

No. SER/P-ADA/EP/200/S&WI/35% LDCE/18

Adra, Dt. 09-08-2018

To,  
All B.O.s of S.E. Railway,  
Adra.

**Notification**

Sub:- Filling up the post of Staff & Welfare Inspector in Pay Band-II, Rs.9300-34800/- + GP Rs.4200/- (6<sup>th</sup> CPC), Level-6 in 7<sup>th</sup> CPC against 35% LDCE quota from all Departments – Total Vacancy 03 (UR = 03, SC – Nil, ST = Nil)

Applications are invited for the post of Staff & Welfare Inspector in Pay Band-II, Rs.9300-34800/- + GP Rs.4200/- (6<sup>th</sup> CPC), Level – 6 in 7<sup>th</sup> CPC against 35% LDCE quota from all departments for 03 vacancies (UR = 03, SC = Nil, ST = Nil) of S.E. Railway/Adra Division.

1) **Eligibility Criteria :-**

The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of staff & welfare Inspector in PB-2, Rs.9300-34800/- + GP Rs.4200/- (6<sup>th</sup> CPC), Level-6 in 7<sup>th</sup> CPC. The date of notification will be counted as cut of date for eligibility.

(i) Group 'C' staff in possession of any of the following qualifications irrespective of the grade or length of service or other educational qualifications :-

- a) Diploma in Labour Welfare / Social Welfare,
- b) Diploma in Labour Laws,
- c) LLB with paper(s) in Labour Laws,
- d) Post Graduate Diploma in Personnel Management awarded by an institution recognized by the government of India, and
- e) MBA with paper(s) in Personnel Management awarded by an institution recognized by the government of India.,

Provided that staff working in Grade Rs.9300-34800/- + GP Rs.4200/- (6<sup>th</sup> CPC), Level-6 in 7<sup>th</sup> CPC or above on regular basis will not be eligible to appear in the aforesaid selection.

Provided further that eligibility of staff in possession of qualification, as mentioned above will also be subject to the condition that they have successfully completed the probation in the respective grade.

- (ii) Erstwhile Group "D" staff of GP Rs.1800/- (6<sup>th</sup> CPC), Level-I in 7<sup>th</sup> CPC, who have completed atleast 07(seven) years service in Group "D" on the date of notification and are in possession of any of the qualifications mentioned in (i) above.
- (iii) Staff in the grades next below the grade of staff & Welfare Inspector i.e. those in grades Rs.5200-20200/- + GP Rs.2800/- and Rs.5200-20200/- + GP Rs.2400/- (6<sup>th</sup> CPC), Level – 5&4 in 7<sup>th</sup> CPC with 05 (Five) Years service in the respective grade as on date of notification in case the higher grade does not fall in the normal line of advancement otherwise 05(five) years together in these grades.

- (iv) Staff in the grades Rs.5200-20200/- + GP Rs.2800/- and Rs.5200-20200/- + GP Rs.2400/- (6<sup>th</sup> CPC), Level - 5&4 in 7<sup>th</sup> CPC, who are Graduates irrespective of the length of service in these grades provided the staff concerned have successfully completed the probation in the respective grades.
- (v) Staff in grades lower than the grade next below the grade of staff & welfare Inspector i.e. those in grades Rs.5200-20200/- + GP Rs.2000/- and Rs.5200-20200/- + GP Rs.1900/- (6<sup>th</sup> CPC), Level - 3&2 in 7<sup>th</sup> CPC, who are Graduates and who have completed not less than 07 (seven) years service on the date of notification in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 07(seven) years service as on date of notification together in these grades.
- (vi) Those employees who have come on transfer to S.E.Railway, Adra Divn. on bottom seniority their length of service should be counted in terms of RBE No.34/2006.

Application proforma enclosed in Annexure - I and syllabus for written test of the same is enclosed in Annexure - II.

Options complete in all respect as per proforma in Annexure-I should reach to Sr.DPO's Office/Adra (OS/Admn.) **on or before 10-09-2018**. Duly forwarding from the controlling officer. The candidate should fulfill the above eligibility criteria for appearing in the selection for promotion to the above mentioned post. No application will be entertained after 08-09-2018.

