Chapter-2

STAFFING OF INDIAN RAILWAYS
CHAPTER-II

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(i) HUMAN RESOURCE PLANNING

Human resource planning has been defined as "the process by which management determines how an organization should move from its current manpower position to its desired manpower position. Through, it management strives to have the right number and the right kind of people at the right place, at the right time, doing things which result in both the organization, and the individual receiving, maximum long range benefit"1. In the words of Stainer, "Manpower planning is the strategy for the acquisition, utilization, improvement and preservations of an organization's human resources. It is aimed at coordinating the requirements for and the availability of different types of employees"2. According to Beach, "Human resource planning is a process of determining and assuming that the organization will have an adequate number of qualified persons, available at the proper times, performing jobs which meet the needs of the enterprise and which provide satisfaction for the individuals involved"3. Thus, human resource planning involves estimating the size and make-up of the future

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workforce. To sum up, human resource planning is the process of determining manpower needs and formulating plans to meet these needs.

An analysis of the above definition reveals the following characteristics of human resource planning:

- Human resource planning is an integral part of corporate planning.
- Human resource planning like all planning is forward looking or future oriented. It involves forecasts of the manpower needs in a future time period so that adequate and timely provision may be made to meet the needs.
- Human resource planning is not static but subject to review and revision in accordance with the needs of the organization and the changing environment. In fact, it is an ongoing or continuous process.
- Manpower planning involves study of the manpower environment which influences the demand for manpower and its supply. It also involves study of manpower utilization.
- Human resource plans can be long-term or short-term. Long-range plans are prepared for a period of five years or more.
on the basis of trends in the economy, labour market and production. These reflect management thinking on the organization structure, business environment and human resource policies. Short-term manpower plans cover time periods ranging from one year to less than five years. These are concerned with filling existing jobs. Long-range and short-range plans are complementary to each other. Human resource planning is based on the recognition that manpower is an asset which grows or appreciates over time. But development of manpower is a time consuming process.

- Human resource planning is the primary responsibility of management so as to ensure effective utilization of the organizations human resources.

- Human resource planning has both quantitative and qualitative aspects. The former implies the right number of employees while the later means the right talent required in the organization.

- Human resource planning is a two-phased process involving calculation about the demand for and supply of human resources, so as to secure an equilibrium between the two. A manpower plan consists of two sub-plans: (a) a manpower
demand plan, and (b) a manpower supply plan.

- **Objectives of Human Resource Planning**

  The basic purpose of Human Resource Planning is to make optimum utilization of an organization's current and further human resources. In order to maximize the return on investment in human resources, it is necessary to relate future human resources to future needs of the organization.

  Human Resources planning is a systems approach to human resources. In it, the information about the demand and supply of human resources constitutes the input. Comparison and evaluation of demand and supply so as to identify the gap between the two is the transformation process. The outputs of the Human Resource Planning are the strategy, and programme formulated to bridge the gap.

  The ultimate purpose of an power planning is to relate future human resources to future enterprise needs so as to maximise the future return on investment in human resources.\(^1\)

  In order to achieve above objectives to arrest the bottlenecks and to ensure smooth working of Railways, the ministry of Railways have planned its manpower suitably as under:

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(a) Recruitment of staff with proper and suitable educational and technical qualifications by upgrading the limit of educational and technical qualifications for most of the categories.

(b) Arranging training, frequent refresher courses, promotional courses, technical courses and catering orientation courses in Government and Non-Government institutions.

(a) **Need of Human Resource Planning**

Human Resource Planning is imperative for Indian Railways, as it is the bring him in the national transport system. Effective human resource planning offers the following benefits.

- Human resource planning facilitates the expansion and diversification of an organization. In the absence of human resource plans, the required human resources will not be available to execute expansion and diversification plans at the right time.

- Human resource planning creates awareness about the effective utilization of human resources throughout the organization. It helps to reduce wastage of manpower. It also helps in judging the effectiveness of human resource policies and programmes of management.
• To carry on its work and to achieve its objectives, every organization requires employees with adequate knowledge, experience and aptitudes. Human resource planning is helpful in selection and training activities. It ensures that adequate number of persons are selected and trained well in advance to fill future job vacancies in the organization. Human resource planning provides the required number and quality of human resources at all times.

• Human resource planning is useful in anticipating the cost of human resources which facilitates the budgeting process. It also helps in controlling human resource costs through effective utilization. Through proper manpower planning, management can avoid both shortage and surplus of manpower and thereby control labour costs.

• Human resource planning helps in planning for physical facilities like canteen, staff quarters, dispensary and school for the staff and their children.

• Human resource planning identifies gaps in existing manpower in terms of their quantity and talent. Suitable training and other steps can be taken in time to fill these gaps. Existing manpower can be developed to fill future
vacancies.

- Human resource planning is helpful in effective utilization of technological progress. To meet the challenge of new technology existing employees need to be retrained and new employees may be recruited.

- There is need to replace employees who retire, die, resign and become incapacitated due to injury. Provision for replacement of personnel can be made through human resource planning.

- Human resource planning facilitates career succession planning in the organization. It provides enough lead time for internal succession of employees to higher positions through promotions. Manpower planning also contributes to management succession and development.

- With the help of human resource planning, areas of surplus manpower can be anticipated and timely action can be taken (e.g. redeployment).

(b) Process of Human Resource Planning

The major stages involves in human resource planning in Indian Railways are as under:

- Analyzing Organizational Plans: First of all, the objectives
and strategic plans of the organization are analyzed. Plans concerning technology, production, marketing, finance, expansion and diversification give an idea about the volume of future work activity. Each plan is further analyzed into sub-plans and detailed programmes. It is also necessary to decide the time horizon for which human resource plans are to be prepared. The future organization structure and job design should be made clear and changes in the organization structure should be examined so as to anticipate its manpower requirements.

**Forecasting Demand for Human Resources (Manpower Forecasting)**: On the basis of corporate and functional plans, and future activity levels, the future needs for human resources in the organization are anticipated. The number of people and the skill levels needed in future depend on the production and sales budgets in a manufacturing enterprise. But the human resource requirements for a given level of operations vary depending upon the operation technology, process, make or buy decisions, job contents, behaviour patterns and control systems. It is necessary to make projections for new positions to be created and the vacancies arising in current manpower. Job analysis and forecasts of future activity levels help in human resource forecasting.
Techniques employed in manpower forecasting are:

(a) **Managerial Judgment** : Experienced managers estimate the manpower requirements for their respective departments on the basis of their knowledge of expected future workload and employee efficiency. These departmental estimates are then aggregated and approved by top management.

(b) **Work-study Method** :- In this method, time and motion study are used to analyze and measure the work being done. With the help of such studies, standard time required per unit of work is decided. The following example clarifies this method.

**Example:**

Planned output for next years 50,000 units

Standard hours per unit 2

Planned hours required 50,000 x 2 = 1,00,000

Productive hours per worker in the year 2,000

Number of workers required \[ \frac{1,00,000}{2,000} = 50 \]

If the span of control is ten, five \( \left( \frac{50}{10} \right) \) supervisor will be required to supervise the work.

Work study method is more appropriate for repetitive and
manual jobs when it is possible to measure work and set standards. Job method should not change frequently.

(c) **Ratio-Trend Analysis** :- Ratio (e.g., total output/number of workers, total sales volume/number of sales persons, direct workers/indirect workers), are calculated on the basis of past data. Future ratios are calculated on the basis of time series analysis/extrapolation, after making allowances for expected changes in organization, methods and jobs. Extrapolation or projections is mathematical extensions of past data into a future time period. Moving averages and exponential smoothing can be used for projection. On the basis of established ratios, the demand for human resources is estimated.

Production level in 2007-08 50,000 units

Number of workers in 2007-08 50

Ratio 5 : 50,000 or 1 : 1,000

Number of supervisors in 2007-08 5

Ratio 5 : 50 or 1 : 10

Estimated production in 2008-09 60,000 units

Number of workers required in 2008-09 $\frac{60,000 \times 1}{1,000} = 60$
Number of supervisors required in 2008-09 \[ \frac{60 \times 1}{10} = 6 \]

If changes in physical stamina, mental ability, values of employees and technology are expected in 2008-09 there estimates should be revised accordingly.

\(\text{(d) Mathematical Models :-} \quad \text{A mathematical model expresses the relationship between independent variables (e.g. investment, production, sales, etc.) and dependent variable (e.g. number of employees required).} \)

In other words, various factors influencing manpower needs are expressed in the form of a formula. Several types of models, e.g., regression, optimization models, probabilistic models can be used.

Future demand for human resources depends on several factors, some of which are discussed below:

- Employment Trends
- Replacement Needs
- Productivity
- Absenteeism
- Expansion and Growth

\textbf{Quantitative Aspect}

Manpower planning has two aspects — quantitative and qualitative. Quantitative aspect is concerned with determining the number of employees required in a future period of time. Work
load analysis and work force analysis are helpful in estimating the quantity of manpower.

**Workload Analysis**

Under this analysis, the total workload of each department is estimated on the basis of work schedules, growth rates, expansion plans, etc. As far as possible, the workload of each department should be estimated in tangible units, so that it can be translated into manpower. On the basis of past experience and work measurement, the total workload is converted into manpower required. Work study technique is used to estimate how long a time an operation would take and the manpower required per unit of output.

**Work Force Analysis**

All the existing workers are not likely to be available for work throughout the year, due to absenteeism and turnover. It is, therefore, necessary to make a provision for loss of current manpower due to these factors. In order to estimate accurately the loss of current manpower, analysis of the present work force is made. Such analysis will involve a detailed study of the past behaviour, performance and retirement date of each and every employee. This analysis is called workforce analysis.
Qualitative Aspect - Skills Analysis:

The quality of manpower required varies from job to job. Therefore, the quality of employees required for a job can be determined only after determining the job requirements. To know the requirements of a particular job, a job analysis is made.

Job analysis is the process of analyzing a job so as to collect all pertinent facts about the job in terms of duties and responsibilities involved in it and the qualifications needed for successful performance of the job.

With the help of information obtained through job analysis, two statements, namely job description and job specification are prepared. Job description contains details about the contents of a job whereas job specification or man specification reveals the physical, educational and other qualifications and experience required in an individual to perform job satisfactorily.

![Human Resource Flows chart](image)

Fig. 1.: Human Resource Flows chart.

[57]
Forecasting Supply of Human Resources

Organization has two sources of supply of human resources—internal and external. Internally, human resources can be obtained for certain posts through promotions and transfers. Human resources flow in and out of organization due to several reasons as shown in Fig. 1. Policies relating to these aspects need to be reviewed regularly to judge their impact on the internal supply of human resources. In order to judge the inside supply of human resources in future, human resources inventory or human resources audit is necessary.

Manpower inventory helps in determining and evaluating the quantity and quality of the internal human resources. It reveals what exists in stock of manpower and what can be expected in future. It also indicates the possible shortfalls in comparison with expansion requirements and the future organization structure. Detailed biodata of every employee provides the foundation for a programme of individual development. Table which is a job wise list of employees and Manpower Replacement charts which show the present performance of each employee together with the promotion potential of possible replacements are maintained.
Expected Loss of Manpower

Once the present human resources are assessed, the changes likely to occur therein can be estimated. Potential losses of human resources can arise in the form of resignations, discharges/dismissals, deaths, retrenchments/lay off, terminations, promotions, demotions, transfers, ill health, injury, absenteeism, deputations out, consultancy out. Similarly, additions to human resources may occur in the form of new recruits, promotions, demotions, transfers, deputations in, consultancy in, acquisition of new skills through training, etc. The effect of potential loss and additions can be calculated, on the basis of experience as follows:

\[
\text{Future internal supply of human resources} = \text{Present inventory of human resources} + \text{Potential additions} - \text{Potential losses}
\]

Thus, future manpower needs of organization depend on the number of employees required due to loss of current manpower and the additional staff needed due to anticipated expansion of the organization. After estimating the future internal supply of human resources, the external sources of supply are analyzed. Internal factors affecting manpower supply from outside include training facilities, salary levels, growth prospects, job challenge, etc. External factors consist of working population, unemployment.
level, education and training institutions, housing and transport facilities, social security measures, technology etc.

Table: Calculation of Manpower Requirements

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

1. **Manpower Demand**
   (a) Numbers required at the beginning of the year
   (b) Changes forecast during the year
   (c) Requirements at the end of the year [(a) + (b)]

2. **Manpower Supply**
   (a) Numbers available at the beginning of the year
   (b) Additions due to transfers and promotions
   (c) Losses due to separation etc.
   (d) Numbers available at the end of the year [(a) + (b)]

3. **Requirements**
   (a) Deficit or Surplus (1 - 2)
   (b) Loss out of those recruited during the year
   (c) Additional numbers required during the year [(a) + (b)]

**Estimating Manpower Gaps**

Net human resource requirements or manpower gaps are identified by comparing demand forecasts and supply forecasts. Such comparison reveal either deficit or surplus of human resources in future. Deficits suggest the number of persons to be recruited from outside whereas surplus implies redundants to be redeployed or terminated. Similarly, gaps may occur in terms of knowledge, skills and aptitudes. Employees estimated to be deficient can be trained whereas employees with higher skills may be given more enriched jobs.
Action Planning

Once the manpower gaps are identified, plans are prepared to bridge these gaps. Plans to meet the surplus manpower may be redeployed in other departments/units and retrenchment in consultation with the trade unions. People may be persuaded to quit voluntarily through golden handshake. Deficit can be met through recruitment, selection, transfer, promotion, and training plans.

In case, the future supply of human resources from all external sources is estimated to fall short of requirements, the human resource planner recommend modification of organizational plans.

Monitoring and Control

Once the action plans are implemented, the human resource structure and system need to be reviewed and regulated. Zero-base budgeting used to encourage managers to justify their action plans. The organization operating on a give-year planning cycle may record human resource levels in such a way that it is easy to monitor progress and hold managers responsible. This is illustrated in Table.

Monitoring and control phase involves allocation and
utilization of human resources over time. Review of manpower plans and programmes helps to reveal deficiencies. Corrective actions are taken at the right time to remove the deficiencies. Manpower inventory is updated periodically. Necessary modifications in manpower plans are made in the light of changing environment and needs of the organization. An appraisal of the existing manpower plans serves as a guide in future manpower planning.

(c) **Responsibility of Human Resource Planning**-

Formulation of human resource plans in shared task between top management- Line managers and HR department. Top management is involved in HRP process because ultimately, it approves various plans of the organization as a while. Two level one is financial plan including, investment decisions and another is human resource plan particularly involving higher level managers. Thus, top management share the responsibility of approving human resource plan and creating climate of understanding systematic Human Resource Planning.

The second group of personnel involved in Human Resource Planning process is the functional manager under whom people work. Though these managers do not prepare overall
human resource plan, they provide useful inputs which are used in the formulation of human resources plans ultimately these, managers are responsible for the effective utilization of human resources and therefore, they must know what resources and therefore, they must know what kind of personnel they need. Human Resource department undertakes coordinative functions and various procedural activities which ultimately result in to human resource plan.

