

Central Railway		Headquarters Office Personnel Branch CSMT, Mumbai.
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No.CR-HQ0PERS/485/2022-O/o CPOA/HQ/CR/219608

Date: .07.2024

AGM, SDGM, PCE, PCCM, PCEE, PCME, PCMD, PCPO, PCOM, PCSTE, PCMM, PFA, PFA (C), CCO, CSO, CAO(C), CPRO, DGM, CCM (PS), CCM (PM), CCM (FS), DRM BB, BSL, NGP, SUR, PA, Chairman/RRC CSTE(C), CEE(C), Dy. CE(C) PNVL, Dy. CE(C)DR, Dy. CE(C)GC, Dy. CE(C)JNJ, CWM(S&T) BY, CWM PR, CWM MTN, CWM/ACL/BSL, CWM MMR, Sr.DPO BB, BSL, NGP, SUR, PA, Dy.CPOMTN, Dy.CPO PR W/shop, Dy.FA&CAO/DC-AC/WB, Dy.FA&CAO(C)DR, Dy.FA&CAO/B&B, Dy.FA&CAO/T, Dy.FA&CAO/S, Dy.FA&CAO/W, Dy.FA&CAO/F, Dy. Sr. S&AO, P. Audit/CSMT, Sr.DFM BB, BSL, NGP, SUR, PA, Sr.AFA(C)NGP, Sr.AFA(C)PA, WAO PR, MTN, BSL, WAAO MMR, NKRD, SO PL Unit KYN, KWV, AQ Dy.CMM BSL, PR, MTN, CRD, P/CETI/THK, Director IRICEN/PA, IREEN/NKRD, MD, IRTES/BB, MRVC/CCG, GM/IRICON, Chairman RRB, Sr. EDPM, P/ZRTI/BSL, PO/RCT

Sub: Filling up of 01 (UR) ex-cadre post of MPPI (Man Power Planning Inspector) ML-7 in PCPO's Office, CSMT

Applications are invited from staff of **Personnel Department** to form a panel for filling up of 01 ex-cadre post of MPPI (Man Power Planning Inspector) ML-7 in PCPO's Office, CSMT.

Job Profile:-

He will be the In-charge of MPP Section of PCPO's office and will hold the responsibility of all works of the section including all correspondence with Railway Board.

Eligibility Criteria:-

(A) Educational Qualification:-

The candidate should be any Graduate from a recognized University having undergone in 10+2+3 stream with proficiency in MS Office.

(B) Desirable Educational Qualification:-

Since the selected candidate has to work independently on MS Work, Excel, PowerPoint, Access, Programming language etc. he should have qualification/degree in Computer.

(C) Service Conditions:-

The candidate should be from **Personnel Department**, working in ML-7 on regular basis on the date of notification.

OR

The candidate from **Personnel department**, working in ML 6 with 2 years regular service completed on date of notification may also be eligible provided candidate from ML-7 is not available.

(D) Age Criteria:-

The candidate should be below 50 years of age on date of notification

(E) Mode of selection:- The selection would comprise of two parts:-

1. Written test 100 marks objective type, 10% (Optional) marks will be on Rajbhasha /Official Language Policy & Rules.
2. Scrutiny of records of service and APARs.

Panel will be formed on merit basis. **However, preference will be given to staff working in Level-7.**

In terms of Railway Board's letter No. E(NG) I-2006/PM1/4, dated 22.03.2006, the marks distribution is as shown below:-

Sr. No.	Factors/Heading	Maximum marks	Qualifying marks
1	Professional Ability	50	30
2	Record of service & APARs	30	-
Total		80	48

The written test will be aimed at testing the proficiency in MS Office, internet and work related to Personnel Department. The written test would be of 100 marks objective type for 02 hours.

In terms of Railway Board's letter No. E(NG)I/2018/PM 1/4 (RBE No. 196/2018) dated 14.12.2018 and RBE No. 97/2019 dated 14.06.2019, 100% objective type questions would be set. There shall be negative marking for incorrect answers. 1/3rd of marks will be deducted for wrong answer. To ensure the authenticity of the answer, cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. There will be questions in official language (optional) of 10% of the total marks prescribed.

The qualifying marks would be 60% in Professional ability i.e. written test and 60% in aggregate. As per the extant rules, no viva-voce test will be conducted.

The panel will be formed on the basis of merit of aggregate marks as per Railway Board's letter No. E(NG)I-2008/PS/7/4/SLP dated 19.06.2009. However, preference will be given to staff working in Level-7.

The model Syllabus is enclosed as Annexure "A".

