

Modern Coach Factory, Rae Bareli

Office of the
General Manager (P)

NOTIFICATION

Sub : Formation of panel for promotion to Group 'B' post of Assistant Workshop Manager (AWM) in Mechanical Engineering Department against 30% LDCE quota for the vacancy cycle 01.01.2025 to 31.12.2026 (upto 30.06.2027).

Railway Board has decided to hold Centralised Computer Based Objective Test (CBT) to form a panel for promotion to Group 'B' posts of Assistant Workshop Manager (AWM) in Mechanical Engineering Department through (30% LDCE quota) to fill up Gr. 'B' vacancies. The details are as under: -

For 30% quota through LDCE :

1. **Assessment Period:** -- 01.01.2025 to 31.12.2026 (upto 30.06.2027)

2. **No. of Vacancies:** --

UR	SC	ST	Total	PwBD
01	00	00	01	00

3. **Condition of Eligibility:**

In terms of Railway Board letter No. E(GP)2019/2/25 dated 27.12.2019 & provisions contained in Master Circular 68, Non-ministerial Group "C" staff of Mechanical department holding the post in Level-6 (Rs.35400-112400) and above in the pay matrix with five years of regular service in Level-6 (Rs 35400-112400) and above in the pay matrix as on 01.01.2025 are eligible.

In terms of Railway Board letter No. E(NG)I-2019/PM1/24 dated 05.06.2019, for the purpose of counting eligibility of service condition, time spent by Railway servants during pre-requisite training immediately before appointment to working post in counted as qualifying service

Only such categories of staff as are otherwise eligible to be considered for promotion to Group "B" service in the Mechanical Department as per extant rules are eligible to appear in the LDCE for promotion to Group "B" service.

Note:

- Staffs whose lien and Seniority is maintained in the relevant cadres of MCF/RBL are only eligible to apply.

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- ii) Eligible staffs who are on Deputation, Training & EX-Cadre Organization and having lien & Seniority in the relevant cadres of MCF/RBL, who desire to volunteer for the above LDCE may submit their application through HRMS.
- iii) Employees working in Level-6 on adhoc basis are not eligible to apply. Employees who have been granted financial upgradation in Level-6 under MACPs are also not eligible to apply.
- iv) For assessing the period of Non-Fortuitous service, the following may be kept in view.
 - a) As per RBE 55/1997 dated 17.04.1997, regarding counting of service rendered in the old unit on "**own request transfer**", the service rendered in the absorbing unit alone will count for eligibility wherever a minimum length of service is specified as a condition for consideration for promotion including promotion to general selection posts.
 - b) The above instructions were partially modified vide RBE 34/2006 dated 21.03.2006. In terms of RBE 34/2006, on counting of service rendered in the old unit on "**own request transfer**" for the purpose of qualifying service for promotion in new unit, the service rendered by them in the old unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion including promotion to general post in the new unit subject to the conditions that the service so allowed to be counted does not exceed the length of service of the immediate senior in the new unit and the benefit of counting of service will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts.
 - c) In terms of RBE 40/2008 dated 13.03.2008, those instructions were made applicable for reckoning the minimum qualifying service of Group "C" employees. In case of own request transfer to a new unit in the same category of posts, for determining their eligibility for promotion to Group "B" posts also.
 - d) Regarding counting of service rendered in the old unit before **mutual transfer** of the employee for the purpose of determining eligibility for promotion to Group "B" post. Railway Board has clarified that instructions contained in Para 310 of IREM Vol I governing the seniority of Railway servant transferred on mutual transfer will prevail.
 - e) As advised in RBE No.102/2019 dated 25.06.2019 the time spent by a Railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".
 - f) The volunteers who have completed 5 years of Non-Fortuitous service in the current seniority unit of the cadre as on 01.01.2025 are only eligible to apply.

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4. Scheme of the Examination and Qualifying Marks: -

(Authority No. E(GP)2018/2/31 dated 19.03.2019, E(GP)2022/2/4 dated 28.06.2022 & E(GP) 2022/2/4 dated 06.09.2022}

Paper	No. of Questions	Maximum Marks	Qualifying Marks	Duration of Examination
Technical (Professional) Subject	85 (Includes 5 Optional questions)	80	90	03 hours
General Knowledge & Official Language policy & Rules	55 (Includes 15 Optional questions)	40		
Establishment & Financial Rules	35 (Includes 5 Optional questions)	30		