(ii) ANALYSING AND IDENTIFYING JOBS

Job analysis is a formal and detailed study of jobs. It refers a scientific and systematic analysis of a job in order to obtain all pertinent facts about the job. Job analysis has been defined as “the process of determining by observation and study and tasks, which comprise of the job, the methods and equipment used, and the skills and attitudes required for successful performance of the job”. Job analysis is essentially a process of collecting and analyzing data relating to the job. It is a part of overall work planning called work design. A job can be analysed only after it, has been designed and the someone is already performing it. Job analysis is therefore, performed upon ongoing jobs. As job are always subject to change, a job analysis may become obsolete within a start period of time.
A comprehensive programme of job analysis is an essential element of sound human resource management. It provides valuable information for taking right decision about the organisations human resources. Most functions of human resource management can be carried out with the help of information generated by job analysis.

The Indian Railways gives emphasis on specialisation in the job of employees. The Railways has mullet functionary system deals with different categories of jobs. The management in Railways prefer to select employees for specific jobs and match the education and professional qualification background of employees. Various departments of Railways both administrative and technical, assign responsibility to employees according to their qualifications and knowledge, job specifications are strictly followed in the Indian Railways.

(iii) **RECRUITMENT PROCESS**

Direct recruitment to the posts and services in class I and class II in Railways is made through Union Public Service Commission. The posts of Assistants, stenographers and clerks in the Ministry of Railways are filled through staff selection commission. Recruitment to class III posts in various departments
of railways is done through competitive examinations conducted by the respective Railways recruitment Boards. These Boards are located at 19 important towns of the country. Recruitment to all group D posts is made by zonal Railways however as per the recommendations of VI central pay commission no future recruitment is to be made in group D. The recommendation has been accepted by the government.

Subordinate staff (Class III, Class IV and Workshop Staff). With a few exceptions, direct recruitment to non-gazetted cadres is made in the lowest grade of the category concerned. Direct recruitment on a limited scale to intermediate grades may also be made, when considered necessary by the Railway Administrations, with the approval of the Railway Board who will also lay down the qualifications for recruitment to such intermediate grades. Recruitment to Class III posts is usually made through the Railways Service Commissions by open competition on all India basis or, in the case of lower grade posts, restricted locally to the area where such vacancies exist. However, Railways Administrations are empowered to make direct recruitment on a limited scale to Class III posts selectively on compassionate grounds or to encourage sports. Recruitment to Class ICV posts is done by the Railways Administrations through Selection Boards.
Employment Notices are issued locally and the assistance of the local employment exchange is sought for getting adequate number of suitable candidates. Both in regard to direct recruitment and promotion, due note is taken of the Government's policy of providing special facilities to Scheduled Castes and Scheduled Tribes.

(a) **Sources of Manpower**

Various services of Railway are classified in the various groups of A, B, C and D. The recruitment of these employees is made both by direct induction as well as by internal promotions. Direct recruitment is made either through open market or through competitive examinations conducted by various agencies of government of India as well as Railway itself. Beside this casual labours are inducted from the open market through labour contractors. For special type of works, experts are recruited even from abroad.

(b) **Methods of Recruitment**

Various services of Indian Railways are classified in the various groups of A.B.C. & D. The recruitment of the railways employees to these groups are made through.

- Union Public Service-Commission
- Direct Recruitment
- Promotion
- Railways Recruitment Board
- Open Market
- Casual Labour.

**Group 'a' service**

Groups 'A' employees consists of class I service in the various department of Railways. These are recruited through:

- Competitive examination conducted by Union Public Service Commission.
- By Promotion of the officers of Groups B.
- By appointment of special class apprentices on the result of the examination held by the Union Public Service Commission.

In general the probationers are recruited to the following organized Railways services.

1. Indian Railways Service of Engineers (IRSE).
2. Indian Railways Service of Mechanical Engineers (IRSME)
3. Indian Railway Service of Electrical Engineers (IRSEE).
4. Indian Railways stores service (IRSS)
5. Indian Railways Service of Signal Engineers (IRSSE).
6. Indian Railway traffic service (IRTS)
7. Indian Railway Personnel Service (IRPS)
8. Indian Railway Account Service (IRAS)
9. Indian Railway Medical Service (IRMS)
10. Department of Railway Protection Force (RPF)

**Group 'B' service**

The recruitment of the group of employees, is made through selection from the eligible employees of Group 'C' by placing them on penal through duly constituted Selection Board employees conducted departmentally and 30% of the vacancies through Limited Departmental Competitive Examinations as per terms and conditions stipulated for such examination. In Medical Department doctors are recruited as probationers through Selection Board where a Chief Medical Officer of an other Railways has to represent as member of selection Board and after approval of penal. By Union Public Service Commission, doctors are taken on temporary measures in group 'B'. In regard to Railways Protection Force special Rules are provided to recruitment of Group 'B'.

**Group 'C' Service**

Subject to what has been specifically provided in the relevant
rules, recruitment on the Railways will be to the lowest grade of the category concerned. Direct recruitment to intermediate grades will be made where specifically provided for an in other case and when considered necessary by the Railways administration with the approval of Railways Board.

The General Managers of Indian Railways have full powers to make rules with regard to Railway servants Group ‘C’ and ‘D’ under their control, provided they are not inconsistent with any rule made by the President or the Ministry of Railways.

Railways directly recruits group ‘C’ staff where permitted and the posts which are to be filled through Railway Recruitment Board should not be filled in by Railway Administration unless specifically authorized by Railway Board.

The recruitment to fill Group ‘C’ posts on Indian Railways shall be made through.

(i) Direct recruitment through Railway Recruitment Boards established at various places on Indian Railways.

(ii) By promotion of Group ‘D’ service.

(iii) Direct recruitment of dependents of crippled de-
categorized or incapacitated employees retired on medical grounds.

(iv) Direct recruitment of children of the employees who died
while in service, on compassionate grounds.

(v) Direct recruitment of handicapped persons.

(vi) Direct recruitment against the quota of Sportsmen, Cultural, Scouts and Guides and

(vii) Recruitment against specified categories such as teachers for Railway schools and skilled or Artisen staff.

Groups ‘D’ Service

Recruitment to all group ‘D’ posts used to be done by Zonal Railways directly on the basis of guidelines issued by Railways Board from time to time. However as per recommendations of VI central pay commission no future recruitment is to be made in group ‘D’. The recommendations has been accepted by Government.

Selection of a candidate by the Railway Service Commission or a Railway Administration is subject to his qualifying the prescribed medical examination. (For certain categories of jobs, periodic medical examination is also prescribed during the course of employment). The appointing authority is further required to satisfy itself that the character and antecedents of the persons to be appointed are such as do not render him unsuitable for appointment to Government service. All appointments are made
on probation which is usually for one year. For trainees or apprentices appointed to working posts after the conclusion of their training, the probationary period commences on the date of such appointment. The type and period of training where required have been specified in respect of each category of Class III and Class IV staff in the relevant rules issued in this behalf.

(c) Recruitment Practices

All first to appointments Group ‘A’ Services/Posts are made by the President on the recommendation of the Union Public Service Commission. Recruitment to Group ‘A’ services/posts by promotion of Group ‘B’ officers is made by the President on the recommendation of the Union Public Service Commission. All first appointment to the Railway services/Posts in Group ‘B’ are made by the Railway Board. Recruitment to Group ‘B’ are made by the Railway Board. Recruitment to Group ‘B’ services/posts by promotion of Class the staff employed on the Railways is made by Railway administration concerned in accordance with the rules framed by the Railways Board in consultation with the Union Public Service Commission.

➤ The probations undergo sandwich type of training on line and at the various Railways Institutes and Institute of repute
outside the Railways (as applicable) for the first two years except in the case of probationers of Medical Service where the period of training shall be six months only.

➢ The probationers of all services other than Indian Railway Medical Service undergo eight weeks Foundational Course at Railway Staff College, Vadodara, at the first available opportunity after joining the Railways, in which they will be introduced to various facets of Railway working. The Foundational Course will be common to probation of all services. After attending the foundational Course, the probationers undergo field training in sheds, Depots, Yards, Workshops, Divisional Officers, Headquarters office, Production Units etc. and specialised training in other Railway Training Institutions and Institutes of repute outside the Railways.

➢ After adequate field training, probationers of all services except Indian Railway Medical Services undergo six weeks Induction Course at Railway Staff College Vadodara. This Induction Course shall be different for probationers of different services. In the Induction Course they shall be given detailed knowledge regarding the working of their own department induction with allied Department and
financial rules, procedures, etc. The probationers of the department of Engineering, Traffic Stores, Accounts and Personnel Services, shall undergo Induction Course during two years probationary training, the probationers of Mechanical Engineering, Signal Engineering and Electrical Engineering shall undergo Induction Course from Working post in the 3rd year of their probation.

Two years probationary training of the following services be centrally Co-ordinated/monitored by the Institute/Railway indicated against each.

<table>
<thead>
<tr>
<th>Service</th>
<th>Institution /Railway for centrally coordinating/monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Indian Railway Service of Engineers (IRSE)</td>
<td>Indian Railway Institute of Civil Engineering Pune</td>
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<tr>
<td>2. Indian Railway Traffic Service (IRTS)</td>
<td>Indian Railway Institute of Transport Management Lucknow</td>
</tr>
<tr>
<td>3. Indian Railway Accounts Service (IRAS)</td>
<td>Railway Staff College Vadodra</td>
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<tr>
<td>4. Indian Railway Personnel Service (IRPS)</td>
<td>-do-</td>
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<tr>
<td>5. Indian Railway Stores Service (IRSS)</td>
<td>-do-</td>
</tr>
<tr>
<td>6. Indian Railway Service of Mechanical Engineers</td>
<td>South-Eastern Railway, Kharagpur</td>
</tr>
<tr>
<td>(IRSME) (Both Engineering Graduates and Special Class Apprentices)</td>
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</tr>
<tr>
<td>7. Indian Railway Service Signal Engineers (IRSSE)</td>
<td>Indian Railway Institute of Engineering and Telecommunication, Secunderabad.</td>
</tr>
<tr>
<td>8. Indian Railway Service of Electrical Engineers (IRSEE)</td>
<td>Indian Railway Institute of Electrical Engineering Nasik.</td>
</tr>
</tbody>
</table>

> No probationer shall be confirmed in junior scale unless he/she has successfully passed all examinations prescribed after completion of institutional training as well as all the departmental examinations prescribed.

The performance of Group 'A' probationers during the probationary training and during their posting against working post will be evaluated and marks will be awarded for each item of probationary training and for the performance while working against working post, the maximum marks for different items of probationary training and of their performance against working posts, the maximum marks for different items of probationary training and of their performance against time. The inter se seniority of Group 'A' probationers of particular batch and of a
particular service on their confirmation to junior scale, will be
decided on the basis of marks obtained by them during the
probationary period as indicated above and marks obtained by
them in U.P.S.C. Competition. Temporary measure in Group ‘B’.
In regard to Railway Protection Force Special Rules are provided
for recruitment of Group ‘B’.

As a matter of fact, there is no initial training prescribed for
Group ‘B’ as filling of vacancies under this group is made by
promotion of Group ‘C’ employees by duly constituted selection
Board of heads of departments where written and oral
examination is prescribed. However, they have to undergo a
training course at Railway Staff College, Vadodara and pass the
examination at a later date. Officers who are over 45 years of age
at the time of promotion will not be required to attend the regular
course but their merit is assessed by the Principal on the basis of
their performance in the class, at the discussions and in the paper
written by them on one particular subject to interest in their own
line. Other officers are required to obtain 45% of marks in each
individual subject 50% in aggregate including viva voce, if any. In
case of failure, no second chance is allowed except in exceptional
circumstances and failures to pass may result in reversion to
Group ‘C’. They are also sent for Developmental Courses at Staff
College. Zonal Training Schools and private institutions. Attending Seminars and Safety Camps for gaining technical skill and practical knowledge for various modernization and on management orientations.

'B' Group posts in Civil Engineering, Mechanical Engineering S & T Engineering, Electrical Engineering and Transportation (traffic) departments are treated as safety categories and no relaxation in departmental examination for promotion is permissible.

- Probationers of all services excepting Indian Railway Medical Service (IRMS) undergo two years probationary training as per schedules of training laid down by the Ministry of Railways (Railway Board) from time to time. During the two years period of probationary training probationers maintain a Diary to indicate their day to day activity which shall be checked periodically by Training Director, during probation.

No probation is allowed to re-appear in any institutional or departmental examination except for the following reason:

(i) If a probationer is prevented from appearing in any examination either because of his/her sickness or any other reason beyond his/her control, he/she be allowed
to appear in a special examination within three months.

(ii) In case of probationer does not pass any institutional or departmental examination in the first attempt he/she may be allowed to sit for re-examination in the paper in which he/she has failed. But in that case, the marks awarded to a probationer in such examination shall be taken into account in determining the seniority (his/her score in the original examination only to be counted.

➢ The minimum marks to pass in Examination after completion of Institutional training (Foundational Course, Induction Curse Phase I, Phase II etc.) and Department Examination will be 60% in aggregate as well as in each individual paper.

The Ministry of Railways may, if it is so, deem fit in any case extend the period of probation for a period of one year.

➢ All the Department Examination will be conducted by the Institute where the probationary training has been centralized. The Department Examinations will consist of written test and viva voce examination.

The General Manager or the Chief Personnel Officer or the Chief Administrative Officer may, in special circumstances and for the reasons recorded in writing, relax or modify the Recruitment
Rules in individual cases, where nonspecific provision/restriction in regard to age/limit/educational qualifications etc. have been stipulated by Railway Board. They can also issue orders for deviation from these rules in respect of certain categories or on certain occasions provided such relaxations are purely on temporary basis. Long terms or permanent alternation of the rules would require the prior approval of the Railway Board.¹

The powers, do not authorize the General Managers to recruit persons without the agency of the Railway Recruitment Boards unless the Railway Board have issued special authorization.²

All appointments will be made on probation for two years. For trainees or apprentices appointed to a working post after the conclusion of their training, the probationary period commences on the date of such appointment. No. persons shall be appointed to Railway service or sent to training school without the production of a health certificate. The recruitment rules should also indicate the qualification, age, scales of pay applicable for the various posts in the service.

No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void.

¹ R.B.'s No. E(NG)61/RC-1/73 of 7-7-61
² RB's No. E(NG) 62/RR-1/24 of 3-11-62
by reason of its taking place during the life time or such spouse, shall be eligible for appointment to service.

The age limit to Group ‘C’ for popular categories like office clerks, typists, typists, stenographers, Train Clerks, Commercial Clerks, Ticket Collector, is between 18 years and 25 years. For other categories of posts in Group ‘C’ the age limit would apply as laid down by the Ministry of Railways (Railway Board) from time to time.

Upper age limit for direct recruitment in all Group ‘C’ categories including engagement of casual labour and substitutes on Railways to be notified during the next two years with effect from 4.8.95. However, the currency of relaxation is extended further for a period of upto 03.02.2010. Recruitments finalized in the intervening period shall not be reopened.¹

The educational qualifications for recruitments to the various posts in Group ‘C’ would be as laid down by Ministry of Railways from time to time which should be incorporated in the employment notice.

