Terms and Conditions for Candidates recommended for Indian Railway Management Service (IRMS) on the basis of CSE-2024

The candidates are informed to report the Director General, Indian Railways Institute of Transport Management (IRITM), Hardoi By-pass Road, P.O. Manak Nagar, Lucknow-226011 before 09:00 hrs on Monday, the **8th December, 2025**.

1.1. The probationers who wish to appear in subsequent Civil Services Examination or any other examination may apply for one-year Extra-Ordinary Leave (EoL), after reporting to the Training Institute, for appearing in the examination in accordance with the Leave Rules and Railway Board's letter No. 2022/E(Trg)/13/3 dated 20.12.2022 (copy available at link: https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2022/RB%20Letter%20201222_EoL%20Policy-1.pdf). These instructions are summarized as under :

i. Candidate(s) who are willing to take any further examination for their career progression can seek Extra-ordinary Leave (EoL) for one year.
ii. Candidates joining railway services will not be permitted to take examination(s) during probationary training period. However, they will be permitted to appear for interview/personality test and will be granted leave restricted to the days of interview/personality test, medical examination and journey time.
iii. Once probationary training is completed, candidates are free to take any examination during their career including probation period.
iv. Seniority of officers availing such EoL would be reckoned with their batchmates as per initial date of joining i.e. there would be no effect on their seniority on this account which will be determined on successful completion of the probationary period.
v. In case of a probationer availing EoL or any other kind of leave, his/her probation period shall be extended by such period as may be necessary, subject to the condition that the **total period of probation does not exceed double the prescribed period of probation under any circumstances.**
vi. The probationer availing medical leave for duration of more then three days have to submit sick/fit from CMS Railway Hospital. Medical leave shall not be allowed on medical certificate from any other authority.

2. Centralized Training of Probationers

The probationary training of candidates of Indian Railway Management Service (IRMS) will be conducted in Indian Railways' Centralized Training Institutions (CTIs) as under:

Indian Railways' Centralized Training Institutions (CTIs)
The Director General, National Academy of Indian Railways (NAIR), Lalbaug, Vadodara-390004, Gujarat. Website: nair.indianrailways.gov.in Email: dg@nair.railnet.gov.in Tele: 0265-3570549
The Director General, Indian Railways Institute of Civil Engineering (IRICEN), 11-A, South Main Road, Koregaon Park, Pune-411001, Maharashtra website: www.iricen.gov.in Email: dgiricen@iricen.railnet.gov.in Tele: 020-26123680

The Director General, Indian Railways Institute of Electrical Engineering (IRIEEN), Eklahara Road, TMW Campus,Nasik Road, Maharashtra- 422101 (Website: irieen.indianrailways.gov.in) Email: director.general@irieen.railnet.gov.in, Tele: 0253-2407346
The Director General, Indian Railways Institute of Financial Management (IRIFM) Railway Colony, Moula Ali, Secunderabad – 500047, Telangana. Website: irifm.indianrailways.gov.in Email: dgirifm@gmail.com Tele: 040-3570549
The Director General, Indian Railways Institute of Mechanical & Electrical Engineering (IRIMEE), Jamalpur, Bihar-811214. Website: irimee.indianrailways.gov.in Email:dir.general@irimee.railnet.gov.in Tele: 06344-243184
The Director General, Indian Railways Institute of Signal Engineering & Telecommunications (IRISET), Tarnaka Road, Secunderabad-500017, Telangana, Website: iriset.indianrailways.gov.in Email: directorgeneral@iriset.railnet.gov.in Tele: 040-27822007, 27789838
The Director General, Indian Railways Institute of Transport Management (IRITM) Hardoi By-pass Road, P.O. Manak Nagar, Lucknow-226011, Uttar Pradesh Website: iritm.indianrailways.gov.in Email: directorgeneral.iritm@gmail.com, Tele: 0522-2451942

3. Probation:

3.1. The period of probation for IRMS inductees would be of 02 years.

3.2. If during the period of probation, a probationer has not undergone the requisite training courses or passed the requisite examinations, if any, the period of probation may be extended by a such period or periods as may be necessary, subject to the condition that the **total period of probation does not exceed double the prescribed period of probation**.

