

## **PROMOTIONS AND SELECTIONS**

For the purpose of maintaining efficiency in the administration, Railway Board has classified the posts as selection posts and non-selection posts. Regular promotions are ordered only against clear vacancies arising due to creation of additional posts, retirement, resignation, death, promotion to higher grades etc.

For promotions from one grade to another in selection posts as well as non-selection posts within Group C, whether safety posts or Non-safety posts, the employees should have worked at least for a period of 2 years in the immediate lower grade in Group C cadre. The period of adhoc promotions followed by regular promotion without break will be counted for reckoning this two years qualifying service in the lower grade. In case however, if a junior employee is eligible for consideration for promotion satisfying the conditions of two years in the lower grade, all his seniors would automatically be deemed to be so eligible. In the case of non-running category, in the event of non-availability of employees with two years in the lower grade, employees who have completed one year in the lower grade may be considered for promotion with the personal sanction of GM provided it is necessary to fill up the higher grade vacancy. Adhoc promotions against short-term vacancies should be resorted only in exceptional cases for a period not exceeding four months and where selected candidates are not available. It is unavoidable while making local arrangements the person available may not be the senior most. All adhoc promotions should be terminated at the earliest opportunity and where it is not possible to terminate within four months, approval should be obtained from Headquarters explaining the circumstances.

### **Promotions on seniority-cum-suitability basis**

#### **Non-selection posts**

The GM or HOD may prescribe modalities for assessing suitability. If they so desire, even for promotion on seniority-cum-suitability basis, a written test can be prescribed as mode of adjudging suitability. In other cases it is on the basis of perusal of records such as SR, CR, and performance report. The under lying principle in this type of promotion is that the staff from feeding category should be considered in proportion of 1: 1 basis based on seniority and fitness. Assessment of vacancies for suitability test or trade test is calculated by adding the existing vacancies to the anticipated vacancies for the next 6 months and to the extent of number of vacancies so assessed, a select list of suitable employees should be prepared and kept ready for filling up vacancies as and when they arise. The assessment period is 12 months where the promotion is based on perusal of SR and CR.

In certain categories suitability is to be assessed on the basis of trade test in accordance with the syllabus prescribed in the trade test manual. Trade test should be conducted periodically once in 6 months. If an employee has passed the trade test for a particular post, he need not be tested again for the same.

Trade Test Marks

|           | Marks | Qualifying Marks |
|-----------|-------|------------------|
| Oral      | 40    | 15               |
| Practical | 60    | 36               |
| Total     | 100   | 51               |

The 10% relaxation of marks in the case of SC/ST employees should be applied only when required number of such employees qualified without applying relaxation is not available and the relaxation is permissible only against non-safety categories.

An Assistant Officer of the department assisted by a supervisory official may conduct trade test. The JAG officer of the department who is the Chairman in the trade test committee should approve the result of the trade test. If there is no JAG officer in the particular department, the results should be approved by the DRM or ADRM in divisions and in the case of workshops by CWM. The trade test results should be published after the approval of the competent authority. An employee failed in the trade test can be tested again only after completion of 6 months from the date of earlier trade test.

### **Promotion against selection posts**

Selection posts are to be filled up by a positive act of selection. A clear procedure is laid down for conducting selection. While cadre posts are filled up from the employees in the immediate lower grade, ex-cadre posts are filled up from among the staff of the same cadre or more than one cadre.

### **Procedure for selection**

First and foremost thing for conducting a selection is correct assessment of vacancies. This will be done on the following basis.

- a) Vacancies existing on the date of assessment.
- b) Vacancies anticipated due to retirement, promotion to higher grades, and creation of new posts, etc., during the next 15 months.

(a+b) above minus number of employees expected to return from deputation and number of employees borne on the previous panel but not yet promoted shall be the number of vacancies for the cadre post selection.

In the case of Ex-cadre or General posts anticipated vacancies for the next 2 years will be taken into account along with the existing vacancies. The vacancies assessed should be segregated for unreserved, SC and ST separately and got approved by the authority who is competent to approve the selection panel and thereafter it should be notified to the employees concerned who are being subjected for the selection. The vacancies once assessed and approved should not be altered on any account thereafter.

