

05/12/19

Sr. DPO/ADA

दक्षिण पूर्व रेलवे / South Eastern Railway



मुख्यालय

गार्डनरीच, कोलकाता - 700043

Garden Reach, Kolkata - 700043

No.SER/P-HQ/E-Admn/Efficiency/WSI

Dated: 11.11.19

To

Secy. to GM, SDGM/FA & CAO/COM/PCE/CAO(Con)/PCMM/PCSO/PCME/PCSC/PCSTE/PCME/PCEE/CPRO -GRC, PCCM/Kolkata, Chairman/RRB/Kolkata,

DRM(P)- KGP/CKP/ADA/RNC,PCMD/Dy GM (Rajbhasha)-GRC,RCT/KOL,CWM/KGP(WS), CEE(Con)/GRC,CSTE(Con)/GRC

DGM(G)/Dy CLO-GRC,ARM/SHM, SPO/RE/Kolkata

Sr DPO-KGP/CKP/ADA/RNC,

Dy CVO(T),Enquiry Officer/GRC,DS to AGM/GRC

WPO/KGP, APO(Stores)/KGP, APO(W/S)/SNY, APO/SRC

All Dy.CPOs/SPOs & APOs of GRC & KOL

Sub: Filling up of vacancy of Work Study Inspector (Ex-Cadre) in PB-2 with Grade pay Rs. 4200/Level 6(7th PC) in Efficiency Cell under control of AGM

Options(2nd time) are called for common selection to the post of Work Study Inspector (Ex-Cadre) in PB-2 with Grade pay Rs. 4200/Level 6(7th PC) in Efficiency Cell under control of AGM.

The break up of vacancies are as follows :-

Category	PB,GP & Level	Vacancy
Work Study Inspector (Ex-Cadre)	PB-2 with Grade pay Rs. 4200/Level 6(7 th PC)	01(UR)

Eligibility Condition:-

Category	PB,GP & Level	Staff working in present Deptt.	Eligibility Criteria
Work Study Inspector (Ex-Cadre)	PB-2 with Grade pay Rs. 4200/Level 6(7 th PC)	Regular Gr."C" staff of Engineering, Operating, Commercial, Electrical, S&T, Mechanical, Accounts,Personnel, Store & Administration Department of S E Railway.	Regular service in the PB-2 GP 4200/Level 6(7 th PC)(not MACP) OR minimum 2 years regular service in the PB-1 GP 2800/Level 5(7 th PC)

Other terms and conditions:-

- 1) Staff should have at least 10 years of regular service in Railways **as on 11.11.19**
- 2) Age should be below 50 years **as on 11.11.19**
- 3) Staff in PB-1 GP 2800/Level 5(7th PC) will be considered when staff with GP 4200/Level 6(7th PC) are not found suitable.
- 4) Should have a flair for analyzing problems critically and coming to independent conclusions
- 5) Fluent in English and capable of writing reports independently.
- 6) Should be prepared to proceed on tour extensively whenever required in the interest of work. Should be prepared to proceed extensively on tour, whenever required.
- 7) Should have a reasonably good knowledge of the working of all Departments and have ability to collect information
- 8) Preference will be given to Graduate/Diploma holders in Engineering Disciplines and those who have successfully undergone training in Work Study in recognized school/Institute. Preference will also be given to the candidates having proficiency skills in working of P.C.
- 9) Posting from one ex-cadre post to another ex-cadre post will not be allowed. Employees who have already worked in ex-cadre post will be eligible for consideration only after mandatory 'cooling off' period of three years.
- 10) Only those who volunteer and send their application within the stipulated time will be considered for selection. Subject to fulfilling the eligibility criteria.
- 11) The selection will be on the basis of written examination of (a) Professional Ability = 100 marks only (the marks should be scaled down to count out of 50 marks). (b) Leadership/Tech./Academic qualification 10 marks, (c) Record of service 05 marks. (d) APARs 15 marks.No viva voce will be held. No SPE/Vigilance/D&A case against selected candidate should be pending.

Sr. DPO

Amos (R)

- 12) A copy of syllabus for the written examination is enclosed as **Annexure A**
- 13) In terms of RBE No.196/18 and SER Esstt. Srl. No 129/19, objective type question would be set 100% objective type. Duration of examination will be 90 minutes. As per Board's directive, the examination should be either on computer based test or may be conducted on OMR sheet. 1/3rd of marks will be deducted for wrong answer. No negative marking against non-attempted question(s). Erasing/using liquid is not permitted. Hence, in such case question will be treated as attempted wrongly and marks will be deducted accordingly. Multiple marking of options not permitted. Hence, in such case question will be treated as attempted wrongly and marks will be deducted accordingly. Blue colour ball pen is to be used in examination & on OMR sheet.
- 14) There will be question in official language for at least 10% of the total marks prescribed.
- 15) The normal tenure of the post is 05 years. However, if selected candidate does not come up to the standard required he will be repatriated at any time, to his parent Department without assigning any reason whatsoever, in short notice.
- 16) Those staff who are eligible in terms of the conditions stipulated above should submit their applications in the prescribed proforma- **Annexure-B** to the concerned Personnel Branch. In those units not provided with Personnel Officers applications should be submitted to the head of the unit.
- 17) Applications from the eligible staff should reach this Office in one bunch on or **before 12.12.19** certain in a cover addressed to Asstt. Personnel Officer (HQ)/South Eastern Railway/Garden reach/Kolkata-43. Applications received **after 12.12.19** will not be entertained under any circumstances. Applications received to be scrutinised by controlling unit officer with remarks **"checked & found correct"**.
- 18) Wide publicity should be given to the concerned staff of your end. Applications received beyond target date should not be entertained and the same should be disposed off at Division/ Extra-Division level, and rejected, on account of late receipt.
- 19) The applications in the prescribed proforma given by the willing employees who satisfy the prescribed conditions should be forwarded to this Office, duly certifying the correctness of the particulars in each and every application without fail. Such applications should be sent to this office **in a bunch by 12.12.19** in case no applications received a **NIL statement** may be sent. Advance copy of the application received without certifications of the correctness of the particulars will not be entertained. Applications that do not satisfy the prescribed conditions need not be forwarded and disposed off at the divisional/Unit level itself.
- 20) It may please be noted that cadre controlling Officers/Head of units have no discretion to entertain any application beyond the date.
- 21) The application of the employees whose service cannot be spared in the event of their being selected **need not be forwarded.**
- 22) If the volunteer is undergoing penalty or is under suspension or any Departmental proceedings have been initiated for major penalty or any cases pending the particulars of such employees should be advised with details along with the application.
- 23) **The lien of the selected staff will be maintained in his parent cadre/Department/Division/Unit/HQ Offices.**

