



WESTERN RAILWAY

Headquarter office,
Personnel Department,
Churchgate, Mumbai-20

No.E(G) 1024/2025-26 (LDCE.30%)

Date: 19.12.2025.

The Secretary (E) Railway Board, New Delhi,
All PHODs/CHODs, AGM, SDGM,
CAO(C)/ADI, CPM-BRC, ADI,
Secretary to GM / All PHODs-CCG,
DRM (E)-BCT/BRC/ADI/RJT/BVP/RTM / CWM- MX/PL/DHD/BVP/PRTN/DB.

Sub: Selection to the Group 'B' posts of APO, AEN, ASTE, AEE, AME/AWM, ACM, AOM, AMM (LDCE-30% quota) for the period from 01.01.2025 to 31.12.2026 for Organised services (except for Accounts Department.)

It is proposed to hold selection for promotion to Gr.'B' posts of APO, AEN, ASTE, AEE, AME/AWM, ACM, AOM, & AMM (LDCE-30%) for Organised services (except for Accounts Department) for the vacancy cycle from 01.01.2025 to 31.12.2026 through Centralized Computer Based Test (CBT) as per the selection procedure laid down in Railway Board's letters No.E(GP) 2019/2/5 dated 08.07.2019 (updated M.C. No.68) & further instructions in this regard issued from time to time. This is corresponding to the regular selection notified vide letter No. E(G) 1024/2025-26 (Reg.70%) dated 04.11.2024.

2. VACANCIES & RESERVATION:

The particulars of total number of vacancies assessed and details of reservations as per Post based roster (for SC/STs) & Vacancy based roster (for PwBDs) for **Promotion to the Gr. 'B' posts of APO, AEN, ASTE, AEE, AME/AWM, ACM, AOM, & AMM (LDCE-30%) for Organised services (except for Accounts Deptt.)** in the erstwhile PB-2 scale Rs.9300-34800/- with Grade Pay Rs.4800/- (as per VIIth CPC) now Level 8 in Pay Matrix (as per VIIth CPC) are given below:

ASSESSMENT OF VACANCIES FOR SELECTION TO GROUP B OF ALL 8 ORGANISED SERVICES (EXCEPT ACCOUNTS DEPPT.) FOR SELECTION PERIOD FROM 01.01.2025 TO 31.12.2026. (LDCE (30%)					
POST/Reserv ation	UR	SC	ST	Total	PwBD (Horizontal)
AEN	21	3	1	25	1 (HH/HI)
ASTE	4	1	0	5	1(LD-OA/OL)
AEE	5	1	1	7	1 (HH/HI)
AME/ AWM	4	1	0	5	1(LD-OA/OL)

19/11/2024

AMM	3	0	0	3	0
APO	7	0	0	7	0
ACM	4	0	0	4	1(LD-OA/OL)
AOM	4	1	0	5	1(LD-OA/OL)

NOTE: The posts reserved for different categories of PwBDs for LDCE (30%) selection for the respective departments are indicated against vacancies for PwBDs mentioned in the above table.

2.1 Reservation in promotion to the persons with Benchmark Disabilities (PwBDs) from Gr.'C' to Gr.'B' posts will be applicable as per the Railway Board letter No.E(GP)2022/2/20 dated 18.08.2022 & dated 14.11.2022 with regards to the relaxation as provided for Para 8.1 of DOP&T's O.M.No.36012/1/2020-Estt.(Res.II) dated 17.05.2022, requisite guidelines in terms of Para 4(i) of DOP&T's subsequent OM No.36035/02/2017-Estt(Res) dated 27.09.2022 & further instructions issued in this regard from time to time will be applicable.

2.2 The functional classification for PwBDs for selection to Gr.B posts of organised services has been prescribed in Railway Board's letter No.E(GP) 2022/2/20 dated 14.11.2022. Further, as per Railway Board's letter No.E(GP) 2022/2/20/PwBD dated 21.06.2024, the earmarked vacancies of all categories (SC, ST & UR) are to be filled in irrespective of the fact whether PwBD reservation is filled or not and the reservation for PwBDs is to be carried forward as per extent rules.

2.3 In terms of Railway Board's letter No.E(NG)I/2022/PM4/9 dated 09.12.2022 (RBE No.162/2022), the facility of scribe and / or compensatory time shall be granted solely to those eligible PwBD employees having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent Railway Medical Authority as per proforma enclosed as **Annexure 'A'**.