### **Nomination of the selection committee**

For all selections, selection committee shall consist of not less than 3 officers. One of them shall be a Personal officer and another from the department concerned. Out of the 3 members, one should be from SC/ST community. However, inclusion of the SC/ST officer in the committee is not necessary when the selection is conducted for unreserved posts when only general candidates are in the zone of consideration. The committee will comprise of two department officers and one officer from the personnel department for selection in departments other than Personnel and two officers of the personnel department and one officer from another department for selection in Personnel department.

For selections to non-gazetted posts in Grade Rs.5500-9000 and above, the selection committee will consist of Junior Administrative Grade officers. However representative from personnel department can be a senior scale officer who shall nevertheless be equal to other members of the selection committee. For the selection of OS-II in personnel department, if the personnel officer of the division is not a JA Grade officer but a Senior Scale Officer, he can be nominated as one of the representatives from the personnel department along with a JAG grade officer of the personnel department from some other division or office. For other selection posts the selection committee shall consists of officers not below the rank of senior scale wherein the representative from the personnel branch can be an Assistant officer.

For selection from Group D to Group C service against 33 1/3 % quota, direct recruitment vacancies in the categories of Office Clerk, TC, TNC and Commercial Clerks, Senior Scale Officers shall be nominated as selection committee members. None of the members shall be directly subordinate to another. While nominating the committee members, care should be taken to avoid inclusion of officers who are close relatives of the employees considered in the selections.

Where two officers are nominated from one department for a selection, consists of a written examination, one officer should be nominated for setting question paper and another officer for valuation of answer papers.

### **Field of eligibility**

In the case of cadre posts, the normal field of eligibility will be three times of the number to be empanelled. However candidates who belong to one grade below the selection posts can only be considered. If sufficient number of employees in the grade is not available, it is not permissible to extend the field of eligibility to the next below grade.

Employees who have not completed 2 years in a grade can also be called and considered in the selection to the next higher posts. But it should be ensured that they are promoted only after completion of 2 years in the grade. In other words non-completion of 2 years in the lower grade is not a bar to appear for selection. In the absence of employees completed 2 years in the lower grade, employees completed one year may be promoted to higher-grade posts in non-running category with the personal sanction of GM.

In the case of selection to Ex-cadre or General posts, all eligible employees up to two grades below the selection post, if they satisfy the qualification, can be admitted for the written examination if they volunteer.

### **Notification of the selection**

The names of eligible staff to be considered for selection should be notified in the order of seniority, reasonably 3 or 4 weeks in advance of the written test. The notification should contain the number of vacancies reserved, if any. The syllabus for written test should also be published.

Written test

The question paper should specifically indicate the marks allotted to each question and the time allowed for the written test. Choice if any should be specifically indicated. In respect of higher selection post in a category, about 50% of the total marks should be allotted for objective type questions. The candidates can be permitted to write examination in Hindi or in English. In certain selection posts a portion of the question can be answered in regional language. One supplementary test can be allowed for those who could not attend the original test for reasons beyond their control. The date of supplementary test should also be fixed and advised while issuing notification for the main written test/selection/examination.

After the conduct of written test, the concerned personnel officer will assign dummy numbers to the answer book as well as in the fly leaves and remove the fly leaves from the answer book.

The answer book containing dummy numbers (not names of the employees) should be kept in a sealed cover and the papers sent to the officer nominated for evaluation. Key or model answer paper prepared by the officer nominated for setting the question paper should also be put in a sealed cover and handed over to the officer who values the answer papers. The personnel officer should maintain a register of dummy numbers and the flyleaves should be kept in a sealed cover. The officer valuing the answer papers should return the same to the personnel officer along with the summary of marks obtained by each employee.

