



S.E.Railway

Office of the
Sr.Divl.Personnel Officer, Adra

No.SER/P-ADA/EP/Selection/S&WI/HQ/50%/2021

Dtd.09.07.2021

To
The All Sectional In-charges
of Sr.DPO office, Adra
S.E.Railway, Adra

Sub : Selection for promotion to the post of Staff & Welfare Inspector, 50% in level-6 for Personnel Department over S.E.Railway(Centrally controlled).

Ref : APO(HQ) for PCPO/GRC's letter No.SER/P-HQ/EP/Selection/S&WI Cadre(50%) dtd.23.06.2021.

Enclosed please find herewith the APO(HQ) for PCPO/GRC's letter No.SER/P-HQ/EP/Selection /S&WI Cadre(50%) dtd.23.06.2021, which speaks for itself.

You are requested to give wide publicity amongst the staff under your control, and the names of eligible willing staff as per eligibility norms laid down in the above letter under reference may please be forwarded to OS/Admn. on or before 19.07.2021 for onward transmission to HQ for further necessary action, after that no applications will be entertained in this regard.

Encl. : As above.

(Alok Kumar Ray)
Asstt.Personnel Officer-II
for Sr.Divl.Personnel Officer
S.E.Railway, Adra

No.Even

Dated. 9.07.2021

Copy to : 1. Ch.OS to DRM Secretariat for kind information of DRM/Adra.

2. OS to ADRM Secretariat for kind information of ADRM/Adra.

✓ 3. Sri Soumen Chattopadhyay, OS to DRM Secretariat – he is requested to upload the notification for promotion to the post of Staff & Welfare Inspector, 50% in level-6 for Personnel Department over S.E.Railway(Centrally controlled) in Railway Website of Adra Divn.

(Alok Kumar Ray)
Asstt.Personnel Officer-II
for Sr.Divl.Personnel Officer
S.E.Railway, Adra

No SER/P-HQ EP, Selection/S&WI Cadre (50%)

To
CPO(A)/CPO(IR) GRC
Dy CPO(Gaz) GRC
Sr DPO-ADA CKP/KGP/RNC
Dy CPO(HQ)-GRC
Chairman RRC-GRC/WFO/KGP(WS)
All SPOs & APOs at GRC
PS to PCPO GRC

NOTIFICATION

Sub: Selection for promotion to the post of Staff & Welfare Inspector(50%) in Level-6 for Personnel Department over S E Railway (centrally controlled).

It has been decided to hold a selection for filling up of **17(Seventeen) (UR-13, SC-03,ST-01)** posts of S&WI in Level-6 against 50% for Personnel Department, over S E Railway (centrally controlled).

Applications are invited from the willing and eligible staff of the **Personnel Departmental of S E Railway & from those whose lien/seniority are being maintained in Personnel Department of S E Railway in respective Divisions/Units.**

Eligibility Criteria

All the optee **Sr clerks in Level-5** of Personnel Department of S E Railway in respective Divisions/Units with **03 years regular service** in the grade of **Sr clerk/Level-5**. The three years service will be reckoned as on the **date of issue of the notification.** (Estt.Srl. No 152/03(para 10.2)
It may be noted that **"Financial up-gradation under ACP/MACPS cannot be counted as regular promotion."**

Mode of Selection:

The selection will consist of **Written Test followed by Record of Service as per Para 219 (j) of IREM Volume-I edition 2009.** since the promotion through LDCE is purely on the basis of merit and there is already a provision of relaxation of qualifying standard for SCs/STs for filling up reserve vacancies, policy of Best Amongst the failure schemes in promotions through LDCE will not be applicable (Estt.Srl.No.69/20)

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.
- There will be question in official language (optional) for 10% of the total marks prescribed.

There will be **no supplementary examination for the absentees under any circumstances as this is LDCE.**

The Willing staff, including the staff on deputation lien/seniority is being maintained in Personnel Department of S E Railway in respective Divisions/Units fulfilling the above conditions should submit their applications in prescribed proforma through their supervisory officials and the personnel Officer should duly check & verify all columns of applications with service sheets/records to send to APO(HQ)/GRC on or before 23.07.21 positively in a bunch with remarks "checked & found correct". In case no application received a "Nil" statement may be sent. The application of the employees whose service cannot be spared in the event of their selected 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.

Staff working on construction/ Project/ex-cadre organization /units maintaining lien/seniority is being maintained in Personnel Department of S E Railway in respective Divisions/Units should submit their applications through their respective Personnel Branch Officers.

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/seniority is being maintained in Personnel Department of S E Railway in respective Divisions/Units and submit the consolidated statement along with application and testimonials as indicated above.

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

Ground of rejection of candidature: Incomplete application & Forwarding of application without verification from service records

Notification, Proforma & Syllabus is available in the Railway website at ser.indianrailways.gov.in

- N.B:** 1) If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reasons.
2) Successful candidates may be posted in anywhere on S E Railway. Panel will be formed in the order of merit.

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

(P.S. Chandra Mohan)
Asstt Personnel Officer(HQ)
For Pr. CHIEF PERSONNEL OFFICER

Annexure -A

P R O F O R M A

Post applied for: S&WI (50%) in Level 6 for Personnel Department
over S E Railway (centrally controlled)

Ref: Notification no. SER/P-HQ/EP/Selection/S&WI Cadre (50%) dt 23 07 21

Attested
recent
Photograph

1	Name in full (Block letter)	:				
2	Father's / Husband's Name	:				
3	EMP / PF No	:				
4	Phone No Office & Mobile	:	Phone No(Office)	Mobile No		
5	Date of Birth	:				
6	Date of regular Apptt. & capacity	:	Date:	Capacity:	Scale/Level:	
7	Whether UR/SC/ST	:				
8	a) Present Designation, & Level on regular measure	:				
9	b) Date of entry as Sr Clerk/L-5 in Division/Unit in SER	:				
	c) whether Regular or ad-hoc or MACP	:				
	d) If not regular, details of substantive grade	:				
10	a) Division/Unit in which working	:				
	b) If working outside the cadre, the name of the office where lien is maintained	:				
11	Working under (Controlling Officer)	:				
12	Educational Qualifications	:				
13	Date of appointment/promotions on regular measure in different grades since appointment, No scale/grade pay earned by ACP/MACP should be mentioned. Only date & scale of pay/GP/Level of regular measure to be mentioned.	:	GP & Level	Day	Month	Year
			GP- 1800/- Level 1			
			GP- 1900/- Level 2			
			GP- 2800/- Level 5			
14	Length of regular entry as Sr Clerk in Level-5 Division/Unit in SER (not Ad-hoc/MACP)	:				
15	EMP/PF No	:				
16	Remarks (documents attached)	:	1) 2)			

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and I am liable for departmental action under DAR if the same are found to be false or fabricated later. 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. Forwarded for necessary action

Signature of the **Employee & date**

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

Signature of the **Personnel Officer**
with Office Stamp

Signature of the **Controlling Officer**
with Office Stamp

Application Accepted/Rejected (pls. mentioned):
If rejected grounds of rejections:
(To be signed by competent authority)

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**SYLLABUS FOR THE POST OF Staff & Welfare Inspector 50% in Level 6 over
S E Railway (centrally controlled).**

ANNEXURE - "B"

Ref: Notification no. SER/P-HQ/EP/Selection/S&WI Cadre 50% dt.23.07.21

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. MPP
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, School policy on railways, Cultural activities, Sports activities, Scout & Guide
19. Educational assistance rules, Employment on Compassionate Grounds.
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, Loans and advances
31. Rajbhasha 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, RELHS & MACP Scheme
35. LARSGESS

