

Recruitment & Training

Classification for the railway services in terms of 6th CPC are as follows:-

SI No.	Description of the Post	Classification of the Post
1(a) (b)	<p>A Rly. Service post in the Apex Scale (Rs 80000/- fixed), Higher Admn. Grade Plus (HAG+) scale (Rs 75500-80000/-) and HAG scale (Rs 67000-79000/-).</p> <p>Post carrying GP Rs 10,000/-, Rs 8900/- & Rs 8700/- in Pay Band PB-4 (Rs 37400- 67000/-) and GP Rs 7600/-, Rs 6600/- & Rs 5400/- in Pay Band PB-3 (Rs 15600- 39100/), excluding the posts falling in S.No.2 & 3.</p>	Group A (Gaz)
2	<p>Post carrying GP Rs 5400/- and Rs 4800/- in Pay Band PB-2 (Rs 9300-34800/) but excluding the posts falling in S.No. 3 below.</p> <p>The posts of Assistant Nursing Officer carrying GP Rs 5400/-, Principal/ Hd Master/ Hd. Mistress (Secondary/High School equivalent) carrying GP Rs 5400/- Rs 6600/- in PB-3 (Rs 15600 39100/-) and Non functional Grade of Gr-B Gaz posts of various organised Rly. Services & RBSS/RBSSS carrying GP Rs 5400/- in PB-3 (Rs 15600/- - Rs 39100/-) will continue to be classified as Gr-B (Gaz).</p>	Group B (Gaz)
3	<p>A Rly. Service, Post carrying GP Rs 4600/- , 4200/-, in Pay Band PB-2 (Rs 9300- 34800/) & GP Rs 2800/-, Rs 2400/-, Rs 2000/-, Rs 1900/- & Rs 1800/- in PB-1 (Rs 5200/- - 20200/-).</p> <p>The post of Sr.S.O/S.O.(A/c), Sr.TIA/TIA and Sr.ISA/ ISA, Nursing Sister carrying GP 4800/- in PB-2, Ch. Matron/Matron in GP Rs 5400/- in PB-3 and Teachers carrying GP Rs 4800/5400/6600/- in PB-2/PB-3 will continue to be classified as GR-C.</p>	Group C
4	<p>A Rly. Service, Post carrying GP Rs 1650/- , Rs 1600/-, Rs 1400/-, Rs 1300/-, in Pay Band IS (Rs 4440 – 7440/-)</p>	Group-D (till the posts are upgraded)

Recruitment of the Rly. Employees in the above-said Groups are made through direct recruitments through UPSC, by promotion, by recruitment through RRB, RRC and from casual labours:-

Recruitment for Gr-A Service:-Recruitment for Group-A services for the various departments of the Rlys. are made through:-

- 1)Competitive examination conducted by the Union Public Service commission;
- 2)By promotion of the Officers of Group-B, &
- 3)By appointment of Special Class Apprentices on the result of examination held by the UPSC.

In general, the Probationers are recruited to the following organised Rly. Services:-

1. Indian Railway Service of Engineers (IRSE),
2. Indian Railway Service of Mechanical Engineers (IRSME),
3. Indian Railway Service of Electrical Engineers (IRSEE),
4. Indian Railway Stores Service (IRSS),
5. Indian Railway Service of Signal Engineers (IRSSE),
6. Indian Railway Traffic Service (IRTS),
7. Indian Railway Personnel Service (IRPS),
8. Indian Railway Accounts Service (IRAS),
9. Indian Railway Medical Service (IRMS) and
10. Department of Railway Protection Force.

The probationers shall undergo sandwich type of training on line and at the various Rly. Institutes for the first 02 years except in the case of Medical services where the training period shall be 06 months only.

The probationers of all services other than Indian Railway Medical Service shall undergo **08 weeks Foundational Course** at Railway Staff College, Vadodara, at the first available opportunity after joining the Rlys. The Foundational course will be common to the probationers of all services. After attending the Foundational course, the probationers shall undergo field training in Sheds, Depots, Yards, Workshops, Divisional Offices, HQ Offices, Production Units etc. and Specialized training in other Rly. Training institutes.

After adequate field training, probationers of all services except Indian Railway Medical Service, shall undergo **06 weeks Induction Course** at Railway Staff College, Vadodara. The induction course shall be different for all different services.

