

Railway Board's letter No.E(NG)62PMI/22 dated 27.5.63  
to the General Managers,ETC., ETC.

Sub: Procedure for filling up selection posts-  
non-gazetted.

Reference Railway Board's letter No.E(NG)57PMI/24 dated 8.10.58. It was laid down in para 1(ii) of the above letter that eligible staff upto four times the number of anticipated vacancies will be called for written and / or viva voce tests and that if this number can be obtained in the grade immediately lower, there would be no need to go to the grades further lower down. It was also prescribed that ordinarily only those employees who are two grades below the grade for which the selection is held will be eligible for consideration. The Board have reviewed the matter and have now decided that in such cases the number of staff to be considered shall be equal to four times the number of anticipated vacancies. If the requisite number of staff on this basis is not available in the grade next to the grade for which the selection is being held, the Administration could go to lower grades in order to make up 4 times the number required to be called up for selection but in no case can the eligibility be extended to staff in grades lower than the third. For instance, if a selection is being held for the grade Rs.360-500(PS)/Rs.450-575(AS) the requisite number of candidates to be called up for this selection should be found from the grade Rs.300-400(PS)/Rs.350-475(AS) and if the requisite number cannot be found from this grade, eligibility could be extended to the grade still lower, namely, Rs.260-350(PS)/Rs.335-425(AS). Even after doing this, if 4 times the number required to appear for the selection cannot be made up, candidates from the grade next below i.e. Rs.200-300(PS)/Rs.210-380(AS) may also be called up but the eligibility should, in no case, be extended lower than this grade.