Candidates securing 60% and above marks in written test are normally declared qualified for viva-voce test for the posts of Law Assistants, Teachers, Telephone Operators, Physiotherapists, Stenographers, Chief Typists, Instructors, Hostel Superintendents, Protocol Inspectors, Receptionists, Publicity/Advertising Inspectors, Photographers/Cameramen. For other posts, viva-voce is dispensed with and the marks of viva-voce is included in the Written Test. To safeguard the interest of the senior employees the total marks obtained in the written examination and the notional marks for seniority should also be the basis for calling candidates for interview instead of 60% marks for written test alone. For example, if a candidate secured only 16 marks out of 35 in written test (instead of 21 marks prescribed to qualify), he will become eligible for viva-voce if he secures 14 marks out of 15 in notional marks for seniority, thus making up 60% of the total marks prescribed for written test and seniority. However, the candidate must secure 14 marks out of 15 for viva-voce to make up 60% of the total in professional ability. This procedure is not applicable for selection to Ex-cadre or General posts.

#### Allotment of marks in selection posts

| Subject | Marks | Qualifying marks for General Community candidates | Qualifying marks for SC/ST (non safety posts) | Qualifying marks for SC/ST (safety posts) |
|---------|-------|---|---|---|
|         |       |   |   |   |

|  |     |    |    |      |    |      |    |
|--|-----|----|----|------|----|------|----|
| I. Professional ability<br>Written test - 50<br>{35 + 15(viva-voce)} | 50  | 21 | 30 | 17.5 | 25 | 21   | 30 |
| II Record of Service   | 30  | -- |    | --   |    | --   |    |
| III Seniority  | 20  | -- |    | --   |    | --   |    |
| TOTAL  | 100 | 60 |    | 40*  |    | 48** |    |

\*(50% out of 80)    \*\*(60% out of 80)

The seniority marks at the time of conducting viva-voce shall be given as per the following procedure and this has no relevance with that of the notional seniority marks given for deciding the eligibility for viva-voce.

Maximum seniority marks allotted to the senior most person shall be 20 and the minimum marks to the junior most person shall be 5 where the number of employees considered for selection is upto 10 and where the number considered is more than 10, the junior most employee will be given 3 marks.

The marks between the junior most person and the senior most person will be distributed proportionately and corrected up to the first decimal. Seniority marks will be allotted only to those who qualify to appear for viva-voce test. Seniority marks should be given to SC or ST candidates also.

The committee members are supplied with only one mark sheet and it is their joint responsibility in deciding allotment of marks for record of service, and other items in the selection. Entries for the preceding 3 years in SR and CR are taken into account for selection. Marks should be reduced for adverse entries and punishments and it should be increased for awards and merit certificates. The members of the committee are fully competent to lay down their own guidelines and it should be uniformly applied to all the candidates. All members of the selection committee should jointly assess the candidate's performance under different headings and only one mark sheet should be prepared.

The marks sheets prepared by the committee shall be handed over to the Personnel officer who shall be responsible to compile the results and to prepare list of qualified employees. The qualifying marks are 60% in professional ability as well in aggregate. Those who secure 80% and above will be termed "outstanding" and their position should be fixed in the panel in such a way that they should not supersede more than 50% of their seniors in the field of eligibility. The SC/ST employees to be considered against reserved posts in safety category are required to get a qualifying marks of 60% in professional ability and 60% out of 80 marks in aggregate. (by excluding the marks for seniority =  $80 \times 60\% = 48$  marks). In respect of selection to non-safety category against reserved posts SC/ST candidates should be given a relaxation of 10% marks in professional ability as well as in aggregate. ( by excluding the marks for seniority =  $80 \times 50\% = 40$  marks). The 10% relaxation of marks for SC/ST for promotion against reserved post should be applied only when there is shortage of employees to the extent of reserved vacancies.

