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Railway Board's letter No.E(NG)I/68PMI/192 dated 12/13.11.68  
to the General Managers, All Indian Railways, etc.etc.

Sub: Procedure for filling up Selection posts -  
Non-gazetted.

According to extant instructions, eligible staff up to four times the number of existing and anticipated vacancies plus 25 per cent thereof for unforeseen vacancies should be called for written and /or viva-voce test in respect of selection posts, anticipated vacancies being defined to connote only those vacancies as are likely to arise due to normal wastage during the currency of the panel. The Board have, however, not laid down any specific procedure for keeping a record of the manner in which the number of vacancies have been assessed. In view of the fact that complaints have been received on the score of imperfect reckoning of the number of vacancies leading to the field of eligibility being either unduly enlarged or unduly restricted, it is considered necessary that the greatest care should be bestowed on the question of assessing the number of vacancies and keeping a permanent record of how the number of vacancies have been reckoned. You may accordingly issue detailed instructions specifying how the number of vacancies should be assessed and by whom it should be finally approved before candidates are called for selection.

Please acknowledge receipt.