



मुख्यालय/Headquarters Office  
कार्मिकविभाग/Personnel Department  
सिकंदराबाद/Secunderabad.

No. SCR/P-HQ/224/EP/IRMT/II

Date: 29/08/2019.

DGM/Co-ord & Secy. to GM, SDGM/V/SC, *Chairman/RRB/SC.*  
CPM/RE/SC, Sr. LO/Law/SC, CWM/P/LGDS, Manager/P&S/SC  
Registrar/RCT/SC, Principal/RDC/SC, Principal/STC/SC,  
EWS/LGD, CAO/Cn./SC, Principal/ZRTI/MLY.

Sub: - Filling up the vacancies of Staff & Welfare Inspector in GP. Rs.4200/-  
Level-6 of 7<sup>th</sup> CPC Pay Matrix against 50% quota amongst optee  
**Sr. Clerks of Personnel Department/Hqrs.Office.**

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1. It is proposed to fill up **08 (Eight)** vacancies with the breakup of **UR-06, ST-01 SC-01** of S&WI with GP.Rs.4200/- Level-6 of 7<sup>th</sup> CPC Pay Matrix against 50% quota by calling volunteers of **Sr. Clerks** working in GP.Rs 2800/-, Level-5 of 7<sup>th</sup> CPC pay matrix from Personnel Department/Hqrs seniority units with minimum 03 years of service as on **29.08.2019** comprising of GM/O/SC, SDGM/V/O/SC, GM/Plg/O/SC, GM/Law/O/SC, RDC/LGD, ZRTI/MLY and the seniority unit of CWM/Per/LGDS.
2. Applications are invited from the eligible Senior Clerks working in GP.Rs 2800/-, Level-5 of 7<sup>th</sup> CPC pay matrix with minimum of 03 years of regular service as Sr.Clerk as on **29.08.2019** in Personnel Department/Hqrs seniority units in the enclosed prescribed proforma.
3. **Staff working in GP.Rs. 4200/- Level-6 of 7<sup>th</sup> CPC pay matrix or above on regular basis are not eligible to apply above selection.**
4. **Selection and empanelment:**
  - a. All the staff who volunteers and fulfill the conditions prescribed thereon would be subjected to a selection. The selection shall consist of written examination and perusal of service records.
  - b. **Written Examination:- The written examination will be 100% objective type consisting of 110 questions (including 10 questions on Official Language Rules) , of which candidates are required to answer any 100 questions. If the candidates answer more than 100 questions, the first 100 questions answered will be evaluated. The duration of examination will be 120 minutes. Candidates may note that there shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers. Further provisions of RBE No.196/2018 (S.C.No.212/2018) will be applicable for the said written examination.**
  - c. The final panel should be drawn up in the order of merit based on aggregate marks of 'Professional ability' and 'Record of service'. However, a candidate must secure a minimum of 60% marks in 'Professional ability' and 60% marks in the aggregate, for being placed on the panel. There will be no classification of candidates as 'Outstanding'-(RBE No.113/2009 circulated as SC No. 95/2009).

*Rajendra*  
28/8

Contd.,2

5. **Syllabus for written examination:** Question Bank placed in the SCR Web site.
  - a) Establishment Rules and regulations
  - b) Labour Laws
  - c) Official language policy and Rules.
6. No Supplementary written examination will be held under any circumstances, since the selection is by calling volunteers.
7. Employees who have selected as S&WI in GP.Rs 4200/-, Level-6 of 7<sup>th</sup> CPC pay matrix (on their volition) and joined the post shall not be allowed to seek repatriation to their parent cadre (exemptions - administration grounds like contractions of cadre, unsatisfactory of working etc.). The Selected employees have to give an undertaking to this effect before join the post.
8. Employees who fulfill the eligibility conditions may submit their applications in the enclosed prescribed proforma to their controlling officers latest by **19.09.2019**. The controlling officers shall forward the applications received at their end, duly certifying the correctness of the details furnished by the applicants therein so as to reach undersigned by **25.09.2019**.
9. Applications received after due date/advance copy received directly/incomplete applications will not be entertained under any circumstances.

Encl: As above.



[K.Ravi Kumar]  
Secy. to PCPO

for Principal Chief Personnel Officer

C/- All Cadre Officers in PCPO/O/SC

C/- GS/SCRES, GS/SCRMU, President/AISCSTREA/SC, GS/AIOBCREA

**Application for the post of S&WI in GP. Rs.4200/- Level-6 of 7<sup>th</sup> CPC Pay Matrix  
against 50% Sr. Clerks quota of Personnel Branch, Headquarters office**

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Photo of the  
employee  
should be  
attested by  
controlling  
officer

1. Name of the Employee :  
(In Capital letters)
2. Date of Birth (DD/MM/YYYY) :
3. Community : SC/ST/UR  
(In case of SC/ST attested copy of the  
caste certificate should be attached)
4. (a) Date of Initial Appointment:  
(b) Appointed as :  
(c) Scale/Pay Band :
5. (a) Present Designation :  
(b) Date of entry in present Grade :  
(c) Pay Band & Grade pay :
6. Total Length of service as Sr. Clerk : \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days  
(As on 29.08.2019)
7. Academic/Professional Qualification :  
(Attested copies to be enclosed)
8. PF No./Mobile No. :

I declare that in the event of my successful empanelment for the post of S&WI and posted as such, I will not seek reversion to my substantive post and unit.

Place :

Date :

Signature of the employee

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Forwarded to PCPO/O/SC for further action.

It is certified that the details furnished above by the employee is correct and as per the records maintained in this office.

Date:

Signature of the controlling officer  
Designation & Office Seal

CUIG Cell No: