



S.E.Railway

Office of the
Sr.Divl.Personnel Officer, Adra

No.SER/P-ADA/EP/Selection/S&WI/HQ/35%/2021

Dtd.04.01.2022

To
The All Branch Officers
(Other than Accounts & Security)
S.E.Railway, Adra
&
All In-Charges of P.Branch
S.E.Railway, Adra

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

Ref : PCPO/GRC's Notification No.SER/P-HQ/EP/Selection/S&WI Cadre
dtd.30.12.2021.

Enclosed please find herewith the PCPO/GRC's letter No. SER/P-HQ/EP/Selection/S&WI Cadre
dtd.30.12.2021, which speaks for itself.

You are therefore requested to give wide publicity amongst the eligible candidates under your
control.

This is for your kind information and necessary action please.

Encl. : As above.

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

Copy to : 1. Ch.OS/DRM secretariat for kind information of DRM.
2. OS/ADRM secretariat for kind information of ADRM,
3. Sri Soumen Chattopadhyay, OS/DRM Secretariat is advised
to upload the same in the website of Adra Divn.

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

No.SER/P-HQ/EP/Selection/S&WI Cadre

Dated: 30.12.2021

To
 The PCAO(Con)/PCOM/PCE/PCME/PCEE/PCSTE-GRC
 The PCCM-KOL/PCMM/SDGM/CPO(A)-GRC
 The CSTE@/CEE@/PCMD-GRC, PCSO, CWM/KGPWS, Dy CVO(T)-GRC
 The Sr DCM/KGP, Secy to GM, Dy CLO, Dy. Secy to AGM-GRC
 The CPRO/Sr.LO-GRC, Dy CPOs/GRC, Sr DPO/ ADA/CKP/KGP/RNC
 The Chairman-RRB/KOL, The Registrar-RCT/KOL, Chairman RRC/GRC
 The WPO/KGPWS, APO/Sinl, APO/Stores/KGP, APO/SRC,
 All SPOs/APOs at GRC, PS to PCPO/GRC

NOTIFICATION

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

The notification issued vide this office notification No SER/P-HQ/EP/Selection/S&WI(35%) dt.21.06.21 on the subject matter, has been cancelled due to administrative reasons and fresh notification is issued carrying forward the vacancies of promotional quota to LDCE/GDCE in terms of instructions under RBE No 97/2014. Candidates who had applied earlier may apply afresh against this notification.

1. Fresh applications are invited for the post of Staff & Welfare Inspector in Level-6 (centrally controlled) over S.E.Railway from willing staff of all departments of **Head Quarters/Divisions/Units** offices **(other than Accounts & Security)** of S.E.Railway for filling up **28 (twenty eight) (UR=22 SC=04 & ST=02)** vacancies of S&WI, Level-6.

2. In terms of Estt Srl No 90/2002, eligibility criteria for submitting applications for the post of 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:**

- Diploma in Labour Welfare/Social welfare
- Diploma in Labour Laws
- LLB with paper(s) in Labour Laws
- Post Graduate diploma in Personnel Management awarded by an institution recognized by the Government of India and
- 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 Rs. **4500-7000/- (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/- (Vth 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 up-gradation under ACP/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**, since the promotion through LDCE are 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 the examination shall be 90-120 minutes as decided by the Selection committee. 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 a **general selection post**.

4. IMPORTANT DATES:

i) Willing staff (**other than accounts & Security**, including the staff on deputation to other departments and Railways having lien in any office of S.E.Railway) 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 28.01.2022**.

ii) 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 service records to avoid any factual errors and future complications. The applications should also be countersigned by concerned personnel branch officer with seal and send names along with applications and testimonials of **eligible candidates** (as per proforma attached) **to the office of APO(HQ)/GRC on or before 07.02.2022** positively in a bunch with remarks "**checked and found correct**". **In case no application received a "Nil" statement may be sent invariably**. 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. The applications forwarded after the last date will not be entertained under any circumstances. It may please be noted that applications other than in prescribed proforma or without signature of the controlling officers and duly checked and countersignature of personnel officers will not be entertained.

5. 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.

6. 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.

7. 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. **The respective Divisions/Units clearly mentioned that whether the applicant is eligible/ineligible for the above selection.**

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

9. **Grounds 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)

(Signature)

(Satyajit Roy)

Asstt Personnel Officer (HQ)
For **Pr. CHIEF PERSONNEL OFFICER**

Annexure -A

PROFORMA

Post applied for: Staff & Welfare Inspector in Level 6 (centrally controlled) over S E Railway.
 Ref: Notification no. SER/P-HQ/EP/Selection/S&WI Cadre dt. _____

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 b) Date of entry to present grade	:					
9	c) whether Regular or ad-hoc or MACP d) If not regular, details of substantive grade	:					
10	a) HQ/Division/Unit/Department in which working b) If working outside the cadre, the name of the office where lien is maintained	:					
11	Working under (Controlling Officer)	:					
12	Details of Educational Qualifications for fulfilling eligibility criteria as per Para 2 of notification. (enclose certificate)	:					
13	Date of passing diploma in Labour Welfare, Labour Laws LLB with paper(s) in Labour Laws, PG diploma in Personnel Management, MBA with papers in Personnel Management if any	:					
14	Date of appointment/promotions on regular measure in different grades since appointment (In SER/other unit). 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-2000/- Level 3				
			GP- 2400/- Level 4				
			GP- 2800/- Level 5				
15	Length of regular promotion as on	:	GP & Level	Year	Month	Day	
			GP- 1800/- Level 1				
			GP- 1900/- Level 2				
			GP-2000/- Level 3				
			GP- 2400/- Level 4				
			GP- 2800/- Level 5				
16	Remarks (documents attached)	:					
17	Tick the criteria i),ii),iii),iv) & v) of para 2 of the notification against which you consider yourself eligible to appear in the written test (This Column is to be filled up compulsorily)	:	i)	ii)	iii)	iv)	v)

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)

SYLLABUS FOR THE POST OF Staff & Welfare Inspector in Level 6 (centrally controlled) over S E Railway.Ref: Notification no. SER/P-HQ/EP/Selection/S&WI Cadre dt.

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. 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.
35. LARSGESS