**Recruitment to Group ‘C’ posts-procedure for publicity of Employment Notice.**

The Employment Notices for posts in Group ‘C’ to which recruitments are undertaken by the Railway Administrations themselves (i.e. not through Railway Recruitment Boards) will

henceforth be published in the "Employment News" Published by the Publication Division Ministry of Information at Broadcasting irrespective of the scale of pay of the post to which recruitment is made. In addition, the Employment Notices being supplied to the near by Employment Exchanges, Resettlement Directorate of the Ministry of Defence, Rajya & Zila Sainik Boards etc. and being displayed on Notice Board as already provided for such notices also be displayed on the notice Boards of the offices under the control of the Recruitment authority/Establishment.

All those who apply directly in response to the "Employment Notices" should be considered alongwith those who are sponsored by the Employment exchanges on equal footings.¹

All vacancies in posts and services whose authorized scale of pay rises above Rs. 5,000/- per month, recruitment for which is made through Raiwlay Recruitment Board or by Railway Administration and are treated as "by open competition and on all India basis" will be advertised in the list of newspapers approved by the Department of Personnel for advertisement s issued by the Union Public Service Commission. All other posts in the lower grades will be advertised at the discretion of Railway Recruitment Boards or Railway Administration in the English, Hindi and regional language news papers.

Railway should direct recruit Group ‘C’ staff where permitted and the posts which are to be filed through Railway Recruitment Boards should not be filled in by Railway Administration unless these are specifically authorized by Railway Board.

Railway Board desired that indent for the requirement of staff shall be placed to Railway Recruitment Board after the same is critically reviewed and personally approved by the Principal. Head of department.¹

For conducting examination by Railway Recruitment Boards the following will be revised examination fee for the notifications to be issued after 7.4.99.

(i) Examinations for posts - Rs.40/- (Examination fee is carryings pay scale upto Rs. 3050-4590 inclusive of postal expenses)
(ii) Examinations for posts - Rs.60/- (Examination fee is carrying pay scale beyond Rs. 3050-4590 inclusive of postal expenses)
(iii) Examinations belonging to SC/ST/Ex-Servicemen/ Physically handicapped categories. No examination fees. They will pay Rs.10/- towards postal expenses.

RRHs shall use window-type envelopes so as to check the incident of sending the call letters wrong address. Candidates

¹ RB’s No E(NG)H-RR-18-9 of 23-8-91
should not be asked to send self-addressed envelopers.¹

For recruitment through Railway Recruitment Boards, the number of vacancies where exist will be assessed by Personnel Branch of Railways Recruitment Board indicating full particulars, viz., number of vacancies including reserved vacancies, age and qualification for each category, name of category, scale of pay, etc. for advertising in the newspapers so as to enable them to obtain the persons in specified time. After receipt of applications for the advertised posts, the candidates are called for written test and then selection by the committee.

The candidates selected are placed ion selection list in order of merit. The currency of the panel of candidates selected for appointment to class-III shall be one year. The recruitment Board send the names of selected candidates along with their original application to the Railway concerned. Based on call letters sent by Railways, the candidates reporting for duty, shall have to pas the medical examination prescribed for each category. The currency may be extended only by one year with the personal approval of General Managers. Beyond this limit, Railway should made a reference to Railway Board giving detailed reason as to why the

¹ RBs No. 98/E/RRB 25/52 of 7-4-99
panel could not be utilized with in two years.\textsuperscript{1}

Staff to be promoted from Group ‘D’ shall have to pass written test and are screened by the selection committee constituted as stated above. These staff are recruited for certain categories where they are considered fit.

It is obligatory for all trainees to acquire the elementary knowledge of Hindi.

Cadre and promotion of Clerk as Senior Clerks against the LDCE quota, the following decision of the Board may be kept in view-

(a) In the case of promotion from Group ‘D’ to Group ‘C’ in the ministerial cadre and promotion of Clerks as Senior Clerks against LDCE quota, the employees will henceforth be required to acquire the typing skill within a period of 2 years and their promotion will be provisional subject to acquiring the prescribed typing qualification within the stipulated period.

(b) For all promotions from Group ‘D’ to Group ‘C’ in the ministerial cadre and from Clerks to Sr. Clerks against LDCE quota to be made after 2 years from the date of issue of these orders, possession of typing skill (30 W.P.M. in

\textsuperscript{1} RB’s No. E(RBE) 2001/25/26 dated 15.3.2002
English and 25 W.P.M. in Hindi) will be pre-requisite condition for eligibility to appear in the selection/LDCE.¹

Physical handicapped employees are exempted from typing qualification for the above purposes if they have been found otherwise qualified and certified as being unable to type by the Medical Board attached to the Special Employment Exchange or by a Civil Surgeon where such a Board does not exist.

The persons appointed against Sports quota to the Categories of Clerks and Senior clerks will henceforth be required to possess typewriting proficiency within a period of two years from the date of appointment and that their appointment will be provisional subject to acquiring the prescribed typing qualification within a stipulated period.²

Such of the Sportperson appointed against sports quota to the posts of clerks and senior clerks who cannot acquire the typing qualification within the period of 2 years may be allowed a further period of 2 years by the General Manager at his discretion. Cases where such appointee have not been able to qualify in the typing test even during the extended period of 2 years may be referred to Board for their consideration.³

² RB's No. E (EG) 11/94/RR-3/2 of 31-1-95
Finding that with the introduction of new technologies in various departments and also changes in the operational procedures surplus pockets are getting generated in almost all the department so in order to provide for greater flexibility in redeployment of surplus staff and also to take care of promotional aspirations of better qualified staff, the question of widening the scope of GDCE and some relaxation of upper age limit for appearing in the GDCE have been considered by the Ministry of Railways and it has been decided.

(i) That the scope of GDCE may be widened to include all those categories except the categories of Law Assistants and catering Supervisors grade Rs. 3200-4900 and the Accounts cadres, which are having a direct recruitment quota of 25% or more:

(ii) To relax the age limit for candidates appearing in the GDCE from the existing 40 years to 42 years for General candidates, 43 years to 45 years for OBCs and 45 years to 47 years for SC./ST candidates and

(iii) That GDCE should be conducted by the relevant Railways Recruitment Boards along with direct recruitment examination conducted for the same category by RRB.
with a separate merit list of GDCE candidates. ¹

(1) As mentioned in above, GDCE will be conducted by the nominated RRB along with direct recruitment examination conducted for the same category, with a separate mark list for GDCE category.

In a case where substantial delay beyond the normal time for finalisation of recruitment from open market is expected, GDCE may be separated from the open market recruitment with personal approval of Chairman/RRB.

(2) Following RRBs are nominated to cater for the Zonal Railways indicated against each of them along with the Production Units located in the geographical area of the Railway:

(i) RRB/Ajmer-Western Railway
(ii) RRB/Allahabad-Northern Rly, DLW, DCE, RCF
(iii) RRB/Chennai—Southern Railway, ICF, WAP
(iv) RRB/Guwahati-NF. Railway
(v) RRB/Kolkata-Eastern, /South Eastern Railway
(vi) RRB/Gorakhpur-N.E. Railway
(vii) RRB/Mumabi-Central Railway, Western Railway, South Central.

(viii) RRB/Patna-Eastern Railway, Metro Railway, CLW
(ix) RRB/Secunderbad- S.C. Railway
(x) RRB/Bhopal-West Central, Western Railway
(xi) RRB/Malda-Eastern -South Eastern, Northeast, Frontier.¹
(xii) RRB/Bilaspur-South East Central.

The Railway, while placing an indent on RRB shall invite applications for DCE and pass on the details of eligible application to the concerned RRB.

RRB will ensure that these candidates are called to appear for GDCE either along with direct applicants for outside selection or in a separate selection for the departmental candidates, as per the decision taken with reference to para 2(1) above.²

**Group ‘D’ Service:**

As per the recommendation of VIth Central Pay Commission s no future recruitment is to made in Group ‘D’ . The recommendation has been accepted by the Government. However for academic interest some provision are disassured.

Recruitment to all group ‘D; post will henceforth will be done by Zonal Railways directly Board guidelines for recruitment to Group ‘D’ posts are enclosed as Annexure-I. Certain short

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¹ RB’s No. E(RRB) 2008/25/16 dated 17-7-2008
Guidelines for Recruitment of Group ‘D’ Staff by Railway Administration.

1. **Recruitment Unit:**
   
   1.1 Unit of recruitment shall be a Zonal Railway. Requirement of all Divisions workshops/ Production Units and other organization falling within the territorial jurisdiction of the Zonal Railway will be clubbed together for the purpose of recruitment.

2. **Periodicity of Recruitment:**
   
   2.1 Recruitment shall be done at intervals of two years.

   2.2 Vacancies shall be counted as those existing on 1st January or 1st July of the year of recruitment plus those anticipated over the next two years. The number of posts to be filled up should be got vetted by Associate Finance.

**Engibilsity Criteria**

The educational qualification for recruitment to all posts in Group ‘D’ in the Railways shall be Class 8th passed, as already stipulated in Ministry of Railway’s letter No. E(NG)II/98-RR-[88].
The age limits for recruitment shall be as per extent instruction with relaxation for specified categories as admissible under specific order issued by the Ministry of Railway's from time to time.

**Employment Notice**

A detailed Employment Notice shall be published in leading local newspapers and an Indicative Notice be published in the Employment News/ocgar Samachar and national newspapers giving reference of the advertisement given in the local newspapers. A detailed vacancy modification shall also be sent to the nearly employment exchanged and recognized associations of Scheduled Caste and Scheduled Tribes. A copy of the Employment Notice shall be supplied to the Resettlement Directorate of the Ministry of Defence and the Rajya and Zila Sanik Boards for the purpose of employment of ex-servicemen by the Railway Administration. Copies of the notice should also be exhibited on Notice Boards outside Railway offices situated in the area of recruitment.

**How to Apply**

Candidates shall apply on plain paper, as per format indicated in the employment.
Age-Limit and physical fitness:

The age for recruitment to Group 'D' categories will be 18 to 28 years. The upper age limit is relaxable by 5 years in case of scheduled caste and scheduled Tribes candidates and in case of blind, deaf and orthopaedically handicapped persons is relaxable up to 10 years. Substitutes casual labour and temporary workmen who join service before attaining the age of 25 years may be allowed relaxation of maximum age-limit prescribed for group 'D' posts to the extent of their total service, which may either continuous or broken periods.

Literacy is an essential qualification should be insisted upon only for those categories where it is necessary for proper execution of duties which means that an ability to read and write simple sentences in any language.

Substitutes, causal and temporary workmen who acquire temporary status as a result of having worked on other than projects for more than 120 days and for 360 days on projects of other casual labour with more than 120 days or 360 days service, as the case may be should be considered for regular employment without having to go through Employment Exchanges.

Staff of Co-operative Societies, Canteens, Commission Bearers, Vendors shall also be considered for regular absorption in
Group ‘D’ along with casual labour keeping their names below all the eligible casual labour in the select list.

Selection Board for recruitment of Group ‘D’ posts including screening of Casual labour/ Substitutes shall consist of three members, one of whom should belong to SC/ST communities and other to minority communities. No member of the committee shall be directly subordinate the procedure of forming committee for Group ‘C’ may be adopted.

The list of selected candidates will be pasted on important Notice Boards throughout the area of recruitment after each selection.

All Group ‘D’ vacancies, excluding Workshops, are to be filled from the existing Casual Labour after due screening wherever such casual labour are available. In the Administrative and other associate offices casual labour may not be available for such screening to fill in Group ‘D’ vacancies. Board, therefore, desire that in such cases, the requirement should be met from screened Group ‘D’ Panels, locally available.¹

**Recruitment of Safaiwalas:**

A doubt has been raised by several Railways as to whether recruitment of Safaiwalas should be restricted to Sweeper communities only.

¹ RB’s No. E. (NG)1192/CL/65 of 4-9-92
It is clarified that there is no provision for restricting the recruitment of Safaiwalas to any particular community. Recruitment may be done as per provisions of IREM for recruitment to Group ‘D’ posts and the supplementary instructions issued by Board from time to time.¹

**Recruitment in Intermediate Grade**

The recruitment on Railways is normally made in the lowest grade of the category concerned. Direct recruitment on a limited scale to intermediate grades is made as and when considered necessary by the Railway Administration with the approval of Railway Board. The qualification for recruitment to grades higher than the lowest grades will be those approved by Railways Board. However, in the following cases such recruitments could be made.

1. 20% of annual vacancies in Technical categories in intermediate are filled in from serving Engineering Graduates through Railway Recruitment Board with relaxation in age up to 45 years.

2. 20% of the vacancies in grade I Clerks in personnel Branch shall be filled by graduates through Railways Recruitment Boards. 13-1/3% of the total number of posts of grade 1 clerks shall be filled in from serving

¹ No. E. (NG)-II/97/RR-1/9 dated 43-1999;
graduate grade 11 clerks on the basis of competitive examination held by Railway Recruitment Boards.¹

3. 25% of the vacancies in category of commercial.

**Recruitment, Training and Development**

Inspectors and in Operating categories of Station Master, yard Masters, Traffic Inspectors and Section Controllers are filled by direct recruitment of Commercial and Traffic Apprentices. Out of this, 15% is filled by direct recruitment from the Open Market and 10% by LDCE from amongst serving graduates in Traffic and Commercial departments. The upper age-limit is 50 years for candidates appearing through LDCE and 45 years against open market through direct recruitment.²

4. 33-1/3% of the vacancies in the quota of Accounts Assistant are to be filled in by direct recruitment through Railways Recruitment Boards.

5. Recruitment of Law Assistants are also made through Railways Recruitment Boards.

**Recruitment of Artisan Staff:**

The vacancies in the category of Skilled Artisen Grade III in various Engineering departments will be filled as under.

(i) 25% by selection from course completed – 'Act

¹ RB's Letter No. E (NG) 1-84-PM 1 18 of 29-1-86.
Apprentice’ ITI passed candidates and matriculates from the open market serving employees who are course completed Act Apprentice or ITI qualified could be considered against this quota allowing age relaxation as applicable to serving employees.

(ii) 25% of serving semi-skilled and un-skilled staff with educational qualification as laid down in the Apprentices Act; and

(iii) 50% by promotion of staff in the lower grade as per prescribed procedure.

Henceforth, for filling of the vacancies for (ii) above, the following procedure may be followed, in the category of Technican (Trade) against the quota referred to and commonly known as qualified staff quota:-

(i) Khalasis/Kh. Lasis Helper possessing the qualifications prescribed in the Apprentices Act with minimum of three years regular service will be eligible to appear in the selection. However, Schedule Caste and Schedule Tribes candidate possessing the requisite qualifications will eligible for being considered against the vacancies reserved for them, if they completed a minimum of one year’s service.
(ii) All the eligible volunteering employees may be subjected to a written test followed by a viva-voce. Distribution of marks between written test and viva-voce may be 85 and 15 respectively. Those securing 60% marks in the written test may be eligible to be called for viva-voce. Those securing 60% and above in the aggregate will qualify for being included in the panel. The minimum educational qualification for direct recruitment to the post of Skilled Artisans (including that of Diesel/Elec. Locos/EMU maintenance trades) will be 'course completed Act Apprenticeship ITI in relevant trade.

(iii) The panel may be drawn up on the basis of seniority from amongst those qualify; the total number to be empanelled not exceeding the number of vacancies assessed to be filled against the prescribed quota. There will be no classification of outstanding.

