



दक्षिण रेलवे/SOUTHERN RAILWAY

No P(R)608/P/Vol.VIII

प्रधानकार्यालय/Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./Dated 04-04-2018

आर बी ई सं/RBE No. 45 / 2018

पी बी सी सं/ PBC No: 58 / 2018

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc .

(As per mailing list -'A')

विषय/Sub: Guidelines for fair and transparent selections.

A Copy of Railway Board's letter No. E(NG)I-2018/CFP/1 dated
26-03-2018 (RBE No. 45 / 2018) on the above subject is enclosed for
information, guidance and necessary action.

(V. SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
For Principal Chief Personnel Officer

प्रतिलिपि Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR

**Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)**

No.E(NG)I-2018/CFP/1

New Delhi, dated 26.03.2018

**The General Managers (P)
All Zonal Railways and
Production Units.
(As per standard list)**



Sub:- Guidelines for fair and transparent selections.

A selection was conducted in one of the Divisions against 16-2/3% quota for promotion from Level-1 to Level-2 to the post of Junior Clerk in terms of Para 174 of IREM, Volume.I, 2009 Edition. The matter was investigated by the Vigilance Directorate of the Railway Board and certain irregularities were noticed. These lapses/shortcomings are as under:-

- (i) Anticipated vacancies were not assessed correctly.
- (ii) Selection under LDCE quota should have been conducted after completion of the process of selection under the promotee quota, since as per the extant provisions, the unfilled vacancies of the promotee quota have to be diverted to LDCE quota. This was not done.
- (iii) Wide circulation of Notification should have been ensured so that it reached all the potential applicants.

Committee's composition should have been of Senior Scale Officers but one of three members was a Junior Scale Officer. In case, the officer representing SC/ST was a Junior Scale Officer, he should have been added as the fourth member to the Committee.

Names were added after the expiry of the cut-off date without their formal applications.

2. The matter has been reviewed by the Board. In any selection, it is necessary to ensure that each eligible person gets an opportunity to apply and participate in the selection. It is incumbent on the Personnel Department of the Unit concerned to ensure that the policy/instructions issued on the subject are scrupulously followed. In particular, it should be ensured that:

- (i) Vacancy assessment is done properly as per the prescribed guidelines and approved by the competent authority.
- (ii) All notifications issued are checked thoroughly.
- (iii) Notification should be given wide publicity amongst the employees of Divisions/Units/Workshops for notice of all concerned.
- (iv) Composition of the Selection Committee should be of the prescribed level and in case an officer from reserved community is not available, only then should a lower grade officer be nominated as the 4th member.
- (v) Provisions of IREM Vol.I, 2009 Edition and subsequent modifications, if any are scrupulously followed.
- (vi) Entire process of selection should be monitored at an appropriate level for its timely completion.

Please acknowledge receipt.

Hindi version shall follow.


(M.K. Meena)
Deputy Director Estt.(N)
Railway Board