3. ELIGIBILITY :

In terms of Board's letter No.E(GP)2019/2/25 (RBE No.216/2019) dated 27.12.2019 and Para 6.3.1 of Master Circular No. 68, Group 'C' employees working in Level-6 (7th CPC)/ Pay Band-2 Rs.9300-34800 with Grade Pay of Rs.4200/- (6th PC) and above in Pay Matrix with 5 years of non-fortuitous service as on **01.01.2025** will be eligible.

In terms of Railway Board's letter No.E(GP)2024/2/09 dated 14.10.2024, an employee who has been medically de-categorized should have rendered the requisite eligibility service in the relevant grade(s) after absorption in the alternate post for being eligible for promotion to Group 'B' posts. These instructions pertain only to reckoning eligibility for promotion to Group 'B' posts.

In terms of instructions contained in Railway Board's letter No.E(GP) 2005/2/74 dated 13.03.2008 (RBE No.40/2008), in case of employees transferred on request to a new unit in the same category of posts & assigned bottom seniority therein, the service rendered by them in previous unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition, for promotion in new unit, subject the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new unit. This is also applicable for promotion to Gr.B posts also.

Further, the service rendered by Gr.C staff in Grade Pay Rs.4200/- (of 6th PC) / Level-6 of Pay Matrix (of 7th PC) in MACP grade will not be considered for reckoning the period of service.

In terms of Board's letter No.E(NG)I-93/PMI/4 dated 18.01.1993, the time spent by the Railway servant under training immediately before appointment to service will be counted as service for the purpose of Gr.'B' selection/LDCE.

a) Selection to Gr.B posts of APO : Group 'C' employees having lien in WR of the following departments fulfilling the required conditions are eligible to appear in the selection:-

- i) All Group 'C' Ministerial staff of the Personnel department.
- ii) Group 'C' ministerial staff of General Administration, Public Relations, Excluding Publicity/ advertising Inspectors and Photographers.
- iii) Group 'C' ministerial employees of Compilation/ Statistical Branch, Stores, Transportation (Traffic), Commercial departments and Law Assistant/ Chief Law Assistants and Stenographers (except for Accounts Deptt.), who have avenues for promotion to Group 'B' in their own department too.
- iv) Group 'C' ministerial employees working in cadre posts in any department excluding Hindi / Rajbhasha Organization and Accounts departments, but including Cash and Pay and Time Office who have no avenue for promotion to Group 'B' in their own departments.
- v) The eligible employees viz- Chief Law Assistant, Stenographers of all departments except Accounts Deptt., Ministerial staff Group 'C' of Statistical & Compilation Branch, Stores, Traffic & Commercial are required to give option for advancement to Group-'B' posts either in their own Department or APO within 30 days of the result of the selection/LDCE by the employee in writing and option once exercised should be treated as final.
- vi) Eligibility of employees working in Construction Organization/ Project offices/other ex-cadre Organization/ Units will be determined with reference to their position in the parent department subject to the fulfilment of other conditions laid down, provided their juniors in the open line also become eligible.

b) Selection to Gr.B posts of AEN: Supervisors (Technical staff) working in Engineering Department on regular basis in Group 'C' who have rendered not less than 05 years of non-fortuitous service, as on 01/01/2025, working in PB-2 Rs.9300-34800/-, with Grade Pay Rs.4200/- (of 6th PC)/Pay Matrix Level 6 (of 7th PC) & above and having lien in Engineering department of WR are eligible to appear in the LDCE as per RBE No.216/2019 and in terms of RBE No.93/2024.

In terms of Railway Board's letter No.E(GP)99/2/22 dated 04.01.2007, P/Way Mistries with 3/5 years non-fortuitous service in the erstwhile scale Rs.4500-7000 + 100 (SA) (as per Vth P.C.) or in the equivalent pay scale as per 6th/7th PC shall be eligible for being considered for Selection /LDCE for promotion to Group 'B'. Further, in terms of Railway Board's instructions No.E(GP) 2019/2/25 dated 16.03.2022, Sr. Technicians (Civil) in Level-6 with requisite length of service are also eligible to appear in the selection to Group B post of AEN.

