



SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
4th Floor, Rail Nilayam,
Secunderabad -500 025.

No. P(SC)268/Policy/VIII.

Date: 29.06.2021.

SDGM & CVO/SCR:-

[Kind Attention of Sri B.Ramakrishnan, Dy.CVO/(Accounts)]

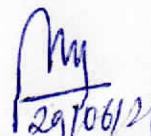
Sub: Uniform guidelines to be followed in the Appointments on Compassionate Grounds across South Central Railway- reg.

Ref:- Your office letters No.G.265/V/PC/2020/05/00163, dated 23.2.'21 & 28.5.'21.

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Reference to your office letters cited in connection with the above subject, a copy of set of uniform guidelines to be followed on S.C.Railway issued on 28.06.'21 has been circulated to all Divisions/Workshops/Units for implementation. Copy of the same is enclosed herewith for kind information.

Encl: As above.


(Premkumar Lakavath)
Dy.CPO/Rectt.

for Principal Chief Personnel Officer

Ch. of MS
Pb. spec. with refund
letters
5/7.



Civil/Medical
P. Line 4 dated
B. 22/5/21



SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Department
4th Floor, Rail Nilayam
Secunderabad – 500025

No.P(SC)268/Policy/VIII/CGA/Uniform Procedure

28-06-2021

All PHoDs, DRMs – SC, HYB, BZA, NED, GTL, GNT
CWMs – LGDS, RYPS, TPYS, S&T/WS/MFT
Dy. CMM/G&S/MFT.

Sub: Uniform guidelines to be followed in the Compassionate Ground
Appointments across South Central Railway.

1. A set of guidelines were issued to divisions/workshop/units from time to time in connection with consideration of compassionate appointment cases and suitability test for adjudging the suitability of the applicants. In view of some recent circulars issued by Railway Board, it is proposed to issue modified guidelines in supersession of the earlier policy letters. Hence, the following modified guidelines are issued to be implemented uniformly over the zone for consideration of CG cases, conducting suitability test, etc.

2. Processing of application for CGA:

- (i) Since the compassionate appointments are made against DR quota, candidates under consideration should possess the eligibility criteria i.e. educational qualification, age, medical fitness, etc. as applicable to open market candidates for the said posts. Wherever there is relaxation of any criteria (educational qualification, etc.), the same may also be applicable for candidates for compassionate appointment.
- (ii) The applicant shall submit request for Compassionate Ground Appointment within two years from the date of death/Medical Unfitness of ex-employee and his/her educational qualification will be taken into consideration. However, permission for acquiring higher qualifications shall be dealt in terms of RBE Nos. 100/2019 and 68/2020.
- (iii) An option may be obtained from the candidate appearing for suitability test according to his qualification as exercised in the CGA application at Sr. No. 11. However, if graduate level candidate is willing to appear for Under Graduate Level post, he may be allowed for the same and subjected to screening in Under Graduate Level only. The provision to give option is made in the CGA application form.

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- (iv) After obtaining initial approval of the competent authority for appointment of the candidate on compassionate grounds (either Group 'C' or erstwhile Group 'D'), the candidate shall be directed for medical examination in A-2 and below without indicating the name of the post. It shall be indicated in the letter to the Medical Authorities that if the candidate is not found fit in A-2, the concerned medical authority should invariably indicate the medical classification in which the candidate is fit. Based on the educational qualification and medical classification of the candidate, he/she may be considered for a suitable post (Group 'C' or erstwhile Group 'D') subject to fulfillment of suitability and other conditions.

3. Nomination of Screening Committee:

- (i) There should be a Screening Committee consisting of at least three JAG officers including one Personnel Officer to adjudge suitability for the posts up to Level-5 at Divisions/units and for posts in Level-6 at Headquarters only. If any of the unit does not have sufficient JAG officers to form the screening committee for the posts up to Level-5, they may approach the divisions in their territorial jurisdiction or neighboring divisions for nomination.
- (ii) There should be a Screening Committee consisting of at least three SAG officers including one Personnel Officer to adjudge suitability for the posts of Graduate Level in Level-7 at Headquarters.
- (iii) For screening of candidates to appointment in Level-1/erstwhile Group-D posts, an Assistant Scale Personnel Officer is competent.

4. Conduct of Suitability Test:

- (i) **There would be a single stage examination for all grades.**
- (ii) Since there is a single stage written examination for all the grades/levels of CG appointments, requests of the applicants in Level-6 need to be sent to Headquarters after obtaining approval of DRM/CWM and there is no need to conduct separate Group 'C' examination at Division/unit level.
- (iii) As per RBE No.81/2018 circulated as SC No. 106/2018, 2nd chance to wards and widow should be given as a rule with the approval of competent authority (DRMs/HODs/CWMs as the case may be). However, 3rd chance to ward/widow/wife and 4th chance to widow/wife will require personal approval of the General Manager.