Two years probationary training of the following services shall be centrally monitored by the following institutions:-

SI No.	SERVICE	INSTITUTIONS
1	Indian Railway Service of Engineers	Indian Rly. Institutes of Civil Engineering, Pune
2	Indian Railway Traffic Service	Indian Rly. Instt. of Transport Management, LKO
3	Indian Railway Accounts Service	Railway Staff College, Vadodara
4	Indian Railway Personnel Service	-Do-
5	Indian Railway Stores Service	-Do-
6	Indian Railway Service of Mechanical Engineers (including Spl. Class Apprentice)	Indian Railway Institutes of Mechanical & Electrical Engineering, Jamalpur.
7	Indian Railway Service of Signal Engineers.	Indian Railway Institutes of Signal Engineering & Tele-communication, Secundrabad
8	Indian Railway Service of Electrical Engineers.	Indian Railway Institutes of Electrical Engineering, Nasik

No probationer shall be confirmed in Jr. Scale unless he/she has successfully passed all exams prescribed after completion of the institutional training as well as all the departmental exams.

40% posts in Group-A services are filled by promotion of Group-B officers who have put not less than 03 years of service in Group-B, on recommendation of UPSC.

Recruitment for Gr-B Service:- Recruitment of employees in the Group-B services are made through selections from the eligible staff of Group-C. 70% of the assessed vacancies are filled by selections from the eligible employees conducted departmentally and 30% of the vacancies through Limited Departmental Competitive Examination (LDCE).

required to obtain 45% of marks in each individual subject and 50% in aggregate. No initial training is prescribed for Gr-B employees. However, they have to undergo a training course at Rly. Staff college and pass the examination at a later date. Officer who are over 45 years of age will not be required to attend the regular course but their merit is assessed by their performance in the class/discussions and the paper written by them. Others

In some Rlys., Orientation and Integrated courses have been introduced in zonal Training Schools. At present such training classes are held from time to time at Udaipur, Trichy and Chandausi.

Recruitment for Gr-C Service:- The General managers of IR have full powers to make rules for recruitment of Rly. Servants in Gr-C & D under their control, provided they are not inconsistent with any rules made by the President or the Rly. Ministry.

All appointments will be made on probation for 02 years. For trainees of apprentices appointed to a working post after the conclusion of their training, the probationary period commences on the date of such appointment. No person shall be appointed to rly. Service or sent to training school without the production of a health certificate. The recruitment rules should also indicate the educational qualification, age, scales of pay applicable for the various posts in the service.

Recruitment for filling-up of Group-C posts in Indian Rlys are made through:-

- (i) Railway Recruitment Boards (21 Nos.);
- (ii) By promotion from Gr-D service;
- (iii) By recruitment of dependents of the medically invalidated employees;
- (iv) By recruitment of dependents of the Rly. emp. who died while in service, on compassionate grounds;
- (v) Recruitment of handicapped persons;
- (vi) Direct recruitment against Sports/Cultural/ Scouts & Guides.

The age for Group 'C' category is 18 years to 30 years and for Group 'D' is 18 Years to 33 Years. For SC and ST candidates the upper age limit relaxed by 5 years and for OBC candidates the upper age limit relaxed by 3 Years. There are reservation for 15% in case of SC, 7.5% in case of ST and 27% in case of OBC on vacancies for direct recruitment.

Candidates from open market for recruitment in Group 'C' post is being done through RRBs. Indents personally approved by PHOD is being placed by CPO to RRBs two times i.e. on 1st March and 1st September each year for the categories of NTPC (Jr. Clerk, Accounts Clerk, Ticket Collectors, Commercial Clk.), Safety Categories (ASM, Assistant Drivers), Apprentice Mechanics, Section Engrs., Diploma Holders JE-II (P.Way, Works, Bridge, Stores, C&W), Degree Holders recruited in Civil, Electrical, Mechanical Engineering, Stores and S & T, Draftsman, JCMA, CMA, Staff Nurse, Physiotherapist Law Assistant, Hindi Assistant etc.(Estt.Srl.No.95/2001).

The currency of the panel of candidates selected for appointments to Group-C, shall be 01 year. The currency may be extended by one year with the personal approval of the GM. Beyond this limit, the Rly. Should made a reference to Rly. Bd., giving detailed reason as to why the panel could not be utilized within 02 years.

General Departmental Competitive Examination (GDCE) has been introduced for filling up 25% direct recruitment vacancies in certain Group-C categories. The scope of GDCE has been widening to include all those categories which are having a direct recruitment quota of 25% or more except Law Assistant, Catering Supervisors and Accounts Cadres. The RRB concerned shall conduct the GDCE along with direct recruitment examination conducted for the same categories with a separate merit list of GDCE candidates. Relaxation of age limit to appear in the GDCE 42 for Genl., 45 for OBC & 47 for SC/ST.

