

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

NO. E(NG)I-80-PMI-21

New Delhi, dated 25-1-1983.

The General Managers,
All Indian Railways,
CLW, DLW & ICF.

The Director General,
R.D.S.O.,
LUCKNOW.

The Principal, Railway Staff College, Baroda.
The Principal, Indian Railways Institute of Adv. Track Technology,
Pune.
The Principal, Indian Railways Institute of Sig. Engg. & Telecommu-
nication, Secunderabad.
The Principal, Indian Railways Institute of Mech. & Elec. Engg.,
Jamalpur.
The Chairman, Railway Service Commission, Allahabad, Bombay, Madras,
Muzaffarpur, Patna, Gauhati, Bangalore, Secunderabad, Ahmedabad,
Ajmer, Chandigarh, Jammu & Srinagar, Bhuvneshwar, Trivendrum &
Bhopal.
The General Manager, Metro Railways, Jawaharlal Nehru Road,
Calcutta-700071.
The CAOs, MTP(R), Delhi, Bombay and Madras.
The Railway Liaison Officer, New Delhi.
The General Manager, Wheel & Axle Plant, 18, Millers Road,
Bangalore-46.
The General Secretary, I.R.C.A., New Delhi.
The Secretary, Railway Rates Tribunal, Madras.
The C.A.O., Central Organisation for the modernisation of Workshops,
1, Eastern Avenue, Maharani Bagh, New Delhi.

Subject:- Calculation of vacancies for selection posts.

In terms of para 216(d) of Chapter II, Section 'B' of the Indian Railway Establishment Manual for selection to non-gazetted posts on the Indian Railways, candidates to the extent of four times the number of existing and anticipated vacancies plus 25% thereof for unforeseen vacancies were to be considered. Ministry of Railways later vide their letter NO.E(NG)I-76-PMI-168 dated 3.9.1976 decided that selection panels should not cater for unforeseen vacancies i.e. the number of candidates to be considered should normally be equal to 3 times the number of existing and anticipated vacancies. In the PNM Meeting held with N.F.I.R. on 23/24.12.1981, the N.F.I.R. raised the general question of calculation of vacancies to determine the number of persons to be called for selection. The matter has been considered in detail in the Ministry of Railways after consultation with the Two Federations and they have decided as under:-

- i) For selection posts within the cadre, the existing vacancies plus those anticipated (as defined below) during the course of next one year should be taken into account. For unforeseen contingencies, 20% of the anticipated vacancies only (not of existing vacancies) should be added to the existing and anticipated vacancies.

- ii) For selection posts in the Const. Organisation, 50 % of the number of posts which exist in the grade under consideration & higher grades for a period of one year on the assessment date and which are likely to continue should be taken into account.
- iii) For ex-cadre posts, actual vacancies plus those anticipated to occur in the next 2 years should be considered.

2. The concept of anticipated vacancies should be deemed to connote the following type of vacancies:-

- a) vacancies on account of normal wastage viz. retirement or superannuation;
- b) vacancies likely to be caused as a result of staff having given notice for voluntary retirement provided the same are likely to be accepted;
- c) vacancies in higher grades in the channel the filling up of which will result in the need to make consequent appointments from the proposed panel;
- d) vacancies likely to be caused due to staff approved to go on deputation to other Units;
- e) number of staff already empanelled for ex-cadre posting;
- f) vacancies likely to arise due to creation of additional posts in higher grades and also in the same grade. This may include only those proposals which have been concurred in by Accounts and approved by the Competent Authority; and
- g) the vacancies arising out of the cases where staff are likely to go out on transfer to other Railways/Divisions during the period under consideration.

3. These instructions will apply to selections in respect of which action is initiated after the issue of this letter.

4. Amendment to the Establishment Manual will issue in due course.

5. Please acknowledge receipt.

(D.D. AGGARWAL)
JOINT DIRECTOR ESTABLISHMENT
RAILWAY BOARD

NO. E(NG)I-80-PMI-21

New Delhi, dated 15-1-1983.

- Copy to:-*
- i) The General Secretary, All India Railwaymen's Federation, 4, State Entry Road, New Delhi.
 - ii) The General Secretary, National Federation of Indian Railwaymen, 3, Chelmsford Road, New Delhi.
 - iii) All Members of the National Council/Departmental Council.
 - iv) The Secretary, Staff Side, National Council, 13-C, R Ferozeshah Road, New Delhi.

B. Sharma
FOR SECRETARY, RAILWAY BOARD

Copy to:- E(REP)I, II & III, SEC(E), SEC(ABE), E(RB)I, II & D, E(GP) E(SCT) & E(NG)II Branches of Board's Office.

E(LN)I (with 60 spares)