

Explo.

Millennium Year

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
( रेलवे बोर्ड RAILWAY BOARD )

रेल मयन, नई दिल्ली-110001, तिथि  
Rail Bhavan, New Delhi-110001, dated

19

No.E(NG)I-98/PM1/17

20.10.1999

The General Managers,  
All Indian Railways,  
(As per standard list)

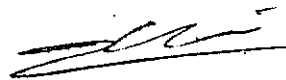
Sub:-Guidelines for Personnel Officers and Members  
of Selection Boards constituted for conducting  
selections for promotion to posts classified as  
"selection".

The promotion of staff within Group 'C' by selection or non-selection is regulated by provisions contained in Section 'B' of Chapter-II of Indian Railway Establishment Manual, Vol.I, 1989 Edition.

2 The question of issuing guidelines for information/guidance and necessary action by Members of Selection Boards and Personnel Officers has been under consideration of the Ministry of Railways for some time. The enclosed guidelines have accordingly been framed based on the existing provisions contained in Chapter-II of Indian Railway Establishment Manual, Vol.-I, 1989 Edition and the instructions issued from time to time.

Please acknowledge receipt.

Hindi version will follow.

  
(J.S.Gusain)  
Joint Director Estt.(N)  
Railway Board

DA:As above (23 pages)

**ONLY FOR OFFICIAL USE**

**GUIDELINES FOR PERSONNEL  
OFFICERS AND MEMBERS OF THE  
SELECTION BOARDS**

1. **MEANING - SELECTION AND CLASSIFICATION OF  
POSTS AS SELECTION POSTS**

1.1 Selection is the process of screening eligible employees for filling up posts which have been classified as Selection Posts by the Railway Board. A selection is conducted by a duly constituted Selection Board. The selection may consist of a written test and/or viva-voce, viva-voce being a must in all cases, for testing the professional ability of the employees for promotion to Selection Posts.

1.2 Selection for promotion to a selection post shall be made on the basis of merit-cum-seniority.

1.3 Railway Board is the only competent authority to decide the classification of posts as Selection in each Department (Paras 210-212 of IREM, Vol.I, 1989 Edition).

NOTE (1): It is clear from the above that the General Managers, Heads of Department or the Divisional Railway Managers do not have any discretion in treating a post as selection or non-selection. Instructions issued by the Board in the matter of classification of posts as selection and non-selection have to be followed.

NOTE (2): The decision of any other authority to classify a post as Selection or non-selection even temporarily is against the Rules.

2. **SELECTION PROCESS**

2.1 **WHEN TO INITIATE A SELECTION PROCESS**

Selections are to be conducted annually in a regular manner. However, where holding of the next selection becomes necessary before a gap of one year on account of the panel getting exhausted, the earlier selection not throwing up adequate number for empanelment/promotion etc., the same may be held after a minimum time gap of 6 months from the date of approval of the last panel. This condition of 6 months restriction between selections will not, however, apply to general selections which are conducted by calling options from serving employees fulfilling the prescribed eligibility conditions.

(Para 216 of IREM ibid)

:-2:-

2.2 A calendar of selections is to be maintained by every Railway/Division/Selection conducting unit. This calendar is to be prepared and notified preferably in the month of July of the preceding year. The calendar should contain the following items:

- category and grade
- Date of issue of notification
- Date of calling of service records
- Date of holding of written exam
- Date of holding supplementary examination
- Dates of holding interview
- Date of obtaining approval of competent authority
- Date of notification of panel.

(Board's letter No. E (NG) I-87/PM1-14 dated 22.7.88)

### 2.3 STAGES IN SELECTION PROCESS

2.3.1 Following are the sequences involved in selection:

- Assessment of vacancies
- Obtaining approval of the competent authority for assessment of vacancies.
- Conducting written test and/ or viva-voce as a part of the selection.
- Evaluation of answer sheets in the case of written test.
- Meeting of the Selection Board to assess the comparative merits of the Candidates and to give recommendations.
- Acceptance of the recommendations and publication of panel
- Maintenance of panel.

### 2.4 ASSESSMENT OF VACANCIES :

2.4.1 The number of vacancies for which selection is to be conducted in a cadre will include:

- Existing vacancies
- Vacancies anticipated in the next 15 months
- All the vacancies existing and reported by Construction organization, Railway Electrification and other Projects.
- For selections to ex-cadre posts existing vacancies plus those anticipated in the next two years should be taken into account.

(PARA 215(f)(i) of IREM)

2.4.1.1 Anticipated vacancies in the next 15 months are :

- the vacancies arising out of superannuation Vacancies likely to arise due to acceptance of voluntary retirements or resignations of employees

- Vacancies likely to arise on account of staff approved to go on deputation.
- Vacancies to be released by staff empanelled for ex-cadre posts.
- newly sanctioned posts.
- likely vacancies due to employees going on transfer to other seniority units.
- Vacancies in the higher grades in the channel which will ultimately reflect in the grade for which selection is to be conducted.