- (iv) Suitability test in Level-6 and above for willing and eligible candidates will be conducted at Headquarters only. While sending the request to conduct suitability test in Level-6 at Headquarters, divisions/units to ensure a consolidated proposal with complete details viz., requisite medical classification and educational qualification of both the candidate and the post to which he/she is being recommended along with the details of nomenclature of the post, DR element and availability of the vacancy. If no vacancy is available in the requested post in the division/unit, an undertaking from the candidate may be obtained to work anywhere on S.C. Railway in any of the department as per the eligibility after passing the suitability test.
- (v) Overall, only three chances need to be given to the candidates for suitability test in either of the levels (Under Graduate/Graduate) and four chances to widow/wife of the ex-employee.
- (vi) The candidate who is having graduate qualification can request to appear for screening test for the graduate level post or undergraduate level post or he/she can directly request for Level-1 post.

5. Examination pattern:

- (i) The candidate would be screened for the post against DR quota commensurate with the educational qualification. If a graduate level candidate fails in first attempt in suitability test, she/he may seek for second chance in graduate level or undergraduate level or she/he may ask for Level-1 post. Similar rule applies for third chance also. If the candidate fails in all the chances provided as per rules in the screening test, he/she will be directly offered Level-1 post.
- (ii) The screening test shall consist of 100 objective type questions and each question carries one mark for Technical posts except JE and DMS posts where the total marks for these two categories are 150. For Non-Technical posts, it will be a combination of objective 80% (80 questions) and descriptive 20% (20 marks). An essay on general topic may be asked in descriptive type questions.
- (iii) The Question Booklets uploaded for CG appointments in the SCR website is only for sample purpose and to know the pattern of questions by appearing candidates. The paper setting officer is at will and confine to the given syllabus of the posts for which the suitability test is to be conducted and not to copy the sample questions given in the uploaded booklets. These instructions should invariably be supplied under special note to the Paper Setting Officer.

- (iv) The normal cut-off for qualifying in the suitability test would be 50%. For appointment in ministerial grades, one has to score high percentage of marks (60% & above) subject to having requisite proficiency in computer application. This condition should be kept in view while recommending and offering ministerial posts.
- (v) Candidates with matriculation educational qualification would be screened for erstwhile Gr. D posts. If candidate requests for skilled artisan post with matriculation educational qualification, he has to pass the suitability test conducted for undergraduate level candidates. If found suitable, he has to undergo three years training in the respective trade.

6. (i) **Broad syllabi for different grades of posts**

S.No.	Name of posts	Pay	Max. Marks	Syllabus	Time allowed
1	Erstwhile Group-D	Level-1	-	-	-
2	Jr. Clerk, TNC, Accounts Clerk, CCTC in Under Graduate level	Level-2/ Level-3/ Level-4	100	General Essay – 20 marks General Awareness – 30 marks General Intelligence & Reasoning – 25 marks Arithmetic – 25 marks	120 minutes
3	Technician/ ALP in Under Graduate level	Level-2	100	General Awareness – 25 marks General Intelligence & Reasoning – 25 marks Arithmetic – 25 marks Technical Knowledge – 25 marks	
4	Jr. Stenographer in Under Graduate level	Level-4	100	Part I – Written Test: General Awareness 25 marks General Intelligence & Reasoning :25 marks, English: 50 marks	90 minutes
				Part II – Shorthand Skill Test Shorthand speed test @ 80 wpm. It is qualifying in nature	Dictation - 10 minutes Transcription - 50 minutes on PC
5	Pharmacist in Graduate Level	Level-5	100	General Awareness – 20 marks General Intelligence & Reasoning – 20 marks Arithmetic – 20 marks Technical Knowledge– 40 marks	120 minutes
6	Goods Guard, JAA in Graduate Level	Level-5	100	General Awareness – 30 marks General Intelligence & Reasoning :25 marks Arithmetic 25 marks General essay of about 200 words – 20 marks	

Contd...5

7	Station Master in Graduate Level	Level-6	100	General Awareness – 30 marks General Intelligence & Reasoning – 25 marks Arithmetic – 25 marks General essay of about 200 words – 20 marks	120 minutes
				Part II – Aptitude Test (for SM Category). It is qualifying in nature and marks will not be counted for deciding the merit.	As per RDSO guidelines
8	JE, DMS and other technical posts in Graduate Level	Level-6	150	General Awareness, General Intelligence & Reasoning, Arithmetic - 60 marks Technical Knowledge -90 marks	120 minutes
9	Posts with special qualification like S&WI in Graduate Level	Level-6	100	General Essay – 20 marks Professional Ability– 30 marks General Awareness, General Intelligence & Reasoning, Mathematics, General Science – 50 marks	90 minutes
10	Staff Nurse in Graduate Level	Level-7	100	Professional Ability – 70 marks General Awareness, General Intelligence & Reasoning, Arithmetic General Science - 30 marks	

- (ii) If the candidate who appeared for Station Master post fails in Aptitude Test, he/she may be offered either Goods Guard or any other post in Graduate Level in safety category subject to suitability.