The panel should be restricted to the number of vacancies assessed empanelling the senior most qualified candidates and also considering the candidates secured outstanding position if their position is coming within the number of vacancies assessed. In respect of non-safety categories if there is no sufficient number of SC/ST candidates qualified, best among them i.e., those who got highest marks but not less than 20% of marks in the written test, viva-voce, record of service, personality, leadership, address including seniority marks should be considered for adhoc promotion against reserved vacancies for giving inservice training for a period of 6 months and on completion of 6 months a performance report should be obtained from the supervisor or controlling officer and if found satisfactory, they should be included in the bottom of the panel.

In the cases of selection to Ex-cadre posts or General posts, the panel is formed based on the merit of the employees, i.e., marks obtained. Those who have secured maximum marks will be empanelled to the extent of vacancies assessed duly arranging their names in the order of interse-seniority.

The selection proceedings signed by all members including marks sheet should be put up to the authority competent to approve the panel. The panel should be published as provisional due to pendency of court cases, if any. The panel is valid for a period of 2 years from the date of approval. Promotions should be made according to the merit order assigned in the panel duly observing Reservation rules.

### **Promotions within Group-D**

This is generally on the basis of seniority-cum-suitability. In the case where a certain standard of literacy is essential, a simple written test is held. In public dealing categories like corridor coach attendants etc. a viva-voce may be prescribed.

Promotion from Group -D to Group -C by selection against 33 1/3% quota of Direct Recruitment vacancies:

Vacancies in clerical cadre to an extent up to 33 1/3% (25% in case of Accounts clerk) are filled up by a selection from among peon, lascar, record sorters, timekeepers, office watchmen, couriers, Roneo operators, material checkers and hospital attendants. Gang men who have passed SSLC fill a portion of the clerical vacancies in the works branch. Sanitary cleaners of Medical Department who have passed SSLC are also eligible for consideration against this quota.

In commercial and operating departments, 33 1/3% of the vacancies in the cadre of TCs, Commercial clerks and TNCs are filled by selection from the Group-D staff of these two departments and such of those qualified in the selection are absorbed as TC and TNC and in commercial clerk cadre. However employees having SSLC qualification are only absorbed as commercial clerks.

Group D staff having 3 years of regular service are only eligible for this selection. In respect of casual labourers attained temporary status and subsequently screened, empanelled and

absorbed against regular vacancies in Group-D posts in these departments, 3 years service will be counted from the date of temporary status. All eligible candidates should be admitted in the selection. There should be a written test to assess the professional ability of candidates followed by a viva-voce. The selection should be conducted every year and in the absence of sufficient number of qualified candidates, the remaining vacancies will be filled through direct recruitment.

The selection committee should comprise of 3 Senior Scale officers including one Personnel and the Branch officer. Out of the 3 officers one member should be from reserved community, otherwise, a fourth member from reserved community may be co-opted either from the division if available or from adjacent division when SC/ST employees are under consideration.

The written test should consist of one paper for 3 hours duration divided into two parts, to test the working knowledge of the Railway servant in English language and the general standard of intelligence and proficiency through questions in arithmetic, general knowledge pertaining to Railway and the work he has been acquainted with during his Railway service. Viva-voce is also conducted to adjudge other factors of suitability.

#### **Marks allotted for Group-D to Group-C selection**

| Subject                                | Max. Marks Allotted | Qualifying Marks |
|--|---------------------|------------------|
| Professional ability<br>(Written test) | 85                  | 42.5             |
| Record of service                      | 15                  |                  |
| Total                                  | 100                 | 50               |

A candidate securing 25 marks out of 50 in the written test can only be called for the viva-voce. A candidate securing 50% in professional ability (Written test) and aggregate of not less than 50% (out of 100) are only eligible to be empanelled.

In respect of SC/ST candidates 10% relaxation is available in non-safety categories and they must secure 40% marks in the written test and 40% marks in aggregate for being placed in the panel against reserved posts.

The panel should be formed based on combined seniority of the Group D employees qualified in the test. The panel should have the approval of DRM or ADRM in the case of division, CWM in workshop, and CPO in Headquarters. The panel is valid for one year from the date of approval.

#### **Promotion from Group-C to Group-B**

Vacancies in Group B services are filled up by promotion from Group C by a process of selection. 70% of vacancies are earmarked for regular selection and 30% through LDCE.