(PARA 215(f)(ii) of IREM)

**NOTE (1):** It is important that the vacancies are assessed correctly. Inflation of the vacancies so as to help employees, who would otherwise not be within the zone of consideration, would invite D&A action.

**NOTE (2):** Changing the number of vacancies once the selection process has been set in motion, is irregular, unless the assessment itself is wrong ab-initio. Any changes, which may have impact on the number of vacancies assessed after the selection process has been set in motion should be ignored and the vacancies as assessed originally should stand.

**NOTE (3):** It has to be got ensured that the number of eligible employees is calculated separately for the general vacancies and for the reserved vacancies. When the candidates are called in the ratio of 1:3 and in case there are not enough SC/ST candidates to make up the 1:3 ratio no general candidates should be called to make good this shortfall.

### 3.0 SELECTION BOARDS:

3.1 The purpose of constituting a Selection Board is to make recommendations to the competent authority in respect of candidates considered suitable for filling a selection post.

(PARA 217(a) of IREM)

3.2 The Selection Board has to be constituted by a competent authority namely Head of the Department in case of selections conducted by the Headquarters office and Divisional Railway Manager in case of selection conducted by the divisions or any other competent authority not lower than a Divisional Railway Manager. (PARA 217 (b) of IREM)

**NOTE (1):** From the rule it is clear that in a Division only DRM is the competent authority to constitute the Selection Board irrespective of the grade to which the selection is to be held. Similarly, in Headquarters only the HOD or the GM can constitute a selection board. Constitution of Selection Boards by an authority lower than the levels mentioned above will be violation of the rules.

**NOTE (2):** It is often noticed that on the date of written test or viva-voce, the officer nominated to the Selection Board might not be available on account of leave, transfer, etc. and another officer is temporarily substituted without the approval of the authority, who originally nominated the Selection Board. This is a wrong practice.

3.3 The authority constituting a Selection Board shall direct the Board to assemble and make recommendations. It shall also nominate the officer who shall act as the Chairman of the Board. The responsibility will be of all the members.

(PARA 219(a) of IREM)

3.4 The Selection Board should consist of atleast three officers.

(PARA 218(a) of IREM)

3.4.1 When a Selection Board constitutes only three members, none of the Members should be directly subordinate to any other member.

(PARA 218(b) of IREM)

**NOTE:** Nomination of an officer in the Selection Board who is directly subordinate to another officer in the Selection Board is wrong.

3.4.2 One of the Members should be a Personnel Officer and another should be from a department other than the one for which the selection is held. The presence of the Personnel Officer in the Board will satisfy this condition of an officer being from a Department other than the one for which selection is held.

(PARA 218(a) of IREM)

**NOTE (1):** Constitution of the Selection Board in the following manner is in order with reference to the above rule:-

- (i) In the case of selection for Personnel Department:- Two officers from Personnel Department and one from any other department.

- (ii) In the case of selection for other departments:-One Personnel Officer and two officers from the department for which the selection is held.

**NOTE (2):** Co-opting of officers or consultation with officers, who are not part of the Selection Board, is not allowed.

3.4.3 One of the officers in the selection board should be belonging to SC/ST community where the vacancies are reserved for candidates belonging to these communities or where candidates belonging to SC/ST candidates are in the zone of consideration to fill up unreserved vacancies.

3.4.3.1 Where in the Selection Board SC/ST Officer is not available from the same Department, an Officer of another Department/Railway/ Production Unit or a Non-Railway Department may be included.

(PARA 218 (d) of IREM and Board's letter No.81-E(SCT)15/32 dated 30.9.83)

**NOTE:** Associating an officer belonging to SC/ST in the Selection Board is mandatory not only when the vacancies are reserved for these communities, but also where candidates belonging to SC/ST communities are in the zone of consideration for filling up unreserved vacancies.

3.4.4 For Selections to posts in scale 5500-9000) and above, the Selection Board should consist of officers in Junior Administrative Grade. For other selections, the Selection Board members can be in Senior Scale. However, in cases of selections other than those pertaining to Personnel department, the Personnel Officers in the committee can be one grade lower, i.e. in a committee of JAG officers, the Personnel Officer can be in Senior Scale and in a committee of Senior Scale officers, the Personnel Officers can be in Junior Scale/Group 'B'.

