

# NORTH CENTRAL RAILWAY

Headquarters Office,  
Prayagraj-211015.

No.797-E/Gaz/Gr. 'B' Sele./CBT/Mech./30%/2025-26

Dated: 19.12.2025.

Principal Chief Mechanical Engineer,  
CRSE/Freight, CRSE/Coaching, CWE, CMPE/DSL, CME/Plg., GM/CORE/PRYJ, SDGM, CAO/Const.,  
FA&CAO/EG, CWMs: JHS & STLI Workshop, CWM/RCNK/JHS, CWM/Refub/CMLRW/JHS, DRMs: PRYJ,  
AGC & JHS, Dy. CMEs, Sr. DMEs, Sr. DPOs, Sr. DSOs, Sr. EDPMs: HQrs., PRYJ, AGC & JHS, Dy.  
CPO/Cost & IR/PRYJ, Dy. CPO/HQ, IR, Dy. CME/W/JHS, Dy. CME/MLR/JHS, SPOs: JHS Workshop,  
Principal, STC/JHS, Director/CAMTECH/GWL, Dy. GM(G)/NCR/PRYJ, Chairman/RRB & RRC/PRYJ, SMEs,  
DMEs, WMs, PE, CDOs: HQ, PRYJ, AGC, JHS, CMLRW/JHS & Workshop/JHS, AMEs, ADMEs, AWMs,  
APOs: HQ, PRYJ, AGC, JHS, CMLRW/JHS & Workshop/JHS.

## NOTIFICATION

Sub: Selection for promotion from Group 'C' to Group 'B' to the post of AME/ ADME/AWM against 30% LDCE quota for Mechanical Department in Pay Matrix Level-8, through Centralized Computer Based Objective Type Examination (CBT) for vacancy cycle from 01.01.2025 to 31.12.2026.

Ref: Railway Board's letter No. E(GP)2024/2/37(3477173) dated 12.12.2025.

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1. As advised by Railway Board vide letter referred above, it is proposed to conduct selection for the Group 'B' post of AME/ADME/AWM against 30% LDCE quota in Pay Matrix Level-8 through Centralized Computer Based Objective Type Examination (CBT) to be conducted by Railway Recruitment Board/Ajmer for the vacancy cycle from 01.01.2025 to 31.12.2026.

The break-up of vacancies assessed are as under:-

Mode	UR	SC	ST	Total	PwBD
30% LDCE	04	01	NIL	05	00

## 2. Eligibility:-

The scheme is open to Non-ministrial (Technical) staff of Mechanical Department working in Pay Band PB-2 Rs 9300-34800 + GP Rs 4200/- (present Level 6 of 7th CPC). In terms of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019 (RBE No. 216/2019), for Gr B selection 30% LDCE quota, Gr. C employees working in level 6 and above in Pay Matrix with 05 (five) years of non-fortuitous service in level 6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) will be eligible.

In terms of Railway Board's RBE No. 40/2008, in case of persons transferred on request basis to a new unit in the same category of posts, and assigned bottom seniority therein, the service rendered by them in the previous unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition, for promotion in the new unit, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit.

It has been clarified that instructions contained in Board's letter No. E(NG) 1/2023 /PM/4/2 dated 02.03.2023(RBE No. 40/2023) are not applicable while determining eligibility for promotions from Group 'C' to Group 'B' posts. Accordingly, an employee should have rendered the requisite eligibility service in the relevant grade(s) after absorption in the alternate post for being eligible for promotion to Group 'B' posts. (Authority Railway Board's letter No. E(GP)2024/2/09 dated 14.10.2024).

In case of employees, whose appointment were subject to completion of satisfactory training against the post they were so appointed, the length of service should be reckoned including the training period prescribed.