(F) Other conditions

- **The candidate selected for the post will continue to maintain his/her lien in his/her parent department and his/her posting as Man Power Planning Inspector in ML-7 will not confer upon him/her any right in his/her seniority or for further promotion in normal channel over his/her seniors. He/she may be repatriated to his / her parent Department without assigning any reason.**
- The place of posting of the candidate shall be MPP Cell in PCPO's Office, Central Railway, CSMT.
- Once the candidate is selected, he will have to join the post of MPPI immediately and he will not be allowed to decline the post.
- There will be no further avenue of promotion for the selected employees in the Ex-cadre post.
- **The tenure for the post will be 3 years and can be further extended for 2 years, maximum tenure being 5 years. On completion of tenure he/she will be repatriated to his/her parent cadre.**

- There will be a mandatory 'cooling off' period of 2 years to become eligible for applying for the ex-cadre post of MPPI, Level-7. The cut off date for counting completion of 2 years will be date of notification, i.e. The present incumbents of ex-cadre posts and those who have worked against ex-cadre posts may submit their applications only if they are eligible to submit the same as per this Railways policy circulated vide letter No.CR-HQ0PERS (PUPM)/ 4/2023/ 310136 dated 07-03-2024 & 13.06.2024.
- This being a Single post, no reservation rules shall apply in this case.
- As Man Power Planning Inspector (MPPI) selection is conducted as per General Selection procedure, hence no Supplementary written test will be held.
- Panel will be formed purely on merit basis. However, preference will be given to employees working in Level-7. If Level-7 employees are not empaneled, then employees working in L-6 will be considered.

This notification be given wide publicity. It has been decided to call applications online from the eligible candidates and scrutiny of Service Particulars will also be done electronically at each level i.e. division/workshop/Unit and Headquarter.

The tentative schedule will be as under:-

Sr. No.	Subject	Scheduled date
1)	Date to open PRONNATI window	30.07.2024
2)	Last Date to apply by the employee	20.08.2024
3)	Last Date to forward the applications by respective depots to their Bill Preparing Unit	28.08.2024
4)	Last date to forward the application after verification by Bill preparing Unit to Headquarters Office	04.09.2024
5)	Tentative date of issue of eligibility list	12.09.2024
6)	Tentative date of Written Test	05.10.2024

1. MODE OF APPLICATION

(I) HOW TO APPLY

The eligible staff should submit their application through ONLINE MODE only for which following steps should be followed.

1. Visit the Railnetsite 10.31.3.3 link and then Click onto PRONNATI.
2. Go through the NOTIFICATION.
3. Click on REGISTER. Select Exam Code: Personnel/Admn/Ex cadre Selection/MPPI, PML-7/2024
4. Fill up PF No as User ID, Your Mobile no and Registered Email and Submit.
5. You will get a default Password generated and display as 12345, immediately on another screen will show for change of password.
6. Now go to Home Page and select APPLY/LOGIN
7. Again use your PF No. as User ID and Password which you have received on computer screen (i.e. 12345).
8. Fill up the Application form with utmost care and after completing all the fields, click on Submit tab. (Before logout it should be confirmed that it is clicked on Submit tap)
9. Take a print out and keep it for your record.

This will complete the submission of application for the candidate.

(II) HOW TO FORWARD APPLICATION.

For login, each division/workshop/ Construction Unit Incharge will obtain User ID and password from APO (Admn.). After login division/workshop/ Construction Unit Incharge can view the details of applicants working under his control. To forward the application, just Click on FORWARD of each of the application. On Last date of submission of application by the candidate, respective division/workshop/ Construction Unit Incharge can get a summary of the applications which he has forwarded. He should take a print and keep it for the record with the signature of the Establishment Incharge and forward the same to this office.

(III)HOW TO VERIFY THE APPLICATIONS

For login, Office Superintendent of the divisional personnel Dept / workshop / Construction unit with whom Service Registers are maintained will obtain User ID and password from APO (Admn). After login, OS can View as well as Edit the details of all applicants whose Service Registers are maintained in that office. After verifying Service Particulars of each employee from Service Record, OS can change it in Edit application, if any deviation. He should put sign in the box if he made any change in the particulars filled by the applicant and same remarks should add in the remarks column. After verification to forward the application just, click on FORWARD BUTTON of each of the application.

(IV)HOW TO VALIDATE THE APPLICATIONS

For login, APO/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password from APO (Admn). After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the post APO/Head of the Construction Unit will valid or invalid the application by clicking on the Valid/Invalid. Then all the applications will be automatically forwarded to Headquarter for further scrutiny. On Last date of submission of application in Headquarter, Divisional Personnel Deptt / Workshop / Construction unit can get a summary of the applications he has forwarded. He should take a print and keep it for his record.

For any queries regarding login/ forwarding/Editing/Validating application please contact on Mobile No.8828311667- CS&WI(Admn)/8452910659, Sr. Clerk (Admn).

Applications of the employees who are not eligible should not be forwarded to this office, However, reason for disqualifying the candidate may be advised to them through proper channel.