The applicants may visit Website www.ser.indianrailways.gov.in for notification, syllabus and application form.

Encl: Annexure-A & B

(P S Chatterjee)
Asstt. Personnel Officer(HQ)
For Pr. Chief Personnel Officer

**SYLLABUS FOR WRITTEN EXAMINATION FOR THE POST OF WORK STUDY INSPECTOR IN
PB 2 WITH GRADE PAY RS 4200 /LEVEL 6 (EX CADRE)**

A. GENERAL

- 1) Hierarchical set up and line of control of planning Department at Zonal level at Railway Board.
- 2) Work Measurement and Manpower Planning.
- 3) Work Study, Report, Implementation System, Suggestions & Results
- 4) Staff Bank.
- 5) Bench Marking concept in IR.
- 6) Operation Ratio.
- 7) Statistical Analysis

B. ESTABLISHMENT RULES

- 1) HOER
- 2) Leave Rules, Pass Rules, D & A Rules.
- 3) PNM, Industrial Relations.
- 4) Retirement Benefits.

C. STORES & FINANCIAL RULES

- 1) Parliamentary control over Railway Finance-Public accountability cannons of financial propriety.
- 2) Financial Planning, Budgeting, Budgetary and Financial Reviews.
- 3) Works Programme. Financial Justification of works, Surveys, preparation of estimates.
- 4) Purchase and stores keeping procedure-inventory control and ABC analysis.
- 5) Financial and cost control in Railway Workshops.

D. ENGLISH

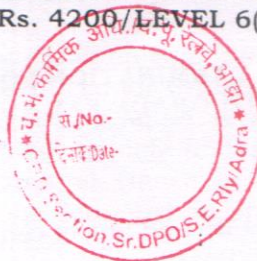
General English Questions will be set so as to test the vocabulary and assess the ability of the candidate to conduct a study independently and prepare a report properly

E. RAJBHASHA(OPTIONAL QUESTION)

- 1) Official Language Act.
- 2) Incentive schemes for propagation of Rajbhasha usage.
- 3) Measures or implementation of official language Act.



PROFORMA FOR THE SELECTION OF WORK STUDY INSPECTOR
(Ex Cadre) IN PB-2 WITH GRADE PAY Rs. 4200/LEVEL 6(7TH PC) in EFFICIENCY CELL/GRC



Passport size
photograph to
be affixed and
attested

1. Name in full (Block letters)
2. Father's /Husband' s Name
3. Date of birth
4. Date of appointment & grade
5. Service particular on Regular measure

Design.	Scale,GP,Level	Dt. of effect

6. Controlling Officers & Department in which working
7. Present place of posting
8. Present designation PB,GP,Level &Date of last promotion
(regular, not MACP)
- a) Substantive(cadre) grade with PB,GP,Level, if any
- b) Officiating(Ex-cadre) grade with PB,GP,Level, if any
9. Date of entry to present substantive grade(cadre)
10. Whether working/worked in any ex-cadre post
- i) Ex-cadre post & Grade in which worked
- ii) Period
- iii) Date of repatriation
11. Educational/Technical Qualifications
12. Whether belongs to UR/SC/ ST/ OBC Community
13. Details of work study course attended/
knowledge in computer
14. Employee No(PF) No.
15. Contact No
16. Whether undergoing any punishment(Major/Minor)
as on date
17. Whether any Major/Minor proceeding pending as on
date or not

Rly:

Mobile:

I hereby declare that the particulars furnished above are true & correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or in correct, liable to be taken up under DAR, apart from my application being rejected.

Date:

Station :

Signature of the employee

South Eastern Railway

Forwarded to the Asstt. Personnel Officer(HQ)/GRC, Office of the Chief Personnel Officer, 11, Garden Reach Road, Kolkata-700043,

Ref: PCPO/SER's Letter No. SER/P-HQ/E-Admn/Efficiency/WSI Dt.08.08.19

Particulars given by the employee in Columns No. 1 to 17 have been verified with the Service Records and found to be correct:

Signature of the Controlling Officer

Name

Designation

Station & Date

Office Seal:

Application Accepted/Rejected

If rejected grounds of rejections:

(To be signed by competent authority)