

दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,
कार्मिक विभाग/Personnel Department,
पालक्काड/Palghat.

सं.जे/पी.220/ समन्वयन/डेप्यूटेशन/जि.6

No.J/P.220/Co-ord/Deputation/Vol.VI

दिनांक/Date 28.06.2021

पघट मंडल के सभी शाखा अधिकारियों आदि को
All Branch Officers/PGT Divn.
All Supervisory Officials/PGT Divn.
All Ch.OSs/OSs of all Branches & Ch.S&WI/PGT.

विषय/Sub: Selection for the post of Staff and Welfare Inspector in Pay Matrix Level-6 (GP 4200/-) against 35% all department Quota : Reg

संदर्भ/Ref: PCPO/MAS letters No P (GS)608/XII/S&WI/35% Quota/Vol-II dated 23.06.2021.
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A copies of PCPO/MAS letters cited, for selection to 11 (Eleven) vacancies (UR-6, SC-3 & ST-2) of Staff and Welfare Inspector in Pay Matrix Level-6 (GP 4200/-) against 35% all department Quota from amongst eligible staff as per instruction contained in Board's letter No E(NG) 1-2002/PM4/1 dated 12.07.2002.

The selection consist of written examination. The question paper will be 100% objective type multiple choice. The conditions & details are specified in PCPO/MAS letters.

Applications from eligible/willing employees may be obtained **in duplicate** and forwarded to this office through cadre controlling officers in one bunch **on or before 30.07.2021** certain duly forwarding by concerned Branch officers. Applications received **after 30.07.2021** will not be entertained under any circumstances.

Only those application of the employee where in the evnt of selection who can be relieved should be forwarded by the Controlling Officer.

संलग्नक/Encl: As above.


(राहुल अनिल/Rahul Anil, IRPS)
सहायक कार्मिक अधिकारी-/Asst. Personnel Officer-T
कृते व.मंडल कार्मिक अधिकारी /Sr Divisional Personnel Officer
द.रेलवे/ पालक्काड/S. Railway, Palghat

Copy to: PS to DRM, ADRM I&II for kind infn. of DRM, ADRM-I&II
All Ch.OSs/OSs/PB/PGT, Ch.S & WI/PB/PGT, Sr.Steno to Sr.DPO



दक्षिणरेलवे/SOUTHERN RAILWAY

सं. No. P(GS) 608/XII/S&WII/35 % Quota/Vol. VII

प्रधानकार्यालय/Headquarters Office,
कार्मिकशाखा/Personnel Branch,
चेन्नै/Chennai-600 003
दि./Dated 23.06.2021

PCE, PCME, PCOM, PCCM, PCSTE, PCEE, PCSO, PCSC,
PFA/MAS, CCO, CCM/PM, CCM//Rates/MAS, CCM/Claims/TPJ,
SDGM&CVO, PCMM/PER, PCMD/MMC/MAS, CAO/CN/MS, MTP/MS,
CE/MTP, CPD/RE/MS, CWM/LW/PER, CW/PER, GOC & S&T/PTJ,
CSTE/CN/MS, CSTE/Proj/MMC/MAS, FA&CAO/T/MAS,
GM/ST/MMC/MAS, TPJ MD/RH/PER, CPO/CN/MS, CPRO,
Sr.DPO's/DPO's/MAS, TPJ, MDU, PGT, TVC, SA
Sr.DFM/MAS, TPJ, MDU, SA, PGT, TVC, Sr.AFA/TPJ, GOC&PTJ
Sr.DSC/MAS, TPJ, MDU, SA, PGT, TVC, Sr.EDPM/MMC/MAS, MDU, EDPM/PGT
Dy.CPLO/Hqrs, Secy to GM, Dy.CE/EWS/AJJ, Dy.CEE/CW/PER, Sr.MPS/RPM,
Dy.CMM/GSD/PER, MSD/PER, Dy.CPO/C&LW/PER, WPO/GOC, SPO/RE/MS,
Sr.EO/HQ/MAS, SPO/EWS/AJJ, APO/C&LW/PER, APO/S&T/PTJ, APO/Stores/PER,
Sr.LC/MMC, Chairman/RRB/MAS, TVC, GGM/IRCTC/Chennai,
Addl Registrar/RCT/MAS, ERS, The Chairman/RRC/MAS,
AGM/RVNL/Chennai, Principal/MDZTI/TPJ

विषय: Sub: Selection for the post of Staff and Welfare Inspector in Pay Matrix Level 6 (GP Rs.4200/-) against 35 % all Department Quota.

