

No.SER/P-HQ/EP/110/SWI(35%)

To

The CAO(Con)/COM/PCE/CME/CEE/CSTE-GRC

The CCM/COS/CPO(A)/SDGM-GRC & KOL

The CSTE@/CEE@/CMD-GRC

The Sr DCM/KGP, Secy to GM,Dy CLO, DySecy to AGM-GRC

The CSO, CWM/KGPWS, DyCVO(T)-GRC

The CPRO/Sr.LO-GRC, Dy CPOs/GRC

The Chairman-RRB/KOL,The Registrar-RCT/KOL, Chairman RRC/GRC

The Sr DPO/ ADA/CKP/KGP/RNC

The WPO/KGPWS, APO/Siny/ APO/Stores/KGP,APO/SRC

The SPOs/APOs-GRC & KOL

NOTIFICATION

Sub: Selection for promotion to the post of Staff & Welfare Inspector (35%) in Level 6 in PCPO's Office/GRC.

Applications are invited for the post of Staff & Welfare Inspector (35%) in Level 6 from willing staff of all departments of Head Quarters/Divisions/Units office (other than accounts & Security) of S.E.Railway for the 10 vacancies (UR=04, SC=03 & ST=03)

2 As per SER Estt Sri No 90/2002, eligibility criteria for submitting application for the Staff & Welfare Inspector are as under:

- i) Railway employees working in Level 2/3/4/5 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 and MBA/HR awarded by an institution recognized by the Government of India and

The staff working in Level 6 and above on regular basis will not 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) Railway employee working in Level 1 who have completed at least 7 years' service in Gr D (erstwhile) (on the date of notification)and are in possession of any of the qualification mentioned in (i) above.
- iii) Staff in the grades next below the grade of Welfare Inspector i.e. those in grades Rs4500-7000/-(Vth PC)/GP Rs 2800/-(VI PC)/Level 5 and Rs 4000-6000/-(Vth PC)/GP Rs 2400/-(VI PC)/Level 4 with 5 years' service in the respective grade(on the date of notification) in case the higher grade does not fall in the normal line of advancement ,otherwise 5 years' service together in these grades.
- iv) Staff in the grades Rs 4500-7000/-(Vth PC)/GP Rs 2800(VI PC)/Level 5 and Rs 4000-6000/-(V PC)/GP Rs 2400/-(VI PC)/Level 4 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 i.e. Level 5 & Level 4.

V) Staff in grades lower than the grade next below the grade of Welfare Inspector i.e. those in grades Rs 3200-4900(Vth PC)GP Rs 2000, Level 3 and Rs 3050-4590/- (Vth PC) (GP RS 1900) Level 2, who are graduates and who have completed not less than 7 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, 7 years service together in these grades.

It may be noted that "Financial upgradation under MACPS cannot be counted as regular promotion."

Mode of Selection:

3 The general selection will consist of Written Test followed by Record of Service as per Para 219 (j) of IREM Volume-I 2009.

In terms of RBE No.196/18 (SER Estt.Srl. No 73/19) & RBE 97/19 (SER Estt.Srl. No 122/19), 100% objective type question would be set. Duration of examination will be 90 minutes. 1/3rd of marks will be deducted for wrong answer. To ensure the authenticity of the answer, cutting overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction/over writing. Blue colour ball pen is to be used in examination. There will be 110 questions. Out of which 10 questions (optional) will be on Rajbhasha. If the candidates answer more than 100, the first 100 attempted questions will count.

There will be no supplementary examination for the absentees under any circumstances as this is a general selection post. Panel will be formed in the order of merit.

4 IMPORTANT DATES :

i) Willing staff, including the staff on deputation to other departments and Railways having lien in any office of S.E.Railway(other than accounts & Security) fulfilling the above conditions, should submit their applications indicating their intention to appear in the selection in prescribed proforma along with attested copies of certificates in support of their educational qualification to their respective Controlling Officer on or before 17.03.2020.

ii) The Controlling Officer should duly check & verify all columns of applications and submit the same to Personnel Branch officers concerned on or before 20.03.2020

iii)The concerned Personnel Branch Officers after receipt of such applications from the controlling officers should scrutinize the candidature of the applicants in respect to the conditions of eligibility and send names alongwith applications and testimonials of eligible candidates (as per proforma attached) to the office of APO(HQ)/GRC on or before 26.03.2020 positively in a bunch with remarks "checked and found correct". In case no application received a nil statement may be sent invariably. The application of the employees whose service cannot be spared in the event of their selection need not be forwarded. If the staff is undergoing penalty or is under suspension or any departmental proceedings have been initiated for minor/major penalty the particular of such employees should be advised with details along with the applications.

