



No. SCR/P-HQ/227/E-Admn/SW&PI/Vol-III

Date: 24.10.2025

ALL CONCERNED

Sub: - Filling up of **One** (01) post of Senior Work study & Planning Inspector (Ex-cadre) in Grade Pay Rs.4600/Level-7 of 7th CPC Pay Matrix in SDGM/Plg/O/SC.

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- 1.0 It is proposed to fill up **One** (01) post of Senior Work Study & Planning Inspector (Ex-cadre) in Grade Pay 4600/-, Level-7 of 7th CPC Pay Matrix in SDGM/Plg/O/SC by calling volunteers on **tenure basis for a period of 4 years.**
- 2.0 The post of Senior Work-Study & Planning Inspector (Ex-cadre) in Grade Pay Rs.4600/-, Level-7 of 7th CPC Pay Matrix is classified as selection post and Volunteers are called from all the departments, with the following eligibility conditions.

The eligibility criteria :

- a) Employees should have put in at least 10 years of regular service as on the **date of notification.**
- b) Should be below the age of 50 years as on the **date of notification.**
- c) Volunteers applying for the post of Sr.WSI should be working in Grade Pay Rs.4600/-, Level-7 of 7th CPC Pay Matrix on Regular/Substantive basis(not MACP). The employees in level-6 (GP-4200/-) will also be considered for selection, but their candidature for empanelment would be considered only in case of sufficient number of employees in Level-7 (GP-4600/-) are not found suitable for consideration and as per the administrative requirement..
- d) Should be prepared to proceed extensively on tour, whenever required.
- e) The employees who are presently working against Ex-cadre posts are not eligible to apply for the above posts. They will be eligible to apply for the above post only on completion of tenure in the ex-cadre post vide Railway Board letter No.E(NG)/I-2020/PM14/3 New Delhi dated 13.10.2021.
- f) The supervisory officials are advised not to forward the applications of such staff as mentioned at sub para-e above.
- g) Should be fluent in English and capable of writing reports independently.
- h) Should have flair Knowledge for analyzing problems critically and coming to rational conclusions regarding available manpower.
- i) Should have adequate working knowledge in operation of computers i.e working on Word/Excel/Power Point/ HRMS/E-Office etc.
- j) Should have Working Knowledge of all departments.
- k) Employees of all departments possessing Degree (any discipline) or Diploma holders as minimum qualification are eligible to apply. However, preference will be given to Graduates/Diploma holders in any of Engineering discipline.

ContdP/2

- l) Employees once selected and posted as Senior Work Study & Planning Inspector (Ex-cadre) will not be permitted to refuse the promotion order.
- m) The post of Senior Work Study & Planning Inspector is an Ex.Cadre post and its tenure is valid for a period of four (04) years and after completion of tenure period the employees will be repatriated to their parent post /Department/Division/unit. However, they are also liable for repatriation before completion of the tenure period at any time based on their performance or otherwise on administrative interest or on their promotion in their parent cadre.
- n) In terms of RBE NO. 132/2006, 34/2023 & 149/2023, the fixation of pay of running staff regarding reckoning of 30% pay element not applicable.
- o) The selected employees may have to undergo course on work study, if required.

3.0 Method of selection:

3.1 The selection consists of Computer Based Test (written examination) and perusal of records i.e., Service Register and APARs by the committee.

3.2 The prescribed percentage of marks are as under:

Factor/Headings	Maximum Marks	Qualifying Marks	No relaxation applicable for SC/ST employee as it is an Ex-Cadre post.
a) Professional Ability (by Computer Based Test)	50	30	
b) Record of Service	30	18	
Total	80	48	

3.3 The question paper will be set in terms of Railway Board's letter No.E(NG)1/2018/PM1/4 dated 14.12.2018 (RBE No.196/2018), and will be 100% objective type.

3.4 In terms of Railway Board's letter No.Hindi-B1/OL-14/12 dated 14.01.1982 Computer Based Test (written examination) shall contain question on Official Language policy and Rules for 10% of the total marks prescribed.

