



SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
Secunderabad.

Date: 17.10.2025.

No.SCR/P-HQ/608/Instructors/Works/Vol-IV

NOTIFICATION

Sub: - Filling up of the Ex-Cadre posts of Sr.Instructors/Works in Level-7 Pay Matrix of Civil Engg. Department at ZCETI/NLGD through selection process.

It is proposed to fill up ex-cadre posts of Sr.Instructors/Works in Level-7 in ZCETI/NLGD of Civil Engineering department through a process of selection by calling for volunteers from the employees working in the categories of SSE/Works in Level-7 and JE/Works in Level-6 in Civil Engineering department on S.C. Railway, subject to fulfilling the following eligibility criteria.

1. **Number of posts proposed to be filled**

01 (One) posts of Sr. Instructor/Works in Level-7 at ZCETI/NLGD (No reservation is applicable as it is an ex-cadre post)

2. **Eligibility conditions:**

(i) The applicants should not have crossed the age of 58 years as on the date of notification.

[Authority: Railway Board's letter No E (MPP) 2023/3/6 dated 04.09.2023 (RBE No 104/2023)]

(ii) For the post of Sr.Instructor/Works in Level-7 Pay Matrix, staff in SSE/Works category in Level-7 Pay Matrix are eligible. However, if sufficient number of staff from SSE/Works category have not volunteered for selection, then staff in the next below grade i.e in JE/Works category in Level-6 Pay Matrix will also be considered. (RBE No.79/2019)

MACP granted in Level-7/GP Rs 4600/- will not be allowed to determine the eligibility.

(iii) Staff should have completed five (05) years of service in respective grades in Works cadre as on the date of notification.

(iv) Cooling off period between two tenures should be at least one year.

[Authority: Railway Board's letter No E (MPP) 2023/3/6 dated 04.09.2023 (RBE No 104/2023)]

3. **Selection Process:**

(i) Selection consists of Written Test through Computer Based Test mode (CBT) and Class Room Lecture Trial (25 marks), to evaluate the knowledge as well as communication skill of the candidates as both are required for the post of Instructors as per RBE. No 47/2025 & 75/2025.

(Maximum Marks – 100, Qualifying marks -60% (Minimum 60% marks in the Written Test through Computer Based Test mode (CBT) and minimum 60% marks in the Class Room Lecture Trial). [Authority: Railway Board's letter No E (NG)/2017/PM1/11 dated 13-05-2019 (RBE No 79/2019)-and dated 22-05-2020 (RBE NO 39/2020)].

(ii) Latest APARs of three years, Awards/Punishments if any, will be reckoned at the time of adjudging the suitability by the DPC. (RBE No.272/99) (S.C.No.320/1999)

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- (iii) Candidates who secure minimum 60% marks in the Written Test through Computer Based Test mode (CBT) (Professional Ability) will be called for Class Room Lecture Trial. Candidates shall secure minimum 60% marks in Class Room Lecture Trial also.
The final panel will be drawn in the order of merit
[Authority: Railway Board's letter No E (NG)/2017/PM1/11 dated 14.01.2020 (RBE No 04/2020)]

4. **Mode of Examination:**

- (i) The selection process will consists of written examination through Computer Based Test (CBT) for the posts of Sr. Instructor followed by Class Room Lecture Trial. Only those employees who qualify in the written examinations (CBT) will be considered for subsequent stages of the selection.
- (ii) In terms of Railway Board's letter No E(NG)/2018/PM/4 dated 14-12-2018 (RBE No 196/2018), the question paper for the written examinations will be 100% Objective Type.
- (a) All the questions will be objective type and of multiple choice only.
- (b) The examination will be of 90 minutes to 120 minutes duration.
- (c) The question paper will be in English & Hindi languages only.
- (d) 10% of questions will be on Official Language Policy and Rules. Thus Paper will consists of 110 questions. If any candidate answers more than 100, the first attempted questions will count.
- (e) **There will be negative marking for wrong answers**, 1/3 mark will be deducted for each wrong answer.

5. **Tenure:**

The tenure of the post will be of **five (05) years**. Cooling off period between two tenures should be at least one year.