- 4.1 The written examination will comprise of One Paper which will have 100% Objective type Multiple Choice Questions only.
- 4.2 The duration of the examination will be 03 (Three) hours.
- 4.3 All Objective type Multiple Choice Question will carry equal marks.
- 4.4 **There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.**
- 4.5 There are no provisions for supplementary exam in 30% LDCE Quota selection.
- 4.6 In terms of Railway Board letter No. E(GP)2022/2/4 dated 06.03.2023, candidates qualified in written examination/CBT will be called for the Viva-voce to the extent of 5 times the number of respective vacancies (community-wise) in the order of merit. However, in case two or more candidates score equal marks in the exam and vie for the last spot, they may be allowed to appear in the viva irrespective of the fact that the number of candidates goes beyond the limit of 5 times the number of respective vacancies. Thereafter, they will be sent for medical examination. Only those employees who are certified fit for the prescribed medical examination will be allowed to appear in the Viva-voce.

5. Records of Service and Viva-voce-

{ Authority No. Para 10.4 of Master Circular 68 }

Detail of Exam	Maximum Marks	Qualifying Marks
Viva-voce	25	30 including at least 15 marks in the record of service
Record of Service	25	

6. Syllabus: -

{ Authority No. E(GP)2022/2/4 dated 07.11.2022 }

The syllabus for the written examination is enclosed as 'Annexure-A'.

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7. SUBMISSION OF APPLICATION:

- a. This notification should be given wide publicity amongst all the staff concerned.
- b. All eligible employees who fulfil the eligibility conditions as on 01.01.2025 (as mentioned in para 3 above) are requested to apply for the said selection through HRMS only. Applications received through any other mode will not be considered.
- c. Applicants should fill all the columns in the application form.
- d. The last date of receipt of application will be 09.01.2026.
- e. The relevant page of user manual to fill up the application in HRMS are enclosed as Annexure-B.

**NB : - (i) Tentative date of written examination for 30% LDCE Quota is 08.03.2026.
(ii) As there is no reserved vacancy, Pre-selection training is not required in terms of Railway Board's letter No. E(GP)2010/2/39 dated 28.08.2019.**

Please acknowledge the receipt of this notification.

Encl: As above.

No. MCF-RBL0PERS(Gaz.)/53/2023
Dated 19.12.2025

(Dr. A. K. Yadav)
Sr. Personnel Officer/Gaz.
For General Manager (P)

Copy to : for kind information and necessary action please.

1. Secy. to GM/MCF/RBL | For kind information to GM.
2. PCME & All HODs, Mechanical Department, MCF/RBL | For kind information.
3. All staff concerned.
4. PS to PCPO: For uploading on the website of MCF/RBL.
5. Ch. OS/NG-II & NG-III: For information of those candidates who are on deputation.
6. All Notice Boards.

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, Canons 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 pine. 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

applications. By clicking the links (in blue) user can see the notification and details recorded at the time of entry of notification.

The next step will show how the employee can apply against the notification.

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 .