The controlling officer should give wide publicity of this notification amongst the eligible staff under their control.

Divl.Personnel Officer  
for Divl.Railway Manager (P)  
S.E.Railway / Adra

Issued Under File No.SER/P-ADA/EP/200/S&WI/35% LDCE Adra,  
Dt.09-08-2018

- Copy forwarded for kind information and necessary action please :-
- 1) PS to DRM/ADRA for kind information of DRM.
  - 2) OS to ADRM/ADRA for kind information of ADRM
  - 3) Sri Soumen Chattopadhyay, OS / DRM Secretariat is advised to published the same in website of ADRA Divn.
  - 4) Divl.Secretary of OBC Association of ADRA Divn.
  - 5) Divl.Secretary of SC/ST Association of ADRA Divn.
  - 6) Divl.Secretary/SERMU/Adra Divn.
  - 7) Divl.Secretary, SERMC/Adra Divn.

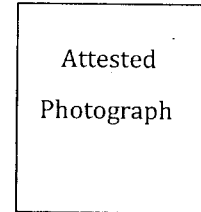
*10/09/18*  
Divl.Personnel Officer  
for Divl.Railway Manager (P)  
S.E.Railway / Adra

PROFORMA

Application for the post of Staff & Welfare Inspector in Pay Band-2, Rs. 9300-34800/-, GP- Rs.4200/- under 35% quota from all department.

(Ref: Sr.DPO/ADA's Notification No. SER/P-ADA/EP/200/S&WI/35% LDCE/18 dated 09-08-2018)

1. Name of the Employee :
2. Date of Birth :
3. Date of Appointment :
4. Present Designation & Grade Pay :
5. Previous Grade Pay :
6. Date of entry in the present GP :
7. Date of entry in previous GP :
8. Whether belongs to SC/ST :  
(Enclose supporting documents)
9. Educational Qualification :  
(Enclose certificates)
10. Other qualification for fulfilling eligibility criteria :  
(Enclose supporting documents)
11. Lien at :



Signature of the applicant

Enclosure :

List of documents

- i. ....
  - ii. ....
  - iii. ....
  - iv. ....
- Total ..... pages

Verified and certified as correct. The applicant fulfills the eligibility criteria.

Controlling Officer

Personnel Branch Officer

**SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR**  
**(PB Rs.9300-34800/-, GP Rs.4200/-).**

1. Condition of Service, execution of service agreement, Recording of date of birth change in name.
2. Service Records of Non-Gazetted Staff, preparation of folders & service book etc.
3. Leave Rules, Maintenance of leave account.
4. Increment.
5. Promotion
6. Fixation of pay
7. Preparation of salary bills, TA and actual expenses.
8. Payment from station earnings.
9. Impress cash account.
10. Calculation of income tax.
11. Advances & Allowances.
12. PF and special contribution to PF Rules. Preparation of PF papers & applications for special contribution to PF.
13. Pass Rules
14. Railway servants conduct Rules.
15. Discipline and Appeal Rules.
16. Railway Pension Rules.
17. Preparation of settlement papers, expeditious payment of settlement dues & NPS.
18. Staff Benefit Fund rules – Holiday Home, Mahila Samitee, Canteen Co-operative & Institute Welfare Camp and Reimbursement of tuition fees, Supply of uniforms.
19. Educational assistance rules.
20. Delegation of powers in Establishment matters.
21. Dealing with grievances.
22. Industrial Relations Machineries.
23. Minimum wages Act 1948
24. Payment of wages Act 1936
25. Industrial Dispute Act 1947
26. Workmen Compensation Act 1923 and preparation of compensation papers.
27. Factories Act 1948
28. House of Employment Regulation, Calculation of over time.
29. Casual labour and substitutes.
30. Role of Welfare Inspector.
31. Raj Bhasha Rules.
32. A general idea of the evaluation of the pay structure and other service condition of govt. Servant and the reports of the various committee and commissions connected therewith.
33. Lump sum Ex.gratia Payment.
34. RTI
35. LARSGESS.