

## MODERN COACH FACTORY RAEBARELI

Office of the  
General Manager (P)

No. MCF-RBL/NG-3/Selection/Policy

Date : 14.12.2021

Sub: Guidelines on awarding of marks by Selection Boards in the selections comprising Record of Service.

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The following procedural guidelines are issued for the guidance of the Selection Committee to assess the thirty (30) marks wherever prescribed by Railway Board for Record of Service (RoS), in different selections:

(A)	(B)	(C)
15 Marks on the basis of grading of APARs/ Working Reports of last 03 years.	10 Marks on the basis of entries of Awards/ Punishments in Service Register.	05 marks on the basis of entries in Service Register of academic/technical qualifications.
(ROS-1)	(ROS-2)	(ROS-3)

**ROS-1:-** The marks for APARs will be awarded as follows based on the grades received by the employees in the last three years.

Grading	Marks
Outstanding	5
Very Good	4
Good	3
Average	2
Below Average	1

**ROS-02:** The marks for the Service Registers will be awarded as follows subject to maximum marks 10:

Entries in Service Registers	Marks
Service Register/Record without any adverse entry	6
Individual Award at DRM/CWM Level during the last 3 years	1
Group Award at DRM/CWM Level during the last 3 years	1/2
Individual Award at PHOD Level during the last 3 years	2
Individual Award at GM Level during the last 3 years	3
Individual Award at Board Level during the last 3 years	4
Group Award at PHOD/GM/RB Level during the last 3 years	1
For each Minor penalty during the last 3 years	- 1
For each Major penalty during the last 3 years	- 2


Contd...2/-

**ROS-3 : Academic/Technical qualifications:**

The marks for of academic/technical qualifications the will be awarded as follows:

<b>Grading</b>	<b>Marks</b>
Post Graduate & above	05
Graduate	04
Under Graduate	03

This has approval of PCPO.

  
14.12.21  
(R. L. Yadav)  
Dy. Chief Personnel Officer

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