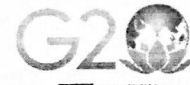




CENTRAL RAILWAY
Headquarter Office,
Personnel Branch,
C.S.M.T. – 400 001



सत्यमेव जयते
वैभवं कुरुविक्रमं
ONE EARTH • ONE FAMILY • ONE FUTURE

No. CR-HQ0PERS(POPT)/1/2024/322094

Date :21.05.2024

PCOM, PCSO,
CTPM, CPTM, CFTM, CTM(P),
DRM(P) CSTM, BSL, NGP, SUR & PUNE,
Sr.DOM/DOM CSTM, BSL, NGP, SUR & PUNE,

NOTIFICATION

**Sub : Filling up of vacancies in the ex-cadre post of Sr.Inspector(FOIS),
ML-7 in PCOM's office/HQs.**

- 1) It has been decided to conduct selection for filling up the vacancies in the ex-cadre post of Sr.Inspector (FOIS) ML-7 in PCOM's office, CSMT, as under:-

Post	Pay Level	No. of Posts
Sr. Inspector (FOIS)	ML- 7	UR-04, SC-01, ST-Nil, Total=05

2) Eligibility Conditions :-

- 1) The employee should be working in Traffic Department in ML-6 and ML-7
- 2) The employee should have a total service of 5 years in Railways.
- 3) Required Educational Qualification: Graduate in any stream.
- 4) Desirable Qualification: Any Diploma / Certificate course in Computers.
- 5) Desirable Experience : Knowledge of working on WIN 95/98, Window NT, Networking knowledge Essential (i.e. Mapping of Routes, Routers)

Note: The employee once selected, does not have any option to refuse the post. Refusal on selection will be viewed seriously.

3) Mode of Selection :-

- i) The selections will consist of written test, which will be 100% objective in terms of RBE No.196/2018 dated 14.12.2018 followed by scrutiny of service record.
- ii) All the questions will be multiple choice only.
- iii) To ensure the authenticity of the answers, cutting, overwriting, erasing or alteration of any type in the answers will not be accepted. Zero marks will be given for answer having correction/over writing.
- iv) There shall be negative marking for incorrect answers. One third of the marks allotted for each questions will be deducted for wrong answers.
- v) No supplementary written examination will be conducted.

4) Tenure Period:-

In terms of Railway Board's RBE No. 191/2004 dated 27.08.2004, "in order to ensure that the staff selected for ex-cadre posts do not lose touch with the working of his parent post/cadre, a reasonable tenure say not exceeding five years only be prescribed." In view of this, the tenure for the post of Sr.Inspector (FOIS) is prescribed for five years only.

- i) Initially the tenure will be for 3 years, extendable to another 2 years with the approval of concerned PHOD/ Co-ordinating HOD, subject to satisfactory performance.
- ii) There will be a mandatory 'cooling off' period of 2 years to become eligible for applying for another ex-cadre post. The cut off date for counting completion of 2 years will be date of notification. This will be applicable to the present incumbents of ex-cadre posts too.
- iii) Application for ex-cadre post without completing the mandatory cooling off period will be permitted only in exceptional cases with the approval of substantive cadre PHOD. Further such cases will be considered for empanelment only when sufficient number of regular candidates are not available for empanelment.
- iv) Application for ex-cadre post without completing the mandatory cooling off period will be permitted in case of employees working on ex-cadre post of Vigilance department for non Vigilance post with the approval of SDGM. Such cases, once approved will be considered for empanelment along with regular candidates.
- v) No employee can apply for ex-cadre post for a third time without undergoing the mandatory cooling off of 2 years.
- vi) Mandatory cooling off will be required even when employee is relieved from the previous post without completing 5 years tenure.

This notification be given wide publicity. It has been decided to call applications through Railnet on 10.31.3.3/PRONNATI from the eligible candidates and scrutiny of Service Particulars will also be done electronically at each level i.e. Division/Workshop/Unit and Headquarter.

Tentative Schedule of Selection:-

Sr.No.	Particulars	Date
1.	Date to open PRONNATI window	24.05.2024
2.	Last date to apply online by the employee	10.06.2024
3.	Last date to forward the application by respective depots to their Bill preparing unit	14.06.2024
4.	Last date to forward the application after verification by Bill preparing unit and Personnel Officer to HQs office	24.06.2024
5.	Tentative date of issue of Eligibility list	28.06.2024
6.	Tentative date of Written test	02.07.2024

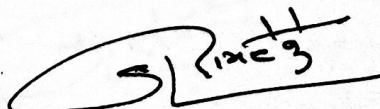
MODE OF APPLICATION

(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 Railnet site 10.31.3.3 link and then Click onto **PRONNATI**.
2. Go through the **NOTIFICATION**.
3. Click on **REGISTER**. Select Exam Code: **Operating/Ex cadre Selection /Sr.Insp (FOIS), ML-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(Tfc & Comml.)**. 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 also forward a copy of the same to this office.

(III) HOW TO VERIFY THE APPLICATIONS

For login, Office Superintendent of the divisional personnel deptt / workshop / Construction unit with whom Service Registers are maintained will obtain User ID and password from **APO(Tfc & Comml.)**. 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 Unit with whom Service Registers are maintained will obtain User ID and password from **APO(Tfc & Comml.)**. After login APO/Head of the Unit 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 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.8828110661- APO(Tfc & Comml.)/ 9004117036- OS(Tfc)/7369000701- Jr.Clerk(Tfc)**.

After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level and on the basis of Data entered in the said link, the list of eligible volunteers will be published later. The final eligibility list will also be notified on RAILNET site 10.31.3.3/pronnati on 28.06.2024.

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.

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.



(4)

The eligibility / non eligibility list of employees will be purely provisional subject to verification of their service particulars, educational qualification, caste certificate etc., as mentioned in the said link, from the SRs. The mere fact that if, he/she is allowed to appear for the written test and qualified, however, he/she will not be entitled for empanelment, if he/she is subsequently found ineligible, for not fulfilling the service conditions mentioned in the notification.

Wide publicity be given by way of publishing eligibility list on the notice boards. It may be 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 Railnet website after the examination 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 received, the same will be forwarded to paper setting authority with relevant instructions issued by Railway Board or HQs 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 the 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 scrutinizing the applications.

1. The entry as regard to educational qualifications is mentioned in SR with valid and verified certificates available in their Personal files.
2. The caste of SC/ST candidates is entered in first page of SR after following due procedure.
3. Entries as regard DAR cases/punishment are correctly entered in SR.
4. Entry in regard to change of name, if any.
5. Unauthorized absence entry in SR & Award entry in SR (i.e. Branch Officer Award, PHOD Award, DRM Award, GM Award).
6. Applications not fulfilling the eligibility conditions for this selection given under Eligibility Conditions above, should not be forwarded to this office.

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


21.05.24

(B S Ramteke)
Asstt. Personnel Officer(Tfc&Coml.)
for Principal Chief Personnel Officer

PROFORMA

Reference Notification No. CR-HQ0PERS(POPT)/1/2024/322094

Dated _____

**Latest Passport
Photograph duly
attested by the
controlling officer**

Application for the Ex-cadre post of:- Sr.Inspector (FOIS), ML-7

1	Name of the employee (In Block letters)	
2	Category (UR/SC/ST)	
3	Date of Birth	
4	Date of Appointment	
5	Date of Regularisation, if any	
6	Present Designation, ML-	
7	Date of regular promotion to Present Grade	
8	Division/Station/Unit	
9	Total length of service	_____ Years _____ Months
	a) In substantive post	_____ Years _____ Months
	b) In ex-cadre post	_____ Years _____ Months
10	Educational Qualification	
11	Knowledge and experience of working on Computers	
12	PF Number / Employee No.	
13	HRMS ID	
14	Contact number & Mail ID	

If any above furnished information is not true/correct, I am liable to be taken under DAR.