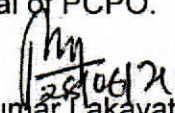
7. Other important terms and conditions:

- (i) Railway Board vide RBE No. 180/2018 delegates DRMs/CWMs to consider appointment on compassionate grounds up to Level-6 of 7th CPC Pay Matrix. Hence, DRMs/CWMs are delegated to approve the candidates pertaining to their Division/Unit in Graduate Level posts in Level-6 and forward to Headquarters for conducting suitability test and posting.
- (ii) Posting of the candidates up to Level-5 to be done by the PCPO/ DRM/CWM for the cases pertaining to the unit/division/workshop concerned except for the Non-safety category posts for which GM's personal approval should be obtained. Posting of the candidates in Level-6 to be done by the PCPO only.
- (iii) As per the local orders issued vide letter No. P[R]268/II dated 10-10-2016 compassionate appointments to wards of employees should be offered only in safety category posts and all the non-safety category postings require personal approval of General Manager.

- (iv) Proposals for transfer of the compassionate ground appointment cases to other railways/divisions/units should be sent to the concerned Railway/Division/Unit directly by the division/unit with the approval of DRM/CWM as the case may be (Authority: RBE No. 134/2018).
- (v) The Compassionate Ground Appointment cases of all miscellaneous units established in the territorial jurisdiction of division/workshop should be decided by concerned division/workshop with the approval of DRM/CWM, as the case may be.
- (vi) The compassionate ground appointment cases pertain to Construction Organisation should be initiated by Dy. CPO/SPO and decided by PCPO.
- (vii) Master Circular and instructions issued by Railway Board from time to time would have an overriding effect over the aforesaid provisions, if there is any conflict in interpretation.

The above uniform procedure is issued with the approval of PCPO.

Encl: Application Form for CGA


(Premkumar Lakavath)

Dy. CPO/Rect.

for Principal Chief Personnel Officer

C/-

PS (GAZ) to PCPO – for kind information of PCPO

Sr. DPOs – SC, BZA, HYB, GTL, GNT, NED

Sr. DFM's – SC, BZA, HYB, GTL, GNT, NED

WPOs – LGDS, RYPS, TPYS, Dy. CPO/Co-ord/HQ, All Cadre offices of HQ

APPLICATION FOR APPOINTMENT ON COMPASSIONATE GROUNDS

1. Name of the employee :
(Deceased/Medically Unfitted)

2. Designation and office :

3. Date of death/MU of the Employee :

4. Age of the employee at the :
time of the above event

5. Whether the Employee belongs :
to SC/ST/OBC

6. Name and relationship of the :
dependant in whose favour the
appointment is sought

7. Family composition :

Joint Photo

SL NO.	NAME	Relationship	Age/Date of Birth	Education Qualification	Occupation

8. Whether the applicant or any other members of the family of the deceased employees secured appointment on compassionate grounds earlier.

9. Whether a certificate from two employees identifying the dependent seeking employment is enclosed.

(Contd - P 2)

10. Details of dependent in whose favour appointment is sought ;

Name & Relationship	
Date of Birth	
Education Qualifications	
Marital Status	
Personal Identification Marks	
1.	
2.	
Address for Correspondence: with mobile no.	

11. Exercise of Option for appearing Suitability Test:

(Candidate has to chose any one of the following options commensurate with his/her educational qualifications by writing willing to appear and signature in the concerned columns):

Exercise of Option	*Level-1 post	Technician post in Level-2 with SSC/Matriculation	Technical posts in Undergraduate level with requisite qualification	Under Graduate level posts (Group 'C')	Graduate Level posts in Level - 5	Graduate Level posts in Level - 6 and above
Options	(1)	(2)	(3)	(4)	(5)	(6)
Willingness						
Signature						

* For Level-1 post, there is no suitability test.

12. List of enclosures :

1. Death Certificate/Medical Unfitness certificate
2. Service Certificate
3. Identification certificate from colleagues
4. Family Composition declaration
5. Date of Birth certificate
6. Educational Certificates
7. Bonafides/conduct certificate of the candidate
8. Caste certificate
9. Declaration by the candidate (Annexure)
10. Declaration by the widow

Signature of the widow

Signature of the applicant

Signature of the Controlling Officer
of ex.employee