



दक्षिण पूर्व रेलवे
South Eastern Railway

Office of the
Sr. Divl. Personnel Officer
S. E. Railway/Adra
Dated- 30.10.2023

No. SER/P-ADA/EP/Selection/WSI/2023

To
All Branch Officers
(except Security and Medical)
South Eastern Railway, Adra
&
All In-Charges of P. Branch
South Eastern Railway, Adra

Sub: Filling up of vacancy of Work Study Inspector (Ex-Cadre) in Level-6 (7th CPC) in Efficiency Cell under control of AGM/SER.

Ref: PCPO/SER's Notification No. SER/P-HQ/E-Admn/Efficiency/WSI dated 19.10.2023.

Enclosed please find herewith PCPO/SER's Notification No. SER/P-HQ/E-Admn/Efficiency/WSI dated 19.10.2023, which speaks for itself.

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

Applications in prescribed proforma to be forwarded to this office in a bunch through the respective controlling officers **on or before 13/11/2023**. Applications of staff of Engineering units must include a copy of Top Sheet & Date of entry in present grade on regular basis as entered in the Service Record.

This is for your kind information and necessary action please.

Encl: As above.

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

Copy to:

1. PS to DRM/Adra for kind information of DRM/Adra.
2. Steno to ADRM/Adra for kind information of ADRAM/Adra.
3. OS to DRM/Adra, He is advised to upload the same in railway website of Adra Division.

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

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

To
All PHODs, CWM/KGP(WS), CAO(Con)/GRC,
CEE(Con)/GRC, CSTE(Con)/GRC,
All DRMs,
All Sr. DPOs, WPO/KGP,
Dy.GM (Rajbhasha)-GRC, RCT/KOL, DGM(G), Dy.CLO, CPRO-GRC, Dy. CVO(T), Enquiry Officer/GRC,
APO(W/S)/SNY, APO/SRC, APO(Stores)/KGP,
South Eastern Railway

NOTIFICATION

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

The previous notification issued vide No SER/P-HQ/E-Admn/Efficiency/WSI dated 06.01.2023 on the subject matter has been cancelled due to administrative reasons. Fresh notification is issued to fill up 01 (One) vacancy of Work Study Inspector (Ex-cadre), Level- 6, GP Rs. 4200/- in Efficiency Cell/GRC, under the administrative control of AGM.

Applications are invited from the willing candidates of all Departments excluding Security and Medical with following terms and conditions:-

Eligibility Criteria:

1	Employee should have put in at least 05 years of regular service as on the date of notification.
2	Employee should be below 55 years of age as on the date of notification.
3	Employee should have put in at least two years regular service in Level-5. Candidates in Level-6 may also apply without any requirement of minimum service in Level-6.
4	The candidate should be prepared to proceed extensively on tour, whenever required.
5	The candidate should be fluent in English and capable of writing reports independently. He/She should have aptitude for analysing problems critically and coming to rational conclusions regarding available manpower.
6	(a) The employees who are presently working against Ex-Cadre posts are not eligible to apply. (b) Employees who have previously worked against Ex-cadre posts should have completed the mandatory "Cooling Off" period as applicable.
7	The normal tenure of the Work Study Inspector shall be 5 years. However, if they do not come up to the standard required, they will be liable for repatriation to their parent cadre/department at any time.

Mode of Selection:-

1	The posts in the category of Work Study Inspector (Ex-cadre) in Pay Matrix Level-6, shall be filled on the basis of selection. The selection process shall consist of (i) Written Examination (50 marks) (ii) Record of Service & APAR (30 marks).
2	The duration of the Written examination will be of 90 -120 minutes. (As per RBE No-97/2017)
3	The question paper of Written examination will be bilingual i.e., English & Hindi and will consist of 100% objective multiple choice type questions. The answers are to be marked on OMR answer sheets. (RBE No-196/2018)
4	There will be 110 objective multiple choice type questions and the candidates have to answer a maximum of 100 questions. In case a candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation. Out of 110 questions, 10 questions will be from Rajbhasha.
5	Cutting, overwriting, erasing or alteration of any type in the answers will not be accepted. Zero mark will be given for answer having correction/overwriting.