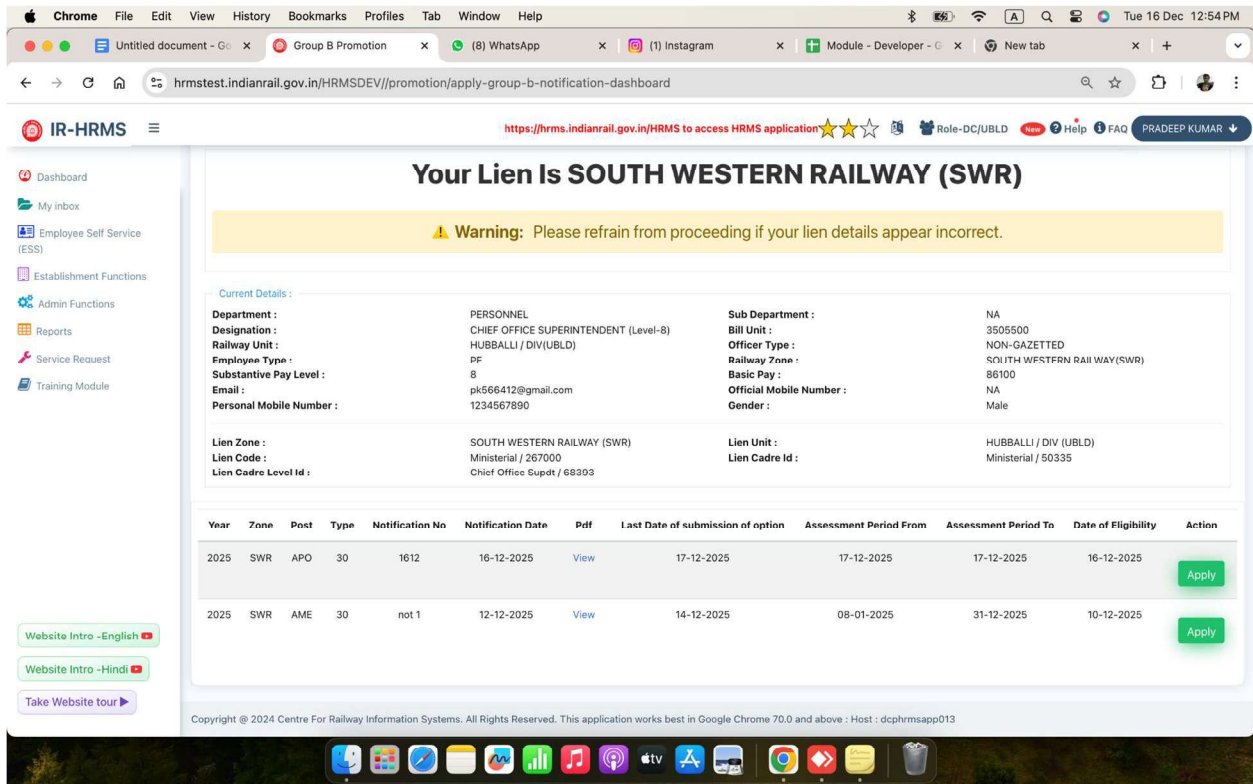
The screenshot displays the IR-HRMS interface for user PRADEEP KUMAR. The main content area is divided into several sections:

- Personal Details:** HRMS ID: DEXNMC, IPAS ID: 424ND450185, Date of Birth: 1980-04-30, Date of Appointment: 2004-06-07, Retirement Date: 2040-04-30.
- Job Details:** Designation: CHIEF OFFICE SUPERINTENDENT (Level-8), Officer Type: NON-GAZETTED, Substantive Pay Level: 8, Official Mobile Number: NA.
- Related Officials:** DC: K. VAMSHI / TZGOPX, VA: SHAILAJA C JAGADISH / HQACOK, AA: MAHESH ABBIGERI / FYKSSM.
- Pass Issuing Authority (PIA):** Authority: CVI VECTED ECOMANET / DMHVV.
- Notifications:** A pop-up window and a bottom notification bar show two notifications from 'not 1'. The first is dated 2025-12-12 (2 days left), and the second is dated 2025-12-17 (1 day left).

The employee will click on notification to apply.

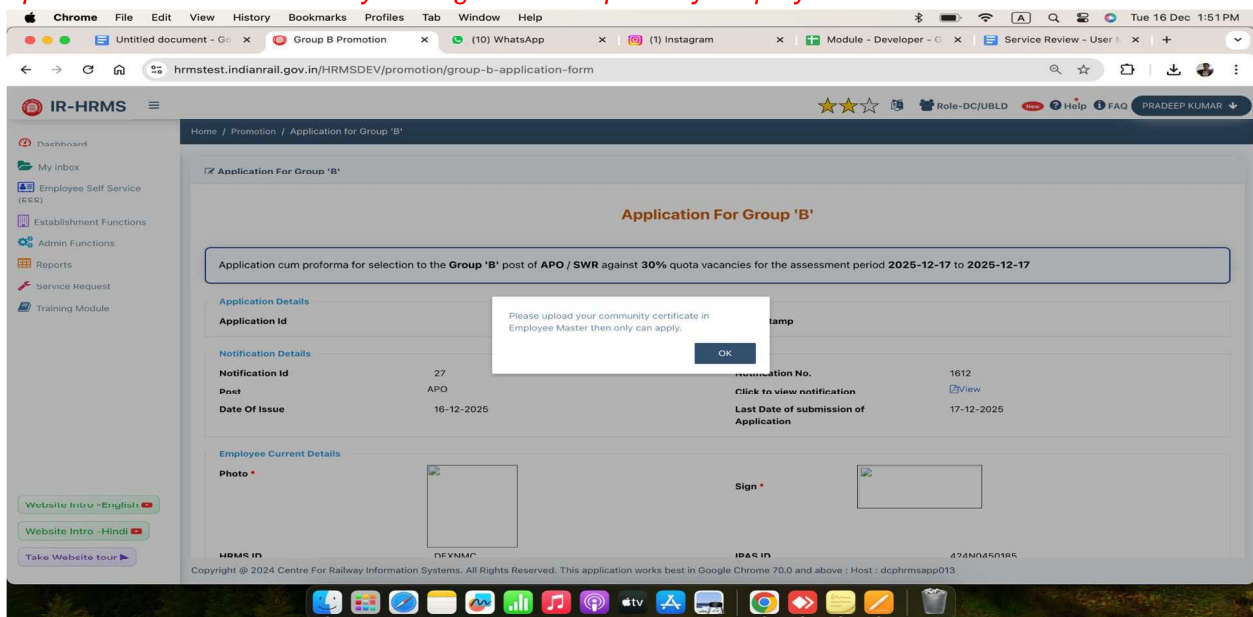
Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee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