c) Selection to Gr.B posts of ASTE: Supervisors (Technical staff) working in S&T Department on regular basis in Group 'C' who have rendered not less than 05 years of non-fortuitous service, as on 01/01/2025, working in PB-2 Rs.9300-34800/-, with Grade Pay Rs. 4200/- (of 6th PC)/ Pay Matrix Level 6 (of 7th PC) & above and having lien in S&T department of WR are eligible to appear in the LDCE as per RBE No.216/2019 and in terms of RBE No.93/2024. Further, in terms of Railway Board's instructions No.E(GP) 2019/2/25 dated 16.03.2022, Sr. Technicians (Civil) in Level-6 with requisite length of service are also eligible to appear in the selection to Group B post of ASTE.

d) Selection to Gr.B posts of AEE: Supervisors (Technical staff), including running staff of Electrical Department (including running staff of combined seniority in Electrical/Mechanical department) (for running staff equated stationary grade vide RBE No.92/2015) working in PB-2 Rs. 9300-34800/- with Grade Pay Rs.4200 (of 6th PC) / in Level 6 (of 7th PC) & above in pay matrix (including non- fortuitous service rendered in the corresponding pre-revised grade pay) with 05 years of non- fortuitous service as on 01/01/2025 are eligible to appear in the LDCE as per RBE No.216/2019 and in terms of RBE No.93/2024. Further, in terms of Railway Board's instructions No.E(GP) 2019/2/25 dated 16.03.2022, Sr. Technicians (Civil) in Level-6 with requisite length of service are also eligible to appear in the selection to Group B post of AEE.

Running staff are required to give an option for advancement to Group 'B' posts either in their own Department (i.e. AEE) or for AME/AWM within 30 days of the result of the selection/LDCE by the employee in writing and option once exercised should be treated as final.

e) Selection to Gr.B posts of AME/AWM: Supervisors (Technical staff), including running staff of Mechanical department (for running staff equated stationary grade vide RBE No.92/2015) working in grade PB-2 RS.9300-34800/- + GP Rs.4200/- / Level-6 (of 7th CPC) and above grades with 05 years of non-fortuitous service as on **01.01.2025** in the grade (including non- fortuitous service rendered in the corresponding pre-revised grades) will be eligible for LDCE, in terms of RBE No.216/2019 and in terms of RBE No.93/2024. Further, in terms of Railway Board's instructions No.E(GP) 2019/2/25 dated 16.03.2022, Sr. Technicians (Civil) in Level-6 with requisite length of service are also eligible to appear in the selection to Group B post of AME/AWM.

Running staff are required to give an option for advancement to Group 'B' posts either in their own Department (i.e. AME/AWM) or AEE within 30 days of the result of the selection/LDCE by the employee in writing and option once exercised should be treated as final.

f) Selection to Gr.B posts of AOM: Supervisors, including running staffs (Guards/Train Manager) other than ministerial staff working in Group 'C' in Traffic/Operating department (for running staff equated stationary grade vide RBE No.92/2015) working in PB-2 Rs. 9300- 34800/- with Grade Pay Rs.4200 (of 6th PC) / Level 6 (of 7th PC) & above in pay matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) with 05 years of non-fortuitous service, **as on 01.01.2025** are eligible to appear in the LDCE as per RBE No. 216/2019 and in terms of RBE No.93/2024.

g) Selection to Gr.B posts of ACM: Group 'C' employees of Commercial Department and CLAs posted in other department, having lien in WR Railway working in Grade PB-2 Rs.9300- 34800/- + GP-4200/- (of 6th PC) / Level-6 (of 7th PC) and above grades (including non- fortuitous service rendered in the corresponding pre-revised grade pay) with 05 years of non-fortuitous service **as on 01.01.2025** are eligible to appear in the LDCE as per RBE No.216/2019 and in terms of RBE No.93/2024.

LA/CLA are required to give option for advancement to Group 'B' posts either in their own Department or ACM within 30 days of the result of the selection/LDCE by the employees in writing and option once exercised should be treated as final.

h) Selection to Gr.B posts of AMM: Supervisor (Ministerial & non Ministerial) working in Stores Department on regular basis in Group 'C' who have rendered not less than 05 years of non- fortuitous service, as on 01/01/2025 in PB-2 Rs. 9300-34800 with Grade Pay Rs.4200/- (of 6th PC) / Pay Matrix Level 6 (of 7th PC) & above and having lien in Store department of this Railway are eligible to appear in the LDCE as per RBE No.216/2019 and in terms of RBE No.93/2024.

Group 'C' ministerial employees of Stores are required to give an option for advancement to Group 'B' posts either in their own Department or APO within 30 days of the result of the selection/ LDCE by the employee in writing and option once exercised should be treated as final.