- संदर्भ/Ref : 1. Railway Board's letter No.PC-III/2003/CRC/6 dated 09.10.2003 (RBE No.177/2003) & Letter No. E(NG)1-2008/PM1/15 dated 03.09.2009 (RBE No.161/2009).
2. Railway Board's Letter No. E(NG)1-2002/PM4/1 dt.12.07.2002. (RBE No.106/2002)

In terms of Railway Board's letter No.E(NG)1-2010/PM1/16 dt.10.09.2014, (RBE No.97/2014), with the approval of Competent Authority the 11 vacancies remaining unfilled against 50% promotional Quota from Senior Clerks of Personnel Branch in the cadre of Staff and Welfare Inspectors in Pay Matrix Level 6 (GP Rs.4200/-) are being diverted and carried forward to 35% Quota to be filled by calling volunteers from all Departments with requisite qualification.

1. It is proposed to conduct a selection for filling up of 11 vacancies (UR-6, SC-3 & ST-2) for the post of Staff and Welfare Inspector in Pay Matrix Level 6 (GP.Rs.4200/-) against 35% Quota from amongst eligible staff of all departments as per instructions contained in Board's letter No. E(NG)1-2002/PM4/1 dated 12.07.2002.

The selection consists of written examination as per Board's letter No. E(NG)1/2018/PM1/4 dated 14.12.2018 (RBE No.196/2018). The question paper will be 100% objective type multiple choice questions for the written examination and 10% of the total marks will be from Official language policy and rules (which will be optional).

AS

The examination will be conducted on OMR sheet. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers. Cutting, Overwriting, Erasing or Alteration of any type in the OMR will not be accepted. Zero marks will be given for answer having correction / over writing.

2. Eligible volunteers should apply in the enclosed application format, complete in all respects, duly enclosing attested copies of all the required certificates and forwarded by their controlling Officer/Supervisor. The respective supervisor will forward the application to their Personnel Officer, who will in turn verify the applications, certify the eligibility and forward them in one bunch to the Headquarters Office. Applications received without certification regarding the correctness of the particulars & eligibility and received in piecemeal will not be entertained.

3. Eligibility Criteria:

The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Staff and Welfare Inspector in the Pay Matrix Level 6 (GP Rs.4200/-).

(i) Group 'C' staff 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 Government of India,
- (e) MBA with paper(s) in Personnel Management awarded by an Institution recognized by the Government of India.

Provided that staff working in Pay Matrix Level 6 (grade Pay Rs.4200/-) or above on regular basis will not be eligible to appear in the aforesaid selection.

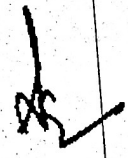
The eligibility of staff in possession of qualification as mentioned above will also be subject to the condition that they have successfully completed the probation period in the respective grade.

(ii) Staff who have completed at least 7 years service in level 1 (GP.Rs.1800/-) and are in possession of any of the qualifications mentioned in (i) above.

(iii) Staff in the grade next below the grade of Welfare Inspector i.e., those in Pay Matrix Level 5 (GP.Rs. 2800/-) and Level 4 (GP. Rs. 2400/-) with 5 years service in the respective grade 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 Pay Matrix Level 5 (GP.Rs. 2800/-) and Level 4 (GP. Rs. 2400/-) 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.

(v) Staff in lower than the grade next below the Welfare Inspector i.e., those in Pay Matrix Level 3 (GP. Rs.2000/-) and Level 2 (GP. Rs.1900/-) who are Graduates and who have completed not less than 7 years service 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.



