

South Eastern Railway

Office of Sr. DMM/Adra

No.SER/P-ADA/Ch.OS(P)/209/Selection/DPQ/CLA/2021

Adra, Dtd -02.12.2021

To
The CMS
&
All Branch Officers
(Except Security)
S.E.Railway/ Adra

Sub: Filling up of vacancies of Ch. Law Asstt. in Pay Band Rs. 9300-34800 with GP
Rs. 4600/Level 7 (7th PC) against 60% promotional quota in S. E. Railway
(Centrally Controlled).

Ref: APO(HQ) for PCPO/GRC's letter No.SER/P-HQ/E-Admn/Selection/DPQ/CLA/Pt.II
Dtd.29.11.2021.

Please visit web page www.ser.indianrailways.gov.in for Asstt. Personnel Officer/(HQ)/GRC's letter
No. SER/P-HQ/E-Admn/Selection/DPQ/CLA/Pt.II dtd.29.11.2021 along with application format, which is self-
explanatory.

You are requested to give wide publicity and the names of eligible willing staff may please be
forwarded to this office within 21.12.2021 for onwards transmission.

In this regards, Sr.DFM/Adra & Sr.DMM/Adra are requested to send the options of the willing eligible
candidates under their control directly after obtaining the approval of the Divisional Competent Authority.

(K. Bhanu Latha)

(K. Bhanu Latha)
Asstt. Personnel Officer (I)
for Sr.Divl. Personnel Officer
S.E.Railway/ Adra

Copy to :i) OS to DRM Secretariat for information and upload the notification in Rly. Website.
ii) OS/Admn. for wide publicity amongst the staff of Personnel Branch.

No.SER/P HQ/E-Admin/Selection/DPQ/CLA/PLI

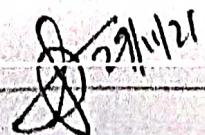
Dated: 29.11.2021

Notification

Sub: Filling up of vacancies of Ch. Law Asstt. in Pay Band Rs. 9300-34800 With GP Rs. 4600/Level 7(7th PC) against 60% promotional quota in S.E.Railway (centrally controlled).

Applications are invited from serving permanent Railway employees (**except RPF/RPSF staff**) of South Eastern Railway for filling up the vacancies of Ch. Law Asstt. in Pay Band Rs. 9300-34800 +GP 4600/Level 7(7th PC) against 60% promotional quota as per conditions stipulated under:-

1	No. of vacancies	05 (Five) Break up of vacancies (UR-04, SC-NIL & ST-01)
2	Pay Band & Grade Pay	Rs. 9300-34800 + GP 4600/Level 7(7 th PC)
3	Eligibility conditions :- (except RPF/RPSF staff) i) Pay ii) Length of Service iii) Educational qualification	i) Rs.5200-20200 + GP Rs.1900/Level 2 & above up to and including GP Rs.4200/Level 6 (7 th PC) ii) 5 years regular Gr 'C' Rly. Service as on 29.11.2021 . iii) Graduation in Law (LLB) from a recognized University irrespective of the department
4	Mode of selection	The selection will be on the basis of Written test & viva-voce . (a)Written examination=100(the marks should be scaled down to count out of 35 marks) (b)viva-voce=15 marks (c)Educational Qualification=10 marks (d)Record of service-05 (e)APARs 15 marks. In terms of RBE No.196/18 (SER Estt. Srl. No. 73/19 & RBE No. 97/19) (SER Estt. Srl. No.122/19), 100% objective type question would be set. Duration of examination will be 90 minutes. 1/3 rd 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 a general selection post . Panel will be formed in the order of merit. Blue colour ball pen is to be used in examination and OMR Sheet
5	Syllabus	Enclosed as Annexure-I
6	Application form	Enclosed as Annexure-II
7	Other conditions	Pre-promotional training will be given to the eligible applicants, by the controlling officers in due time.
8	How to apply	Applicants should fill up application form after thoroughly reading the eligibility conditions & syllabus & submit the filled in application form with enclosures to the Controlling Officer . The applications received from the employees directly at PCPO's Office without certification by the concerned Personnel Officers will be rejected.

 29/11/21

9	Last date for submission/forwarded of application form	To the APO/HQ in PCPO's Office/GRC on or before 29.12.2021 .
10	Forwarding of application by units	The controlling Officer should send the applications in the proforma to the respective personnel/staff Officer of Divn./Unit by 21.12.2021 . The Divisional Personnel Officers should verify the correctness of the particulars furnished by the employees in their application & forward the same to the APO/HQ in PCPO's Office/GRC on or before 29.12.2021 in a bunch with remarks "checked & found correct" alongwith copy of the top sheet and the relevant page of the service book of the applicant where Law Degree(LLB) has been recorded. In case no applications received a NIL statement may be sent. The applications of the employees whose service cannot be spared in the event of their being 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 particulars of such employees should be advised with details along with the applications.

