



रेल डिब्बा कारखाना कपूरथला  
Rail Coach Factory, Kapurthala.

कार्यालय  
महाप्रबन्धक कार्मिक  
रेडिका/कपूरथला

No. 2E/RCF/AXEN/SEL/70%/2025

Dated: 30.10.2024

Secretary (E), Railway Board, New Delhi.  
DG,NAIR,Vadodara, PIN-390004.

ALL PHODs, CHODs/RCF/KXH.

PCME, PFA, PCE, PCMM, PCPO, PCMO, CVO, PCEE, CESE,  
CEDE, CAO/IT, CPLE, CME/QA-I, CWE/Shell, CWE/Fur, CDE,CPE.

### NOTIFICATION

**Sub: Selection for promotion to Group 'B' service in Civil Deptt. for the post of AXEN in Level 8 of Pay Matrix for filling up 70% vacancies.**

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#### 1.0 Selection Proposal :

1.1A selection for promotion of Group 'C' staff to Group 'B' in Level 8 of Pay Matrix in Civil Department of RCF against 70% quota is proposed to be held for filling up vacancies as per selection procedure laid down in Railway Board letter No. E(GP)88/2/111 dated 20.08.1991, No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019), Master Circular 68 dated 08.07.2019, No. E(GP)2005/2/69 dated 16.01.2020 (RBE No. 05/2020), E(GP)2022/2/4 dated 28.06.2022, E(GP)/2024 /2/28 dated 27.09.2024 & 08.10.2024 and other policy guidelines issued by Railway Board from time to time.

The number of vacancies assessed for 70% and 30% selection is indicated below along with reserved vacancies.

**Vacancy Cycle 01.01.2025 to 30.06.2027.**

AXEN	UR	SC	ST	Total
(70%)	01	00	01	02
LDCE (30%)	01	00	00	01
Total	02	00	01	03

NOTE- It is also to be noted that the number of vacancies are purely provisional and may also vary as per administrative exigencies.

1.2 Cut-off date : Cut-off date is 01.01.2025.



## **2.0 RCF Website updated regularly.**

2.1 All kind of selection notice etc. will be uploaded on RCF Website, candidates are requested to regularly check <https://rcf.indianrailways.gov.in> Gazetted section in staff Corner.

**The proposed Selection (70%) is for filling up 03 posts as followings :**

AXEN	UR	SC	ST	Total
(70 %)	01	00	01	02

## **3.0 Reservation to persons with Benchmark Disabilities (PwBDs).**

3.1 Reservation to persons with Benchmark Disabilities (PwBDs) as per details mentioned below vide Railway Board's letter No. E(GP)2022/2/ 20 dated 18.08.2022 (RBE No. 97/2022).

Earmarked for	Functional Classification	Physical Requirement
Locomotor Disability	(LD)-One Arm (OA)/One Leg (OL), Leprosy Cured, Acid attack Victims	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H.
	HI (HH)	(acceptable with hearing aids)

3.2 Successful PwBD candidates in CBT will be subject to medical examination by Railway medical authority prior to viva-voce and only those candidates confirming medical standards as laid down in the medical manual (IRMM) & other extent provisions as the case may be will be eligible for viva-voce / empanelment.

3.3 In terms of DoPT's letter No. 36012/1/2020-Estt.(Res-II) dated 17.05.2022 circulated vide Railway Board's letter No. E(GP)2022/2/2022 dated 18.08.2022 point no. 10.1 for PwBDs there will be separate roster / register for Gr. B posts and as per point no. 13.1 due to non-availability of candidates even in extended zone, the vacancy of PwBD roster will not be filled and will be carried forward to the subsequent year.

## **4.0 Conditions of Eligibility:**

4.1 In terms of Railway Board letter No. E(GP)2024/2/28 dated 08.10.2024 (RBE No. 93/2024). The Selection shall be made from the Non-ministerial staff of Civil department holding posts on regular basis in level-6 in the pay matrix and above with three years of regular service in level-6 (including regular service rendered in the correspondence pre-revised grades) are eligible to apply for the above said selection.



### **5.0. Submission of Applications:**

- 5.1 It should be ensured that wide publicity is given to this notification so that the willing and eligible staff may submit their application in time. It is personal responsibility of the Controlling officers of the units that the notification reaches to all the eligible employees in time.
- 5.2 Applications in the prescribed Performa (Annexure- 'A') are invited from the willing staff who fulfill the conditions of eligibility and it should be forwarded to this office latest by **25.11.2024** under the clear signature of controlling officer on the Performa as Annexure-A
- 5.3 Applicants should fill all the columns in the prescribed Performa, signature of applicant and date is compulsory. Application without signature & date is liable to be rejected.
- 5.4 Incomplete application or application submitted after the due date will not be entertained. No application or advance copy thereof should be sent to this office directly.

### **6.0 Representations as to Objections :**

- 6.1. If any Employees has any objections against any point of this notification, the employee may give his representation to Dy.CPO-II, RCF/KXH through proper channel only latest by 11.11.2024 after which no representation will be entertained.