Recruitment on Compassionate Grounds:-Employment assistance on compassionate grounds are offered to the dependents of railway employees who lost their lives in course of duty or die in service or become crippled while in service or developed serious ailments like heart diseases etc. and are medically incapacitated for further service:-

Appointment on compassionate grounds should be in following priority order:-

- (i) Dependents of Rly. Employee who die or permanently crippled in course of duty;
- (ii) Dependents of Rly. Employee who die in harness as a result of Rly. Accident while off duty;
- (iii) Dependents of Rly. Employee who die while in service or medically incapacitated;
- (iv) Dependents of a missing Rly. Employee after lapse of 01 year after from the date of lodging FIR reporting missing provided that the missing employee had 02 or more years of service left;
- (v) Dependents of Rly. Employee who developed serious ailments like heart diseases or cancer where no alternative job could be offered.

The dependents should be covered under the pass rules.

In the cases where the widow cannot take up the appointment and son/daughter are minor, the case may be kept pending on request till attaining of majority of the candidate.

RECRUITMENT & DIFFERENT QUOTAS:-

Physically Handicapped Person.

03% of total vacancies will be reserved for physically handicapped persons. This category includes Deaf & Dumb, Blind and Orthopedically Handicapped. 1% of vacancies shall be reserved for each category. Physically Handicapped person in Group 'D' categories are recruited through Recruitment Cell of Zonal Railways. The upper age relaxation is 10 Years relaxation of another 5 years for SCs/STs. Railway Board vide letter No: E (NG) II / 86 / RC – Z / 18 / Policy dated: 10.07.87 circulated the identified categories for Group 'C' and Group 'D'. These are non safety in nature viz. Peon, Mali, Office Clerks, Announcer, Lift attendants, etc.

Recruitment against Cultural Quota (199/2000 and 201 / 2000).

- The annual quota for recruitment against Cultural Quota for Group 'C' is
- 2 persons per Railway per year.
- 2 persons per Production Unit per year.
- Educational Qualification as prescribed for the post. The additional qualification should be possession of Degree / Diploma in Music / Dance / Drama etc from Government Recognized Institute. The desirable qualification is experience in the field and performance on AIR / Door-darshan etc and Prizes won in National level.

Recruitment against Scouts & Guides Quota (199/2000 and 195 / 2003)

- The annual quota for recruitment against Scouts & Guides for Gr.'C' and 'D' are as under:-
- **Group 'C'**
Each Railway 2.
Each Production Unit 1.
- **Group 'D'**
Each Division 2
- Educational Qualification is as prescribed for the post. The additional qualification should be
- A President's Scout / Guide / Ranger / Rover / Himalayan Wood Batch Holder, or,
- A Pre – HWB Trained Scout leader / Advanced Trained Guide / Leader / Captain.
- Should have been an active member of a Scout Organization for at least 03 years in the recent past and should continue to be active.

Recruitment Against Sports Quota.

Recruitment of sports persons, both in Gr-C & D, shall be done through (i) **TALENT SCOUTING** and (ii) **OPEN ADVERTISEMENT**. 30% of the total quota, including the share of Railway Sports Promotion Board (RSPB), shall be through Talent Scouting and balance 70% shall be filled up by Open Advertisement. Distribution of quota for a financial year, amongst Railways, Units, RSPB and Workshops having staff strength of 4000 or more, shall be as under [RBE No. 52/12; SER 58/12]:-

ANNEXURE-A

(Annexure to Board's letter No. 2012/E(Sports)/4(1)/1/Policy Clarifications dt. 18.04.2012)

Sports Quota Allotted to a Zonal Railway / Production Unit for Recruitment of Sportspersons in a Financial Year