(PARA 218(c) of IREM and Board's letter No.E(NG)I/95/PM1/14 dt. 15/3/99)

3.4.5. In divisions where the Senior Scale officers are in independent charge of the department the constitution of the Selection Board for selections to posts in scale 5500-9000 will be as under: -

( Note below Para 218(c) of IREM)

(i) Other than Personnel Department:

JAG officers from any other department in the division can be nominated. Senior Scale Officer in independent charge of the department who should not be subordinate to any other member of the Board will be the fourth member of the Board.

(ii) Personnel Department:

Senior Scale officer in-charge of Personnel Branch of the division plus one JAG officer of the Personnel Department of the adjoining division or Headquarters office and one JAG officer of any other department of the division.

3.5 An Officer of the concerned department who is also member of the Selection Board should set the question paper. Where possible another officer of the concerned department who is also a member of the Selection Board should be nominated to evaluate the answer books, ensuring however that the answer books are invariably evaluated by the member-officer belonging to the department for which the selection is held.

(PARA 219 (b) of IREM)

**NOTE:** The intention of the above rule is that the officers nominated to set the question paper and evaluate the answer books should be different as far as possible. Where this is not possible there is no objection to the same officer setting the question paper and evaluating the answer books also. In any case the officer/officers nominated to set the question paper and to evaluate the answer sheets should belong to the department for which the selection is held.

4. STAFF ELIGIBLE TO BE CALLED FOR SELECTION

4.1 When the selection is to a post which is in the regular channel of promotion the immediate lower grade having completed 2 years service are only eligible for promotion. The condition of two years service in the immediate lower grade should be fulfilled at the time of actual promotion and not necessarily at the stage of consideration. However, if by virtue of this rule a junior who has completed two years service in the immediate lower grade is eligible for promotion, his seniors, who might not have completed two years service will also be eligible for such selection.

(Para 215(a) of IREM and Board's letter No.E(NG)/97/PM1/39 dt. 7/8/98).

4.1.1 Where longer length of service in the lower grade is stipulated as a condition of eligibility for promotion to any particular category, the same will continue to apply.

4.1.2 Adhoc service followed by regular service without break will also be reckoned for arriving at the two years period.

(PARA 215 (a) of IREM)

4.2 Eligible staff upto three times the number to be empanelled should be called for the selection.

(PARA 215 (e) of IREM)

4.3 Employees working in lower grade on adhoc basis are not eligible for consideration.

(PARA 215(e) of IREM)

**NOTE(1) :** There is no objection in calling employees even with less than two years of service for selection and keeping them on the panel. Orders of promotion should be issued only on the date on which the candidate completes two years service, provided the panel is still valid

**NOTE(2):** The condition of two years service in the immediate lower grade can be relaxed with the personal approval of the General Manager subject to the following conditions.

- i) relaxation is not permissible in running categories.
- ii) Such relaxation is found to be inescapable in the interest of administration.
- iii) The candidates to be considered should have put in atleast one year's service.

(Board's letter no. E (NG)I-94/PM1/17 DT. 1.11.94)

**NOTE (3):** The stipulation that if a junior becomes eligible for promotion by virtue of his having completed two years service in the lower grade his senior who has not completed two years will also be eligible for promotion, should not be construed to mean that a junior can be promoted superseding his senior or that such a senior can be promoted even though the junior has not come within the zone by virtue of requisite number of vacancies not being there. In other words in such a situation both senior and junior can be promoted simultaneously only if the number of vacancies permits the same.



**NOTE (4):** Persons who have expressed their unwillingness and those who do not fulfil the eligibility conditions should not be reckoned for determining the field of consideration.  
(Note (1) below sub-para(e) of para 215 of IREM)

**NOTE (5):** If a candidate who has not formally given his willingness and does not appear in the selection he has to be construed to be in the reckoning for selection and has to be called for the supplementary selection, if the circumstances so warrant. Similarly if he gives unwillingness after a subsequent date after the commencement of the selection, additional candidates cannot be called in his place.

(Note (2) below sub-para (e) of para 215 of IREM))

**4.5 CONSIDERATION OF EMPLOYEES UNDER SUSPENSION OR AGAINST WHOM DEPARTMENTAL/CRIMINAL PROCEEDINGS ARE PENDING**

**4.5.1** Railway servants who are under suspension, in respect of whom a charge sheet for major penalty has been issued and disciplinary proceedings are pending and those against whom prosecution for criminal charge are pending should also be called with other eligible candidates for the selection and their suitability for promotion as well as the merit position in the panel should be assessed as in the ordinary course.

(Board's letter No. E(D&A)92RG6-149(A) dated 21.1.93)

**NOTE (1):** There is no bar for considering an employee facing minor penalty proceedings for selection and can be promoted if found suitable.