4. In case candidate has obtained Degree/PG Degree through Open University his/her eligibility will be assessed according to instruction in RBE No.116/2013, PBC No.69/2014 & RBE No.22/2015.
5. Applicant must enclose attested copies of all the certificates i.e. Educational Qualification (entries should be available in the Service Register), Community certificate and other relevant certificates.
6. All the service conditions mentioned in Para 3 under eligibility criteria (i) to (v) will be reckoned as on the date of this notification.
7. All staff who apply in response to this notification and who satisfy the conditions prescribed above would be subjected to a selection which will consist of a written examination, perusal of records. The panel will be drawn up as per extant instructions.
8. The application in the prescribed format submitted by the willing employees who satisfy the prescribed conditions as per para 3 (i) to (v) may be forwarded to this office after verifying and certifying eligibility conditions and correctness of the service particulars in each and every application without fail. Applications received without certification will not be entertained.
9. There will be no supplementary examination. The candidates will have the option of writing the examination either in English or in Hindi language and they are required to indicate the same in the application form itself.
10. The employees who volunteer for the above post should be in readiness to appear for the written examination
11. The selected candidates will be liable to be posted in any Division/unit of Southern Railway Administration and the post will involve frequent travelling and to accompany Officers on tour on duty. Employees unwilling to be posted in any other division/unit other than their present parent unit need not apply.
12. The Divisions/Units/Field offices should prescribe the last date for the receipt of application from the employees as 30.07.2021 and also ensure that the applications duly filled from eligible volunteers are forwarded to the Headquarters Office, so as to reach this office in O BUNCH in the enclosed (excel) statement on or before 13-08-2021 certain in a cover addressed to APO/Genl & HQrs. Applications received in Headquarters Office after 13-08-2021 will not be entertained under any circumstances.
13. It is the personal responsibility of the concerned cadre controlling Personnel Officer to certify and ensure the correctness of all applications with Service Register and other relevant records. Also certify the correctness of the particulars in the application. Without such certification, applications received will be summarily rejected and responsibility will be fixed on the Concerned Personnel Officer who forwarded applications.
14. The Syllabus in connection with the above selection is enclosed.

15. This may be given wide publicity among the staff concerned. The notification may be pasted in all the notice boards and prominent places in Divisional Offices/Units/Field Offices.

17. For any information concerned with this selection the applicant may visit "Selection notification" @ <https://sr.railnet.gov.in/HQRS/personnel/PBC/Website/HqpbMain.htm> available in Railnet.

- Encl: 1. One application form.
2. Syllabus.
3. One statement excel format.

(M. Sunitha) 23/6/21

Asst. Personnel Officer/Genl & HQ
for Principal Chief Personnel Officer.

प्रतिलिपि/Copy to :- PCPO, CPO/Admin, CPO/IR, CPO/Gaz.
All Hqrs PB Officers, All Chief OS of Hqrs/MAS
GS/SRMU, NFIR, AIOBC, SC/ST
Ch.OS/System- to upload in the Railnet please

Enclosure to PCPO/MAS letter No.P(GS) 608/XII/S&WII/35 % Quota/VoIVII dt.22.06.21

APPLICATION FORMAT

**APPLICATION FOR THE POST OF STAFF & WELFARE
INSPECTOR IN PAY MATRIX LEVEL 6 (GRADE PAY Rs.4200/-)
AGAINST 35% ALL DEPARTMENT QUOTA**

Please paste (Not older than one month) Passport size photograph

(Photo should be attested by the controlling officer/supervisor)

(Photo should be attested by the controlling officer/supervisor)

1.	Name in full (Block Letters)	
2.	PF No./Staff No	
3.	Present (a) Designation	
	(b) Pay Matrix Level / G.Pay	
	(c) Date of Entry	
	(d) Division/Unit	
	(e) Working Station/Office	
4.	Parent Cadre (a) Designation	
	(b) Pay Matrix Level /G.Pay	
	(c) Date of Entry (Substantive)	
	(d) Department	
	(e) Division/Unit	
	(f) Working Station/Office	
5.	Date of Birth	
6.	Date of (a) Appointment	
	(b) Appointed as (Designation)	
	(c) Department	
	(d) Division/Unit	
	(e) Pay Matrix Level/ G.Pay	
	(f) Date of completion of Training and date of ID taken (or) Date of entry into regular service	
7.	Whether belongs to SC/ST/UR	
8.	Educational Qualification	
9.	Option to write the examination in English/Hindi (Tick the appropriate language and strike out the other)	English / Hindi
10	Contact No.	
	1. Railway No.	
	2. Mobile No.	
	3. WhatsApp No.	