[Authority: Railway Board's letter No. E(MPP)2023/3/6 dated 04.09.2023 (RBE No 104/2023)]

6. **Teaching Allowance**

The candidates selected for the posts of Instructors who are drawn from the field for the purpose of imparting training will be entitled to draw Training Allowance as admissible from time to time and such allowance will not form part of pay, but will count for the purpose of leave salary. Present rate of training allowance is 12% of Basic Pay. [Authority: Railway Board's letter No E(MPP)2012/3/28, Dt.06.10.2017. (RBE No 79/2019)]

7. **Other General conditions**

- (i) The applicants should have good training capacity, good academic background, practical experience in teaching and capacity to prepare the course material. Also should be good communicator, sensitive to the need of people, resilient, open minded, perceptive, honest, committed and motivated. Preference will be given to the employees who have participated in the trainers training course.
- (ii) Since the post of Instructor is an Ex-Cadre post and filled on voluntary basis, no rule of reservation is applicable.
- (iii) Lien of the employees selected as Instructors will be maintained in their parent cadre.

- (iv) Candidates selected as Instructors are not entitled for any pay fixation benefit but allowed to draw Training Allowance as admissible as per extant rules in force.
 - (v) Employees working in Ex-Cadre posts and also employees who have worked in the Ex-Cadre posts including the post of Instructors in any grade and not completed the cooling-off period of one year from the date of repatriation are not eligible to apply.
 - (vi) Employees selected as Instructors will be repatriated to the parent cadre at least six months prior to the date of their superannuation OR on completion of 5 years tenure period, whichever is earlier.
 - (vii) However, they may be repatriated to their parent cadre immediately, in case their performance is not satisfactory during the period of their working in the Training Institute.
 - (viii) Selected employees will not normally be allowed to decline the post.
 - (ix) If any employee (in JE/Works category in Level-6) desires to volunteer for the post of Sr.Instructor/Works in Level-7, he has to apply in the application prescribed. However, considering the candidature of such employees for selection to the post of Sr.Instructor/Works in Level-7 will be subject to the condition stipulated in Para 2(ii) above.
 - (x) Employees can volunteer for a particular post, but not for the particular Training Center/Institute. Selected employees are liable to be posted at any of the Training Centre/Institute mentioned in Para-1 above, as deems necessary.
8. The eligible employees volunteered for the selection should be in readiness to appear for the written examinations (CBT) at a short notice treating this notification as alert notice.
9. As the subject selection is conducted by calling volunteers, no supplementary written examination will be held under any circumstances.
10. **Syllabus** for the written examination through Computer Based Test mode (CBT) for the post of Sr.Instructor/ Works is enclosed as Annexure -I.
11. Willing employees who fulfill the above eligibility conditions may submit their applications in the prescribed proforma i.e Annexure-II on or before **10.11.2025** to their respective controlling officers who may forward the applications duly verified and countersigned to the respective cadre Personnel Officer (in Divisions/Units) before **13.11.2025**. The cadre Personnel Officer of respective division with the approval of respective Branch Officer should forward the applications of all the eligible employees only in one bunch duly certifying the service particulars of the employee concerned along with DAR/SPE/Vig clearance, so as to reach APO/HQ by **17.11.2025** through a Special Messenger. It is the sole responsibility of the concerned Divisional Personnel officer to ensure and certify the eligibility of the applicant. They must ensure before forwarding the applications to HQrs. Even if no application is received from the employees by the cut-off date, a "NIL" report should be furnished to this office by the divisions concerned, so as to avoid back references.
12. Applications received from the employees directly at PCPO's Office/incomplete applications/applications received without the counter signature of the controlling officers or certification by the concerned Personnel Officers will be rejected. Applications received after due date will not be entertained under any circumstances.

13. Employees may visit S.C. Railway official website www.scr.indianrailways.gov.in for the Notification, Application Form (Annexure-II), Syllabus for the written examination (Annexure-I), Model Question Bank and also for future information i.e list of eligible employees for the selection, date & venue for the written examination through Computer Based Test mode (CBT), date for Class Room Lecture Trial etc.,

The notification may be circulated to all the staff working in SSE/Works & JE/Works categories on the divisions/units and applications submitted by the eligible staff, in the proforma enclosed, complete in all respects, may be forwarded to this office adhering with the target dates mentioned above.

This issue with the approval of the Competent Authority.

Please acknowledge the receipt.

Encl: Annexure 'I' & 'II'


(B. Venkata Subbaiah)

APO/HQ

for Principal Chief Personnel Officer.

C/- PCE/SC; CAO/C/SC; CPD/RE/SC; CTE/SC; CGE/SC; CBE/SC; CSO/SC for kind information.