After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level and the list of eligible volunteers will be published later. The final eligibility list will also be notified on RAILNET site 10.31.3.3/PERS/ on **28.08.2024.**

To ensure that the eligible staff avail the opportunity for appearing for selection, wide publicity should be given. Supervisor/Incharge should bring to the notice of the staff working under them about this selection.

Wide publicity be given by way of publishing eligibility list on the notice boards. It may ensured that all the eligible candidates be individually advised of their eligibility to appear in selection, by deputing S&WI and obtaining acknowledgement.

In terms of SPO (Ruling/Legal) CSMT's Letter No. P/HQ/Ruling/O/803 dated

07.10.2022, Answer key of aforesaid selection will be published in the Rail net website for candidates who appeared in the written test to send representation, if any, with respect of keys and ambiguity in questions to this office. The examinees (only candidates who appeared) will be given only 7 days (including intervening holidays) for sending written representation, if any. If any representation in this regard is received, the same will be forwarded to Paper Setting Authority with relevant instructions issued by Railway Board or HQ's Office for necessary action.

However, the decision of Paper Setting Authority will be final and no further correspondence in this regard will be entertained. The final answer key with decision taken on representation received will be published within the period of 03 working days after completion of 7 days specified in above para. The decision taken on representation will also be intimated. Evaluation will be started only after the above exercise.

All POs or SR Controlling Authorities are hereby requested to observe the following points while scrutinising the applications.

- The entry as regard to educational qualifications is mentioned in SR with valid & verified Certificates available in their Personal files.
- The caste of SC/ST candidates is entered in first page of SR after following due procedure.
- Entries with regard to DAR cases/punishment are correctly entered in SR.
- Entry in regard to change of name, if any, unauthorized absence & Award entries are updated in SR (i.e. Branch Officer Award, PHOD Award, DRM Award, GM Award.)
- Applications not fulfilling the eligibility conditions for this selection given under Eligibility Conditions above, may not be forwarded to this office. However, reason for disqualifying the candidate may be advised to them through proper channel.

This may be treated as advance notice for preparation for written test. The syllabus for selection is enclosed herewith as Annexure 'A'.

Kindly acknowledge the receipt of this letter.

(Manohar K. Mali)
Asstt. Personnel Officer(Admn)
/- PCPO

DA:- 1) Syllabus Annexure 'A'

Copy to:- DGM (G):

CPO(A), CPO(G), CPO(IR)
Dy. CPO (HRD) (HQ) (IR) (Const)
SPO (RP), (HRP) (R/Pass), (Gaz & Legal), Sr. Sports Officer,
PPS /PCPO , Secy to PCPO
APO (Elect. & S&T), (E&M), (Bills), (RRC/WB), (Const.), (Stores/Med), PS to
PCPO, Sr. Translator (Rajbhasha), Chief OS/OS (Ruling), (Gaz), (Pension),
(CommI), (Optg.), (RP), (HRP), (Compassionate Cell),(Pass), (Bills), (Labour),
(SBF), (Wel), (Engg), (Mech), (Elect), (S&T), (Med) (Stores), Ch.LA (Court),
(RRC/WB), (Sports),
Genl Secy to NRMU, CRMS, SC-ST/OBC Association.

Annexure A

Syllabus for Man Power Planning Inspector, ML-7.

1. Man power planning, Rightsizing & Benchmarking. Creation, extension, surrender & redistribution of posts. Maintenance of Vacancy Bank. Different types of posts including work-charged posts, Supernumerary posts.
2. Work study and Job analysis, Benchmarking & Right-sizing, Yardsticks, Zero Based Review.
3. Book of Sanctions and Scale Check.
4. Knowledge of MS Word, Excel, Power Point, Google Sheet/Docs/Slide etc.
5. Performance Appraisal- APARs & SPARROW.
6. Rules & Procedure for Re-employment of Surplus and medically de-categorised staff.
7. Monitoring of various on-line grievances redressal systems.
8. Knowledge of working in E-Office.
9. Knowledge of working in various modules of HRMS & HRMIS.
10. Railway Establishment Rules.
11. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, National Pension System. RELHS & Post retirement benefits.
12. The scope of Information Technology in Railway e-office. HRMS, HR-MIS, IPAS, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM etc. Information Technology in general with specific reference to Railway's IT Applications. Future of IT in Personnel Management.
13. Role of Personnel Department in Railways- Organisation, objectives and functions of Personnel Department. Relevance and role of human resources with reference to current objectives, reforms and developments in IR. Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.
14. Initial & In-Service Training, Refresher Courses, On-the-job Training, Multi-Skilling, Future Training needs & systems. Central Training Institutes, Training Centres in Zones, Divisions & Workshops, Plan Head 65, Training Modules for different posts, training under Apprentices Act, Online Training. Mission Karmayogi, Rail Kaushal Vikas Yojana, etc.
15. Official Language Policy and Official Language Rules.

(Manohar Mali)
Asstt. Personnel Officer(Admn.)
/- PCPO