3.3. The Appointing authority may, if so thinks fit, extend the period of probation of an IRMS probationer by a specified period, subject to the condition that the **total period of probation does not exceed double the normal period**.

4. Training:

Combined Services Foundation Course (CSFC) :

4.1. The Combined Services Foundation Course (CSFC) is mandatory for all Probationers of the Civil Services including IRMS and it bears 10% weightage in inter-se-seniority.

4.2. A probationer who has done the CSFC, is not required to repeat it, even if his/her service is changed.

4.3. Any Probationer, who has not completed CSFC before joining railway services will be nominated for Special Foundation Course (SFC) during their probationary training, subject to conduct of the same by the DoPT.

Probationary Training at Railway CTIs :

4.4. All the probationers will be required to undergo training for a period of 2 years (including CSFC period) in accordance with the prescribed training syllabus at such places and in such manner and pass such examination(s) during this period as the Government may determine from time to time. The probationers will also be required to pass a language examination in Hindi Devnagiri script of an approved standard within the period of probation.

4.5. The performance evaluation of Group 'A' probationers during the probationary training will be done by way of award of marks for the various training modules of probationary training.

4.6. No probationer will be allowed to re-appear in any examination except for the following reasons:

a) If a probationer is prevented from appearing in any examination either because of his/her sickness or any other reason beyond his/her control, he/she may be allowed to appear in a special examination within 03 months.

b) In case a probationer does not pass any examination in the first attempt, he/she may be allowed to take re-examination in the papers in which he/she has failed. But in that case, the marks awarded to probationer in such re-examination shall not be taken into account for determining the seniority (his/ her score in the original examination only will be counted).

The exemption in (b) above will also apply to the probationers who have been permitted to take special examination in the circumstances mentioned in (a) above.

If a Probationer fails to pass second examination (b) above, his/her services are likely to be terminated.

5. Refund of Cost of Training:

If for any reason(s), except for appointment to Indian Administrative Service, Indian Foreign Service etc. any Probationer wishes to withdraw from training or probation, he/she shall be liable to refund any money paid to him/her, including pay and allowances, travelling expenses to join appointment and all expenses that may have been incurred by the Central Government for the probationary training. For this purpose, he/she will execute a bond as in the prescribed proforma.

6. Termination of appointment during probation:

6.1. The appointment of Probationers can be terminated by three month's notice in writing on either side during the period of Probation in terms of Rule 301(3) of the Indian Railway Establishment Code, Volume–I. Such notice is not, however, required in cases of dismissal or removal as a disciplinary measure after compliance with the provisions of Clause (2) of Article 311 of the Constitution and compulsory retirement due to mental or physical incapacity.

6.2. If in the opinion of the Government, the work or conduct of a probationer is unsatisfactory or shows that he/she is unlikely to become efficient, Govt. may discharge him/her forthwith.

6.3. Failure to pass any examination may result in termination of services. Failure to pass the examination in Hindi of an approved standard within the period of Probation shall involve liability to termination of services.

6.4. The Government, however, reserves the right to terminate the services forthwith in terms of Rules 301 of the Indian Railway Establishment Code, Volume – I, as amended from time to time.

7. Confirmation

The probationers will be confirmed in Junior Scale after having successfully passed all the examinations prescribed during the probationary training as well as posting examination and confirmation test at the end of probation.

8. Determination of Seniority of Group 'A' Probationers of IRMS in Junior Scale after their confirmation.

8.1. The performance of Group 'A' probationers during the probationary training will be evaluated and marks will be awarded for each item of probationary training.

8.2. The inter-se seniority of Group 'A' IRMS probationers of a particular examination batch, on their confirmation to junior scale, will be decided on the basis of marks obtained by them in the UPSC examination, CSFC/SFC and probationary training.

8.3. For the purpose of determining seniority, in accordance with the revised procedure, Probationers' merit position would be adjudged on the basis of marks secured by them out of maximum marks 3300 – the maximum marks of UPSC component would be 2050 and the maximum marks for performance during probationary training will be 1250 including 10% CSFC weightage.