C/- DPOs/SC, HYB, BZA, GNT, GTL & NED for information & necessary action.

C/- Sr. DENs/Co-ord/SC, HYB, BZA, GNT, GTL & NED ; Dy.CE/EWS/LGD

C/- SPO/C/SC; SPO/RE/SC; WPO/LGDS for inf & nec. action.

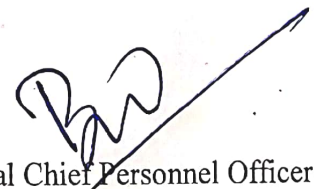
C/- Secy to PCE/SC; Secy to CAO/C/SC

C/- Principal/ZCETI/NLGD; Chief Instructor/TWTC/BZA

C/- GS/SCRE Sangh/SC; GS/SCRM Union/SC

C/- Zonal Presidents/ SCSTREA; OBC Employees Association

C/- Ch.OS/IT cell for information and necessary action in uploading the notification on SCR official website.


for Principal Chief Personnel Officer.

SYLLABUS FOR SELECTION TO THE POST OF Sr. INSTRUCTOR/WORKS
IN LEVEL-7 PAY MATRIX (GP Rs 4600/-)

PAPER-I

- 1) All chapters of IRWM.
- 2) All chapters of Indian Railway Engineering Code.
- 3) USSR, Unified Standard Specifications and preparation of rate analysis.
- 4) Knowledge of SOP, GCC and Contract Matters.
- 5) Schedule of Dimensions.
- 6) RB Guidelines on earth work for Railway Projects.
- 7) Thorough knowledge of civil engineering subjects viz., Surveying, Building Materials, Building Construction, Concrete Technology, Pre-stressed concrete Geotech Engineering, Preparation of Drawings and Estimates etc.,
- 8) Vigilance Aspects.
- 9) Engg Standing orders, RB circulars, PCE's circulars regarding Work's Matters.
- 10) Basics of Bridge Engineering and Tunnels.
- 11) Basics of P. Way Engineering.
- 12) General and Subsidiary rules.
- 13) Knowledge of Stores transactions and records.
- 14) Knowledge of Financial Matters.
- 15) Establishment topics viz., D&A rules, HOER, Leave and Pass rules, Payment of wages, EC Act etc.
- 16) Official Language Policy.
- 17) Basics of Signaling and precautions during execution of works.
- 18) Computers and their usage.

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ANNEXURE - I

APPLICATION FOR THE POST OF INSTRUCTOR/WORKS

Name of the post applied for:

Level:

1	Name of the Employee (IN BLOCK LETTERS)	:	
2	Date of Birth	:	
3	Date of Appointment	:	
4	Present Designation & Grade (Level) (Substantive) Pay Granted under MACPS should not be taken.	:	
5	Date of entry into present grade	:	
6	Length of service in the present grade	:	
7	Office/Unit/Division	:	
8	PF/NPS No & HRMS ID	:	
9	Educational/Technical Qualification (attested copies of certificates should be enclosed)	:	
10	Whether previously worked in Ex-cadre post, if so, details to be furnished viz., (a) Period of deputation/worked against ex-cadre post (b) Details of post held (c) Date of repatriation.	:	
11	Experience, if any	:	
12	Mobile Number & E. Mail address	:	

I declare that the particulars mentioned above are correct. I am fully aware that furnishing of any false/misleading information, I am liable to be taken up under D&AR.

I further declare that, I am fully aware of the conditions stipulated in the notification dated **17.10.2025** and in the event of my selection to the post; I am willing to carry out my posting orders at any of the Training Institutes on S.C. Railway as mentioned in the notification.

Station:

Date :

SIGNATURE OF THE EMPLOYEE

Forwarded to Sr.DPO/DPO/Co-Ord/ _____ duly verifying the details.

Station:

Date :

Signature of the Controlling Officer
Designation: _____

No :

Date:

Office :

Forwarded to SPO/Engg for necessary action. The above particulars have been verified with SR, other records and found correct. The Candidate is eligible for the post applied for.

The above level is granted on regular basis & not on account of grant of MACPS.

The applicant is free from DAR/SPE/Vig cases and Sr.DEN/Co-Ord/ _____ has approved to forward the application of the employee.

Signature of the Personnel Officer :

Name :

Office Seal (with stamp)

Designation :