4. Timeline for LDCE selection (Tentative)

Sr.No.	Details of submission / processing of application for the selection	Closing Date
1.	Application to be submitted on-line by the eligible candidates in the HRMS portal	08.01.2026
2.	Finalisation of list of eligible candidates and notification thereof	23.01.2026
3.	Pre-selection training to be completed by	27.02.2026
4.	Written Examination	08.03.2026
5.	Result by RRB / Ajmer	06.04.2026
6.	Finalisation of the Panels by Zones / PSUs	11.05.2026

5. Mode of submission of application for LDCE Selection (30%)

The eligible candidates who are willing to apply for the above selection are required to apply online through HRMS on or before 15.01.2026. The employees may ensure that their latest photo, signature, caste certificate, & PwBD certificate are duly updated / uploaded through ESS Tab in HRMS. A copy of **USER MANUAL** for submitting / processing the application for Gr.B selection in HRMS is annexed to this notification as **Annexure 'B'**.

6. Pre-selection training:

15-20 working days (3 to 4 weeks) pre-selection training for SC/ST candidates have to be conducted in terms of Railway Board's instructions contained in their letter No.E(GP) 2010/2/39 dated 28.08.2019. In case any eligible candidate(s) is/are not willing to attend the pre-selection training, written refusal should be obtained. Eligible candidates, who fall sick or proceed on leave during the period of pre-selection training, will not be eligible for second chance and they will have to resort to self-training or make their own arrangement for training. Not attending the pre-selection training on account of leave, sickness or any other reasons will not be treated as an excuse of cancellation of selection or for demanding another round of pre-selection training.

Secretary to PHODs of the concerned Department is advised to chalk out a pre-selection training programme, without waiting for the final Eligibility List, conduct the same & send completion report of the pre-selection training to this office **ensuring that the said training is completed before 27.02.2026**. However, merely attending pre-selection training will not make any candidate automatically eligible for appearing in the examination.

If any of the candidates included in the eligibility list has been transferred from the division / unit as indicated against his/her name, he/she should be advised of the selection through the present Controlling officer and his acknowledgement be obtained. **As per Board's instructions, a Sr. Scale officer / Unit-in-charge may be nominated who will be responsible to ensure that the notification is brought to the notice of all the candidates in the respective organisation under him.** It should be the personal responsibility of the concerned officer to ensure that no complaint whatsoever arises on a future date. A line in confirmation that this notification has been circulated to all units/ subunits may be sent by the respective Sr.DPO's/DPO's/SPO's etc. by **22.12.2025**.

7. **SCHEME OF EXAMINATION :**

7.1 In terms of instructions contained in Railway Board's letter No.E(GP) 2022/2/4 dated 28.06.2022 & 06.09.2022, the written examination for APO, AEN, ASTE, AEE, AME/AWM, ACM, AOM, & AMM (LDCE-30%) selection will be held through Centralised Computer Based Test (CBT) which shall comprise of one paper which shall have 100% Objective Type Multiple Choice Questions only. The paper will be of 150 marks and the distribution of marks will be as under:

Technical (Professional) Subject (85 Questions includes 5 optional questions)	80 marks
General Knowledge & Official Language Policy & Rules (55 Questions includes 15 optional questions on official language Policy & Rules)	40 marks
Establishment matters and Financial Rules (35 Questions includes 5 optional questions)	30 marks
Qualifying marks	90 marks
Duration / Marks	Three (3) Hours
There shall be @1/3 rd of a negative marking for every wrong answer in the LDCE (30%), where the final panels are made on merit basis (In terms of RBE No. 93/2024).	
Assessment of Record of service & Viva-voce will be conducted in terms of para 10.4 of Master circular No.68, Date: 08/07/2019.	
There is no provision of Supplementary exam for LDCE (30%)	

7.2 The candidates have the option to give answers in Hindi or English in the written test (CBT) as well as in viva-voce.

7.3 The marks prescribed for qualifying in the CBT/written examination is 60%. Further, Railway Board vide letter No.E(GP)2022/2/4 dated 06.03.2023 have instructed that **the candidates qualified in CBT will be called for the viva voce to the extent of 5 times the number of respective vacancies (Category wise) in order of merit.** Such passed candidates will be directed for medical examination for selections to Gr.B posts of AEN, ASTE, AEE, AME/AWM, ACM & AOM as per Para 530(a) of IRMM & as per Para 530(b) of IRMM for selections to Gr.B posts of APO & AMM. On passing the prescribed medical examination, such candidates will be called for the Viva-Voce test in terms of Railway Board's letter No.E(GP) 2024/2/28 dated 08.10.2024 (RBE No.93/2024).