9. Pay

9.1. The Probationer will commence drawing pay at the minimum of the Junior Scale pay structure i.e. at Rs. 56,100/- in Pay Level 10 of the 7th Central Pay Commission (CPC) Civilian Pay Matrix with admissible allowances as notified by the Government from time to time.

9.2. The date of appointment of the probationer will be taken as the date on which he/she first reports either at the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie or National Communication Academy (Finance), New Delhi for the Combined Services Foundation Course (CSFC)/Special Foundation Course (SFC) or at the IRITM, Lucknow for probationary training, whichever is earlier.

9.3. Grant of Advance Increments to Probationers: Probationers will be entitled to grant of advance increments as per the instructions of Ministry of Railways as in force from time to time.

10. Provident fund and Pension:

The probationers joining the Railway Services on or after 01.01.2004 will be governed by the National Pension System and not by the Railway Services (Pension) Rules, 1993 and State Railway Provident Fund Rules.

11. Passes and PTOs.

The Probationers will be eligible for free Railway passes and Privilege Ticket Orders in accordance with the rules in force from time to time.

12. Posting.

The probationers will be posted to the zonal Railway to be advised later. A probationer will ordinarily be posted throughout his/her service on the Railway to which he/she has been posted. The Ministry of Railways, however, reserves their right to require him/her to serve on any other Railway or Project in or out of India.

13. Declaration about marriage.

Under the rules, a person having more than one spouse living or a woman whose marriage is void by reason of her husband having a wife living at the time of such marriage, is not eligible for appointment to the Railway Service. The Government of India, may, however, if satisfied that there are special, grounds for doing so, exempt any person from the operation of this provision. The offer of appointment is, therefore, conditional on the candidate's signing a declaration in the form enclosed and submitting the same to the Director General, IRITM, while reporting for his training. In case the candidate does not satisfy this condition and wishes to be exempted from the operation of this provision, he/she shall furnish the full facts of this case to the Ministry of Railways immediately to enable the Government to take decision in the matter.

14. The Probationer will be governed in respect of all matters, whether specifically provided for herein or otherwise by the Recruitment Rules of IRMS and the provisions of the Indian Railway Codes and other extant orders as issued/amended from time to time.

15. Joining Time

15.1 Request for extension in joining time would be dealt as per DoP&T OM No. 35015/2/93-Estt (D) dated 09.08.1995. Relevant extract is reproduced below:-

> *".....The matter has been examined in consultation with the UPSC and it has been decided to reduce from nine months the maximum time up to which an offer of appointment can be kept open. In other words, an offer of appointment should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period. If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Ministries/Departments but extension beyond three months should not be granted liberally and it may be granted only as an exception where facts and circumstances so warrant and in any case only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after the expiry of six months from the date of issue of offer of appointment".*

15.2. Extension in joining time, if any shall be granted by Director General, IRITM, Lucknow only. Only justified cases supported with documentary evidence will be considered for grant of extension in joining time which will be subject to DoP&T's OM No. 35015/2/93-Estt(D) dated 09.08.1995 and the same will not be granted as a matter of right. In their own interest, the candidates should pursue their case for extension in joining time with IRITM. Non-receipt of letter granting extension etc. will not be considered as a reason for not joining and subsequently requesting for revival of offer. **No request for extension in joining** time will be entertained in Railway Board's office.

16. All candidates in Government service, whether in permanent or in temporary capacity or as work charged employees, other than casual or daily rated employees or those serving under Public Enterprises will be required to submit an undertaking that they have informed in writing, their Head of Office/Department that they have applied for the Examination.

16.1 Candidates should note that in case a communication is received from their employer by the Union Public Service Commission withholding permission to the candidates applying for appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

17. The information provided above is for guidance to the prospective new entrants to the service and cannot be made the basis of any rights by the appointee and all matters relating to the various conditions of service referred to above shall be governed by the statutory rules and regulations on the subject and the orders of the Central Government in the Ministry of Railways.

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BOND FORM

To,
The President of India

Whereas I*.....a Probationer in the**..... (hereinafter refer to as "the Probationer)" being entitled subject to compliancewith the**.....to receive from the President (hereinafter refer to as the Central Government) pay and allowances during the period in which I am training.