**NOTE (2):** Similarly employees against whom charge sheet is yet to be issued can also be considered for selection and can be promoted if found suitable. Non-consideration of an employee for selection and promotion on the ground that a charge sheet is contemplated is wrong

**5 PROCESS OF SELECTION:**

**5.1** The selection process can be either on the basis of written test followed by a viva-voce or viva-voce only. In other words a viva-voce is a must in any selection process. (PARA 215(a) of IREM)

**NOTE:** Competent authority should decide and issue general instructions whether written test should form part of the selection process or not. These instructions will form the basis for future selections for the post(s) in question. To do away with the existing written test by any other lower authority is wrong.

5.1 It is desirable to hold a written test as a part of the selection process in respect of all initial selection grade posts in different channels of promotion.

(PARA 215(e) of IREM)

5.2 After the date for written test is fixed, candidates who are eligible for selection, should be informed in advance of the date of examination.

(PARA 215 (e) of IREM)

**NOTE (1):** Though no specified period of advance intimation is prescribed by the Railway Board, it is desirable to give notice of 3 to 4 weeks to meet the ends of natural justice.

**NOTE (2):** It should be ensured that there is no delay in despatch of the intimation letters – there have been cases where candidates received the intimation letters after the dates of written test or supplementary examination and even messages have been sent through railway control system.

**NOTE (3):** Inclusion of names of candidates, who are not originally in The zone of consideration, is not allowed.

## 6. TRAINING FOR SC/ST CANDIDATES

6.1 Pre-selection/Pre-promotional training for safety categories for candidates belonging to SC/ST communities should be arranged in the Zonal Training Schools or the System Training Schools. This training should cover the entire syllabus prescribed for the written examination.

## 7. SELECTION PROCESS AND OFFICIAL LANGUAGE:

7.1 The following points should be kept in mind while conducting selections:

(i) Option of Hindi medium should be allowed in all the written tests conducted as a part of the selection process. While calling options from candidates or while alerting the candidates to be in readiness for the examination, they should be informed that they will have an option to answer the question paper in Hindi.

(ii) All the question papers for the written test should be both in Hindi and English. Violation of these instructions is deemed to be a procedural irregularity and the selections are liable to be cancelled.

(iii) However, wherever knowledge of English is considered essential, the candidates' knowledge in that language can be tested separately.

(iv) Option of answering questions in Hindi medium during viva-voce should also be allowed to the candidates.

(v) Atleast 10 percent of the total marks prescribed for the written test should be on Official Language Policy and Rules.

(vi) In every Selection Board atleast one of the officers should have working knowledge of Hindi.

(Board's letter No. Hindi/87/OL-1/10/3 dated 03.11.1988).

#### 8. SETTING OF QUESTION PAPERS:

8.1 The officer of the concerned Department, to set the question paper, has to be nominated by the authority nominating the Selection Board from amongst its members. As far as possible the officers nominated to set the question papers and to evaluate the answer books be different. It should, however, be ensured that the answer books are invariably evaluated only by a Member - Officer of the Department for which selection is held. Where it is not possible to have two officers of the Department concerned who are also members of the Selection Board, one for setting the question paper and the other for evaluating the answer books, there is no objection to nominate the same officer to set the question paper as well as to evaluate the answer books.

8.2 In written tests forming part of selections for promotions to the highest grade selection post in a category, objective type questions to the extent of 50 percent of the marks should be set. 50 percent is an approximate indication and not an inflexible percentage. (PARA 219(c) of IREM)

**NOTE (1):** This (the provision at para 8.2 above) is one of the important points that must be highlighted to the officer, who has been nominated to set the question paper.

**NOTE (2):** The question paper should clearly contain not only the total marks but also the marks given for each question including part(s) thereof, if any, at the end of the question.

**NOTE (3):** Entrusting the job of preparation of the question papers by the officers to the subordinates due to lack of time or because of ignorance or inexperience on the part of the officer, is not allowed.

**NOTE (4):** It is advisable that even routine jobs of making copies of the question papers either by cyclostyling or by making photocopies, sealing of the question paper packets, etc. should be done under the supervision of the officer, who has been nominated for setting the question paper and should not be entrusted to unauthorised persons.

**NOTE (5):** The question paper with required number of copies should be handed over on the day of written examination.

## 9. EVALUATION OF ANSWER SHEETS:

9.1 As soon as the written test is over, a dummy roll number should be given on the fly-leaves attached to each answer sheets and the fly-leaves containing the original roll number as well as the dummy number should be separated and kept under the custody of the officer in-charge of the cadre for which selection is held. The answer sheets that are sent to the evaluating officer should contain only the dummy roll numbers, so that the evaluating officer does not know the identity of the candidates.

