

South- Eastern Railway

Office of the
Sr. Divl. Personnel Officer, Adra

Dtd. 26.09.2023

No. SER/P-HQ/EP/Selection/S&WI Cadre (35%)/2023

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

Sub: Selection for promotion to the post of Staff & Welfare Inspector 35% LDCE in Level 6 over S.E.Railway (Centrally controlled).

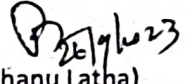
Ref: PCPO/GRC's Notification No.SER/P-HQ/EP/Selection/S&WI Cadre (35%)/Pt.I
dtd.22.09.2023.

Enclosed please find herewith the PCPO/GRC's Notification No.SER/P-HQ/EP/Selection/S&WI Cadre (35%)/Pt.I dtd. 22.09.2023, 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

Copt to : 1. Ch. OS/DRM Secretariat for kind information of DRM.
2. Ch. 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

दक्षिण पूर्व रेलवे / South Eastern Railway

मुख्यालय/ Headquarters:
कार्मिकविभाग / Personnel Department
गार्डनरीच, कोलकाता - 700043
Garden Reach, Kolkata - 700043
Dated: 22.09.2023

No. SER/P-HQ/EP/Selection/S&WI Cadre (35%)/Pt.I

To
The PCAO(Con)/PCOM/PCE/PCME/PCEE/PCSTE-GRC
The PCCM/PCMM/SDGM/CPO(A)-GRC
The CSTE(C)/CEE(C)/PCMD-GRC.PCSO, CWM/KGPWS, Dy.CVO(T)-GRC
The Sr.DCM/KGP, Secy. to GM, DGM/Law, DGM/RBA.
The CPRO/Sr.LO-GRC, Dy CPOs/GRC, Sr DPOs/ ADA/CKP/KGP/RNC
The Chairman-RRB/KOL, Registrar-RCT/KOL, Chairman RRC/GRC
The WPO/KGPWS.APO/Sini, 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 35% LDCE in Level 6 over S E Railway (centrally controlled).

The notification issued vide this office notification no SER/P-HQ/EP/Selection/S&WI Cadre (50%) dated: 16.06.2023 for selection to the post of Staff & Welfare Inspector (50% DPQ) in Level-6 for Personnel Department over S E Railway (Centrally Controlled), has been cancelled as no applications were received against the said notification. Vacancies of promotional quota has been transferred to LDCE in terms of RBE No 97/2014, with the approval of the Competent Authority.

1. Applications are invited for the post of Staff & Welfare Inspector, in Level, 35% LDCE over S E Railway (centrally controlled) from willing staff of **all departments of Head Quarters/Divisions/Units offices (other than Accounts & Security) of S.E.Railway for the 06(Six) vacancies (UR-06-SC-Nil, ST-Nil; 01 post reserved for PwBD belonging to category 'C' (DW & AAV)).** Vacancies will be filled up on the basis of higher grade link anticipated vacancies and promotion will be effected as and when vacancies against higher grade linked anticipated vacancies occur.
2. As per SER Estt.Srl. 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 Govt. of India;
 - e) MBA with paper(s) in Personnel Management and MBA/HR awarded by an institution recognized by the Govt. of India.

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/-(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.**

The candidates applying **against PwBD** should have valid documents as proof of disability and the same should be duly certified and forwarded by the Establishment Officer/Personnel department.

It may be noted that **"Financial up-gradation under ACP/MACPS cannot be counted as regular promotion."**

3. Mode of Selection:

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 90-120 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. Candidates who attend the selection and secure minimum prescribed percentage of the Qualifying marks i.e., 60% in the Written test and 60% marks in the aggregate, will be empanelled against UR vacancies. Only those who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of Service/APAR.

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, 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 **13.10.2023**.
- 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 **20.10.2023** positively in a bunch with remarks "checked and found correct". (Including a copy of the Top Sheet & Date of entry in present designation on regular basis as entered in the Service Record). In case of candidates applying against PwBD quota, the particulars are to be verified from entries in Service Record and IPAS/HRMS date. 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. 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 /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/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.

Applicants should be in readiness to appear at the Written Examination at short notice, should they be found eligible after scrutiny of their applications.

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)

SATYAJIT Digitally signed
by SATYAJIT ROY
Date: 2023.09.22
ROY (Satyajit Roy) +05'30'
Asstt. Personnel Officer(HQ)
For Pr.CHIEF PERSONNEL OFFICER

Annexure -A**PROFORMA**

Post applied for: Staff & Welfare Inspector (35%) in Level 6 over S E Railway (centrally controlled).
 Ref: Notification no. SER/P-HQ/EP/Selection/S&WI Cadre (35%) dt. 22.09.23

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 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)	:					
11	Active E-Mail ID	:					
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	Whether candidate belong to PwBD category. If yes, documents to be attached along with copy of Pay slip and verified form entries in Service Record and IPAS/HRMS date.	:					
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)

22/9/23

SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR 35% N LEVEL 6 OVER S E RAILWAY (CENTRALLY CONTROLLED).

Ref: Notification no. SER/P-HQ/EP/Selection/S&W Cadre 35% dt. 22.09.23

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

SD
27/9/23