4. The concerned Personnel Branch Officers should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office. It may also be noted that incomplete statements furnished by the units will not be entertained and are liable to be rejected.Staff working on construction/ Project/ex-cadre organization /units maintaining lien in HQ Office/GRC & KOL/Divisions/Units should submit their applications through their respective Personnel Branch Officers.

5. Eligibility of staff working in construction organization/Project Offices/Other Ex cadre organization/Units will be determined with reference to their position in the parent department of HQ Office/GRC & KOL/Divisions/Units subject to the fulfillment of other conditions laid down.

6. The controlling staff Officers, who deal with the staff establishment matters, should give wide circulation of this notification to all concerned and invite application from all the willing and eligible Staff including those on leave/training/deputation having lien in S.E.Railway and submit the consolidated statement along with application and testimonials as indicated above.

7. A copy of syllabus is enclosed as Annexure-B and proforma is enclosed as Annexure -A .

8. **Ground of rejection of candidature**

a) Incomplete application

b) Forwarding of application without verification from service records

c) If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reason.

Notification is available in the Railway website at ser.indianrailways.gov.in

Encl: Proforma(Annexure-A)& Syllabus (Annexure-B)

(P.S. Charu Padhyas)
Asstt Personnel Officer(HQ)
For Pr. CHIEF PERSONNEL OFFICER

Annexure -A

PROFORMA

Attested
Photograph

Post applied for : Staff & Welfare Inspector(35%) in Level 6
Ref: No.SER/P-HQ/EP/110/SWI(35%) dated 10.02.2020

| | | | | | |
|----|--|---|------------------|-----------|--|
| 1 | Name in full (Block letter) | : | | | |
| 2 | Father's/Husband's Name | : | | | |
| 3 | PF No | : | | | |
| 4 | Phone No Office & Mobile | : | Phone No(Office) | Mobile No | |
| 5 | Date of Birth | : | | | |
| 6 | Whether UR/SC/ST | : | | | |
| 7 | a) Present Designation, & Level on regular measure | : | | | |
| 8 | b) Date of entry to present grade | : | | | |
| | c) whether Regular or ad-hoc or MACP | : | | | |
| | d) If not regular, details of substantive grade | : | | | |
| | | : | | | |
| 9 | a) HQ/Division/Unit/Department in which working | : | | | |
| | b) If working outside the cadre, the name of the office where lien is maintained | : | | | |
| 10 | Working under(Controlling Officer) | : | | | |

Applicants are required to be filled up the following eligibility criteria against which he/she considers himself/herself eligible to apply for the post of staff & Welfare Inspector (35%) and strike out the criteria where he/she considers is not applicable for him/her.

11. Eligibility criteria of Para 2 (i) of the notification

| | | | | | | | |
|---|--|---|-----------------------------|---------------|-------------------------------------|----------------------------|--|
| a | Presently working in level (Tick) | : | Level 2 | Level 3 | Level 4 | Level 5 | |
| b | Working in present level since | : | DD | MM | YYYY | | |
| | | | Details about present level | | | | |
| | | | Level | Post details | Mode of entry Recruitment/Promotion | Date of Entry in the grade | |
| | | | | | | | |
| c | Educational Qualification: | : | Tick the EQ you possess | Details of EQ | Year of Passing | | |
| | i) Diploma in Labour Welfare/Social welfare | : | | | | | |
| | ii) Diploma in Labour laws | : | | | | | |
| | iii) LLB with Paper(s) in Labour Laws | : | | | | | |
| | iv) PG Diploma in Personnel Management awarded by an institution recognized by the govt of India | : | | | | | |
| | v) MBA with paper(s) in Personnel Management awarded by an institution recognized by the govt of India | : | | | | | |
| d | Are you regular employee in the present grade? Tick Yes/No | : | Yes | | No | | |
| e | Date of completion of probation in present grade | : | DD | MM | YYYY | | |