### **7.0 PROCEDURE TO NOTIFY ALL ELIGIBLE EMPLOYEES**

- 7.1 If any of the employees included in the list has been transferred on deputation with other departments/units and he/she is a lien holder then he/she must be informed well in time by the officer in-charge of the department concerned from where he proceeded on deputation and his willingness/unwillingness obtained and sent to this office (Dy.CPO-II, RCF/KXH) well in time. Controlling officer of the department concerned will also be responsible to ensure that the notification is brought to the notice of all employees in the respective organization working under him and it may be ensured that the notification has been got noted by all the eligible employees working in their respective organization or belonging to them. This shall be applicable in case of eligible employees on sick/leave also. Confirmation of this may be sent by them to this office (Dy.CPO -II, RCF/KXH) for record.

### **8.0 Examination Pattern.**

- 8.1 The Computer Based Test (CBT) shall be conducted by DG/NAIR, center will be intimated at later stage.
- 8.2 The selection consists of a Written Test followed by viva-voice for those qualifying in written Test.





8.3 With the introduction of Multiple choice objective type questions, the following pattern of examination has been adopted for 70 % selections to be conducted through centralized CBT :

S.No.	Subject	Marks
a	Professional Subjects including optional questions of 10 marks on official language policy & Rules	70
b	Establishment and Financial Rules	30
c	Qualifying marks	60 Marks with relaxation as per extant Rules.
d	Duration	2 Hours

8.4 There shall be no negative marking. (Railway Board's letter No. E(GP)2024/2/28 dated 08.10.2024).

8.5 Record of Service and viva-voce.

Subject	Max marks	Qualifying Marks
Record of Service	25	30
viva-voce	25	(Including minimum 15 marks in record of service)

8.6 Only those candidates who secure qualifying marks and pass in the prescribed medical examination (as per para 530 (a) of IRMM Vol. I, Third Edition 2000) will be called for viva-voce.

8.7 Optional questions on Official language policy and official language rules shall be included in terms of provision contained in para 204.3 of IREM Vol.I

## **9.0 Date of Examination & Venue:**

9.1 Date of Examination will be notified later.

9.2 Venue: Center will be notified later.

## **10.0 Syllabus:**

10.1 The syllabus for the written examination of AXEN in terms of Railway Board letter No. E(GP) 2022/2/4 dated 07.11.2022 is attached (Annexure-B).

## **11.0 The pre-selection training for the eligible SC/ST candidates:**

11.1 The pre-selection training for the eligible SC/ST candidates will be given in TTC.

Dy. CME/Co-ord & Principal/TTC will arrange training for SC/ST candidates. Unwillingness or refusal of SC/ST candidates for pre-selection training, if any, be obtained in writing and forward to his office.





11.2 The candidates are required to bring their own pens, ink, scales, rubbers etc. and only answer books will be supplied by this office.


11.3 Entry of mobile phone, any kind of electronic gadgets, any books, sheets bags etc in examination hall will be strictly prohibited.

### **12.0 Examination Hall :**

12.1 Entry of mobile phone, wrist watch (digital or analog), any kind of Keys, any kind of electronic gadgets, any books, sheets, bags etc in examination hall will be strictly prohibited. Only Clear water bottle is allowed.

### **13.0 Supplementary Examination.**

13.1 There shall be no Supplementary Examination for this 70% selection, however if any change will be updated at later stage.

  
30/10/2024  
(एस. पी. मंडल)

उप मुख्य कार्मिक अधिकारी-II  
कृते महाप्रबन्धक/कार्मिक  
रेडिका/कपूरथला

Copy to :

1. Secy. to GM for Kind information to GM/RCF/KXH.
2. Dy. CE/Special, Dy. CE/RCF/KXH.
3. Dy.CVO, Dy.CMM/TKJ/RCF/KXH.
4. ADGM(G),Sr. PS-I to GM/RCF/KXH.
5. Ch.OS (Civil,Sup,Elect./Lab, Proc.& Plg, Plant, SMS, Fur, Mat Plg, Med) /RCF/KXH
6. General Secretary, RCF, Men's Union.
7. General Secretary, RCF Employees Union.
8. SC/ST and OBC Associations RCF/KXH.
9. All Notice Boards.



Enclosure to Notification No. 2E/RCF/AXEN/SEL/70 %/2025 dt. 30.10.2024

Application for the Gr. 'B' post of AXEN in Civil deptt against 70 % quota selection in Level 8 of Pay Matrix.

S.No.	Details	To be filled by applicant (in CAPITAL letters)												
1	Name (in Block Letters)													
2.	Designation, Section Station at which working & Division													
3.	Date Of Birth													
4.	Date of Appointment to Railways Service													
5	Emp. Number													
6	iPass Number													
7	HRMS ID													
8	Qualifications													
9.	Present Grade. Date from Officiating that grade.													
10.	Details of Service	Date of Regular promotion in the Grade												
	Pay as per 7 <sup>th</sup> CPC	Date	Remarks											
	Level-6													
	Level-7.													
11.	Service rendered in Level-6 (or above i.e. Level-7)	Year -	Month-	Day-										
12	Community (Tick)	UR -	SC -	ST --										
13.	Contact No. (Mobile)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
14.	e-mail ID (Mandatory)													
15.	i. Weather belongs to PwBD & catg ii. Weather PwBD requires subscribe	i. ii.												
Willingness / Un-Willingness (write unwilling or Willing on right hand side).														
I hereby declare that the particulars given above are true.														
		(Signature of the employee)												
PLACE														
DATE														
Forwarded (Particulars given by the candidate are verified)		(Signature of the Controlling Officer.)												
DESIGNATION of the Controlling Officer & seal														