;</td>
<td>30&quot;</td>
<td>Clear</td>
</tr>
</tbody>
</table>

Physical fitness of a candidate is judged through practical test which is most rigorous. After they have found fit, they are selected for practical training to be imparted in the training centre and shall be appointed subject to passing their training.

Particulars of selected recruits are recorded in the enrolment register (of the Divisional security officer of the Division) and action for the verification of their character and antecedents are taken immediately\(^{(1)}\). The men selected, are informed that they have been

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\(^{(1)}\) Chapter X under rule 5 of ibid.
selected, but their appointment will be subject to their passing the medical examination and verification of their character. They are directed generally to report at the Divisional Headquarters a week before the commencement of the course at the training Centre at Domohani, in the Jalpaiguri district of West Bengal.

The certificate of appointment to Rakshak recruit are delivered to them at the training school after they have successfully completed their training. (1)

Recruitment of Class IV staff in the Medical department of the N.F.Railway is done almost on the same procedure as in case of General Class IV staff on the divisional units. The recruitment takes a formal process of advertisement in the papers, notice boards and employment exchanges. The selection committee consist of two Assistant Divisional Medical Officer of the Division, nominated by the Chief Medical Officer. Literacy is the minimum educational qualification and other qualification are promptness, physical fitness and sincerity of a candidate to be recruited in the Class IV category in the Medical Department. Of course, they should be free from any disease (to be checked by the Medical Officer) and verification of character will also be done by the State authority when referred by the Medical department of the N.F.Railway.

So far we have discussed about the recruitment

(1) Ibid.
policy of the N.F.Railway, which is mainly based on the rules laid down in the departmental Manual and as per directives of the Railway Board, issued from time to time. The recruitment policy is not free from criticism—particularly in the Class IV and recruitment of casual labourer in the Divisional Units. Although the recruitment of the lower category i.e. Class IV Casual labours is restricted to a certain limit yet it was not rigidly followed. Moreover, recruitment in the Class III \( \text{service by the N.F.} \) Railway Service Commission follows the old orthodox system— which needs to be oriented by a scientific and practical one adopted by Central Govt. Organisation.

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