12. Eligibility criteria of Para 2 (ii) of the notification

| | | | | | | | | |
|---|--|---|----------------------------------|---------------|-------------------------|----|----|----|
| a | Presently working in level 1 | : | Please Tick: | | YES | NO | | |
| b | Length of service in Level 1 as on date of notification | : | Date of appointment in the grade | | Total Length of service | | | |
| | | | DD | MM | YYYY | YY | MM | DD |
| | | | | | | | | |
| c | Educational Qualification: | : | Tick the EQ you possess | Details of EQ | Year of Passing | | | |
| | i) Diploma in Labour Welfare/Social welfare | : | | | | | | |
| | ii) Diploma in Labour laws | : | | | | | | |
| | iii) LLB with Paper(s) in Labour Laws | : | | | | | | |
| | iv) PG Diploma in Personnel Management awarded by an institution recognized by the govt of India | : | | | | | | |
| | v) MBA with paper(s) in Personnel Management awarded by an institution recognized by the govt of India | : | | | | | | |

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| 13 Eligibility criteria of Para 2 (iii) of the notification | | | | | | | | | | |
|---|--|-----------------------------------|----|----|--|----|----|---------|--|--|
| a | | Presently working in level (Tick) | | | Level 4 | | | Level 5 | | |
| Scale/Level | Mode of Entry into the grade: Recruited/Promoted | Date of promotion to the grade | | | Total length of service in grade | | | | | |
| b | Scale Rs 4000-6000/- GP Rs 2400/- & Level 4 | | DD | MM | YYYY | YY | MM | DD | | |
| c | Scale Rs 4500-7000/- GP Rs 2800/- & Level 5 | | DD | MM | YYYY | YY | MM | DD | | |
| d | Total length of service of service a & b together | | | | | YY | MM | DD | | |
| e | Educational Qualification | | | | | | | | | |
| 14 Eligibility criteria of Para 2 (iv) of the notification | | | | | | | | | | |
| a | | Presently working in level (Tick) | | | Level 4 | | | Level 5 | | |
| Scale/Level | Mode of Entry into the grade: Recruited/Promoted | Date of promotion to the grade | | | The date of completion of probation in the grade | | | | | |
| b | Scale Rs 4000-6000/- GP Rs 2400/- & Level 4 | | DD | MM | YYYY | DD | MM | YYYY | | |
| c | Scale Rs 4500-7000/- GP Rs 2800/- & Level 5 | | DD | MM | YYYY | DD | MM | YYYY | | |
| d | Educational Qualification | | | | | | | | | |
| e | Details of Graduation degree : Are you Graduate? Please write YES/NO : | | | | | | | | | |
| f | Date of passing the Graduation : DD MM YYYY | | | | | | | | | |
| 15 Eligibility criteria of Para 2 (v) of the notification | | | | | | | | | | |
| a | | Presently working in level (Tick) | | | Level 3 | | | Level 2 | | |
| Scale/Level | Mode of Entry into the grade: Recruited/Promoted | Date of promotion to the grade | | | Total Length of service in grade | | | | | |
| b | Scale Rs 3200-4900/- GP Rs 2000/- & Level 3 | | DD | MM | YYYY | YY | MM | DD | | |
| c | Scale Rs 3500-4590/- GP Rs 1900/- & Level 2 | | DD | MM | YYYY | YY | MM | DD | | |
| | Total length of service of service a & b together | | | | | YY | MM | DD | | |
| d | Educational Qualification : Are you Graduate? Please write YES/NO : | | | | | | | | | |
| e | Details of Graduation degree : | | | | | | | | | |
| f | Date of passing the Graduation : DD MM YYYY | | | | | | | | | |

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

Signature of the employee & date

Forwarded for necessary action

Signature of the Controlling Officer
with Office Seal

Particulars given by the employee have been verified with the Service Records and found correct:

Application Accepted/Rejected

If rejected grounds of rejections:
(To be signed by competent authority)

Signature of the Personnel Officer

SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR(35%) IN LEVEL 6

Reference: CPO/GRC's Notification No SER/P-HQ/EP/110/SWI(35%) Pt.I dated 10.02.2020

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. Imprest 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. Employees Compensation Act. 1923 and preparation of compensation papers.
27. Factories Act. 1948.
28. Hours 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 there with.
33. Lump sum Ex.gratia Payment
34. RTI.
35. LARSGESS

