

South Central Railway



Office of the Divl. Railway Manager,
Personnel Branch, 4th Floor,
Sanchalan Bhavan, Secunderabad.

No.SCR/P-SC/210(a)/EP/S&WIs/35%Quota

Date: 31.07.2019

CMS/SC, Sr.DME/Co-ord/SC, Sr.DME/DSL/KZJ, Sr.DEnHM/SC, Sr.CDO/SC,
Sr.DEN/Co-ord/SC, Sr.DSTE/Coord/SC, Sr.DOM/SC, Sr.DCM/SC, Sr.DMM/SC,
Sr.DEE/TRSO/SC, Sr.DEE/M/SC, Sr.DEE/TRD/SC, Sr.DEE/ELS/LGD, Sr.DEE/ELS/KZJ,
Sr.DSO/SC, Sr.RBA/SC

NOTIFICATION

Sub: Formation of panel for filling up the post of Staff & Welfare Inspector in Level-6/GP 4200/-, against 35% quota in Personnel Department of SC Divn. calling volunteers from all Departments of SC Divn.(Except RPF and Accounts Department)

1. It is proposed to conduct a selection for formation of panel for promotion to the post of Staff & Welfare Inspector in Level 6/ GP 4200/- against 35% quota in Personnel Department of SC Division. The details of vacancies are as under:

Category	UR	SC	ST	Total
S&WI	02	NIL	NIL	02

2. Applications are invited from the eligible serving employees (Except Security and Account Department) fulfilling the following eligibility criteria-Authority Railway Board's letter No. E(NG)/2002/PM4/1 dated 12.07.2002 circulated vide CPO/SC's SCNo.147/2002.
3. **Eligibility and Service conditions of staff:** The employees fulfilling following criteria, as defined by Railway Board are eligible to volunteer for the said selection to the post of S&WI with Level-6/4200/- G.P.
 - 3.1 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 Labor Welfare/Social Welfare
 - b) Diploma in Labor Laws
 - c) LLB with paper(s) in Labor 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 Government of India

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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.

- 3.2 Staff in Level-1/ G.P 1800/- who have completed at least 7 years of service and in possession any of the qualification in 3.1 above.
- 3.3 Staff in the Level next below the Level of S&WI i.e. those in Level-5/2800/- G.P and Level-4/2400/- G.P with 5 years of service in the respective Level's in case the higher Level does not fall in the normal line of advancement otherwise 5 years of service together in these Level's.
- 3.4 Staff in the Level-5(2800/-G.P) and Level-4 (2400/-G.P) who are graduates irrespective of the length of service in these Level's provided that staff concerned have successfully completed the probation in the respective Level.
- 3.5 Staff in the Level's lower than the Level next below the Level of S&WI i.e those in the Level-3 (2000/-G.P) and Level-2 (1900/- G.P) who are graduates and who have completed not less than 7 years of service in the respective Level in case the higher Level does not fall in the normal line of advancement, otherwise, 7 years of service together in these Level's.
- 3.6 Employees who are selected as S&WI in Level-6(4200 G.P) and joined the post shall not be allowed to seek repatriation to their parent cadre (exceptions – administration grounds like contraction of cadre, unsatisfactory of working etc). The selected employees have to give an undertaking to this effect which is incorporated in the application
4. Completed years of service will be reckoned as on 31.07.2019

Staff working in Level-6 (4200/- G.P) of 7th CPC or above on regular basis are not eligible to apply for the above selection.

5 MODE OF SELECTION , EMPANALMENT AND QUALIFYING MARKS

(Railway Board's Lr.No.E (NG) I/2000/PM1/41, dated 20-08-2003, S.C.No.144/2003)

- 5.1 Professional Ability:- The professional ability of the employees in the field of selection will be adjudged through written test only. The employees must secure 60% of marks in professional ability.
- 5.2 They have to obtain minimum of 60% in written test & 60% in aggregate.

Factors/Headings	Max.Marks	Qualifying Marks
Professional ability	50	30
Record of Service	30	-
Total	80	48



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5.3 Distribution of Marks under Head of Record of Service.

15 Marks	On the basis of grading of APARs/Working Report of last 3 years
10 Marks	On the basis of entries of Awards/Punishments in the SR
5 Marks	On the basis of entries in SR for Academic/Tech.Qualification

5.4 The final panel should be drawn up in the order of merit based on aggregate marks of 'Professional ability and Record of Service'. However, the employees must secure a minimum of 60% marks in 'Professional ability' and 60% marks in aggregate, for being placed on the panel. There will be no classification of candidates as 'Outstanding'.

6 **Syllabus:** Question bank placed in the SCR Web site- www.scrindianrailway.gov.in.

Comprising

- a) General Knowledge;
- b) Establishment Rules;
- c) Labour Legislation;
- d) Staff amenities;
- e) Aptitude test; and
- f) Official language policy and Rules

Option is available for writing in Hindi also.