**NOTE (1):** Evaluating the answer sheets without the fly leaves and dummy numbers is not allowed.

**NOTE (2):** Evaluation of answer sheets even where fly leaves and dummy numbers are present, but the candidate has written his name or roll number in the other sheets of the answer book, is also not allowed.

- NOTE (3):** Proper and uniform evaluation of the answer sheets, especially for narrative type of answers should be ensured. In order to achieve this objective the officer evaluating the answer sheets before starting the evaluation should keep ready the correct answers for the questions, separately for the objective and narrative type and then evaluate the answer sheets with reference to these answers.
- NOTE (4):** It is wrong practice to first assign the marks with a pencil and marking in ink thereafter. Sometimes, the marks given in pencil; and in ink differ.
- NOTE (5):** Corrections in the marks once given for the question, erasing, cuttings, overwritings, etc. are not allowed.
- NOTE (6):** It is wrong tendency on the part of the evaluating officer to review their own evaluation and to award the marks keeping in mind the percentage of pass marks with a view to bringing more candidates into the zone for viva-voce test. The marks have to be awarded strictly based on the correctness and contents of the answers given by the candidates.
- 9.2 The evaluating officer should not resort to awarding of any grace marks to individual candidates.

(PARA 219(d) of IREM)

- NOTE (1):** Moderation can be resorted to by the Selection Board or with the approval of the authority competent to accept the recommendations of the Selection Board, viz. DRM and PHODs. However, this has to be done before the dummy numbers are decoded. Otherwise the identity of the candidates will be known to the Selection Board and there is chance of moderation being resorted to help a particular candidate.
- NOTE (2):** While awarding marks by way of moderation, the Selection Board has to ensure that the same number of marks have been awarded to the each candidate and moderation should not be given proportionate to the marks obtained by the candidates.

9.3 After the evaluation is over the evaluating officer should tabulate the marks for each question and do the totalling. This is to ensure that only the required number of questions are answered and evaluated and the totalling of the marks is correct. It has to be ensured by the evaluating officer that there are no erasers, cutting or over-writing or mistake in totalling the marks granted to the candidates.

- NOTE (1):** It is often observed that one of the points emerging out of the vigilance investigation is on evaluation of answer sheets pertaining to omission and commission of the marks. It is essential that whenever the answer sheets are sent for evaluation the evaluating officer should be informed of the instructions on the subject.
- NOTE (2):** There should be no failure on the part of the evaluating officer to tabulate the marks awarded for each question on the top sheet of the answer book. This type of tabulation will ensure that only the required number of questions are evaluated and the candidates have not resorted to the practice of answering the same question twice, etc.
- NOTE (3):** Decimal marks whenever given should be corrected to the first decimal and the same should not be rounded off. The aggregate also should be left as such without any rounding off.
- NOTE (4):** If any candidate has answered question in excess of the required number, the evaluating officer should ignore the same. However, if such questions stand evaluated only the marks awarded against the requisite number of answers attempted first should be included in the tabulation on the top sheet, of the answer book and the rest ignored.
- NOTE (5):** The evaluating officer should make out a separate statement of marks indicating the dummy numbers of the candidates and the total marks obtained on a separate sheet and send it to the Personnel Officer in-charge of the selection.
- NOTE (6):** There have been cases of forcing the evaluating officer by his superior panel approving authority to change the marks already awarded to the candidates after the evaluation is complete but before the results of the written test are published. This is a highly irregular practice and the evaluating officer should not get pressurised even at the cost of incurring displeasure of his superiors.

9.4 Any delay in evaluation by more than two months should be brought to the notice of the DRM or HOD. Delays of more than three months should be brought to the personal notice of the General Manager.

(Board's letter No.E(NG)1-87-PM1-14 dated 22.07.88).

## 10 ELIGIBILITY FOR PASSING

10.1 All the candidates who secure not less than 60% marks in the written test should be called for the viva-voce test. Since the marks for written test are 35, a candidate has to secure 21 marks out of 35 to be eligible for being called for viva-voce.

### 10.1.1 ELIGIBILITY MARKS FOR SC/ST CANDIDATES

#### i) Safety Categories

No relaxation is allowed for candidates belonging to SC/ST communities. They have to obtain 60% marks in the written test to qualify for being called for viva-voce.

#### ii) Non-safety Categories

SC/ST employees are eligible to be called for viva-voce if they secure 10 or more marks out of 35 in the written test.

**NOTE:** The relaxed standard of 50% marks or 20% marks for electing the best among the failed candidates should not be applied at this stage. This criterion is for determining the eligibility of candidates to be placed on the panel after the viva-voce.

### 10.2 ELIGIBILITY BY ADDING NOTIONAL SENIORITY MARKS

10.2.1 60% of the total of the marks prescribed for the written test and for seniority will also be the basis for calling staff for the viva-voce.