(iv) The empanelled staff possessing the qualification of ITI/Course Completed Act Apprenticeship in the relevant trade in the Railway Establishment may be subjected to trade test and those passing the same may be promoted as Technician. (Trade)

**Recruitment of Apprentices under the Apprentices Act, 1961**

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1 RB’s No. CE (NG) 1199-RRI/66 dated 25-1-2000
An “apprentice” means a person deputed for training in a trade or business with a view to employ in Government service, who draw a stipend at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.

Recruitment of Special Class Apprentices on the Railway is made through the Union Public Service Commission. Recruitment of all other apprentices except trade apprentices, is made through Railway Recruitment Boards. The sources of recruitment are:

1. Open market by advertisement from the persons whose names are registered in the employment exchanges.
2. Wards of Railway Employees,
3. SC/ST organizations for selection of reserved Communities and
4. ITI organization.

It has been decided that 3% seats should be reserved for persons with disabilities in the engagement of Apprentices under the Apprentice Act, 1961.

It has also been decided to reserve 3% seats for Ex-Servicemen, their children and children of armed forces personnel
whenever apprentices are trained under the apprentices Act. 1961.¹

**Age for Engagement of Act Apprentices for Training on Railways:**

(i) ITI candidates should have completed 15 years of age and should have completed 24 years of age.

(ii) Non ITI candidates should have completed 15 years of age and should not have completed 22 years of age.

(iii) The upper age limit is relaxable by 5 years and 3 years in the cases of SCs/STs and OBCs respectively.²

Selected apprentices shall have to deposit Security Deposit during their period of apprenticeship as required under the rules. They will have to enter into an agreement which should inter alia embody the following conditions. The parents or the guardian of the candidates should also be one of the parties to the agreement.

1. The period of apprenticeship.

2. The amount of Security Deposit, if any;

3. The trade in which he will be required to undergo training.

4. Circumstances in which agreement can be

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¹ RBE No. 101/2006
terminated by the Administration, e.g. physical unfitness, misconduct or failure to qualify in any prescribed test;

5. The forfeiture of security deposit, if any, and recovery of the cost of training at the discretion the Administration in the event of violation of the terms of the agreement by the apprentice; and

6. No guarantee or promise of employment on the completion of apprenticeship.

During the period of apprenticeship they would be entitled to stipend and allowance as prescribed from time to time. Permanent and temporary Railways servants who fulfil the terms and conditions of recruitment to various categories to apprentices as applicable to outsiders, may be allowed to compete for appointment as apprentices along with outsiders but no relaxation of educational qualification will be made in their favour. Relaxation in respect of age may, however, be allowed up to a ceiling limit of 30 years. They will not be required to sever their connection with the Railway before taking up the apprenticeship.

The minimum rates of stipend payable to Graduates/
Diploma holders of Technician apprentices with effect from 7.1.2008 shall be as follows:-

(a) Graduates Apprenticeship Rs. 2,600 p.m.
(b) Sandwich course (students from Degree Institution) Rs. 1,850 p.m.
(c) Technician Apprentices Rs. 1,850 p.m.
(d) Sandwich Course (Students from Diploma Institutions) Rs. 1,510 p.m.
(e) Technician (Vocational) Apprentices Rs. 1,440 p.m.

Permanent Railways servants on appointment as apprentices in any category may be granted pay equivalent to the rate of stipend laid down for that particular category of apprentices or their substantive pay as admissible to them from time to time whichever is higher.

**Recruitment of Zonal Railways:**

The recruitment to Group 'C' is normally made on the Railways through the agency of Railway Recruitment Boards but Zonal Railways have been empowered by Railways Board to recruit directly the following nature of employments:

1. The dependents of crippled, de-categorized or incapacitated employees retired on medical grounds.
2. The children of the employees who died while in service on compassionate grounds.
3. The recruitment of handicapped persons.
4. The recruitment against the quota of Sportsmen, Cultural
Scouts and Guides,

5. The recruitment of teachers for railways schools and colleges, and

6. Skilled artisan in Railway workshops.

**Special Reservations for SC/ST in Railways services:**

The policy of the Government of India in regard to special representation in the Railway Services is governed by the Constitution of India. Which lays down, inter alia, that with exceptions no discrimination shall be made in the matter of appointment to the services under the States on grounds of race, religion, castes etc. The exceptions are the special provisions that shall be made for scheduled Castes and Scheduled Tribes in all services.

Accordingly, the quota of reservations in respect of Scheduled Castes and Scheduled Tribes communities will apply to all initial recruitment and to the post on promotion under the existing scheme should be made applicable to all grades or services in which element of direct recruitment, if any, does not exceed 75% in all grades, services or posts having scale beyond Rs. 4251400 (RPS) (RS) p.m. the quota would be:

<table>
<thead>
<tr>
<th></th>
<th>Open Competition</th>
<th>Other than Open Competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Castes</td>
<td>15%</td>
<td>16%</td>
</tr>
<tr>
<td>Scheduled Tribes</td>
<td>7½%</td>
<td>7½%</td>
</tr>
</tbody>
</table>

[100]
Reservation after three recruitment years are lapsed and to avoid such lapsing surplus above 50% at any one occasion should be carried forward in such a way that older ones are cleared first. A financial year is taken as recruitment year, and in the financial year in which there is no recruitment/selection should not be taken into consideration for the purpose of consulting three years limit of carrying forward.

**Handicapped persons:**

3% of total vacancies will be reserved for physically handicapped persons. This category includes Deaf, Blind and Orthopedically handicapped persons. 1% of vacancies shall be reserved for each of these categories in case there are no sufficient number of persons in any one category, the inter-change in categories may be allowed otherwise may be carried forward, Physically handicapped persons who are ST/ST, ex-servicemen ior dependents of those killed in action may be given preference for recruitment to Group ‘C’ & ‘D’. 1

With effect from 1-1-86, the reservation for the physically handicapped in Group ‘C’ & ‘D’ posts shall be computed on the basis of the total number of vacancies occurring in the Group ‘C’ & ‘D’ posts. The recruitment would, however, be only in the posts

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identified to be suitable for them subject to the overall ceiling of
50% reservation in that post as laid down by the Supreme Court.
The methodology for calculating the vacancies and for filling up
the same as outlined in the Board's letter No. E(NG)II/85/RC-
2/74 of 26-6-86 may be followed with suitable modifications found
necessary to suit the set up on the Railways. Vacancies reserved
for Physically handicapped persons of production units and other
organization falling within the territorial jurisdiction of the Zonal
Railway will be clubbed together for the purpose of Recruitment
by Zonal Railways Recruitment Cell.¹

In any year; if vacancies reserved are not filled, the
reservation should be carried forward in the subsequent two
recruitment years at the end of which the reservation should be
deemed to have lapsed.

Those candidates who are able to get selected based on their
own merit will be considered against general quota. These
candidates should be encouraged to participate in general
selections and complete for unreserved vacancies. These
instructions will apply only to direct recruitment from open
market.²

The physically handicapped candidates are eligible for the

¹ (E(NG)II/2006/RC-2/1, dated 21.11.2006
² RB:3 No. E(NG)II/2006/RC-266 Policy, dated 2-6-2006
following concessions:

(a) Age relaxation upto 10 years; relaxation of another 5 years for SCs./STs.

(b) A pass in Matriculation would do (instead of insisting on minimum 50% marks as in case of other general candidates) provided other prescribed conditions are satisfied.

(c) Exempt from the payment of application and examination fee.

(d) Exempt from the medical examination at the time of appointment provided they have already been medically examined by a Medical Board attached to the special Employment Exchanges/Vocational Rehabilitation Centres and Produce the Medical Certificates of such Boards.

(e) Exempted from typing qualification for appointment to clerical posts if they are found otherwise qualified and are certified as being unable to type by the Medical Boards.¹

Candidates who fail to qualify in the typing test/stenography test, may be called for the viva-voce and if they qualify in the same, they may be allowed to be appointed provisionally, subject to the condition that they will qualify in the typing test/stenography test within a period of two years from the

¹ RB’s No. E(NG)II/80/RC-1/67 of 27-8-80 & 23-3-81; (E(NG)II/22/RC-1.98 of 1-9-82.
date of appointment.¹

Those are not covered by above, shall be given medical memo indicating that they are recruited against Handicapped Quota to enable the Medical Officer to keep this in view. ²

**Recruitment against physically handicapped quota:**

In the matter of recruitment of physically handicapped in addition to the Employment Notices being supplied to the Employment Exchanges. Special Employment Exchanges, Vocational Rehabilitation Centres & National level Rehabilitation Institutes as at present, the Employment Notices will also be published in the “Employment News” published by the Publication Division, Ministry of Information & Broadcasting and displayed on the Office Notice Board of the Offices under the control of the recruiting authority establishment and all those who apply against such Notices should also be considered along with those sponsored by the Exchanges, etc. on a equal footings.³

All recruitment from open market in Group ‘C’ posts will be undertaken by Railway Recruitment Boards along with general recruitment for various post against physically handicapped quota. However, recruitment for Group ‘D’ against the same

¹ No. E/NG)II/2000/RC-2/29 dated 11-1-2001:  
² RB’s No. E(NG)II/82/RC-1/3 of 8-2-82.  
³ NO E(NG)II/98/RC-2/8, dated 17-9-98
would continue to be undertaken by Zonal Railway Recruitment cell as a common exam.

**Nominated Categories:**

<table>
<thead>
<tr>
<th>Administration</th>
<th>Office Clerks, Typists, Stenos, Poens and Safaiwalas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating/Commercial</td>
<td>Telegraph Signallers Commercial Clerks, Cooks, Bearers, Indicator boys, Waterman, Waiting room bearers and Running Rooms attendants.</td>
</tr>
<tr>
<td>Electrical</td>
<td>Lift attendants, Armature Tracers, Winders for each jobs.</td>
</tr>
<tr>
<td>Mechanical</td>
<td>Coneman, Trimmer, Tracers, machine Operator, Pump drivers.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Traces, Painters.</td>
</tr>
</tbody>
</table>

If the Railways feel that they can appoint in other categories suitable to them, they are authorized to do so. Relaxation in age limit is 10 years and another 5 years if they belong to SC/ST communities.

The physically handicapped sons/immediate dependents of Railway employees who are already registered with Special Employment Exchanges, can also apply directly to the Railway Administration in response to Notices for recruitment of physically handicapped to Group ‘D’ posts and such applications can be considered along with others against handicapped quota.¹

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¹ RB’s No. E(NG)II/93/RC-211 of 5-7-1993.
Ex-Servicemen

The quota of reservation for direct recruitment of ex-servicemen would be 20% of the vacancies of Group ‘D’ and 10% of Group ‘C’. This however does not apply for short term vacancies. The relaxation in age limit is to the extent of period of service plus three years. The upper age limit for ex-servicemen for their recruitment in Apprentice categories is 40 years.¹

For recruitment of ex-servicemen the following procedure may be followed by Railway Administration/Railway Recruitment Board:

(i) Recruitment against the vacancies for ex-servicemen in Group ‘C’ posts will be centralized in headquarters office in respect of each Zonal Railway. The recruitment will be done only by one Railway Recruitment Board for each of the Zonal Railway. The following Recruitment Boards are nominated for this purpose for the different Railways/ Production units.

<table>
<thead>
<tr>
<th>Railways/Production Units</th>
<th>Railways Recruitment Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>Bhopal</td>
</tr>
<tr>
<td>Eastern and CLW</td>
<td>Patna</td>
</tr>
<tr>
<td>Northern, DCW</td>
<td>Chandigarh</td>
</tr>
<tr>
<td>North-Eastern, DLW</td>
<td>Muzaffarpur</td>
</tr>
<tr>
<td>North-East Frontier</td>
<td>Gauhati</td>
</tr>
<tr>
<td>Southern, ICF &amp; WAP</td>
<td>Madras</td>
</tr>
<tr>
<td>South Central</td>
<td>Secunderabad</td>
</tr>
<tr>
<td>South-Eastern</td>
<td>Calcutta</td>
</tr>
<tr>
<td>Western</td>
<td>Bombay</td>
</tr>
</tbody>
</table>

¹ RB’s No. E (NG) II-85/RRI/7 of 18-10-85
(ii) For recruitment in the following categories of post the Railway Recruitment Board will notify the vacancies for ex-servicemen separately and also conduct examination separately;

(a) All categories comprising the non-technical popular categories (NTPC) like office clerks, Ticket Collectors.

(b) Categories like senior clerks, Clerks grade I, Guards, etc. for which one examination is held for recruitment of Graduates.

(iii) In respect of other categories recruitments of ex-servicemen as per extent orders will be done by the nominated Railway Recruitment Board for each Zonal Railway/ Production Unit but otherwise it will be a part of the recruitment done for other groups of candidates like OBC, SC, ST, etc. However, the cut-off point for selection of ex-servicemen in such recruitment can be fixed at a lower level, if found necessary, by the Railway recruitment Board without, however, going below the floor level of 30%.

(iv) Where a separate examination is held as in the case of NTPC, the advertisement will be separately issued. Where the recruitment is common, the advertisement will highlight the
quota reserved for ex-servicemen and concession admissible to them like age concession.

(v) The reserved vacancies should be notified to the Director General (Resettlement) and Rajya and Zila Sainik Boards in advances.

(vi) The format of application for ex-servicemen as prescribed in the instructions of department of personnel may be adopted.

(vi) The above procedure will be followed where recruitment to Group 'C' posts like Artisans is done by Railway Administrations themselves.

(vii) In regard to Group 'D' posts, recruitment against the vacancies meant for ex-servicemen may be centralized at Headquarters of Divisions, Workshops and other extra Divisional offices. The recruitment to Group 'D' will be done separately by each of the units.

**Sports Quota**

Recruitment of sportspersons, both in Group C and Group - D, shall be done through Talent Scouting and Open Advertisement 60% of the total quota, including the share of Railway Sports Promotion Board (RSPB), shall be through Talent Scouting and balance 40% shall be filled up by open advertisement distribution.
of quota amongst Zonal Railways, production Units, RSPB and workshops having staff strength of 4000 or more shall be as under-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Zonal Railway Production Unit</th>
<th>Open Advt. ZRs/Pus' Quota</th>
<th>Talent ZRs/Pus' Quota</th>
<th>Sounting RSPBS Quota</th>
<th>Total Quota</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Group-C:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>CR, ER, ECR, ECOR, NR, NCR, NER, NFR, NWR, SR, SCR, SER, SECR, SWR, WR, WCR</td>
<td>12</td>
<td>12</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>(ii)</td>
<td>CLW, DMW, DLW, ICF, RCF, RWF, RDSO, Metro Railway/Kolkata</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>B.</td>
<td>Group-D:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Each Headquarters of Zonal Railways</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>(ii)</td>
<td>Each Division of Zonal Railways</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>(iii)</td>
<td>DLW, ICF, RCF</td>
<td>8</td>
<td>8</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>(iv)</td>
<td>CLW, DMW, RWF Metro Railway/Kolkata</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>(v)</td>
<td>RDSO</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>(vi)</td>
<td>Workshops (having the staff strength 4000 or more)</td>
<td>1</td>
<td>2</td>
<td>-</td>
<td>3</td>
</tr>
</tbody>
</table>

CLW, DMW, DLW, ICF, RCF & RWF can recruit the sportspersons in the category of skilled artisan against the Group-C quota and such recruitment shall be counted against the 25% direct recruitment of skilled artisans as advised vide Board’s letter No. E(EG)III78/RC-1/9 dt. 24.02.1979.