Now we, the Probationer and ***.....(hereinafter referred to as the 'surety') jointly and severally, do hereby, in pursuance of the said rules, promise and agree in the event of the failure of the Probationer to complete probation to the satisfaction of the Central Government or on withdrawal from training or probation, to refund to Central Government on demand any moneys paid to him, including the pay and allowances, travelling expenses to join appointment and all expenses that shall or may have been incurred by the Central Government for the probationary training.

The surety hereby agrees that his liability hereunder shall not be affected by the Central Government extending the period of probation or giving the Probationer an extension of time for payment of or compounding the amount payable hereunder.

Stamp duty payable on this bond shall be borne and paid by theGovernment.
Dated this.....day of 202 .
Signature of Probationer.....

Signed by the Probationer in the presence of

Name of witness.....**Address**.....**Occupation**.....
Signature of the surety .....
Signed by the surety in the presence of.....
Name of witness.....
Occupation.....

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* The full name and address of the probationer should be inserted.
** The reference of Recruitment Rules concerned.
*** The surety(Parent/Guardian) is requested to insert his full name and address and occupation.

I* .....whose signature is appended to the above agreement as surety, do hereby declare that I am

** (a) in the permanent service of the Government of India

or

** (b) ordinarily resident in India and that I posses means which will enable me to repay to the Central Government the sums of money referred to in the event of my being called upon to do in accordance with the terms of the agreement.

Signature of the surety

Signed by the surety in the presence
Name of witness
Occupation

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* The surety is requested to insert his full name
* One of these should be struck out.

DECLARATION TO BE OBTAINED FROM NEW ENTRANTS TO RAILWAY SERVICE

I, Shri/ Smt./ Ms. .....declare as under : -

*** (i) that I am unmarried/ a widow/ a widower

*** (ii) that I am married and have one spouse living

*** (iii) that I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.

*** (iv) that I have entered into or contracted a marriage with another person during lifetime of my spouse. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated: .....

.....

Place : ..... Signature

*** Note:- Please delete Clause/ Clauses which are not applicable.

Guidelines for filling up Attestation forms

Kindly submit duly filled **Eight Copies Of Attestation Forms** to the Centralized Training Institute at the time of joining. **Please read the following instructions carefully before filling ATTESTATION FORMS:**

1. Please ensure that your attestation forms are filled legibly with full addresses and are complete in all respects.

2. Also kindly ensure the following:

   a. **Your Roll Number, Rank and Discipline are written in the left upper corner of the first page of the attestation forms.**

   b. **Your duly signed photograph is pasted in each Attestation Form.**

   c. **You are to fill Col. 2 for your present and Col.3 for permanent address only with complete address including Post Office, Police Thank, Town, Lane, District etc.**

   d. **Col.4 must be filled with complete residential address including the name of landlord, House Number, Street Number etc. during the prescribed period of stay (during the past 5 years) as per specimen (Page 10) attached in a separate sheet. The period of stay in the various places in Col.4 must coincide with that in Col.11 – the period for which any appointment has been held by you. In case you have not stayed at a place for more than a year but for short spells in 2 or more places for training under an organization, you may indicate the details of the same in a separate sheet duly signed by you and affixed to the attestation forms.**

   e. **In Col.13 the names of two responsible persons of your locality to whom you are known must be given along with their addresses.**

   f. **Each Attestation Form has to be signed by you and attested SEPARATELY.**

   g. **No abbreviations are used in filling the Attestation Form.**

Attestation Forms can be downloaded from the following link:- http://www.upsc.gov.in/sites/default/files/Rectt_Attestation_Form_New_0.pdf

SPECIMEN FOR FILLING COLUMN NO.4 OF ATTESTATION FORM

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From		**To**		**Residential address in full (i.e. village, Thana and District or House Number, Lane/Street/Road and Town**	**Name of the District Headquarters of the place mentioned in the preceding column**	
Month	Year	Month	Year	House No. Lane Village: Thana: Town: District	District	State
Month	Year	Month	Year	House No. Lane Village: Thana: Town: District	District	State
Month	Year	Month	Year	House No. Lane Village: Thana: Town: District	District	State