(Note (iii) below PARA 219(g) of IREM).

**NOTE:** It may so happen that when the marks secured by a candidate in the written test are reduced to 35 and then the notional seniority marks added the total of the marks thus obtained may not be 60% as illustrated in the following example:

Assuming that 15 candidates are called for the written test for five posts, the position of the first and the fifteenth candidates will be as under:-

CAN DID ATE	% MARKS IN WRITTEN TEST	MARKS REDUCED TO 35	NOTIONAL SENIORITY MARKS (MAX15)	% OF WRITTEN + SENIORITY MARKS	REMARKS
1	45	15.7	15	61(i.e.30.7 out of 50)	Not eligible for viva-voce on the basis of written exam marks . But eligible to be called for on the basis of adding notional seniority marks
15	60	21	5	52(i.e.26 out of 50)	Even though the candidate has not secured 60% marks after adding notional seniority marks he is eligible for viva-voce by virtue of his securing 60% marks in the written test alone.

10.2.2 The notional seniority marks should not be added for deciding the eligibility for being called for viva-voce for selections to ex-cadre posts.

(Board's letter No.E(NG)/83-PM1-65(PNM-NFIR dated 28.1.88)

**NOTE (1):** Notional seniority marks should not be added to the final results.

(Note (iv) below sub-para (g) of para 219 of IREM)

**NOTE(2):** Candidates who are called for interview by adding notional seniority marks should be specifically informed that they are being called for the viva-voce by adding seniority marks on notional basis and that their empanelment will be subject to their securing 60% in the professional ability and 60% in the aggregate. This will avoid unnecessary raising of hopes amongst senior candidates called for interview by adding notional seniority marks.

(Note (iii) below sub-para (g) of para 219 of IREM)



11. EVALUATION BY THE SELECTION BOARD IN THE VIVA-VOCE

11.1 Members of the Selection Board have to record a certificate that none of their close relation is under consideration for promotion and that they have no interest in any candidate. Close relation means - parents, sons, brothers, sisters, nephews, nieces, uncles/aunts, mother-in-law, father-in-law, sons-in-law, daughter-in-law, brother-in-law, sister-in-law and first cousins.

11.2. Before the Selection Board assembles to make the selection, all the papers connected with the proposed selection including the confidential reports and the qualifications prescribed for the post under consideration should be circulated for the information of the members of the Selection Board.

(PARA 219(e.) of IREM)

11.3 There should be a single evaluation sheet to be signed by all members of the Selection Board. All the members should also attest corrections in the evaluation sheet.

(sub-para (f) of para 219 of IREM)

NOTE (1): The procedure of assessment of marks by the individual members of the Selection Board as outlined in Para 219(f) of IREM has been modified and single evaluation sheet has been introduced.

NOTE (2): It is necessary to give adequate notice, say a minimum of one week to the successful candidates to attend the interview.

NOTE (3): There should not be any deliberate attempt on the part of the Selection Board to award less marks to candidates who are junior in the zone of consideration. For example if for 10 posts, 20 candidates qualify the written test, the first 10 candidates have been given 60% and above marks and the candidates who are at 11<sup>th</sup> and onwards are granted marks less than 60%. Awarding of marks should be based on the merits and the performance of the candidates rather than seniority position.

NOTE (4): There should be no cutting and erasing in the marks statement.

- NOTE (5):** There should be no delay in drafting the selection proceedings nor the job of drafting the selection proceedings should be left to some one, who is not a member of the Selection Board.
- NOTE (6):** Awarding the marks and signing the marks statement should take place on the date of viva-voce.
- NOTE (7):** Consideration of the candidates without the availability of the latest confidential reports or complete service records is not in order.
- NOTE (8):** Conducting the selection proceedings without ascertaining whether the employees are facing any major penalty proceeding is also not in order.
- NOTE (9):** Similarly, inclusion of names of employees who were facing major penalty proceedings in the panel is not in order.
- NOTE (10):** It should be ensured that only those candidates who obtain 60% marks in professional ability and 60% in aggregate (or with relaxed standard for SC/ST candidates wherever permissible) are placed in the panel.

✓ **11.4 AWARD OF MARKS BY THE SELECTION BOARD**

**11.4.1** Selection Board members should be advised clearly that there should not be any cuttings and over-writings in the proceedings of the Selection Board and that serious objection of any cuttings and overwriting will be taken.