The quota allotted shall be for the financial year and unused quota shall lapse on the expiry of financial year. The recruitment shall be done in the games as mentioned below or as recognized by RSPB for this purpose:-

[109]
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Game</th>
<th>S.No.</th>
<th>Game</th>
<th>S.No.</th>
<th>Game</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aquatics*</td>
<td>11</td>
<td>Chess</td>
<td>21</td>
<td>Karate</td>
</tr>
<tr>
<td>2</td>
<td>Archery</td>
<td>12</td>
<td>Cricket</td>
<td>22</td>
<td>Kabaddi</td>
</tr>
<tr>
<td>3</td>
<td>Athletics</td>
<td>13</td>
<td>Cross Country</td>
<td>23</td>
<td>Kho-Kho</td>
</tr>
<tr>
<td>4</td>
<td>Badminton</td>
<td>14</td>
<td>Cycling</td>
<td>24</td>
<td>Powerlifting</td>
</tr>
<tr>
<td>5</td>
<td>Ball Badminton</td>
<td>15</td>
<td>Football</td>
<td>25</td>
<td>Shooting</td>
</tr>
<tr>
<td>6</td>
<td>Basketball</td>
<td>16</td>
<td>Golf</td>
<td>27</td>
<td>Table Tennis</td>
</tr>
<tr>
<td>7</td>
<td>Billiards &amp; Snooker</td>
<td>17</td>
<td>Gymnastics</td>
<td>28</td>
<td>Tennis</td>
</tr>
<tr>
<td>8</td>
<td>Body Building</td>
<td>18</td>
<td>Handball</td>
<td>29</td>
<td>Volleyball</td>
</tr>
<tr>
<td>9</td>
<td>Boxing</td>
<td>19</td>
<td>Hockey</td>
<td>30</td>
<td>Weightlifting</td>
</tr>
<tr>
<td>10</td>
<td>Bridge</td>
<td>20</td>
<td>Judo</td>
<td>31</td>
<td>Wrestling (free style s &amp; Greco Roman only)</td>
</tr>
</tbody>
</table>

* Consists of three events i.e. Swimming, Water Polo and Diving.

Recruitment of Sportsperson, both through Talent Scouting and Open Advertisement shall be to a grade where there is an element of direct recruitment and shall be counted against that quota.

However, through Talent scouting, sportspersons having outstanding sports achievements at National and International levels can be recruited in the intermediate grades after the prior approval of the Railway Board.

Talent Scouting Quota of RSPB Pool shall be operated by RSPB. However, the request of Zonal Railways./Production Units etc. duly recommended by the President of their sports Association for release of berth from RSPB Pool may be considered by RSPB on merit.

Railway Board may re-allocate the Talent Scouting Quota,
from one Railway/Unit to another Railway/Unit as and when required.

General Manager may re-allocated the Talent Scouting Quota of Group - D allotted to their Railway, from one Division to another division, as and when required.

The Group-D, open Advertisement quota allotted to a Division/Workshop/Headquarter of a Zonal Railway cannot be transferred to another Division/Workshop/Headquarter.¹

**Categorization of International Championships**

For recruitment and incentives purpose, international meets (Junior/Senior Category) shall be categorized as under:

- **Category - A:** Olympic Games
- **Category - B:**
  - World Cup
  - World Championships
  - Asian Games
  - Commonwealth Games
- **Category - C:**
  - Commonwealth Championship
  - Asian Championships
  - USIC Championship

**Minimum Norms for Recruitment in Group-C:**

Sportsperson who has any of the following sports achievement in team or individual event, in any of the game.

---
(i) Represented the country in the international championship.

OR

(ii) Represented a state or equivalent unit in Junior/Senior National Championship and obtained at least 3rd position.

OR

(iii) Represented a University in All India Inter University Championship organized under the aegis of Association of Indian Universities and obtained at least 3rd Position in Individual event or 2nd position in team event.

OR

(iv) Represented a State or equivalent Unit in Federation Cup Championship (Senior Category) and obtained 1st Position.¹

Minimum Norms for Recruitment in Group -D:

Sportsperson who has any of the following sports achievement in Minimum norms for recruitment in Group -D:

Sportsperson who has any of the following sports achievement in team or individual event, in any of the game.

(i) Represented a state or equivalent unit, except in Marathon and Cross Country in Junior/Senior National Championship.

OR

(ii) Represented a District or equivalent unit in Junior/Senior State Championship and obtained at least 3rd Position.

In the case of recruitment in Group-C and Group-D through Talent scouting, preference shall be given to sportsperson having higher levels of sports achievements within the prescribed sports norms.

All the championship mentioned above shall be conducted under the aegis of recognized International/National/State Sports Federation and also recognized by the /RSPB.

In Cricket (men) Senior Category, representation of main Indian team in a Test Match or in a one day international match shall also be considered for recruitment in Group-C.

In Cricket (men & Women) at National level, representation of a State or equivalent Unit or a Zone of India with the following sports achievements as mentioned against each tournament, conducted by BCCI are also eligible of recruitment in Group-C and Group-D Categories:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Championship</th>
<th>Category</th>
<th>Minimum Sports Achievement for Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group-C</td>
</tr>
<tr>
<td>1.</td>
<td>Ranji Trophy (Inter State Championship)</td>
<td>Senior</td>
<td>Semi-Finalist of Elite Group-Championship</td>
</tr>
<tr>
<td>2.</td>
<td>Inter-State Limited Over’s Tournament (Popularly Known as one day Ranji Trophy Championship)</td>
<td>Senior</td>
<td>All India Knock out stage</td>
</tr>
</tbody>
</table>
3. Duleep Trophy (All India Inter Zonal Championship)  
   Senior  
   Finalist  
   Participation

4. Prof. B.D. Deodhar Trophy (One Day Limited Overs All India Inter Zonal Championship)  
   Senior  
   Finalist  
   Participation

5. Col. C.K. Nayudu Trophy  
   Junior (U-22)  
   Semi-finalist of All India knock out stage semi-finalist of Elite Group  
   Participation

6. Coach Behar Trophy (Inter State Championship)  
   Junior (U-19)  
   Championship Semi-finalist of all India Knock-out stage  
   Participation  
   Elite/Plate Group Championship

7. Vinod Mankad Trophy (One Day Limited Overs Intr State Championship) Vijay Hazare Trophy  
   Junior (U-19)  
   Participation

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Championship</th>
<th>Category</th>
<th>Minimum Sports Achievement for Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group-C</td>
</tr>
<tr>
<td>Men</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>(One Day Limited Overs All India Inter Zonal Championship)</td>
<td>Junior</td>
<td>Finalist</td>
</tr>
</tbody>
</table>

The format of domestic tournaments in Women Cricket has been changed by the Board of Control for Cricket in India (BCCI), after taking over the women cricket activities from the Women Cricket Association of India. Railways Board have therefore revised the sports norms for Women Cricket and as per the revised format the following tournaments and sports achievements in Women Cricket shall be considered for recruitment in Group-C and
Group-D.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Championship</th>
<th>Category</th>
<th>Minimum Sports Achievement for Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Group-C</td>
</tr>
<tr>
<td>Men</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Zonal League One Day Limited Overs Tournament</td>
<td>Senior</td>
<td>Finalist of Super League Stage</td>
</tr>
<tr>
<td>2.</td>
<td>Inter Zonal one Day Limited overs Tournament</td>
<td>Senior</td>
<td>Finalist</td>
</tr>
<tr>
<td>3.</td>
<td>Zonal League and All India Knock Out Tournament-Two Day Games</td>
<td>Senior</td>
<td>Semi-finalist</td>
</tr>
<tr>
<td>4.</td>
<td>Inter State (U-19) Women’s One Day Limited Overs Tournament –Zonal Leagues and all India /Super Leagues</td>
<td>Junior (U-19)</td>
<td>Finalist of All India Super League Stage</td>
</tr>
</tbody>
</table>

Therefore, henceforth, all his sports achievements as mentioned in Para 4.3 (e), including sports achievements mentioned in pre-para; shall be considered for granting incentives to Indian Railways Sportsperson.

A sportsperson having international Grand Master title in Chess, may be recruited in a higher scale within Group-C after the approval of the Railway Board. ZR/PU may forward such cases to Railway Board for approval after the recommendation of the General Manager.

➢ For recruitment in Group-C & Group-D in Rifle shooting only the individual performance in the championship shall
be considered. Performance in the All India G.V. Mavlankar shooting Championship shall not be considered for recruitment purpose.

➢ For recruitment in Group-C in table Tennis, sportsperson with current All India Ranking upto 16 in Seniors and upto 8 in Juniors shall also be eligible. Only the current Annual Ranking shall be considered for this purpose.

➢ For recruitment in Group-C in Badminton, Sportsperson with current All India Ranking up to 16 in Seniors and up to 8 in Juniors shall also be eligible. Only the current Annual Ranking shall be considered for this purpose.

➢ For recruitment in Group-C in Tennis, sportsperson with current All India Ranking up to 10 in Seniors and up to 8 in Juniors shall also be eligible. Only the current Annual Ranking shall be considered for this purpose.

➢ In Golf for recruitment in Group-C, Sportsperson having I.G.U. ranking from 1-5; shall also be eligible for recruitment. Only the current Annual Ranking shall be considered for recruitment purpose.

Age Limit:

Talent Scouting:

The age limit for recruitment through Talent Scouting shall be 18-25 years, both for Group-C and D categories.
The lower and upper age relaxation for recruitment of sportspersons through Talent Scouting shall be granted only by the Railway Board to the outstanding sportspersons.

The date of reckoning of the age for recruitment of sportsperson through talent scouting shall be the date of trial, conducted by the Trial Committee.

**Open Advertisement:**

The age limit for recruitment through Open Advertisement shall also be 18-28 years, both for Group-C and D Categories.

No Relaxation in lower or upper age limit shall be permissible in recruitment through open advertisement even for SC/ST/OBC candidates as there is no provision of reservation.

The date of reckoning of age shall be 1st July for the posts for which notification are issued between January to June of that year and 1st January of the next year for the posts for which notifications are issued between July to December.¹

Sportsperson recruited through Talent Scouting and Open Advertisement must posses the minimum educational qualification, as applicable to the post to which sportsperson is to be appointed.

No Relaxation in minimum educational qualification shall be permissible in recruitment through Open Advertisement.

In case of recruitment through Talent Scouting, if a sportsperson having outstanding sports achievement but does not possess the minimum educational qualification: he/she may be appointed after the approval of the Railway Board for relaxation in acquiring the minimum educational qualification, subject to acquiring the same within period of four years from the date of such appointment.

**Procedure for Recruitment**

**Talent Scouting**

Appointment against sports quota is group-C category under Talent Scouting shall be given only after trial, except when a sportsperson represented the country, in individual vents, in any of the recent international championship as mentioned in Category-A or Category-B under para 2, concluded within last four months.

OR

When the sportsperson has obtained up to third position in the individual event at the Senior National Championship Concluded within last four months.

**Open Advertisement:**

The Recruitment of sportsperson by Open Advertisement shall be done by respective Railway Administration.
The general procedure for preparation of Employment Notice and publicizing the same shall be as specified for recruitment to Group-C and Group-D posts in Board’s letter No. E(NG)/II/96-RR-1/62 dated 17.09.1998.

Employment Notice most contain the details of the vacant post viz. sports discipline (with position like 100 NM in Athletic, Wicket Keeper in Cricket, Goal-keeper in Football etc.) age limit, minimum educational qualifications, period of performance of sports achievements and minimum sports achievements as required vide relevant paras of this letter.

Vacancies for different games shall be worked out by the concerned Sports Association with the approval of General Secretary for Group-C and Sports Officer for Group-D posts and furnishes the same to the Personal Branch for Employment Notice etc.

A recruitment committee shall be constitute to look after the recruitment process for both in Group C and Group D categories.

**Recruitment Committee:**

Recruitment Committee shall comprise of three members who shall be nominated by GM at Headquarter level and by the DRM at Divisional level, respectively.

At headquarter level, for recruitment of sportspersons against Group-C and Group-D posts, all the three members of the
Recruitment Committee shall be of the rank of Senior Administrative Grade (SAG), including one member from the Personnel Branch.

At Divisional level, for recruitment Committee shall be of the rank of Junior Administrative Grade (JAG)/Senior Scale Officers, including one member from the Personnel Branch and one member connected with sports/sports Association on the Railway.

Inclusion of Members of SC/ST/OB/C in the Recruitment Committee shall not be necessary as clarified in Board’s letter No. E(Sports)98/Rectt. Policy/2 dated 23.03.2000.

Recruitment Committee shall constitute a Trial Committee to conduct trials of the candidates.

**Trial Committee:**

Trial Committee shall comprise of 3 members, nominated by the Recruitment Committee.

Three members of the Trial Committee shall be: a Coach of the respective game (National/Railway/NIS qualified); a Senior International/National level player in the relevant discipline, and an Assistant Sports Officer. If any Railway/Unit does not have any coach/player at the level mentioned above, they may seek the assistance of the adjoining Railway/Unit.

The trial by the Trial Committee shall be conducted in the presence of all the members of Trial Committee and Recruitment.
Committee.

Trial of Candidate shall be conducted to assess his/her sports performance/suitability for the Railways. Trial Committee shall give its recommendation in terms of either FIT or NOT FIT for consideration for next stage by giving marks as per the criteria given below:

(a) Maximum Marks of Trial : 33 marks
(b) Fit Candidate : Candidate who secured 20 or more marks in the Trial
(c) Not Fit Candidates : Candidate who secured below 20 marks in the Trial.

After Trial, Only the FIT candidates shall be considered for the next stage i.e. Interview stage by the Recruitment Committee. Recruitment Committee shall take interviews and award the marks only to the FIT candidates for their sports achievements, educational qualifications and general intelligence, etc. No marks shall be given to the candidates declared not fit by the Trial Committee for their sports achievement.

Recruitment Committee shall also add the marks given by the Trial Committee to the Fit Candidates in order to make the final merit list.
Interviews of the candidates shall invariably be held on the same day just after trial at most next day of the trial.

**Distribution of Marks:**

Maximum marks which can be awarded by the Trial Committee for performance during Trial and by the Recruitment Committee during Interview Stage, shall he as follows:-

(i) Performance during Trial  
35 marks

(ii) Assessment of sports achievement  
50 marks

(iii) Educational qualification  
10 marks

(iv) General intelligence/Personality etc.  
5 marks

**Total:**  
100 marks

**Recruitment Policy**

Recruitment to Group 'A' services including the special class apprentices [Transportation (power) and Mechanical Engineering] is made (a) through open competition conducted by the UPSC and (b) by promotion/selection of Group 'B' Officers.

In pursuance of the all India Service Act, 1951, the President issued regulations in 1954 authorising the Union Public Service Commission (U.P.S.C.) to conduct examinations for recruitment to the all India Services. This provision is applicable to the Railway Services also as they are part of the Public Services.

The appointments Committee of the Cabinet is to decide and
approve the appointments and grant of extension of service to the Chairman, Members and additional Members of the Railways Board and General Managers of the Indian Railways.