7 **Procedure for written examination:**

7.1 In terms of Railway Board's Lr.No.E(NG)I/2018/PM1/4, dated 14.12.2018(RBE No.196/2018), CPO/SC's S.C.No.212/2018, the written examination consists of 100% objective and all the questions will be of multiple choice only.

7.2 There shall be negative marking of incorrect answers. 1/3rd of marks allotted for each question will be deducted for wrong answers.

7.3 Cutting, over writing, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction or overwriting.

7.4 The written examination will be either in the mode of computer based test or pen and paper. If the written examination is not the computer based test it may be conducted on OMR sheets.

8. **Question Bank:**

8.1 In terms of Railway Board's Lr.No.E(NG)I-2006/PM1/34, dated 06.11.2006, CPO/SC's S.C.No.196/2006, updated Question banks covering the complete syllabus will be provided to the staff concerned or the same can be downloaded from the official website of www.scr.indianrailways.gov.in.

8.2 It is further advised that there will not be any mandatory limit of questions from the question banks.



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- 8.3 The controlling officer/supervisor has to ensure that the question bank is circulated to all the eligible staff and holding of selections will not be postponed/delayed due to non-circulation of question banks.
- 8.4 Question bank is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest Rules/circulars/policies.
- 8.5 The question banks so prepared should be updated regularly in accordance with the changing technology and job requirements.

9. **Date and Venue of Examination:**

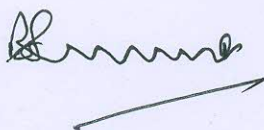
9.1 **Important dates:**

Last date of submission of applications	30.08.2019
Date of publication of eligibility	16.09.2019
Tentative Written Examination	11.10.2019
<u>Note:</u> There shall be no Supplementary Exam. Since the selection is by calling volunteers	

- 9.2 The venue and time of examination will be intimated separately. However, it is to be advised to the volunteering staff that there will be no supplementary examination to the absentees.
- 9.3 The candidates may keep an update time to time from this Railway's official website i.e. www.scr.indianrailways.gov.in.

10. **Notifying to the staff:**

- 10.1 The controlling officer/supervisor shall give wide publicity of the notification to all the eligible staff under their control, and notification should be displayed at conspicuous place. It is the responsibility of controlling officer/supervisor to circulate the notification among the staff concerned.
- 10.2 In terms of Railway Board's Lr.No.E(NG)I-72/PM1/166, dated 26.06.1972, CPO/SC's S.C.No.213/72, the Senior Subordinate/Supervisor concerned has to furnish a Certificate that "the eligible candidates were duly notified of the holding of the test and asked to submit their applications duly giving their willingness" and forward the same to Sr.DPO/O/SC. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible employees. In case of non receipt of any communication the same may be obtained from the Personnel department or from the Controlling Officer. Any laxity in this regard will be viewed seriously.



11. How to apply:

- 11.1 The employees should submit the application in the prescribed format through proper channel enclosed as Annexure ' B '
- 11.2 The application should be on good quality of A-4 size using one side only.
- 11.3 They should fill up the application form in their own writing with blue or black ball point pen only.
- 11.4 All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/officer wherever required or otherwise same will not be considered.
- 11.5 Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.

12. Last date for submission of Applications :

The willing and eligible volunteers has to submit their applications in prescribed proforma to their controlling supervisors on or before 30.08.2019 The controlling officer has to forward all the applications in one bunch to Sr.DPO/O/SC together with DAR/SPE/Vig. clearance on or before 05.09.2019. Applications received after the due date or with incomplete information will be rejected.

Encl: As above.


(B.ARUN KUMAR)
DPO/SC

for Sr.Divl. Personnel Officer/SC

Mobile No.

Annexure 'B'

**APPLICATION FOR THE POST OF S&WI/SC DIVN IN
LEVEL-6 (G.P. 4200/-) AGAISNT 35% QUOTA**

1. Name of the Employee :
(in Capital letters).
2. PF. No. :
3. Date of Birth (DD/MM/YYYY) :
4. Community : SC/ST/UR
(In case of SC/ST attested copy of the caste certificate should be attached)
- 5 (a) Date of Initial Appointment :
(b) Appointed as :
(c) Level & Grade pay :
6. (a) Present Designation :
(b) Date of entry in present Grade :
(c) Level & Grade Pay :

Photo of the
employee should be
attested by
controlling officer

7. Non-Fortuitous service in Level as on 31.07.2019

Name of the Post Level & Grade Pay	Period		Total Service		
	From	To	Years	Months	Days

- 8. Educational Qualification:**
(Attested copies to be enclosed)

I declare that the information furnished above are correct to the best of my knowledge. I am aware that I will be liable for disciplinary action in case any information furnished is proved to be false at a later date. 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

Forwarded to Sr.DPO/O/SC for further action

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

Date:

Signature of the controlling officer
Designation and Office Seal