(PARA 219(f) of IREM)

**11.4.2** Marks are to be awarded by the Selection Board under the following heads :

- |                                    |   |   |    |
|------------------------------------|---|---|----|
| • PROFESSIONAL ABILITY:            | Written   | - | 35 |
|                                    | Viva-voce   | - | 15 |
|                                    | In the case of no written test and only viva-voce | - | 50 |
| • Personality, address, leadership | :   |   | 20 |
|                                    | And academic qualifications.                      |   |    |
| • Record of service:               |   |   | 15 |
| • Seniority:                       |   |   | 15 |

11.4.2.1 PROFESSIONAL ABILITY

11.4.2.1.1 Professional ability will carry a total of 50 marks. If there is written test, written exam will have a weightage of 35 marks (i.e percentage of marks obtained in the written exam is reduced to 35). For example - an employee obtaining 60 % marks in written exam will get 21 marks in the professional ability (  $60 \times 35/100 = 21$ ). Balance 15 marks are to be awarded by the Selection Committee based on the performance of the employee in the viva-voce.

(PARA 219(g) of IREM)

11.4.2.2 PERSONALITY, LEADERSHIP, ADDRESS, ACADEMIC AND TECHNICAL QUALIFICATIONS

11.4.2.2.1 This head carries 20 marks. Marks are to be awarded on the basis of entries in the relevant columns in the Confidential Reports, wherever maintained.

(Note (i) below PARA 219(g) IREM)

11.4.2.3 RECORD OF SERVICE

11.4.2.3.1 Confidential Reports for the last three years are to be considered. Marks are to be awarded depending upon the grading. Though the Railway Board have issued mandatory orders Board, the following marking pattern for assessing the CRscan be followed.

Average	- 2 marks
Good	- 3 marks
Very Good	- 4 marks
Outstanding	- 5 marks

11.4.2.3.2 In addition to the confidential reports, the Service register has also to be scrutinised. Marks can be added or deleted for awards and punishments respectively. In any case the total marks that can be given under this head should not exceed 15. The record of service should also take into consideration performance of the employee in training institutes.

11.4.2.4 SENIORITY

11.4.2.4.1 The senior most candidate called for viva should be awarded the maximum marks of 15 and the junior most the minimum of 5. Marks for the remaining candidates should be proportion to following this pattern.

✓

**NOTE:** The minimum marks to be awarded to the junior most candidate may vary from Railway to Railway as per the local instructions. It is not the intention to disturb the same.

11.4.2.4.2 Marks under this heading will be awarded only to those who have been called for the viva-voce. Marks for seniority will be awarded afresh and the notional marks awarded earlier for calling candidates for viva-voce will not be taken cognizance of.

#### 11.5 ELIGIBILITY FOR EMPANELMENT

11.5.1 An employee must secure not less than 60% (30 out of 50) in the professional ability and not less than 60% in the aggregate to be eligible to be empanelled.

(Note (iii) below PARA 219(g) of

IREM)

**NOTE:** Even if a candidate secures 60% in overall aggregate but does not secure 60% in professional ability and viva-voce, he cannot be included in the panel.

11.5.2 The names of candidates selected for empanelment should be arranged in the order of seniority. Those securing 80% marks or more in the aggregate should be classified as outstanding and allowed to supercede 50% of the number of his seniors in the field of eligibility.

(PARA 219(i) of IREM)

11.5.2.1 For example if, for forming a panel for 8 vacancies 24 employees are called for viva. Then,

- i) if the 13<sup>th</sup> man is categorised as outstanding (i.e. he obtains 80% marks) his seniors are 12 in number and he can gain 6 places and will be placed at seventh in the panel.
- ii) If the 24<sup>th</sup> candidate is categorised as outstanding he will gain 11 places. Since there are only 8 vacancies he will not find a place on the panel.

(For details, refer to Board's letter No. E(NG)I-76PM1/142 dated 27/30.10.79)

11.5.3 After arranging the names of the candidates in the above manner, a panel equal to the number of vacancies should be drawn out by the Selection Board.

11.5.4 Moderation of results by way of awarding grace marks to candidates shall not be resorted to without the authority of the Selection Board or the authority competent to accept the recommendations of the Selection Board. No grace marks shall be allowed in individual cases.

(PARA 219(d) of IREM)

11.5.5 ELIGIBILITY FOR EMPANELMENT FOR SC/ST CANDIDATES

a) Safety Categories

An employee should obtain 60% marks in the professional ability and 60% marks in the aggregate, excluding marks for seniority. Thus a candidate securing 30 marks out of 50 in the professional ability and an aggregate of 51 out of 85 (i.e. excluding 15 marks for seniority) would be eligible for empanelment.

b) Non-safety Categories

An employee should obtain 50% marks in the professional ability and 50% overall, excluding the marks for seniority. Thus a candidate obtaining 25 out of 50 marks for professional ability and an aggregate of 43 marks out of 85 (excluding 15 marks for seniority) would be eligible for empanelment.

11.5.5.1 POLICY OF 'BEST AMONG FAILED'

a) In non-safety categories if the requisite number of Scheduled Caste/Scheduled Tribe candidates are not empanelled, the best among the failed candidates should be earmarked for placing on the panel against reserved vacancies. They should be promoted on adhoc basis for six months. During the six month period they should be given all facilities for improving their knowledge and coming up to the requisite standard. At the end of the six months period a decision has to be taken by the competent authority for inclusion of their names in the panel or otherwise.

(Board's letter No.E(SCT)74 cm 15/34 dated 31.8.1974)

b) However the relaxation of 50% marks or selection of the 'best among the failed' should be applied only when required number of candidates belonging to the reserved communities equal to the number of posts reserved for them are not available by applying the general standards. In other words, the Selection committee should first draw a list of candidates who can be empanelled by applying the general standards. In case of deficiency the same should be made good

by applying the relaxed standard of 50% marks. If there is still deficiency, the policy of best among the failed should be followed.

(Board's letter No.83-E(SCT)42/1 dated 14.4.1983)

**11.6 GENERAL POSTS:**

11.6.1 In respect of general posts like Law Asstts, Welfare Inspectors no marks for seniority will be awarded and consequently the various factors of selection and their relative weight will be as indicated below.

<u>Factors/Headings</u>	<u>Max. marks</u>	<u>Qualifying marks</u>
• Professional ability consisting of:		
i) Written test	35	21 )
ii) Viva-voce	15	- ) ( 30/50
• Personality, address, leadership, academic/technical qualifications	30	
• Record of service	20	

11.6.2 All volunteering eligible staff who satisfy the prescribed conditions of eligibility should be called for the written test.

11.6.3 All candidates who secure not less than 60% marks in the written test should be called for viva-voce test.

11.6.4 The final panel should be drawn up in order of seniority from amongst those who secure a maximum of 60% marks in the professional ability and 60% marks in the aggregate; provided that those securing a total of more than 80% marks will be classed as outstanding and placed at the top of the panel in order of seniority.

(Para 219(j) of IREM)

**11.7. Ex-cadre Post:**

11.7.1 Ex-cadre posts are posts outside the cadre. These posts are filled from amongst eligible staff as may be specified in the method adopted by each Railway Administration/PU etc. subject to the condition that the method so laid down by the Railway/PU does not violate the policy guidelines or the method in specific cases, if any, laid down by the Board as in the case of manning posts in the area of computer activities in PRS, Divisions, Store Depots and Workshops. The employees selected for

manning ex-cadre posts retain their lien in their parent cadre and seek advancement therein. As indicated in para 10.2.2 above the concept of notional seniority marks does not apply to selection for ex-cadre posts.

#### 11.8 SUPPLEMENTARY SELECTION

11.8.1 Supplementary selection (both written test and the viva-voce) can be held for candidates coming under the following categories.

- i) summons for the interview being received late by the candidates
- ii) failure on the part of the administration to relieve the candidate.
- iii) Sickness of the employee or other reasons beyond his control.

(Para 223 of IREM)

#### 11.9 APPROVAL OF THE PANEL

11.9.1 The panel should be put up to the competent authority for approval. After the competent authority approves the panel, it should be notified immediately. In the event of employees facing criminal or disciplinary proceedings being found eligible for empanelment, the panel should be published as a provisional panel without their names. Inclusion of their names in the final panel will be decided after the conclusion of the proceedings.

11.9.2 In case the competent authority does not accept the recommendations of the Selection Board, the case should be referred to the General Manager, who may constitute a fresh Selection Board at a higher level or issue such orders as may be appropriate.

(PARA 219(k) of IREM)

#### 11.10. AMENDMENTS TO THE PANEL

11.10.1 A panel once approved should not normally be cancelled or amended. If it is subsequently found out that there were procedural irregularities or other defects which may necessitate amending or cancelling the panel, this should be done after obtaining the approval of the authority next higher than the one that approved the panel.

(PARA 219(l) of IREM)

#### 11.11 Currency of panel:

11.11.1 Panels notified will be valid for two years from the date of approval of the same by the competent authority or till exhausted, whichever is earlier. (Para 220(a) of IREM)

12.

General:

12.1 These guidelines are intended for information and use by Members of Selection Board and Personnel Officers. The Personnel Officer nominated in the Selection Board should ensure that a copy of the guidelines is made available to other members of the Selection Board who may seek guidance/ clarification as necessary from the former.

12.2 While referring to these guidelines, the original paras of IREM and circulars referred to herein should be read for proper appreciation. In case of any doubt, the original paras and the circulars should be relied upon as authority.

12.3 If any provision of the IREM and the circular on the subject which has not been superseded has been missed in preparing these guidelines, the said para and the circular which has not been taken into consideration due to oversight, should be treated as valid and operative.