Once the employee clicks on 'Apply' button, the page for application opens up.

"If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself."



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 the IR-HRMS application form for a Group B Promotion. The form is divided into several sections:

- Notification Details:**
 - Notification Id: 27
 - Post: APO
 - Date Of Issue: 16-12-2025
 - Notification No.: 1612
 - Click to view notification: [View](#)
 - Last Date of submission of Application: 17-12-2025
- Employee Current Details:**
 - Photo:
 - Sign:
 - HRMS ID: RBIXFK
 - Name: AKHILA BANU SHAIKH
 - Current Pay Level: 8
 - Current Org Unit: HUBLI/ DIV-PERSONNEL
 - Lien Cadre ID: Ministerial(60335)
 - Lien Dept/Sub Dept: PERSONNEL/ -
 - Lien Zone: SOUTH WESTERN RAILWAY
 - Working Cadre ID: - (-)
 - Working Dept/Sub Dept: PERSONNEL/ -
 - Working Zone: SOUTH WESTERN RAILWAY
 - IPAS ID: 42407503210
 - Designation: CHIEF OFFICE SUPERINTENDENT (Level-8)
 - Substantive Pay Level: 8
 - Lien Cadre Code: Ministerial(267000)
 - Lien Cadre Level ID: Chief Office Supdt(60393)
 - Lien Unit: HUBBALLI / DIV
 - Working Cadre Code: -
 - Working Cadre Level ID: - / -
 - Working Unit: HUBBALLI / DIV
- Employee Personal Details:**
 - Father Name: M. A. RAHIMAN
 - Spouse Name: AKBAR SHAIKH

At the bottom of the form, there is a copyright notice: "Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dophrmapp013".

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.

- d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
- e) If the employee is medically decategorised, the details of the same has to be entered.
- f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant.

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through Checkboxes . once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.

The screenshot shows the IR-HRMS web application interface. At the top, there is a navigation bar with the IR-HRMS logo and user information: CTI + NR [4], Mobile No. 9971535534 for NCR + NER + ER + NF, and user name AKHILA BANU SHAIKH. A warning message states: "Warning: Please refrain from proceeding if your lien details appear incorrect." Below this, the "Current Details" section displays employee information in a grid format:

Department :	PERSONNEL	Sub Department :	NA
Designation :	CHIEF OFFICE SUPERINTENDENT (Level-8)	Bill Unit :	3505500
Railway Unit :	HUBBALLI / DIV(UBLD)	Officer Type :	NON-GAZETTED
Employee Type :	PF	Railway Zone :	SOUTH WESTERN RAILWAY(SWR)
Substantive Pay Level :	8	Basic Pay :	81200
Email :	-	Official Mobile Number :	NA
Personal Mobile Number :	1734567890	Gender :	Female
Lien Zone :	SOUTH WESTERN RAILWAY (SWR)	Lien Unit :	HUBBALLI / DIV (UBLD)
Lien Code :	Ministerial / 267000	Lien Cadre Id :	Ministerial / 50335
Lien Cadre Level Id :	Chief Office Supdt / 68393		

Below the details is a table of submitted applications:

Year	Zone	Post	Type	Notification No	Notification Date	Pdf	Last Date of submission of option	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	SWR	APO	30	1612	16-12-2025	View	17-12-2025	17-12-2025	17-12-2025	16-12-2025	Application Submitted View Application
2025	SWR	AME	30	not 1	12-12-2025	View	14-12-2025	08-01-2025	31-12-2025	10-12-2025	Apply

At the bottom of the interface, there are links for "Website Intro -English", "Website Intro -Hindi", and "Take Website tour". The footer contains copyright information: "Copyright © 2024 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host : dcpHRMapp013".

This completes the employees' part of submitting an application.

All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.