7.4 The marks allotted in viva-voce & record of service along with qualifying marks, are as under:

Record of Service	25 (Maximum marks)
Viva-Voce (The viva voce consist of personality address, leadership and academic and technical qualification of the candidate)	25 (Maximum marks)
Qualifying Marks	30 (including minimum of 15 marks in the Record of service)

8. **SYLLABUS:**

The syllabus for Professional subject for Gr.B selections for APO, AEN, ASTE, AEE, AME/AWM, ACM, AOM, & AMM along with syllabus for Establishment & Accounts subjects issued vide Railway Board letter No.E(GP) 2022/2/4 dated 07.11.2022 is enclosed as Annexure 'C' to this notification.

9. **OTHER INSTRUCTIONS:**

9.1 The application in physical form will not be entertained.

9.2 APARs of the employees as per the eligibility list notified for above selections for the last 5 years to be kept ready by the concerned Divisions/Units. It may be ensured that representations, if any, received from the said employees within the stipulated period, have been disposed of immediately.

9.3 All controlling officers should relieve the eligible employees as per the eligibility list, who will be notified in due course, who are willing to appear in the above selection and nobody should be held back under any circumstances from appearing in the selection.

9.4 It is the personal responsibility of the concerned Officer-in charge and Unit-in-charge of the respective division / unit to ensure that this notification is circulated amongst the employees working under respective divisions / units so as to enable the eligible employees to apply for appearing for concerned Gr.B selection in time. Also a copy of the said notification may be placed on notice board, training centre and other important places and also given wide publicity.

9.5 The office concerned from where the employees have proceeded on deputation must inform the staff who are on deputation or who are working with other Department / Ministries well in time. Their applications must be routed through 'Personnel branch' of their parent office and the same may be sent to this office after verification of their eligibility.

9.6 All the Divisions/Units & applicants are advised to regularly visit WR railnet website for any updates in the matter. This notification is being issued as per existing provisions/instructions of selection of Group-B post. In case any changes in the existing procedure /instructions are issued by Railway Board, the same will be uploaded in the Railway's website in due course.

9.7 Dy.CPO/Sr.DPO/DPO/SPO/APO should certify that all the employees of their Division /Unit, working on Deputation to other units are informed well in advance to submit their application in time.

9.8 The employees applying for appearing in the selection shall mention the personal/active mobile number registered in his/her HRMS account. The respective Divisions / Units shall check and ensure that the mobile number mentioned by the employee has been updated in his / her HRMS account as the OTP will be received on the same mobile number for downloading of hall ticket, etc. This should invariably be ensured.

9.9 Written examination (Centralised CBT) will be conducted by RRB Ajmer for which examination schedule will be notified separately.

9.10 Any instructions/guidelines, etc is issued by Railway Board regarding selection to Group B posts, subsequent to the issue of this notification, the same will also apply to this selection.

9.11 Staff whose line / seniority is maintained on this Railway and who are no deputation / leave / sick or serving or serving in other Railways, Railway Board/IRCTC/CONCOR/CRIS/RDSO/RITES/CORE/IRCON/KRCL/RVNL/TA camp etc. should also be notified to enable them to submit their applications through HRMS. It would be the responsibility of the officer concerned to bring the notification to the notice of staff on deputation / leave / sick under clear acknowledgement, copy of which has been sent to this office for records.

Please ensure compliance and acknowledge receipt of this notification.

Encl: As above.

(Rajan B. Sharma)
(Rajan B. Sharma)
APO (Gaz)
for General Manager (E)

Copy forwarded to the followings:-

CMD-CCG/MD-JRH-BCT, CMS-BCT/BRC/RTM/ADI/RJT/BVP
All CTIs / DFCCIL, COFMOW, CRIS, CONCOR, DFCCIL, IRCON, IRCTC, IRFC, KRCL, JCF, MRVC, PRCL, RITES, RVNL & Railtel.

Secy to PHODs: For wide publicity of above notification and for arranging / organising pre-selection training as per para 5 & 6 above.

WRPOA/WROA/Genl. Secy, WREU-HQ CCG/GTR WRMS HQ-CCG-BCT

The Zonal Secy SC/ST Association, GTR / Gen. Secy OBC Assn.