*Signature*

In terms of Board's letter No. E(GP)2005/2/42-RBE No. 161/2005 dated 21.9.2005, the date of commencement of the vacancy period should be taken as the cut-off date for determining the eligibility of candidates for appearing in the selections for promotion from Gr. 'C' to Gr. 'B' post against the vacancies to be filled in the said period. As such the cut-off date for reckoning eligibility of candidates for appearing in selection for the assessment period 2025- 2026 will be 01.01.2025 for promotion to Gr. 'B' post of AME/ADME/AWM against 30% LDCE quota.

**3. SUBMISSION OF APPLICATIONS THROUGH HRMS & SCRUTINY :**

- The eligible employees should submit their application through HRMS. The application received through proper channel only on through HRMS will be entertained. The applications for the aforesaid LDCE shall be invited through HRMS. It is mandatory to fill each and every column with correct information.
- **Physical application / application received through other channel will not be entertained.**
- The detailed instructions to the candidates to submit the online application through HRMS is enclosed herewith as **Annexure-C**.
- The last date for the submission of applications by the eligible employees through HRMS is **04.01.2026**. The application received after **04.01.2026** should not be entertained.
- The reserved community employees are advised to check whether their community certificate is available in employee details, if the certificate is not available, the system prompts him to upload the certificate and the same can be done by raising an ESS request by employee himself/herself and get it approved.
- The system doesn't allow the application to be submitted if the photo and signature of the employee are not available in the system. In such cases, the employee has to go to ESS and get the current photo and signature uploaded in the system and gets it approved.
- The eligible employees are advised to immediately login into HRMS and ensure that on Login into HRMS, they are able to see the Notification of the post against which they need to apply. In case an employee is not able to apply/see the notification in HRMS, he needs to immediately correct his details in HRMS through ESS module and get it approved.
- In case an ineligible employee applies through HRMS, his request can be rejected at any stage of selection or thereafter. Disciplinary action would also be taken against him.
- Staff whose lien/seniority is maintained on this Railway and who are on deputation/leave/sick should also be notified to enable them to submit their application through HRMS.
- While forwarding the applications, Dy. CPO/Sr.DPO/DPO/SPO/APO/ Establishment officers should certify that no applications is left out with him. **List of the eligible candidates in Annexure 'D' may also be provided in hard copy as well as in soft copy in excel sheet.**

**4. Syllabus:**

A copy of the syllabus for 30% LDCE for promotion to Group 'B' posts of AME / ADME / AWM in Mechanical Department, circulated by Railway Board vide letter E(GP)2022/2/4 dated 07.11.2022 is attached as **Annexure-'A'**.

**5. Pre-Selection Training to SC/ST employees:**

All the eligible SC candidates are required to be given pre-selection coaching/training as per syllabus attached as **Annexure 'A'** to be organised by the Divisions/Sr.DMEs, DMEs, ADMEs concerned as per extant instructions contained in Railway Board's letter No. E(GP)2010/2/39 dated 28.08.2019 (RBE No. 142/2019). Further, pre-selection coaching/training is not required for the candidates, if there is no vacancy reserved for them. In this notification vacancy is reserved for SC candidates only, hence only eligible SC candidates are required to be given pre-selection coaching/training. Sr.DMEs, DMEs, ADMEs Officers in charges will be personally responsible to spare the staff for pre-selection coaching/training well in time. The eligible SC candidates working in the Headquarters Office & NCRPU should be attached with Prayagraj Division and Construction Units should be attached with adjacent Divisions for pre selection Coaching/Training.

Training may be imparted to SC/ST candidates who are found eligible for appearing in the selection by the Divisions/Workshops/ Units. In case any SC/ST candidate is not interested for pre-selection Coaching/Training his/her written refusal may be obtained and sent to this office in original through special messenger before the date of written examination (CBT).