DP

6	There shall be negative marking for incorrect Answers. Each Correct answer will fetch 1(one) mark and 1/3rd mark will be deducted for each wrong answer. No credit will be given to un-attempted questions.
7	As per as per Para 219 (j) of IREM Volume-I, Edition-2009, Candidates who attend the selection and secure minimum prescribed percentage of the Qualifying marks i.e., 60% in the Written test and 60% in the overall aggregate will be empanelled Irrespective of the community they belong to. The panel will be published in the order of merit.
8	Only those who secure the prescribed percentage of qualifying marks in the Written test will be subjected to scrutiny of Record of Service/APAR.
9	There will be no supplementary examination for the absentees under any circumstances.

OTHER TERMS & CONDITIONS

1	The willing staff, should submit their applications in prescribed proforma through their Controlling Officers and the Divisional/Unit Personnel Officer, should duly check & verify all columns of applications with service sheets/records and to send to APO (HQ)/GRC on or before 17/11/2023 positively in a bunch with remarks "checked & found correct", (including a copy of the Top Sheet & Date of entry in present grade on regular basis as entered in the Service Record).
2.	i) 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. ii) 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.
3	Wide publicity should be given to the concerned staff at 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.
4	A copy of syllabus is enclosed as Annexure-A and proforma is enclosed as Annexure-B.
5	The application of the employees whose service cannot be spared in the event of their being selected need not be forwarded.
6	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.
7	The lien of the selected staff will continue to be maintained in his parent cadre/Dept/Division /Unit/HQ Offices.

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

Ground of rejection of candidature: Incomplete application & Forwarding of application without signature of Controlling Officer and verification from service records. If any candidate is subsequently found Ineligible for the above selection at any stage, his/her candidature will be rejected without assigning any reasons.

The applicants may visit Personnel Department page at www.ser.indianrailways.gov.in for notification, syllabus and application form.

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

(Satyajit Roy)

Asstt Personnel Officer (HQ)
For Pr.Chief Personnel Officer

Copy to:

- | | |
|--|------------------------------|
| 1. Secy. to GM for kind information of GM | 4. CPO(A) |
| 2. PS to AGM for kind information of AGM | 5. All HQ Personnel Officers |
| 3. PS to PCPO for kind information of PCPO | 6. DS to AGM |

For Pr. Chief Personnel Officer

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

ANNEXURE - B

Attested
recent
Photogra
ph

1	Name in full (Block letters)	:	
2	Employee No. & HRMS ID:	:	
3	Father's /Husband's Name	:	
4	Date of birth	:	
5	Age at the time of notification (DD/MM/YYYY)	:	
6	Date of appointment & grade	:	
7	Present designation on Regular measure	:	
8	Controlling Officer & Department in which working	:	
9	Present place of posting	:	
10	a. Present designation Level	:	
	b. Date of last promotion (regular, not MACP)	:	
	c. Substantive(cadre) grade with GP, Level, if any	:	
	d. Officiating(Ex-cadre)grade with GP, Level, if any	:	
11	Date of entry to present substantive grade cadre	:	
12	Whether working /worked in any ex-cadre post	:	
	i) Ex-cadre post & Grade in which worked		
	ii) Period		
	iii) Date of repatriation		
13	Educational/Technical Qualifications	:	
14	Details of work study course attended/	:	
15	Knowledge level in computer (Word/Excel/Power point)	:	Basic / Intermediate/ Advanced
16	Contact No	:	(Rly) (Mobile)
17	Active mail address	:	
18	Whether any Major/Minor proceeding pending as on date or not	:	

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 incorrect, liable to be taken up under DAR, apart from my application being rejected.

Date:

Signature of the employee

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

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

Dt. 19.10.2023

Particulars given by the employee in Columns No.1 to 18 have been verified with Service Records and found to be correct:

Whether the staff concerned is:-

		YES	NO
1	Undergoing any punishment (Major/Minor) as on date		
2	Whether any Major / Minor proceeding pending as on date or not		

Signature of the Controlling Officer
Name
Designation
Station & Date

Office Seal with Signature of the Personnel Officer

Application Accepted / Rejected

If rejected grounds of rejections:

SD

**SYLLABUS FOR WRITTEN EXAMINATION FOR THE POST OF WORK STUDY INSPECTOR IN PB-2 WITH GRADE
PAY RS. 4200 / LEVEL-6 (7th CPC) (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/ Vacancy 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.

F. IT PROFICIENCY

- 1) Should be proficient in Word/Excel/Power point etc.
- 2) Should be familiar in handling e-Office, HRMS, IPAS etc.

SD