11. Eligibility Criteria:

The applicant is required to choose and fill up the appropriate eligibility criteria, which he/she fulfils for being eligible to volunteer. (These particulars should be available in the Service Register)

a) Eligible under para 3(i) of notification:

Pay Matrix Level	Level 2, 3, 4, 5	
Present Pay Matrix Level 2, 3, 4 or 5 (Grade Pay either 1900,2000,2400 or 2800)(As applicable)		
Date of entry into Level (Grade Pay) (As applicable)	Level 2 (Rs.1900/-)	
	Level 3 (Rs.2000/-)	
	Level 4 (Rs.2400/-)	
	Level 5 (Rs.2800/-)	
Date of completion of probation in the respective level(GP)		
Qualification as per para 3(i) of notification (Mention any of (a) to (e))		

b) Eligible under para 3(ii) of notification:

Pay Matrix Level	Level 1 (GP Rs1800/-)	
Present Pay Matrix Level (Grade Pay)		
Date of entry into regular service		
Date of completion of 7 years of regular service		
Qualification as per para 3(i) of notification (Mention any of (a) to (e))		

c) Eligible under para 3(iii) of notification:

Pay Matrix Level	Level 5 or 4 or both	
Present Pay Matrix Level/Grade Pay (either Rs.2800 or Rs.2400)		
Date of entry into Level (Grade Pay)	Level 4 (Rs.2400/-)	
	Level 5 (Rs.2800/-)	
Date of completion of 5 years of regular service in the respective Level (grade) or put together		

d) Eligible under para 3(iv) of notification:

Pay Matrix Level	Level 5 & 4	
Present Pay Matrix Level 5 or 4 (either Rs.2800 or Rs.2400)		
Date of entry into Level (Grade Pay)	Level 4 (Rs.2400/-)	
	Level 5 (Rs.2800/-)	
Educational Qualification	Graduate	
	Post Graduate	
Date of completion of probation in the respective Level (grade)		

e) Eligible under para 3(v) of notification:

Pay Matrix Level		Level 3 or 2 or both
Level 3 or 2 (Grade Pay either Rs.2000 or Rs.1900)		
Date of entry into Level (Grade Pay)	Level 2(Rs.1900/-)	
	Level 3 (Rs.2000/-)	
Educational Qualification	Graduate	
	Post Graduate	
Date of completion of 7 years of regular service in the respective Level (grade Pay) or put together		

I hereby declare that the particulars furnished by me are true and correct to the best of my knowledge. I am eligible under Para 3(). If any of the details are incorrect, I will not be eligible to be considered for the post.

Date:

Place:

Signature of the employee

Forwarded by the Supervisory Official:

Date:

Place:

Signature of the Forwarding Officer

Office Seal

With Designation and Date

Forwarded to PCPO/MAS by the Personnel Officer:

It is here by verified with Service Register and certified from the available records that the employee fulfils the eligibility conditions as stipulated in Para 3() of the notification and is eligible to volunteers for S&WI selection in all respects.

Date:

Place:

Office Seal

Signature of the Personnel/Establishment Officer
With Designation and Date

**SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR IN PAY MATRIX
LEVEL 6 (Grade Pay Rs.4200/-)**

I. ORGANISATION SET UP OF RAILWAYS.

1. Present status of Railway as a Transport organization and social responsibilities evolving trends.
2. Organisation of Railways, various units, department. Role of Personnel Department vis-à-vis other Branches.
3. Manpower Planning, Benchmarking, Training.
4. Establishment Manual, Codes, Pension Manual, Training Manual, Provisions and Rules, Policy circulars, Schedule of Powers with respect to establishment matters.
5. Important registers & forms in office and at stations/depots, Files & their maintenance, Single File System & its advantages, Dak System, registration.
6. Computerisation of Personnel Dept., IPAS.
7. Budget, Parliamentary questions, VIP/CA iii reference, MP/MR reference.