*M. G. M.*

On completion of the Coaching/Training, a certificate to this effect and schedule of pre-selection coaching containing date, time, venue, name of the lecturer, topics/subjects & attendance sheet of eligible SC employees must be sent to this office in proforma enclosed herewith as **Annexure 'E'**

## 6. SCHEME OF EXAMINATION (CBT)

In terms of Railway Board's letter No. E (GP)2022/2/4 dated 28.06.2022 & 06.09.2022, the examination through CBT shall comprise of one paper as per following details: -

Single paper of 150 marks comprising 100% Objective type Multiple Choice Questions with following distribution of marks:		
Topic	Questions	Marks
Technical(Professional)subject	85 Questions(includes 5 optional questions)	80 marks
General Knowledge & official language Policy & Rules	55 Questions (includes 15 optional questions on official language Policy & Rules)	40 marks
Establishment & Financial Rules	35 Questions(includes 5 optional questions)	30 marks
Qualifying Marks	: 90	
Duration	: 3 Hours	
Question paper will have 175 questions out of which 150 questions are to be attempted.		
1 mark will be allotted for every correct answer. There shall be negative marking for incorrect answers and 1/3rd of Marks allotted for each question will be deducted for every wrong answer.		

In terms of Railway Board's letter No. E(NG)I/2022/PM4/9 dated 09.12.2022 (RBE No. 162/2022), the facility of scribe and/or compensatory time shall be granted solely to those eligible PwBD employees having difficulty in writing subject to production of a certificate to the effect that the person concerned has limitation to write and that the scribe is essential to write examination on his/her behalf from the competent Railway medical authority as per proforma enclosed as **Annexure - 'B'**.

## 7. Written (CBT) and Viva-voce:

The selection will comprise of Written Test (CBT) followed by Viva-Voce test as per Railway Board's Letter No. E(GP)2022/2/4 dated 06/03/2023. Only those who qualify in the Written Test and pass the prescribed standard of medical examination as detailed in Railway Board's letters No. E (GP)80/2/8 dated 31/10/91, letter No. 99/H/5/3 dated 21.05.1999, & 18.12.2000 will be called for the Viva-Voce test. In this regard provisions laid down in paras 529 and 530 read with para 503 of IRMM/Volume-I, 3rd Edition 2000, are relevant.

## 8. OTHER CONDITIONS: -

- The office concerned, from where an employee has proceeded on deputation, must inform the staff who are on deputation with other Department/Ministries well in time. Their applications on HRMS also must be routed through 'Personnel department' of their parent office and sent to this office after verification of their eligibility.
- The candidate applying for appearing in the selection shall mention the personal Mobile No. Registered in his/her account. The respective Divisions/Units shall check and ensure that Mobile No. Mentioned by the candidate has been updated in his/her HRMS account OTP will be received on the same mobile number for downloading of hall tickets etc. This should invariably be ensured.
- In event of any information given by the candidate, found false or incorrect and in case a candidate is found ineligible for the above selection at any stage (including reversion after promotion has been affected), his/her candidature will be summarily rejected and in addition D&AR action will be taken against him for this.

Sr. DPOs, Dy. CPOs, DPOs, SPOs, APOs, Establishment Officers & controlling officers of the employees may personally ensure that this notification has been given wide publicity to all concerned. Displaying of this notification in the prominent Notice Boards of the respective offices of HQ/Divisions/Workshops/Units may also be ensured.

*S.M.G.*

**The timeline for conducting the selection (CBT) against 30% LDCE vacancies is as under:-**

Last date of submission of application by the applicant in their respective office	Submission of application in HQrs office	Issue of final eligibility list	Receipt of report of completion of pre-selection coaching to SC/ST candidates	Tentative date of written examination (CBT)
04 .01.2026	13.01.2026	23.01.2026	27.02.2026	08.03.2026.

This notification has been uploaded in HRMS.

This notification is also available on this Railway's website – [www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in)

(About us → Department → Personnel → NCR Gazetted Section → CBT)

All the divisions /units and applicants are advised to regularly visit NCR website/HRMS for any update in the matter.

**Instructions on the subject issued by the Railway Board/Competent Authority from time to time, if applicable, will be adhered to.**

Receipt of this notification may please be acknowledged.

DA: As above.