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.

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

Encl : Annexure I & II

(Biswajit Pandit)
Asstt. Personnel Officer/HQ
For Pr. Chief Personnel Officer

Dated: 2021

No.SER/P-HQ/E-Admn/Selection/DPQ/CLA/Pl.II

Copy forwarded for information & you are requested to kindly give wide publicity amongst the staff under your control of the said notification:-

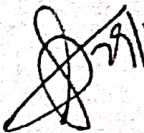
Secy. to GM, SDGM/PFA/PCOM/PCE/CAO(Con)/PCMM/PCSO/PCME/PCSC/PCSTE/
PCME/PCEE/PCMD/CPRO-GRC, FCCM/Kolkata, Chairman/RRE/Kolkata,
DRM(P)-KGP/CKP/ADA/RNC/Dy GM (Rajbhasha)-GRC,RCT/KOL,CWM/KGP(WS),
CEE(Con)/GRC,CSTE(Con)/GRC
DGM(G)/DGM(Law)/GRC, SPO/RE/Kolkata
Sr DPO-KGP/CKP/ADA/RNC,
Dy CVO(T),Enquiry Officer/GRC,DS to AGM/GRC
Sr.LO/LO-KGP/CKP/ADA/RNC
WPO/KGP, APO(Stores)/KGP, APO(W/S)/SNY, APO/SRC
All Dy.CPOs/SPOs & APOs of GRC & KOL

for Pr.Chief Personnel Officer

ANNEXURE-I

Syllabus for Filling up the vacancies of Ch. Law Asstt. in Pay Band Rs. 9300-34800 with GP Rs. 4600/Level 7(7th PC) against 60% promotional quota in S.E.Railway (centrally controlled).

- i) General knowledge of constitution of India & all statutes which are of frequent application for Railway working.
- ii) Knowledge of procedural Law/CPC, Civil Rules of practiced Evidence Act, Railway Act, Indian contract Act. Provisions of constitution regarding employment & protection given to Govt. Servants, Limitation Act, Human Rights protection Act, Arbitration & Conciliation Act, Administrative Tribunal Act, RCT Act, RTI Act 2005, Consumer Protection Act, Labour Laws such as Industrial Act W.C. Act, payment of Wages Act, Minimum Wages Act, Contract Labour Act, Taxation enactment like Sales Tax, Entry Tax etc. Environmental Laws Land Acquisition Act, PP(EOU) & Wages Act etc.
- iii) General knowledge of Railway working in its various branches with special reference to:
 1. PF & Pension Rules, Court Attachment of Salaries & Settlement dues
 2. Commercial Branch: Claims, Rates & Development
 3. Accounts Branch: Disposal of Attachment & prohibitory orders from the court
 4. Works Branch, Execution of Agreements Indemnity Bond, Power of Attorney, Guarantee Bond etc.
- iv) Official Language policy (Optional).

 27/11/21

Annexure-II

**APPLICATION FOR THE POST OF CHIEF LAW ASSISTANT IN PAY
BAND RS. 9300-34800 WITH GP RS.4600/LEVEL 7 (7th PC)**

Passport size
photograph with
signature

S.No.	Particulars
1	Name (in Block letters)
2	Father's Name (in Block letters)
3	Present Designation (Mention only regular designation)
4	Present Pay, Pay Band with Grade Pay/Level (mention only regular GP & not MACP)
5	Office & Station
6	Employee Number (PF)
7	Date of Birth
8	Date of Appointment a) to service b) to the present post(mention regular/ex-cadre)
9	Length of non-fortuitous Group 'C' service in this Railway as on 29.11.2021
10	Qualification (Academic) PG/Degree/Year/University with year of passing *certificates to be attached, self attested with date
11	Whether belong to SC/ST/UR * certificates to be attached, self attested with date
12	Brief particulars of experience in legal field in official duties with a view to bring out the aptitude of the employee for the post applied for
13	Reasons for applying for the post of Ch.Law Assistant
14	Whether any disciplinary/SPE/Criminal Proceedings /punishment pending as on date
15	Contact No Rly. Mobile
16	List of enclosures 1. 2.

I declare that the particulars and documents furnished above are correct and true and I am liable for departmental action under DAR if the same are found to be false or fabricated later.
I also agree that my candidature may be rejected, if I am found ineligible for above selection at any stage.

Date:
Station:

South Eastern Railway

Signature of the staff

Ref: CPO/SER's letter No SER/P-HQ/E-Admn/Selection/DPQ/CLA/Pt.I Dated :29.11.2021

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

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:

Signature of the Personnel Officer

Application Accepted/Rejected
If rejected grounds of rejections:

(To be signed by competent authority)