

Annexure – II

Syllabus for the written examination of Senior Work-study & Planning Inspector (Ex-cadre) in Grade Pay ` 4600/-, Level-7 of 7th CPC Pay Matrix notification issued under CPO/SC's letter No. SCR/P-HQ/227/E-Admn/SW&PI/Vol. III dated 24.10.2025.

1. GENERAL RULES

- a) Hierarchical set up and line of control of Planning Department at Zonal level and at Railway Board.
- b) Manpower Planning
- c) Work study
- d) Manpower Bank
- e) Benchmarking
- f) Operating Ratio
- g) (i) Rightsizing of Manpower-effort by different departments of Railways.
(ii) Effect of Computerisation in the working of Railways.

2. ESTABLISHMENT RULES

- a) HOER
- b) Leave Rules
- c) PNM, Industrial Relations
- d) Retirement benefits

3. STORES & FINANCIAL RULES

- a) Parliamentary control over Railway Finance – Public accountability, Cansons
- b) Financial Planning, Budgeting and financial reviews
- c) Works programme – Financial justification of works surveys, preparation of estimates.
- d) Purchase and Stores keeping procedure – Inventory control and A, B, C analysis
- e) Financial and cost control in Railway workshops

4. ENGLISH

General English – Question should be set so as to test the vocabulary and assess the ability of the candidate to conduct a study independently and prepare a report properly.

5. RAJBHASHA (OPTIONAL QUESTION)

- a) Official Language Act
- b) Incentive schemes for propagation of Rajbhasha usage
- c) Measures for implementation of official language Act.

6. Proficiency in Computer

- a) MS Office : Proficiency in Word, Excel , Power Point, and Outlook for document creation, data analysis, presentation design, email management, HRMS, E-Office, IPAS and UMID.
- b) Net Browsing : Ability to effectively use the internet for research, online communication, and accessing digital resources

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