*Md. Nawab Alam*  
19.12.25  
(Md. Nawab Alam)  
APO/Gaz. & Welfare  
for General Manager (P)

Copy forwarded for kind information to:-

1. Secy./Railway Board/New Delhi
2. Secy. to GM – for kind information of GM/NCR
3. Secy. to PCME, PCPO
4. PCMD, SDGM
5. CMS/PRYJ, AGC, JHS & CNB.
6. General Secy./NCRES & NCRMU/PRYJ
7. General Secy., SC/ST & OBC Association.
8. CPRO/NCR.

**Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.**

**Syllabus for Establishment Rules:**

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

### Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

## **SYLLABUS FOR PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH 30% LDCE IN MECHANICAL DEPARTMENT**

Paper will be of two parts one part will be of General questions comprising questions from General Knowledge, Quantitative aptitude, Applied Mechanics, General Science Information Technology and EnHM and other sections comprising of questions from establishment, financial rules and Stores will be and Technical questions from four streams of Mechanical Department. Questions on PU are included in workshop segment. Question on Rajbhasha will be of optional nature of fifteen marks

### **Section A**

#### **GENERAL PORTION-**

##### **GENERAL KNOWLEDGE**

This section would contain questions of general interest and importance which is acquired by general observation and reading without specific text book study. Subjects of national importance as well as achievements of railways will also be covered. The standard of General Knowledge shall not be more rigorous than Matriculation.

##### **Quantitative Aptitude**

- Arithmetic & Statistical Operations Graphs, Fractions, Percentage, Sampling & Averages
- Geometry-Area & volume upon Higher Secondary/Class 12 Standard
- Algebra, simultaneous equations etc upon Higher Secondary/Class 12 Standard
- Questions on General quantitative aptitude

##### **Applied Mechanics**

Various Engineering materials and their properties, Bearings, Stress & Strain, Fatigue, Hardness, Corrosion & Surface finish.

##### **General Science**

- Mechanics: Newton's Laws of Motion, Velocity & Acceleration, work, energy, power, Archimedes Principle etc.
- Temperature & its measurement
- Mechanics Velocity & Acceleration, work done & horse power etc upon Higher Secondary/Class 12 standard
- Heat & Work, Expansion of Solids Liquids & Gases
- IC Engines, Gas Turbines, Heat Recovery & Thermal Efficiency, Supercharging & Intercooling
- Ohm's Law, Coulombs Law, Faraday's Laws, Voltage, Current & Resistance, wet & dry batteries, power factor
- Simple Motors & Dynamos-Principle & working, transformer, relay, fuse, circuit breakers
- Power Supply, AC & DC, Rectification

##### **INFORMATION TECHNOLOGY**

Familiarity with Personal Computer Specs- Processor, RAM, Hard Disk, Floppy, CD, Multimedia etc.

- Basic MS Word, Excel and Power Point

- Basic Local Area Networks: Servers, Hubs, Switches, Structured Cabling, Nodes, Network applications
- Using Internet: Email, Browsing, Searching
- General Information on various portals used in Indian Railways including GEM,UDM,IREPS,FMM,E Office etc.

#### EnHM

- Environment, Quality Management Systems ISO 9000 & ISO 14000
- Environment management system (ISO 14001),
- solid waste management rules
- CTE ( Consent to Establish) CTO, ( Consent to operate)
- Water act, air act,
- hazardous waste management act
- water policy of Indian Railways

#### Section B

Part-A consists of questions from Establishment ,Financial rules & Stores.

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Division & Workshop Management, Diesel Locomotives, Carriage & Wagon and Workshops,

#### PART-A (Stores Rules)

#### STORES

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

#### PART-B-Professional Portion-

#### DIVISIONAL WORKING & OPERATIONS MANAGEMENT

- Working Time Table
- Working in Control Office including Passanger grievance redressal portals e.g. Rail Madad
- Accident Classification, definitions, ART Ordering, Role of Supervisors & officers at accident site Management. ,Accident investigation including proforma for measurement
- 140 ton Crane Construction & safety in operations