The Department of Personnel lays down rules with regard to All India Services and the Central Services, except those of the Railways, for the Railways, for the Railways traditionally have had rule making power. The Fundamental Rules have no validity in railways unless they are adopted by the Railways Board, which can modify them to suit its requirement. For the combined Engineering, Services Examination, Co-ordination is effected by the Railways Board.

Under the ministry of Railways services are classified into two Board categories, the Railways services and the Railways Board Services. The Railway Services Consist of the Class I Railway Engineering, Traffic, Account, Medical and Stores Services and various categories of Class II and III services. The Railway Board Services consist of the Railways Board Secretariat Service Class II, the Railway Board Clerical Service Class III and the Railway Board stenographers services.

The Railway Board as the policy making body for recruitment to class III and IV should keep itself alive to the changes in the educational system in the country and prescribe
suitable qualifications like diploma in Engineering or science degrees. This would save lot of time in the training process. The old concept of recruiting any graduate for Class III skilled post should be dispensed with.

As for as non gazetted staff training is concerned, the Railway Board has the role of laying down policies only, since the General Managers are fully competent to deal with all aspects of non-gazetted staff. It also decides the establishment of training institutions like the zonal training schools, systems training schools and area schools. The teaching staff pattern for these schools is also laid down by the Railway Board.

(iv) **SELECTION AND PLACEMENT OF HUMAN RESOURCES:**

Railway's vacancies are filled up either by direct recruitment or by promotions. Promotions inevitably invite selection process. There cannot be a general promotion to all without verifying ability of the promoter for the post for which promotion is sought. It is, therefore, imperative to all employees to go through the selection process which may be based on tests and interviews. Past performance of the employees may also have weightage in their selection for the next higher position.
(a) **Nature of Selection**

It is essential for every promotion seeker to appear in the selection process. The promotion seeker will have to apply of his own and the department will not be responsible to invite the employee for promotion. However, only those employees who full fill minimum qualification and experience conditions as prescribed from time to time shall be eligible for such candidature.

**Promotion to Group 'A':**

All substantive promotion of Railway service Group 'A' shall be made by the President and no officer shall be eligible for promotion to and within the service, unless the Government is satisfied that officer is suitable for promotion in all respect.

**Promotion from Group 'B' to 'A':**

Appointments to the posts in junior scale shall be made by selection on merit from amongst Group 'B' officers of the department concerned with not less than three years of non-fortuitous service in the grade. In the case of promotion from junior scale to senior scale the appointment to the posts in the senior scale shall be made by promotion in the order of seniority, subject to rejection of the unfit, of officers with ordinarily not less than 4 years service in the junior scale.

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Promotion from Senior Scale to Higher Grade Posts:

Promotion to the Administrative Grade are depending on occurrence of vacancies and are made wholly by selection; mere seniority does not confer any claim for such promotion.

Appointments to the post in the Junior Administrative Grade shall be made by selection on merit from amongst the officers ordinarily with not less than 8 years' service. In cases where officers with the minimum length of service are not available and it is necessary to fill up the post, promotion may be made on ad-hoc basis of officers with 6 years service in which case the pay of officers will not be regulated under the normal rules but they shall be paid special pay over their pay in senior scale.

Promotion of J.A. Grade to Selection Grade:

No member of service will be eligible for appointment to the selection grade until he has entered the fourteenth year of service on the 1st July of the year calculated from the year following the year of examination on the basis of which the member was recruited. Appointment to Selection Grade shall be made by Railway Board who would issue promotion orders in this regard. The General Manager will have no powers to promote officers to Selection Grade even in ad-hoc capacity.
Appointments to Senior Administrative Grade shall be made on merit by selection approved by Railway Board and the Minister.

The Departmental Promotion Committee for the purposes of promotion from Senior Scale and above to higher grade posts shall consist of Chairman, Railway Board, Financial Commissioner and three other members of Railway Board.

**Extension of Dynamic Assured Career Progression (DACP) Scheme for officers of the Indian Railway Medical Service.**

The Government, while accepting the recommendations of 6th Pay Commission, have issued orders vide CHS Division, Ministry of Health and Family Welfare’s order No. A.45012/2/2008-CHS. V dated 29.10.2008 to extend the Dynamic Assured Career Progression Scheme upto Senior Administrative Grade (Grade pay of Rs. 1000 in PB-4) to all officers of the Indian Railway Medical Service.

2. The number of years of regular service required for upgradation to various grades upto SAG level under the DACP Scheme will be as under:
<table>
<thead>
<tr>
<th>Promotions under DACP Scheme</th>
<th>No. of Years of regular service required for promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>Grade Pay Rs. 5400 in PB-3</td>
<td>Grade Pay Rs. 6600 in PB-3</td>
</tr>
<tr>
<td>Grade Pay Rs. 6600 in PB-3</td>
<td>Grade Pay Rs. 7600 in PB-3</td>
</tr>
<tr>
<td>Grade Pay Rs. 7600 in PB-3</td>
<td>Grade Pay Rs. 8700 in PB-4</td>
</tr>
<tr>
<td>Grade Pay Rs. 8700 in PB-4</td>
<td>Grade Pay Rs. 10000 in PB-4</td>
</tr>
</tbody>
</table>

3. The above mentioned promotions will be made without linkage to vacancies. Other conditions for effecting promotions will be governed by the provisions of Indian Railway Medical Service Recruitment Rules, 2000 as amended from time to time.

4. Residency period of 4 years in JA grade is relaxable to 3 years in the case of those who have been promoted to JA grade after 10 years of regular service under the old scheme. Such IRMS
officers will be promoted to the Non-Functional Selection Grade after completion of a total of 13 years of regular service in Group ‘A’. For other residency period mentioned in para 2 as per new scheme will be strictly followed.

The Scheme of Dynamic Assured career progression will take effect from the date of issue of these orders.¹

**Promotion to Group ‘B’ Posts:**

All vacancies in Group ‘B’ are filled by promotion on the basis of selection of eligible Group ‘C’ employees and also on the basis of Limited Departmental Competitive Examination, wherever the scheme is in force. Where the scheme of Limited Departmental Competitive Examination is in force, the selection is held to fill 70% of the vacancies in normal course and LDCE is held to fill the remaining 30% of the vacancies. Frequency of selection for appointment to Group ‘B’ should be held once in two years. Where due to unforeseen developments, such as creation of new posts, upgradation, the panel already drawn exhausted and the biennial selection is away by more than six months a fresh selection may be held.

1. ‘Promotion’ includes promotion from the lower grade to higher grade from one class to another class and from one

¹ RBD’s No. PC-V/2008 ACP/2, dated 7.1.2009

[129]
Group to another Group.

2. ‘Non-selection posts’ are posts, grades or classes which have not been declared as ‘Selection posts’.

3. ‘Selection posts’ are posts, grades or classes which have been declared as such by Railway Board and to which promotions are made on the basis of a positive act of selection as per procedure in force for filing up the selection posts.

The posts are declared as ‘selection’ or ‘non-selection’ for the purpose of promotion by the Railway Board depending upon the requirement of service. A Railway servant may be promoted to fill any post whether a selection post or non-selection post only if he is considered fit to perform the duties attached to post. The General Manager or the Head of Department or the Division Railway Manager may prescribe the passing of specified departmental or other test as conditions precedent to a Railway servant being considered fit to hold specified post; such rules should be published for the information of staff and the promotion shall be made without any regard for communal or racial considerations.

**Non-Selection Posts:**

Such posts will be filled by promotion of the senior-most suitable Railway servant. Suitability whether an individual or a
group of Railway servants being determined by the authority competent to fill the posts on the basis of the record of service and/or departmental test if necessary. A Senior Railway servant may be passed over only if he/she has been declared unfit for holding the post in question. A declaration of unfitness should ordinarily have been made sometime previous to the time when the promotion of Railway servant is being considered. The authority making the promotion shall record briefly the reason for such supersession.

For promotion to non-selection posts, the following principles should be adopted:

(a) Staff in the immediate lower grade with a minimum of two years service in that grade will only be eligible for promotion. The service for this purpose includes service, if any rendered on ad-hoc posts followed by regular service without any break. The condition of two years service should stand fulfilled at the time of actual promotion and not necessarily at the stage of consideration.

(b) The number of eligible staff called for consideration should be equal to the number of vacancies plus those anticipated during the next one year due to normal wastage, i.e. retirement, etc. likely acceptance of request for voluntary
retirement, staff approved to go on deputation to other units, staff already empanelled for ex-cadre posts, creation of additional posts, already sanctioned by competent authority and staff likely to go out on transfer to other Railways.

(c) Where non-selection posts are filled from different categories of staff, no hard and fast limits need be prescribed as to the number of candidates to be admitted from each eligible category. In cases where posts are to be filled on the quota basis it should be ensured that each category is adequately represented within the overall number of candidates called up. Employees passing the suitability test should only be placed on select list. Staff not qualifying in the test should not be taken merely to make up the quota fixed.

(d) An employee who has passed a suitability test once need not be called for the test again and should be eligible for promotion as and when vacancy arises.

(e) A suitability test should be held at the interval which should not be less than six months. All the eligible candidates as per their seniority including those who failed at the last test should be called for. The period of six months is reckoned from the date of announcement of the result.

(f) If an employee fails in a suitability test but is called up again,
a suitability test after a time lag of six months and he passes the same, he should be given preference over his junior who had passed the suitability test earlier than him but is still waiting to be promoted for want of vacancy.

(g) If a Railway servant belonging to SC/ST is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior General/OBC Railway servant will regain his seniority over such earlier promoted Railway servant belonging to SC/ST in the immediate higher post/grade. This will, however, be subject to the condition that in respect of Selection post the over-riding in an earlier panel will rank senior to a Railway servant borne in a later panel will be observed.

Further the Railway Board has clarified that even after the issue of letter No. 98/E (SCT)1/49/17 of 27.8.98, the above provisions regarding seniority of SC/ST staff promoted earlier vis-a-vis General/OBC staff promoted latter still holds good.

**Selection Posts:**

"Selection posts shall be filled by a positive act of selection made by Selection Boards from amongst the staff eligible for selection. The positive act of selection shall consist of only written test to assess the professional ability of the candidates, for which
reasonable advance notice should be sent, except in the case of selection for promotion to posts in the categories of Teachers, Law Assistants, Physiotherapists and Telephone Operators, where the positive act of selection shall consist of both written test and viva voce test.

The following categories may also be added for written test and viva voce.

1. Instructors is Zonal Training School
2. Stenographers
3. Chief Typists
4. Protocol Inspectors
5. Receptionists
6. Publicity / Advertising Inspectors
7. Photographers/Cameraman
8. Hotel Superintendents.

Eligibility

The staff in the immediate lower grade with a minimum of two years service in that grade only will be eligible for promotion, unless a longer length of service in the lower grade has been stipulated as a condition of eligibility of promotion in a particular category. The service for this purpose includes service, if any, rendered on ad-hoc basis followed by regular service without
break. The condition of two years service should stand fulfilled at the time of actual promotion and not necessarily at the stage of consideration. If by virtue of the above rule, a junior is eligible for promotion, his senior also will be eligible for such promotion, even though he might not have put in a total service of two years, or more, (if stipulated in particular category in the lower grade).

The cut off date for determining the eligibility of the staff should be the date of issue of notification for the said selection.

In the cases where the selections should not be finalized on account of Stay Order or Injunctions of the Court of Law it is possible that regular promotion to the concerned grade cannot be made for long period. In the meantime the staff concerned may become due for promotion to next higher grade but may not be eligible for that on account of non-fulfilment of two year service condition in the relevant lower grade. In such cases relaxation of the condition of two years service with the personal approval of:

(a) Divisional Railway Manager in the case of divisionally controlled posts.

(b) A nominated SA Grade Officer of the concerned Department in the case of posts controlled by the Headquarters (Standing nomination to be done by the PHOD for the Department).

(c) Respective SA Grade controlling officer in other cases.
In respect of categories of posts eg. Inter Apprentices, Law Assistants, Welfare Inspectors, Vigilance Inspectors, etc. for which the mean of filling up the vacancies has been laid down by the Railway Board, permitting staff with prescribed qualifications and length of service requirement even from grades below the immediate lower grade the said instructions may continue to be followed notwithstanding the instructions regarding two year rule in the immediate lower grade.

In respect of general selection posts i.e. those outside the normal channel of promotion and which are filled from staff of different departments/categories, all eligible volunteering employees irrespective of departments in which they may be working should be called for consideration for selection without restricting the number as per 3x formulas.

1. Two year rule in the immediate lower grade for all promotions within Group ‘C’, should be relaxed (except in the case of Running categories) by the Railways with the personal approval of the General Manager wherever such relaxation is found inescapable in the interest of Administration, subject to the condition of minimum qualifying service of one year in the immediate lower grade.

2. The service rendered in the reclassified skilled grade should
be counted towards the minimum service of two year in the immediate lower grade required for promotion as skilled Gr. II.

3. (a) The two years' service required as Shunter for promotion as Goods Driver as per normal rules, may be relaxed, with the personal approval of the G.M. upto three months, if so warranted in administrative interest. However, only Shunters shall henceforth be considered for promotion as Goods Drivers.

(b) Two years' service condition may also be relaxed by the Railways in other loco running categories as well with the personal approval of the G.M. where such relaxation is found to be inescapable in the interest of administration, subject to the condition of minimum service of one year in the immediate lower grade being enforced.

The selection for promotion to a selection post shall be made on the basis primarily of merits.

Eligible staff up to three times the number of staff to be empanelled will be called for written or viva voce test. If it is desirable to hold written test as a part of selection in respect of all initial selection grade posts in the different channel of promotion, but in every case a viva voce test shall be held. The staff employed
against fortuitous short time or stop gap promotion to the immediate lower grade in the manner otherwise than in accordance with the regular approved method of promotion will not be eligible for consideration.

**Calendar of Selection**

Board have noticed that despite of various instructions, the selections are not held at regular intervals. To avoid delay and irregularities in selection, Board desire that a calendar of selection should be drawn up and maintained by Zonal Headquarters, Divisions and extra-Divisional offices like Workshops, for conducting selections for various grades, to ensure better compliance of the various instructions issued.

The calendar of selections should cover the various steps in Selection procedure with an indication of the dates by which various steps are to be finalized so that an effective watch could be kept over the progress in the implementation of the time Schedule. This calendar should be notified in advance preferably around July of the preceding year and should contain the following items:

(a) Category and grade;
(b) Date of issuing notification;
(c) Date of calling for service records;
(d) Date(s) of holding written examination(s) (where written
examination is part of selection);

(e) Date(s) of holding interviews;

(f) Date of submission of panel for competent authority’s approval;

(g) Date of notification of panel.

In view of above, it will be possible to effectively monitor the selections in all Cadres and grades and this will pave the way to obviate complaints of not holding selection in time.

When the concerned officers take more than two months for finalizing the evaluation of written examination paper, the same should be brought to the personal notice of DRM/PHOD. When the delay exceed three months, it should brought to the notice of General Manager and such cases discussed selectively in the Principal Officers’ Meeting and also find the reasons for such delays. There should be no delays in holding supplementary selections as these are normally notified within four week from the date of main selection.