All concerned

ANNEXURE -A

Appendix-I

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o a resident of[Vill/PO/PS/District/State], aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Officer.....Chairperson	Civil Surgeon/Chief District Medical Officer.....Chairperson			

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**User Manual for Group B Notification - 30% and Application
processing facility in HRMS**

Version 1

Date of issue: 16/12/20205

applications. By clicking the links (in blue) user can see the notification and details recorded at the time of entry of notification.

The next step will show how the employee can apply against the notification.

2)Application against the Notification by the Employee

When an employee logs in to HRMS, the list of notifications which has been published by his/her railway will be displayed in the home screen and notifications section.



The employee will click on notification to apply.

Once done, a screen opens up which shows the current working details of the employee and his lien details. It is important for the employee to check whether these details are correct or not. The employee should not proceed ahead if he sees that the lien details are wrong. In such cases, the employee should get the details corrected by contacting his dealing clerk and then only apply.

The screen also shows the list of notifications which has been published by his lien railway. The employee can apply against any notification by clicking on the 'Apply' button. He should check the eligibility condition as per notification before applying. Mere display of all notices does not entitle any one to claim eligibility.

Your Lien Is **SOUTH WESTERN RAILWAY (SWR)**

1. Warning: Please refrain from proceeding if your lien details appear incorrect.

Department :	PERSONNEL	Sub Department :	NA
Designation :	0401 OFFICE SUPERVISOR (Level 03)	Office Type :	0000000000000000
Railway Unit :	0000000000000000	Railway Zone :	0000000000000000
Employee Total :	00	Basic Pay :	0000000000000000
Subordinate Pay Level :	00	Official Mobile Number :	NA
Email :	0000000000000000@gmail.com	Gender :	NA
Personal Mobile Number :	0000000000000000		
User Date :	SOUTH WESTERN RAILWAY (SWR)		
User Date :	Mumbai (0000000000000000)		
User Grade Level (00)	0000000000000000		
		User Unit :	0000000000000000
		User Code ID :	0000000000000000

Year	Days	Perod	Type	Headquarters	Notification Date	Ref	Last Date of submission of appeal	Assessment Period From	Assessment Period To	Date of Eligibility	Action
2025	200	000	30	NA	10-10-2025	Y=0	11-10-2025	01-10-2025	31-10-2025	10-10-2025	View
2025	000	000	30	NA	10-10-2025	Y=0	11-10-2025	01-10-2025	31-10-2025	10-10-2025	View

Total Website Visit : 0

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Once the employee clicks on 'Apply' button, the page for application opens up.

"If the employee belongs to a reserved community, then the caste certificate of the same should be available in Employee details. If the certificate is not available, the system prompts him to upload. This can be done by raising a ESS request by employee himself."

The employee can upload the same from Self service tab on the left menu and get it approved.

The system also doesn't allow the application to be submitted if the photo and signature are not available in the system. In such cases, the employee has to go to employee self-service option and get the Photo and signature uploaded in the system.

If the employee's details are correct, then he can click on 'Apply' button which will take him to the application page.

The first few blocks of the application form show the details of the application including his photo, signature, the current working details, lien details and personal details.

In the subsequent sections, employee will have to check the details before he can apply.

- a) Employee will have to check the details of initial appointment and if they are wrong , he has to enter the data manually.
- b) If the employee is on deputation, the details of the same has to entered in the form after selecting the 'Yes' Radio button
- c) Employee has to enter the details of promotion i.e date of past promotion and the length of service in each grade.

- d) In case employee has joined the current unit on mutual or one way request transfer, the details of the same has to be entered.
- e) If the employee is medically decategorised, the details of the same has to be entered.
- f) The details of disability, if employee is identified as PWbD by the system. If employee is PWbD, and system is not reflecting the same, pls get it updated by raising ESS request before submitting the application.

After furnishing the above details, the employee will see the option for pre promotional training (If employee belongs to reserved community, he can choose option to attend or not, if not, the employee will not make any entry here as it is not relevant).

The employee will then be able to enter the remarks and submit the application. Before submitting, he has to give declarations through checkboxes. Once done, the employee can submit the application.

The submitted applications can be seen in the same screen as below.

This completes the employees' part of submitting an application.

All the applications submitted by the employees will now be seen by the custodian of the unit as was set by the GZA during notification issue.