#### DIESEL LOCOMOTIVES

- Basic Features and troubleshooting of HHP locomotives
- Preventive maintenance schedules
- Latest design improvements in diesel locomotives to reduce failures on line.
- Features of GE Locomotives
- Design improvements in bogies to make them fit for high speed operation
- Air Brake system of diesel locos including working of compressors and vigilance control devices and their maintenance
- Cooling water system of diesel engines
- Fuel oil system of diesel engines
- Control of lubricating oil consumption
- Safety devices used on diesel engines and locomotives
- Trouble shooting on locomotives running on the railways
- Fuel Economy on diesel locomotives
- Thermal loading of engine components
- Under gear maintenance
- Suspension bearings, wheels
- Electric Systems of Diesel Locomotive
- Load Box Testing
- MEMU ,DEMUs-types, systems & trouble shooting
- Basics of DPRS ( Distributed Power Rolling Stock)
- Introduction to GM Locomotives and its systems

### CARRIAGE & WAGON

Coaching stock- preventive maintenance schedules in Coaching Depots including IOH.POH, SS2, SS3 Schedules in shops

- Wagon Stock-preventive maintenance including ROH in depots and POH Schedule in shops ,Ride Index, Anti Telescopic features
- IRCA Rules for reject able defects
- ICF & LHB Coach Bodies and their maintenance in sick line/shops
- Generic details of train set
- Casnub Bogie & its modifications for high speed
- Corrosion repairs to caching and goods stock
- Couplers & Draw gear, Train Parting , Brake Binding & measures to avoid the same
- Water availability in coaches
- Fire prevention on Trains
- Air Brake System-Twin Pipe & single pipe. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches
- Passenger amenity items
- OBHS , CTS and other coach cleaning systems

- Maintenance Pattern of freight trains including CC Rakes & Coaching stock maintenance including Revised Policy Circular-4
- Neutral Train Examination
- Maintenance of various components like DV, SAB, PEASD
- Latest design improvements of Carriage & Wagons to improve their performance and speed potential
- LHB Coaches & BLC Wagons
- Construction, Design & Maintenance of special purpose Wagons

#### WORKSHOPS and Production Units

- System of labour accountal GA Cards for time keeping documents, tally sheets, Job/Route Cards, inspection & rate fixing
- Rules & Calculations under incentive scheme
- Paints & painting systems
- Different types of machine tools such as lathes, milling machines, shapers, planers, cutting tools & cutting speeds
- CNC machines
- CLW Pattern of Incentive Scheme, Group Incentive Scheme
- Different types of welding processes, welding defects
- Wheels, tyres & axles and their ultrasonic testing
- Heat treatment of ferrous items such as surface hardening, annealing, normalizing etc
- Roller Bearing & Cartridge Bearings
- Injury free features in coaches
- Material handling
- Design of coaches and wagons
- Basic concepts of casting and Heat treatment methods
- Manufacturing and Heat treatment process of wheels and axles
- Factory Layout
- Process flow chart of Production Units
- Machinery and Plant maintenance

#### Rajbhasha

Optional questions of 15 marks

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer.....	Civil Surgeon/Chief District Medical Officer.....	Chairperson		