(Signature of Applicant)

Forwarding Memo No. :

Division/Station/Unit :

Date :

(Signature of Controlling Officer)

Stamp/Seal of Office

The particulars given above by the employee have been scrutinized from his/her SR and found correct and the above employee is eligible to apply for the post of Sr.Inspector (FOIS), ML-7.

Signature of the Dealing Clerk

Name & Signature of the Divisional Personnel Officer

SYLLABUS

SR. INSP (FOIS)

1. Organization of Indian Railways, – Railway Board, Zonal Railway, Divisional Level & Station/Depot Level. Its Prime Objectives- Vision.
2. General Functions of Important Departments and Role of Operating, Commercial Department
3. Control Organization & Its Functions, Train Control, Traffic Control, Power Control, Central Control, Emergency Control, Suburban Control, Area Control Functions in Operations, Controls Responsibility in Train Operation.
4. Safety Rules - (G&SR, CS, BWM, AM, OM, WTT, SWR) General Idea About G& SR, Special Instructions, BWM, AM, Operating Manual, Working Time Table, SWR.
5. Rules Applying to Railway Servants Generally.
6. Control & Working of Stations – Standard Time, Advertised Time, Caution Order – Types, Conditions, Obtaining/Cancelling of Caution Order, Making Entry in Caution Order Register.
7. Registers Maintained at Control Office
8. Goods Train Operation. Yard - Types, Organization & Yard Congestion. Classification Of Goods Train and Types of Goods Train as Per Working. Train ordering & put back of ordered Train. Various Types of Goods Stocks. Interchange, Rules & Forecast. Over Dimension Consignment. Combined Travel Report (CTR), Vehicle Guidance, LTM. Long Haul / HEAVY HAUL Trains.
9. Block Rake Marshalling – Object, Rules. Special Types of Goods Stock Break Power Certificate and Types of BPC.
10. Stacking Rules. Allotment of Wagon, Quota and Restrictions, TPMS, E- Act, PTO/PTS, Rationalization Scheme.
11. Wagon Pool, Wagon Census, Stock Report, Uses and Benefits of Stock Report. Morning Position.
12. Load Table – Goods and Passenger Load Table, Requirement of Banking Engine.
13. Passenger Train Operation, Nomenclature of Various Coaching Stock, Types of Passenger Train – Mail-Exp., Super-Fast, Restricted and Prohibited Train, EMU, DEMU, MEMU, Train-18, Tejas Train-20 Etc. Factors Affecting Train Operations (FATO).
14. Master Chart. Platform Occupation Chart. Pit-Line Occupation Chart, Speed, Rake Link..
15. Loco Utilization. Maintenance Schedule of Various Locos, POH, ROH, Carrying Capacity. Power Plan, Loco Outage, Engine Link.
16. Crew Management, Lobby Working, Crew Link, Hours Rule, HQ and Outstation Rest.
17. Operating Statistics: NTKM Per Engine Hour, NTKM Per Wagon Day, EKM Per Engine Day on Line in Use etc, Operating Ratio, Wagon Turn Round (WTR). Pre-Departure Detention (PDD). Average Speed of Goods Train, Average Speed, Throughput, Divisional Wagon Balance, Section Capacity.
18. Types of engineering work, CTR, DSW, TRR, TSR. Types of Blocks and Precautions, Integrated Block, Corridor Block, Power Block. Weather Warning & Buckling of Track. Types Of Track Machine and Its Working. Working Of Tower Wagon.
19. Accident, Unusual & Disaster Management.
20. Detailed Project Report, Engineering Scale Plan & Signal Interlocking Plan. (DPR, ESP, SIP).
21. Information Technology Computerization in Indian Railways Basic knowledge (Word, Excel, Power Point).
22. Information Technology – Operating department. Means of social media and their uses COA, FOIS, RMS, TMS, COIS, ICMS, PAM, CMS, NTES, WILD, SIMRAN, SATSANG etc- an overview and integration.