The vacancies are assessed by taking the existing vacancies, anticipated vacancies for next 2 years plus 30% of the cadre strength of both Group-B and Junior scale including construction reserve. The vacancies so assessed should be segregated in the ratio of 70% and 30% for regular selection and LDCE respectively. These vacancies are then distributed to fulfil the reservation requirement.

#### Allocation of marks for regular Group- B selection

| Subject  | Maximum Marks | Qualifying Marks |  |
|--|---------------|------------------|--|
| One paper on Professional subject, Establishment & Finance rules | 150 *         | 90               |  |
| Viva-Voce  | 25            | --               | 30(including at least 15 marks in record of service) |
| Record of service  | 25            | 15               |  |

\* Out of 150, the professional subject will carry at least 100 marks.

The Railway Board have decided that the papers on non-professional subjects i.e. Establishment and Financial rules, General Knowledge and General English etc. shall also be set and evaluated by the PHODs/HODs of the concerned department and not necessarily by FA&CAO and CPO.

The field of eligibility is generally 3 times the number of vacancies except in the case of selection to the post of APO. A number equivalent to the number of candidates who have failed in the previous two selections will be added to this in the case of selections other than for the post of APO. If required number of candidates belonging to reserved community are not available in the field, it will be extended to five times the number of vacancies.

In the case of selection to the posts of APOs, inspectors of PB and ministerial staff of all departments excluding Accounts and Hindi, who have completed a minimum of 3 years of non-fortuitous service in the grade pay of Rs.4200/- and above are eligible to compete the selection. In the case of ministerial staff of commercial, stores and operating departments, they have to exercise an option to either seek promotion in their own department or for promotion as APO. Option once exercised will be final.

Alert notice for written examination, supplementary written examination, vivo-voce and supplementary viva should be issued as in the case of selection in Group C cadre. Those securing 80% and above marks in the selection will be classified as outstanding and will be placed on the top of the panel. Other employees qualified by securing 60% of marks but less than 80% will be termed as good and placed on the panel duly maintaining their interse position to the extent of vacancies assessed. There is no relaxation of marks for SC /ST in this selection. However, in the case of non-safety categories, if sufficient numbers of qualified candidates are not available, the best among the failed may be recommended for adhoc promotion for a period of 6 months. Their performance is watched during this period and on completion of 6 months a report on their performance should be obtained and if found satisfactory, they may be included in the bottom of the panel.



**Limited Departmental Competitive Examination (LDCE)**

30% of the vacancies in Group-B service in Mechanical Engineering, Civil engineering, Electrical Engineering, S&T, Operating, Stores, Accounts and Personnel departments are filled by LDCE. Volunteers are called from among the eligible categories and regardless of the number of vacancies, all eligible staff are admitted for the selection. Staff who have completed 5 years of regular service in scale Rs. 5000-8000 and above are eligible to compete the selection. In Accounts department, employees qualified in Appendix III examination are only considered. In LDCE seniority plays no role and employees are selected based on merit.

**Allocation of marks for LDCE**

| Subject  | Max. Marks | Qualifying Marks |  |
|--|------------|------------------|--|
| Professional Paper I<br>(Professional subject<br>And General. Knowledge)         | 150        | 90               |  |
| Professional Paper II<br>(Professional subject and<br>Establishment and Finance) | 150        | 90               |  |
| Viva-voce  | 25         | --               | 30 (including at least 15<br>marks for record of<br>service) |
| Record of service  | 25         | 15               |  |

In both the papers questions on professional subjects should be set atleast for a minimum of 100 marks and there will be no separate minimum qualifying marks for any subject.

The selection committee should consist of a minimum 3 HODs including HODs of the department and CPO. If none of them belongs to SC/ST, a fourth member not lower than JA grade may be co-opted when SC/ST employees are under consideration. GM is the competent authority to approve the panel. The Railway Board can only make any amendment in the panel. Employees selected under 70% quota will rank senior to the employees selected under 30% quota.