**Assessment of Vacancies:**

The assessment of vacancies for section posts within a Cadre will include the existing vacancies and those anticipated during the course of the next 15 months. All the vacancies, if any, existing and reported upon by Construction Organization including
Railway Electrification and other projects should also be taken into account. For ex-Cadre post, actual vacancies plus those anticipated in the next two years should be taken into account. The concept of anticipated vacancy should be deemed to connote the vacancies; on account of normal wastage, likely to cause as a result of retirement on superannuation, voluntary retirement, likely to be caused due to staff approved to go on deputation or other units, due to number of staff already empanelled for ex-Cadre posting, due to creation of posts already sanctioned and vacancies arising out of the cases where staff is likely to go on transfer.

For promotion to non-selection posts through suitability test, the vacancies are to be calculated on the basis of existing vacancies plus anticipated during the next six months and for Trade Test status-quo shall be maintained.

**Selection Boards:**

Selection Boards shall be constituted for the purpose of making recommendations to the competent authority in respect of Railway employees considered by it as suitable for filling a selection post and it may be constituted under the orders of General Manager or Head of department or other competent authority, not lower than Divisional Railway Manager.

Selection Boards shall consist of not less than three officers,
one of whom should be Personnel Officer and one of member should be from Department other than that for which selection is held. The presence of a Personnel Officer in the Selection Boards along with two officer from the Department for which selection is held would meet the requirement of an officer being from a Department other than that for which selection is held. For selection post in the scale of Rs. 1600-2660/5500-9000 (RSRP) and above, the Selection Boards will consist of officer of Junior administrative rank, for other not lower than senior scale.

In partial modification of the instruction contained in letter of 29.8.1988, Railway Boards have considered that in future in the case of selection to the posts in grade Rs. 1600-2660 and above in the Personnel Department, one of the member of the selection Board should be a JA.

Selection should be made primarily on the basis of overall merit, but for the guidance of Selection Board, the Railway Board have prescribed the following factors to be taken into account while conducting selections.

<table>
<thead>
<tr>
<th></th>
<th>Maximum Marks</th>
<th>Qualifying Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Professional ability</td>
<td>50</td>
</tr>
<tr>
<td>2.</td>
<td>A record of service</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>Seniority</td>
<td>20</td>
</tr>
</tbody>
</table>
The item record of service should also take into consideration the performances of the employees in essential Training schools/Institutes apart from the examining Confidential Reports and other relevant records.

"Candidates must obtain a minimum of 60% marks in professional ability and 60% marks of the aggregate for being placed on the panel. In a few cases where both written and oral tests are held for adjudging the professional ability, the written test should not be of less than 35 marks and the candidates must secure 60% marks in written test for the purpose of being called in viva-voce test.

"In a few cases where both written test and viva-voce test are held to assess the professional ability of the candidates, all those who secure not less than 60% marks in the written test should be called for viva-voce test.

For Filling up General Selection Posts:

All eligible staff irrespective of the department in which they may be working who satisfy the prescribed conditions of eligibility and volunteer for the post should be subjected to selection which should consist of a written test and in a few cases viva voce test also as indicated.

(i) Marks for seniority will not be awarded and accordingly
distribution of marks allotted to various factors of selection will be as under:

<table>
<thead>
<tr>
<th></th>
<th>Maximum Marks</th>
<th>Qualifying Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professional ability</td>
<td>50</td>
<td>30</td>
</tr>
<tr>
<td>2. A Record of service</td>
<td>30</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>80</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

(ii) The panels will be strictly prepared as per merit, with reference to marks obtained by the candidates in Professional ability and 'Record of Service, subject to usual relaxation for SC/ST, staff; wherever permissible. Those securing less than 60% in Professional ability and 60% in aggregate will not be considered eligible for inclusion in the panel. Further, the service records of only those candidates who secure a minimum of 60% marks in Professional ability, shall be assessed. Since the final panel has to be drawn on the basis of merit, there will be no scope for erstwhile provision of placement of candidates who secure 80% or more marks, classified as 'Outstanding' on the top of the panel.

Wherever applicable, the assessment made in Section II of the Confidential Report format in respect of staff in the grade Rs. 1600-2660/5000-8000 and above who are likely to be considered [143]
for promotion to Group ‘B’ covered by Annexure I to V of the aforesaid letter may also be taken into account for the purpose of awarding marks under the heading Personality, Address, Leadership and qualifications.

In the case of selection for promotion as Motorman, distribution of marks amongst various heading shall be as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Factor/Heading</th>
<th>Maximum Marks</th>
<th>Qualifying Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Professional ability</td>
<td>50</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>A Record of service</td>
<td>15</td>
<td>-</td>
</tr>
<tr>
<td>3.</td>
<td>Seniority</td>
<td>15</td>
<td>-</td>
</tr>
<tr>
<td>4.</td>
<td>Aptitude Test</td>
<td>20</td>
<td>Minimum cutoff as may be decided by RDSO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Qualifying Marks</td>
<td>60</td>
</tr>
</tbody>
</table>

The names of selected candidates should be arranged in order of seniority but those securing a total of 80% or more marks will be classified as “Outstanding” and placed in the panel appropriately in order of their seniority allowing them to supersede not more than 50% of the total field of eligibility.

The names of selected employees who retire before notification of panel should be included in panel.

The list shall be put up to the competent authority for approval. In case competent authority does not accept the
recommendation of Selection Board, the case should be referred o
the General Manager, who may constitute a fresh Selection Board
at higher level or issue orders as he considers appropriate.

**Currency of Panel:**

Panel drawn by Selection Board and approved by the
competent authority shall be current for the period of two years
from the date of approval by the competent authority or till these
are exhausted, whichever is earlier.

The employees who once officiates against a non-fortuitous
vacancy in his turning the panel whether against the leave
arrangement or otherwise, vacating the post, shall not be required
to appear again for fresh panel or selection.

In cases an employee lower in panel has officiated whereas
one higher in the panel has not officiated due to reasons beyond
his control such as sickness or not released by administration will
not be required to appear for fresh selection but employee who
refused promotion and his junior is officiating such employees
who refused promotion will not be entitled to protection in such a
case.

**Supplementary Selection/Suitability Test:**

Normally supplementary selection is held in the following
types of cases:
1. Summons for interview being received too late by which the candidates making it difficult for him to reach the place of interview.

2. Administration's failure to relieve the employee in time for interview.

3. Sickness of the candidate or other reason over which he has no control. Sickness should be covered by a specific sick certificate from the Railway Medical Officer. Unavoidable absence will not include such as absence to attend wedding or similar nature.

Employees who reside beyond the jurisdiction of Railway Medical Officer, the medical certificate from Private Medical Practitioners supporting the absence on medical ground during the course of the original selection should be accepted for allowing a chance to appear in the Supplementary Selection subject to discretion of the controlling officer on merits of each case.

The supplementary selection as far as possible should be attended by the same officers who were present at the first selection and held within one month of the first selection or the return to the duty of the employee concerned provided that return to duty not later than three months after the holding of first
selection. In case return of employee is delayed the result of selection need not be deferred, and declared. The employee will not be eligible to be considered if he returns to duty more than six months after the date of first selection.

Not more than one supplementary selection should normally be held to cater to the needs of the absentees. The second supplementary selection should be held rarely with the personal approval of Chief Personnel Officer based on the merits of each case.

**Erroneous Promotions:**

Sometimes due to administrative error, staff are over-looked for promotion to higher grades. This could be either on account of wrong assignment of relative seniority of the eligible staff or full facts not being placed before the Selection Board which could be of two types:-

(a) Where a person has not been promoted at all because of administrative error; and

(b) Where a person has been promoted but not on the date from which he would have been promoted but for the administrative error.

1. Each such case should be dealt with on merits. Staff who have not been promoted on administrative error, should, on
promotion, be assigned correct seniority vis-a-vis their juniors already working, irrespective of the date of promotion. Pay in the higher grade may be fixed pro forma at the stage which the employee would have reached, if he was promoted at proper time. However, no arrears shall be paid as he did not actually shoulder higher responsibility of the higher post.

2. The orders of notification, promotion or appointment of a Railway employee in a substantive or officiating capacity to a post if later on found to be erroneous on the basis of facts, should be cancelled and the Railway employee should immediately be brought to the position which he would have held but for the incorrect order of promotion or appointment.

3. Service rendered by the Railway servant concerned in the post to which he was promoted wrongly should not be reckoned for the purpose of increment or for any other purpose in that grade. Any consequential promotions/appointments made as a result of the erroneous promotion will also be required to be regulated on these lines.

4. The decision on question whether the promotion/
appointment of a particular Railway servant to a post was erroneous or not should be taken by an authority higher than the appointing authority. Suitable disciplinary action should be taken against those who were responsible for such erroneous promotions/appointments.

**Refusal of Promotion: (For selection and non-selection posts)**

The employee refusing promotion expressly or otherwise (i.e., that he does not give in writing his refusal but also does not join the post for which selected) is debarred for the period of one year for promotion but he is allowed to be retained at the same station in the same post. Promotion after one year will be, subject to continued validity of the panel in which he is borne otherwise he shall have to appear again in the selection.

At the end of one year if the employee again refuses promotion at the out-station, his name may be deleted from the panel (deletion being automatic) and no approval from any authority is necessary. In such cases administration may transfer him out-station in the same grade.

**Promotional Courses:**

Railway may prescribe requisite promotional course passing of which should be pre-condition for further promotion to a grade
in a Cadre. The employees may be relieved immediately when they are booked for such courses, as no exemption should be given from passing a prescribed promotional course. For such courses the employees is allowed to avail three chances to pass the course at the cost of administration and more chances if allowed, would be at the cost of the employee.

(b) Test

Pre-examination Procedure:

Each recruitment shall be conducted under the overall supervision of the Deputy Chief Personnel Officer (Recruitment).

Deputy Chief Personnel Officer (Recruitment) shall have the discretionary powers (delegated by General Manager) in the matters relating to issues like outsourcing of work, viz. data entry work, preparation of lists, dispatch of call letters, printing of question papers etc. and shall be responsible for overseeing the selection process (pre-examination as well as post-examination). He/she shall have the right to reject any application, the reasons for which would have to be recorded on the application. Deputy Chief Personnel Officer (Recruitment) may requisition the assistance of Division(s), Workshops, etc., for the conduct of the examination as is done at present also.

Applications are to be called against vacancies of various
categories by issue of notification, etc., as specified above. Only one application should be submitted even if the candidate wishes to be considered for more than one category of posts. Applications so received are to be sent to the nominated agency for processing of applications as also for dispatch of the call letters.

Simultaneous, preparations will be made for conducting examination in various towns. Depending upon the number of applications received, Divisions/Workshops, etc., will be approached by the Deputy Chief Personnel Officer (Recruitment) to hire examination centres (schools and colleges) to conduct the written examination.

A Town In-charge (JA grade Officer) for each town will be nominated by the GM/AGM of the Railway. In addition, an Overall In-charge for a Division (normally ADRM) for the towns falling in the territorial jurisdiction of the Division will be nominated by the GM/AGM.

Question Paper will be set by the Deputy Chief Personnel Officer (Recruitment) and sent to Private Agencies (Specialized in confidential printing) for printing. Such agencies should be of good reputation and proven integrity and proof of having conducted similar jobs for RRBs, JEE, CAT, etc.

Duplicate type OMR sheets shall be procured from the
printer (specialized in such printing) in which answers to questions are to be given by the candidates.

Question Paper shall be printed with questions jumbled in four to five series. Sealed Question papers (town and centre-wise) be delivered by the Agency to the Deputy Chief Personnel Officer (Recruitment) in sealed Packets /boxes which shall be distributed to respective Town In-charges where examination is to be held or alternately by the Agency directly to the Town In-charges where examination is to be held or alternately by the Agency directly to the Town In-charges as may be decided in advance.

Name, Father’s name, address and community of each candidate should be entered in a computer database along with any other information considered relevant.

Roll numbers may be generated on the computer and call letters should also be generated through computers. Call letters should be posted under certificate of posting, at least one month prior to the date of examination.

Instructions to candidates containing detailed guidelines on how to fill the answers, non numbers, etc., and a sample OMR (Optical Mark Reader) answer-sheet printed on a plain paper should be enclosed with the call letter.

**Selection Procedure:**

[152]
The recruitment procedure for Group ‘D’ posts on the Railways will now consist of a Physical Efficiency Test (PET) followed by a written test of the successful candidates found fit in the PET.

Separate notifications should be simultaneously issued by all the Zonal Railways on predefined dates after working out the Group ‘D’ vacancies of the Divisions/ workshops./production units and other organizations falling within the territorial jurisdiction of the Zonal Railway processing recruitment.

For Physical Efficiency Test, a candidate can appear in the examination to be conducted by the Division where he/she is domiciled or the contiguous Division, in case if there is no Railway line in his/her area.

The individual Zonal Railway will then conduct written test for the candidates who have qualified the PET in the Divisions under their jurisdiction.

PET should be of the standard prescribed. It will be only a qualifying test, Physical Efficiency Test should be video recorded. Passing of PET is mandatory. Result of PET will be declared on the same day.

PET shall be supervised by different teams at different places of three Assistant Officers nominated by the Deputy Chief
Personnel Officer (Recruitment), one of whom should be a medical officer. One of these three officers will be nominated as the Convener. List of candidates qualifying in the PET will be displayed on the Notice Board after finalization of the result on that day. Officers conducting the PET shall advise the result of the test to the Deputy Chief Personnel Officer (Recruitment) immediately after completing the tests. Convener of the Committee shall be the final authority for deciding then and there, any dispute/representation preferred during the course of PET.

Question paper for the Written Test shall be based on Class 8th standard consisting of 150 multiple-choice (four) objective type questions aimed to assess general knowledge/awareness, mathematics and reasoning etc. No question shall be asked for Checking proficiency in language. Question paper should be entirely objective and shall be printed in Hindi, English and regional language(s). The duration of the Written Test shall be 2 (two) hours.

Answer scripts shall be readable on Optical Mark Reader (OMR) and evaluation of answer scripts shall be on computers. After the examination, original OMR sheets will be sent to the Evaluating Agency (identify of which is known only to the Deputy Chief Personnel Officer (Recruitment). Duplicate OMR sheets will be kept in the custody of GM/AGM.
Result of Written Examination will be declared based on the Evaluation Agency’s Report and scrutiny of the records. Minimum pass marks will be 40% for General Candidates, 30% for SC/ST and OBC candidates. In order to eliminate the advantage of guesswork, one mark shall be deducted for three wrong answers (assuming choice of answers in objective type question papers is four in each question). Result of written examination should be tabulated in order of merit of candidates. While preparing the merit list of the written test, due care should be taken to ensure adequate availability of candidates to meet the requirement of reservations prescribed for SC/ST and OBC.