Para No.	Zonal Railway/ Production Unit	Name of Pay Band/ Scale	Pay Bands/ Scales (In Rupees)	Corres- ponding Grade Pay	Quota Allotted for a Financial Year			Total Quota
					Open Advt.	Talent Scouting		
					ZR/PU Quota	RSPB Quota		
2.1.1	CR, ER, ECR, ECOR, NR, NCR, NER, NFR, NWR, SR, SCR, SER, SECR, SWR, WR,WCR	PB-2	9,300-34,800	4,200	1	1
		PB-1	5,200-20,200	2,800	5	1	1	7
		PB-1	5,200-20,200	2,400	16	4	2	22
		PB-1	5,200-20,200	2,000				
		PB-1	5,200-20,200	1,900				
Total Quota Per Railway					21	5	4	30
2.1.2	CLW, DLW, DMW, ICF, RCF, RWF, RDSO, Metro Rly./Kolkata	PB-2	9,300-34,800	4,200	1	1
		PB-1	5,200-20,200	2,800	2	1	...	3
		PB-1	5,200-20,200	2,400				
		PB-1	5,200-20,200	2,000	8	2	1	11
		PB-1	5,200-20,200	1,900				
Total Quota Per Unit					10	3	2	15
2.1.3	Headquarter of each Zonal Railway	PB-1	5,200-20,200	1,800	10	10
2.1.4	Each Division of Zonal Railway	PB-1	5,200-20,200	1,800	5	5
2.1.5	DLW, ICF, RCF, CLW	PB-1	5,200-20,200	1,800	15	15
2.1.6	DMW, RWF, Metro Railway Kolkata	PB-1	5,200-20,200	1,800	5	5
2.1.7	RDSO	PB-1	5,200-20,200	1,800	3	3
2.1.8	Workshops (having the staff strength of 4000 or more)	PB-1	5,200-20,200	1,800	3	3

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➤ For recruitment and incentive purpose, international meets (Jr. Sr. Category) shall be categorised as under:-

Category-A : Olympic Games;

Category-B : World Cup, World Championship, Asian Games, Commonwealth Games;

Category-C : Commonwealth Championship, Asian Championship, USIC Championship;

Recruitment of Ex- Serviceman

- Ex-Serviceman means who has served in any rank in the Armed forces of the Union, of the former Indian States but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, LokSahayakSeva and Territorial Army for a continuous period of not less than 06 months after attestation.
- 20% of the vacancies in Group 'D' and 10% of the vacancies in Group 'C' are being filled by Direct Recruitment through RRB in every year. The categories viz. namely NTPC Office Clerks, TCs, Senior Clerks, Stenographer etc are filled up by Ex – Serviceman.
- Age relaxation is period of service plus 03 years.

Training to Group 'C' services is imparted at the following stages:-

- (i) Initial Training on appointment,
- (ii) Refresher courses during the service tenure;
- (iii) Promotional courses;
- (iv) Other courses management orientation, technical and operational developments in various Zonal Training Institutes as well as private institutions.

Passing in initial course is obligatory in all the categories where these are prescribed. Similarly, in cases of posts for which promotion courses are prescribed, passing in examinations after the end of the course is a pre-requisite condition for promotion. The staff may be allowed to avail of 03 chances to pass the 'promotion course' at the cost of the Administration. After an employee has failed in 03 chances, he may be allowed to avail of more chances at his own cost [SE 293/78].

Train passing/ train operation staff who are directly concerned with safe working of trains should also qualify in the examination in refresher courses. The staff who fail in the formal test, wherever prescribed, at the end of periodical refresher course, should be detained in the training school and given intensive training for a few more days and made to pass the test. ASM/SMs, Guards, Switchmen, Cabin/Liver men and Shunting Jamadars etc. belonging to Transportation deptt., need not pass any written test after the end of Refresher Training, the nature of test in their cases will be oral and or practical.

It has been clarified that Initial Training Period for Supervisors who are directly recruited through RRB/Promoted through LDCE (Intermediate Apprentice) will remain 52 weeks and 13 weeks for those supervisors who are promoted through seniority cum suitability basis [RBE 60/201, 03/2018, SER 26/2018].

Recruitment for Gr-D Service:-

Regarding the Group-D service following policies have been taken as per the recommendations made in the 6th CPC :-

- (i) There will be no further recruitment in Group-D,
- (ii) The existing Group-D posts in the Rlys will be upgraded to Group –C, in Pay Band-1 with Grade Pay Rs 1800/- along with the incumbents (after suitable training where ever required);
- (iii) Min. E/Qual. for appointment to this level will be either 10th pass or ITI equivalent.

Candidates from open market for recruitment in Group 'D' post is being done by Zonal Railways for which a recruitment cell is created in the Hd. Qrs. would be headed by Dy.CPO (Recruitment). The Divisions / Prod. Units are submitting the indents to the Zonal HQ for this purpose. The guide lines have been circulated vide S.E.Rly., Estt.Srl. No. 147/05.

**List of different Training Centers [SER E/S 07/2017, RBE No. 107/2016; 144/2016]