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

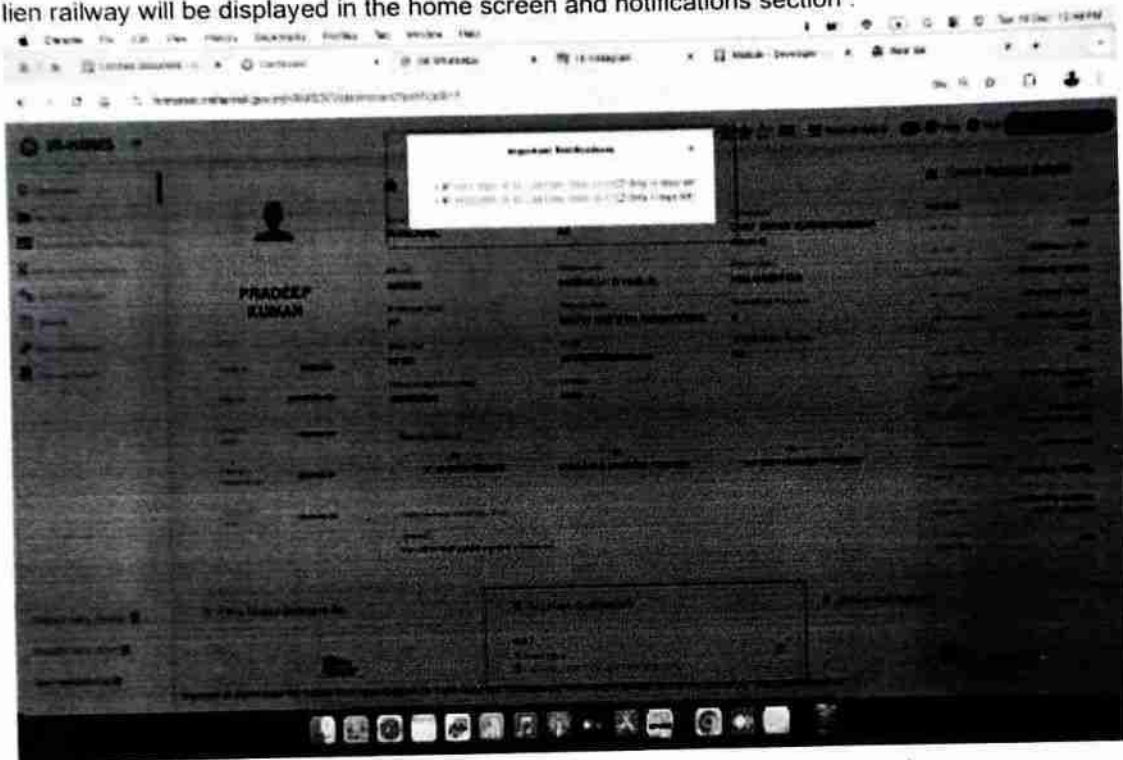
Place:

Date:

## ANNEXURE-C

### 2)Application against the Notification by the Employee

When an employee logs in to HRMS, the list of notifications which has been published by his lien railway will be displayed in the home screen and notifications section .



The employee will click on notification to apply.

Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway. The employee can apply against any notification by clicking on the 'Apply' button. **He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.**



The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.

If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.

The screenshot displays a web-based application form for HRMS. The form is organized into several sections:

- Employee Details:** Includes fields for Name, ID, and other personal information.
- Photo and Signature:** Two large rectangular boxes for uploading the employee's photo and signature.
- Working Details:** A section containing various fields related to the employee's current position, such as Designation, Pay Level, and Working Extra Hours.
- Lien Details:** A section for providing information about previous employment or service.
- Personal Details:** A section for providing personal information like address and contact details.

The form is presented in a clean, professional layout with a sidebar menu on the left and a top navigation bar. The bottom of the page shows a Windows taskbar with various application icons.

The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

- Employee will have to check the details of initial appointment and if they are wrong, he has to enter the data manually.
- If the employee is on deputation, the details of the same has to be entered in the form after selecting the 'Yes' Radio button.
- Employee has to enter the details of promotion i.e. date of past promotion and the length of service in each grade.





**Annexure - 'E'**

Statement of pre-selection training/coaching of SC employees for selection to the post of AME/ADME/AWM  
(Group 'B') against 30% LDCE held from \_\_\_\_\_ to \_\_\_\_\_

DATE	Duration/Time		Name of Officer/Lecturer	Venue	Subjects taught
	From	To			

Number of SC candidates who attended pre-selection training/coaching: \_\_\_\_\_

Number of SC candidates who have given refusal to attend pre-selection training/coaching: \_\_\_\_\_.

Number of SC candidates who remained absent during pre-selection training/coaching: \_\_\_\_\_

Signature of Personnel officer /  
Controlling officer  
(with date & office seal)