**Examination Procedure:**

The selection is based on a written test to adjudge the professional ability, viva voce and assessment of records by the Selection Committee. The marks allotted and qualifying marks under the different heads are as under:

<table>
<thead>
<tr>
<th>Heads</th>
<th>Maximum Marks</th>
<th>Qualifying Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professional ability</td>
<td>50</td>
<td>30</td>
</tr>
<tr>
<td>2. Personality, Address, Leadership &amp; Academic technical qualification</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td>3. Record of service</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>100</td>
<td>60</td>
</tr>
</tbody>
</table>
In respect of Accounts department the marks allotted and qualifying marks are as under:

1. Professional ability
   Written test 25 30
   Viva voce 25

2. Record of service 25 15

3. Personality, Address, Leadership & Academic qualification 25 15

   100 60

The successful candidates shall be arranged as under:

1. Those securing 80% marks and above as 'Outstanding'

2. Those securing between 60% marks and 79% marks as 'Good'

Employees securing 'Outstanding' will be placed on the top followed by those securing 'Good', inter se seniority within each group being maintained. The recommendation of Selection Committee should be put up to the General Manager for approval. If he does not approve he will record his reasons in writing and order for fresh selection. Once the panel is approved, amendment or alteration in the panel should be made except with the prior approval of Railway Board. The Currency of panel shall be current for the period of two years from the date of approval of competent authority or till fresh panel is made, whichever is earlier.
Employees selected for promotion to Group 'B' either on regular or on ad-hoc basis should obtain medical fitness certificate to the particular category of the posts to which the promotion is made. Relaxation in medical standard who have exceptional qualification and whose services in Group 'B' Cadre will be beneficial to Railway Administration will require the approval of Railway Board only.

**Supplementary Selection:**

Not more than one supplementary selection should be held to cater the absentees. While holding the supplementary selection all care and caution should be exercised to ensure that the employees who did not avail of the main selection are provided the opportunity at the Supplementary Selection.

In the event of an empanelled officer not being available due to the absence of a penal, ad-hoc promotion of an eligible Group 'C' employee may be subject to his suitability being assessed by a screening committee of HOD concerned, the CPO and an officer of appropriate rank belonging to SC/ST from the department.

**Limited Department Competitive Examination**

Competitive Examination to fill up 25% (increased to 30% w.e.f. 3.11.92) of vacancies in all departments except Medical and Security departments, will be held in the same year in which
normal selection of 75% (reduced to 70% w.e.f. 3.11.92) of vacancies is made.

The employee holding posts in grade the minimum of which is Rs. 5000 or in higher Group ‘C’ grades, with five years non-fortuitous service in the grades will be eligible.

All eligible candidates will be allowed to appear for any number of chances and the rules for reservation of vacancies for SC/ST will apply.

The subjects for the written examination and the marks to be allotted for the written examination, viva voce and record of service will be as under:

**Written Test**

<table>
<thead>
<tr>
<th>Prescribed Papers</th>
<th>Marks</th>
<th>Qualifying Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Paper I&lt;br&gt;(Professional subjects and General Knowledge)</td>
<td>150</td>
<td>90</td>
</tr>
<tr>
<td>Professional Paper II&lt;br&gt;(Professional subjects and Estab. &amp; Financial Rules)</td>
<td>150</td>
<td>90</td>
</tr>
</tbody>
</table>

Out of 150 marks the questions relating to professional subject will carry at least 100 marks in each papers. In case of Accounts Deptt. Paper one will cover General knowledge and English and subjects of Paper II(A) circulated under Board orders dated 3.8.77 and Paper. It will cover the subjects of papers II(B).
and III of letter dated 3.8.77 and 9.9.78.

In order to qualify, a candidate must obtain a minimum of 60% marks in each of the subject of written examination, in record of service and in viva voce separately. For SC/ST candidates in non-safety categories in non-professional subject will be $\frac{3}{5}$ of the prescribed qualifying marks and where safety aspect is involved the qualifying marks for candidates belonging to SC/ST would be as under:

(i) 60% marks in professional ability as in case of others.
(ii) 60% marks in 'aggregate (excluding seniority), as against 60% marks in aggregate (including seniority) for others i.e., the SC and ST would be required to get at least 51 marks, i.e. 60% of 85 nmarks (Total 100-15 marks of seniority) to be eligible for empanelment.

In the answers to objective type questions, wherever such questions are included in the written examination of 70% selection./30% LDCE for promotion from Group 'C' to Group 'B' Posts, no corrections of any type may be permitted. In case any correction is made, that answer shall not be evaluated at all. The correction may be any one of the following types (the list is illustrative and not exhaustive).

(a) Cutting
(b) Over writing
(c) Erasing
(d) Scoring off a ticked answer in multiple-choice and ticking another answer.
(e) Modifying the answer in any way.

It may be mentioned here that the term objective type questions will include questions of the following type:

(a) Multiple choice questions.
(b) Answer in yes or no.
(c) Fill in the blanks (maximum four words).
(d) Match the following
(e) Any other type of question(s) for which answer is to be given in one word.

There will be no grading of successful candidates as "outstanding" and "Good" and the names will be arranged in order of merit at the end of 75% (reduced to 70% w.e.f 3.11.92) selected candidates. The rules governing the constitution of "selection Committee", etc. would be the same as in case of 75% (reduced to 70% w.e.f 3.11.92) selection.

If two or more candidates secure equal marks in the aggregate (written test + viva voce test and record of Service) in LDCE for promotion to Group 'B' posts against 30% quota, then
their relative merit position for the purpose of their impanelment may be determined on the basis of their relative seniority in the feeder grade(s). The candidate who is senior shall rank higher. The same criteria as indicated in para above, shall be applied for determining who will be empanelled against the last vacancy from amongst those who secure equal marks in the aggregate.

Railway Board have decided to dispense with the provision of holding pre-qualifying test in LDCE. Therefore, LDCE shall be conducted after examination of 70% candidates."

The paper on General Knowledge should contain questions on the subjects of interest as well as importance. The questions should be so based so as to test the knowledge of candidates which they would acquire by general observation/reading without a specific study of detailed knowledge of text books. The paper should also contain questions on National Importance, achievements of Railways an questions which will test the awareness of the candidates.

Existing provisions of verification of the original educational/caste certificate (s) and other relevant documents of the candidates. It has been decided by the Boards that the number of candidates called for document verification shall be 20% over & above the number of vacancies.
This shall, however, be done with the following proviso:

It has to be brought out clearly in the Call Letter to the candidate that the purpose of calling 20% candidates over and above the number of vacancies at the time of document verification is primarily to avoid shortfall in the panel and that merely calling a candidate for document verification does not, in any way, entitle him/her to an appointment in the Railways.

Medical examination of the candidates who have passed the written examination and PET shall be done before their empanelment. Accordingly, only those who have passed the medical examination will be included in the final merit list.

Panel shall be formed by the Deputy Chief Personnel Officer (Recruitment) for the entire Zonal Railway on the basis of merit of the candidates in the Written Test and their qualifying the PET and Medical Examination. Even where the number of candidates available after document verification exceeds the number of vacancies, the panel finalized by RRC (Railway Recruitment Cell) shall be equal to number of vacancies only. In case, the Railway Administration after giving stipulated joining time to the selected candidates, certifies that certain number of candidates have not turned up within the specified period, another panel equal to the number of candidates finally not turning up for taking
appointment will be supplied by RRC. Before calling for replacement in lieu of the candidates finally not turning up for taking appointment. CPO shall personally satisfy himself that the procedure for cancellation of the offer of appointment to the originally empaneled candidates has been strictly followed. Under no circumstances, the number of candidates covered in the original as well as replacement panels shall exceed the number of the vacancies indented by the Railway; and Replacement panels shall include only such number of reserved/un-reserved candidates as have not turned up as per original panel. Thereafter, the Deputy Chief Personnel Officer (Recruitment) shall allot each successful candidate the Division/Unit after taking into account his merit position and preference of Division/Unit, etc.

Currency of the panel shall be for a period of two years from the date of publication. General Manager may extend the life of the panel by one year in case of administrative exigencies.

d) **Background Investigation**

**Awarding of Marks Against Record of Service:**

The marks for the Confidential Reports for 1987-88 and later years should be assigned on the basis of average of the five attributes against which grading are provided in Section 11 of the CRs to arrive at overall rating and points for each CR computed on [163]
that basis.

Marks for Record of Service shall be allotted as detailed below:

(a) Marks corresponding to the grading for the five attributes of Section II of each year’s CR should be added up and then the average over five years calculated.

(b) Marks corresponding to overall grading of each years CR should be allotted and while doing so provisions of para 4 of Board letter No. E(GP)/87/2/123 dated 19.09.88 should be kept in view. Marks for overall grading for five years should be added up.

(c) Average of (a) and (b) above should be taken as the marks for “Record of Service”.

The requirement of a minimum 15 marks out of 25 marks in “Record of Service” shall remain unchanged and no rounding off in the calculated marks for “Record of Service” shall be done.

The procedure indicated above may be followed uniformly in respect of all Selections and LDCE (wherever applicable) where the assessment of record of service is yet to be done on the date of issue of these instructions (in case of on going Selection/LDCE) and in all future Selections/LDCE.
Promotions and Selections

Where the DPC find that the adverse remarks in the CR have not been communicated but the adverse remarks are of sufficient gravity to influence assessment of the railway servant, then committee shall defer consideration of the case of railway servant, provided these remarks have been recorded in any of the CRs pertaining to three immediately preceding years prior to the year in which the DPC is held and direct the Cadre Controlling authority to communicate the remarks to Railway servant so that he may have an opportunity to make a representation. Where the un-communicated adverse remarks pertain to a period earlier than the above or where the remarks are not considered of sufficient gravity to influence the assessment, the DPC may proceed with the consideration of the case but ignore the remarks while assessing.

After a decision is taken by the Competent Authority on the representation or in the event of Railway servant not making any representation after the period therefore has expired, the DPC shall assess the suitability on the basis of entries now contained in CR while considering the deferred case as above, if the DPC find the Railway servant fit for promotion, the following procedure shall be made.

1. If the DPC find fit for promotion, it would place him at the

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appropriate place in the relevant panel/select list after taking into consideration the toned down remarks or expunged remarks and his promotion will be regulated as under.

2. If the Railway servants placed junior to the Railway servant concerned have been promoted, he would be promoted immediately even after reverting the junior most. On promotion his pay should be fixed under Rule 1321-RII(FR27) at the stage it would have reached had he been promoted from the date the Railway servant immediately below him was promoted but no arrears would be payable. The seniority shall be given in accordance with his name placed in the panel by DPC.

There should normally be no need to resort to ad-hoc arrangements before the next selection in view of the provision for liberal assessment of vacancies taking into 30% of the Cadre of both Group ‘B’ and junior scale posts including construction reserved. If the panel is likely to be used up before the next selection becoming due after two years, steps should be initiated to hold the next selection without waiting for two years to be over, so that the next panel becomes available well in time.

In the event of ad-hoc arrangements still becoming
necessary, due to unavoidable contingencies like injection from Court of Law, such appointment should be made on the basis of Seniority-cum-suitability from amongst all eligible candidates who appeared in the earlier selection irrespective of whether they passed the written test or not. It should be ensured that those ad-hoc promoters whose working as judged from their record of performance is not satisfactory are reverted as early as possible.

(i) **Recruitment Policy**

Of all the Central Government Organisations the Indian Railways is the larger single employer with a total staff strength exceeding 1.4 million. Thus every alternate Central Government employee is a railway while all other Central Government organizations share the remaining employees. As the Ministry of Railways alone has to manage 50% of the Central Government employees, the Railways are a determining force in evolution of suitable employer-employed relations at Central Level.

The Railway personnel are classified into four categories. Class I and II belong to the Gazetted cadre, both permanent and temporary, amounting to 0.6% of the total employees and the remaining 99.4% of the personnel constitute the non-gazetted staff

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1 Indian Railways 2007-08.
belonging to Class III and IV Categories.\(^1\)

The Railway Board deals directly only with the gazetted officers and those working in the Railway Board Office. The rest of the staff are dealt with directly by the Railway Administrations and the other subordinate agencies under the overall supervision of the Railway Board.

Under the Ministry of Railways services are classified into two Broad categories, the Railway Services and the Railway Board Services. The Railway Services consist of the Class I Railway Engineering, Traffic, Account, Medical and Stores Services and various categories of Class II and III services. The Railway Board Services consist of the Railway Board Secretariat Service Class II, the Railway Board Clerical Service Class III and the Railway Board Stenographers Services.

The personnel of the Railway Board are drawn both from the Railway Board Services and the Railway Services. While the personnel of the Railway Board services are non-transferable and remain permanently within the Railway Board\(^2\) the personnel from the Railway Services are drawn on tenure basis\(^3\) and are transferred back to the Railway Administrations. The interchange

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1 Report of the VIth Central Pay Commission.
2 They are non-transferable even to other Ministries vide prospectus issued by the Union Public Service Commission for the I.A.S. and other allied Service Examinations.
of personnel between the Railway Administrations and the Railway Boards is only at the Class I level.

The Railway services are dealt with by the Member (Staff), The Additional member (Staff), the Establishment Directorate and also by the Secretary, Railway Board. The Railway Board Services are entirely dealt with by the Secretary, Railway Board, who is also the Establishment Officer:

a) Representations from officers regarding seniority, promotion, etc;

b) Transfer of officers to posts outside their parent Railway;

c) Disciplinary cases against officers;

d) Deputation of officers, both outside the Railway or the country; and

e) Fellowships and scholarships.

Personnel Agency (Gazetted)

Full Board

Member (Functional)  Member (Staff)  Additional Member staff (Training)

Director (Functional)
Since the Railway Board is the apex body, it has to arrange for proper management of personnel. Keeping in mind the complexities involved in the management of human resources "the men", in the constitution of the Railway Board, the Member (Staff) and Additional Member and his organization are exclusively made in charge of personnel management.
PERCENTAGE OF EXPENDITURE
ON
SOCIAL OBLIGATIONS
OF
THE RAILWAYS

Social Burden
13%

Other Expenditure
87%
Generally in service matters, there are a number of agencies involved, such as Parliament, the Appointments Committee of the Cabinet, the Department of Personnel, the Ministry of Home Affairs, the Ministry of Finance and the Union Public Service Commission. In the case of Railways, the involvement pattern of the different agencies is as follows:

In pursuance of the All India Services Act, 1951, the President issued regulations in 1954 authorising the Union Public Service Commission (U.P.S.C.) to conduct examinations for recruitment to the all India Services. This provision is applicable to the Railway Services also as they are part of the public services.

The appointment Committee of the Cabinet is to decide and approve the appointments and grant of extension of service to the Chairman, Members and Additional Members of the Railway Board and General Managers of the Indian Railways.

The Department of Personnel lays down rules with regard to All India services and the Central Services, except those of the Railways, for the Railways, for the Railways traditionally have had rule making power. The Fundamental Rules have no validity in railways unless they are adopted by the Railway Board, which can modify them to suit its requirements. For the combined Engineering, Services Examination, co-ordination is effected by the Railway Board.

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1 The Parliament under Article 312 of the Indian Constitution may, has law provide for the creation of All India Services and regulate their recruitment and conditions of service.
3 Manual of Office Procedure, Diglot Edition, 1970, Section 627 (i) and (ii)
4 On interviewing the top officers of the Railway Board, the Information was gathered.
PERCENTAGE OF REPRESENTATION

OF

DIFFERENT CLASSES

OF

EMPLOYEES

ON THE INDIAN RAILWAYS

CLASS I

CLASS II

GAZETTED

CLASS III

NON GAZETTED

CLASS IV

NON GAZETTED
In the case of Railway Ministry, the Home and the Finance Ministry circulars in relation to personnel, are applicable only if they choose to adopt them. Similarly, in matters of promotion, the Railway Ministry need not follow the directives of the Home Ministry. The Railway Board is the rule making authority for all services in the Railways. Thus most of the responsibility relating to Railway Services is discharged by the Railway Board itself either in its capacity as a Ministry or as an executive agency.