II. ROLES AND DUTIES OF S&WIs.

1. Grievance handling machinery on Railways.

III. ESTABLISHMENT RULES.

1. Seniority Rules and Reservation Rule applicability.
2. Promotion by selection & non-selection, suitability tests, trade tests, Adhoc and officiating, refusal of promotion and its effects.
3. Pay fixation on promotion/in ex-cadre/under Pay Commission, stepping up of pay, regular and supplementary bills.
4. Increments, special increments.
5. Allowance particularly HRA, Transport Allowance, TA & DA, Composite Transfer Grant, Educational Allowance, dual charge and officiating allowance, honorarium, Running Allowance.
6. Advance from PF and other Advances / Loans.
7. Service matters – joining time, change in date of birth, Age Review.
8. Medical decategorisation and alternative employment.
9. Maintenance of service records and leave accounts, leave rule.
10. Pass rules, pass accounts.
11. Conduct Rules, Discipline and Appeal Rules.

IV. CASUAL LABOUR / SUBSTITUTES / ACT APPRENTICES.

1. Casual labour and substitutes – their engagement, rules and procedure.
2. Screening of casual labour and substitutes, verification of working days, casual labour cards.
3. Temporary status, benefits to casual labour/substitutes.
4. Training of Apprentices under Apprentices Acts.

V. LABOUR LAWS

1. Labour laws on Contract Labour.
2. Employees 's Compensation Act.
3. Payment of Wages Act.
4. Minimum Wages Act
5. I.D. Act.
6. Railway Servants (Hours of Work and Period or Rest) Rules, Job Analysis.
7. Meetings with LEO & Labour Commissioner, Labour Court, Industrial Tribunal cases.
8. CAT Act.
9. Trade Union Act.
10. Right to Information Act.

VI. INDUSTRIAL RELATIONS

1. Trade Unions – PNM, FNMs.
2. PREM
3. ZRUCC
4. Facilities to recognized unions.
5. Policy regarding unrecognized Unions, Worker's participation in Management.

VII. WELFARE ACTIVITIES.

1. SBF – Constitution, rules allocation of funds, meeting, Budget.
2. ~~via~~ ~~ma~~ ~~ca~~ ~~mi~~ ~~us~~ – Constitution and activities.
3. Railway Institutes and Clubs – Constitution and activities.
4. Recruitment against Scouts/Cultural/Sports quota.
5. Scouts and Guides activities.
6. Provision for handicapped.
7. Co-operative Societies, Industrial Training Centres, Housing Societies.
8. Canteens – Statutory & non-statutory, amenities, Policy.
9. Awards to staff, Relief Funds.
10. Holiday Homes, Holiday Camps and their organization.
11. Sports and Cultural activities.
12. Works Programme Proposals – Staff quarters and Staff Amenities.

VIII. EDUCATION AND TRAINING

1. Railway Schools – Types, Organization policy.
2. Subsidies, Reimbursement of fees.
3. Adult literacy - Literacy drive.
4. Scholarships.
5. Training Manual and Training Institutions.

IX. RESERVATION.

1. Facilities for SC, ST, OBC etc.
2. Reservation Rules.
3. Maintenance of Reservation Roster.

X. MEDICAL ASSISTANCE AND BENEFITS

1. Liberalised Health Schemes
2. Family Planning Incentives.
3. Medical Cards & their entitlement.
4. Hospital Visiting Committees.
5. Homeopathic/Ayurvedic Dispensaries, Subsidies.

XI. COMPASSIONATE APPOINTMENTS

1. Rules and procedure
2. Verification of certificates.

XII. SETTLEMENT

1. Normal settlement dues and their calculation.
2. Other than normal settlement procedure and dues.
3. Compassionate Allowance
4. Ex-gratia Payments.

XIII. INSPECTIONS.

1. Types of Inspection.
2. Registers maintained by various units viz. Grievance, attendance, overtime, cadre, casual labour muster rolls etc.
3. Displaying of statutory notices.

XIV. BILLS WORKING.

Regular salary bills, supplementary bill, statements to be attached to the bills, Deductions permissible, Arrears claim, Unpaid wages list, Procedures of disposal of them in Accounts Office & Cash Office, Internal checks – points of checking, Allowances, Advances & their recoveries.

XV. OFFICIAL LANGUAGE ACT AND RULES – IMPLEMENTATION THEREOF.