3.5 An employees should obtain a minimum of 60% in the Computer Based Test (written examination) and 60% in aggregate, to be placed in the panel. As per Railway Board's letter No.E(NG)1-2005/PM1/20 dated 17.06.2005, panel will be purely on merit with reference to aggregate marks obtained by the employees in the Computer Based Test (written examination) and perusal of records.

3.6 There will be negative marks. i.e. 1/3 mark will be deducted for each wrong answer, in the Computer Based Test (written examination).

4.0 Application procedure :

4.1 Employees who fulfill the above conditions and desires of applying for the post may submit their applications in the prescribed proforma attached as Annexure-I, together with attested copies of certificates in support of their Educational / Technical qualifications etc. to their Supervisor/controlling officers on or before 18.11.2025.

4.2 The controlling officer i.e, in personnel Branch Divin/units, after scrutiny, will forward these applications which are found to be in order to reach this office on or before **25.11.2025** to under signed. In complete applications received after the due date and those applications received directly in this office will be rejected.

4.3 The date and venue of Computer Based Test (written examination) will be notified later. Wide publicity may be given amongst the staff working under your control.

5.0 SYLLABUS

The syllabus for this examination is enclosed in Annexure II and the model question bank can be accessed on SCR Website.

6.0 GENERAL INSTRUCTIONS.

6.1 Cadre Controlling Officers of all departments at divisions/units including Head Quarters should ensure that the notification is brought to the notice of all concerned.

6.2 List of eligible employees for participating in Computer Based Test (written examination) would be published after the scrutiny of the applications.

6.3 On completion of the Computer Based Test, pleading ignorance of the date of CBT will not be accepted under any circumstances. The employees who have responded to this notification are also equally responsible to attend Computer Based Test on the scheduled date and time on the date to be notified, provided they are found eligible. This being ex-cadre selection, there will be no supplementary CBT, since the selection is by calling volunteers.

6.4 It shall be noted by all the applicants that purely based on the declaration given by them in the application they will be admitted for Computer Based Test (written examination) in the event of the employees making false declaration on Educational qualifications, or for any false declaration they will be taken up under RS(D&A) rules. Therefore employees are advised to ensure that they are eligible for the selection with regard to conditions at Para -2 before submitting the applications.

Last Date for receipt of applications at Divisions/units is 18.11.2025.

Last Date for receipt of applications from Divisions to Headquarters is 25.11.2025

6.5 Applications received after the last date should not be accepted and forwarded by the Divisions and Units.

6.6 Cadre Controlling Personnel Officer shall verify the particulars of the applicants and forward eligible applications only in one bunch duly certifying the service particulars along with DAR/SPE/Vig. clearance to the undersigned on or before **25.11.2025** with a covering letter, duly mentioning the Name and Designation of the applicants to the below mentioned address. It is also advised that the list in Excel format may be sent through e-mail in Railnet to the website address <https://scr.indianrailways.gov.in> also.

PCPO's Office, Headquarters, 4th floor, (Admn Section)

South Central Railway, Railnilayam, Secunderabad-500 025.

6.7 If there are no applications from the eligible employees from any Divn/Unit, cadre controlling Personnel Officer concerned shall sent a **NIL** report without fail, by the last date.

6.8 Wide Publicity of this notification may be given among the staff.

[S.N Haq]

Secy.to PCPO

Encl: Annexure- I Proforma & Annexure -II Syllabus.

for Principal Chief Personnel Officer

Annexure – I

Application for the post of Senior Work-study & Planning Inspector (Ex-cadre) as per CPO/SC's
letter No. SCR/P-HQ/227/E-Admn/SW&PI/Vol. III
(last dated 18.11.2025)

1. Name of the Employee :
(In Capital letters)
2. Designation :
3. Scale/level of the post presently working:
4. Department and office in which Working :
5. Date of Birth (DD/MM/YYYY) :
6. Date of Appointment :
7. Date of entry into present grade :
8. Date of superannuation :
9. Service particulars on regular measure:

Designation	Scale	DOE

10. Educational qualifications (attested copies of certificates to be enclosed) :

(d) Graduation :

(e) Any Specialization :

(f) Work study course completed :
(If so, please enclose a copy)

11. Knowledge in Computer :
12. PF No. /HRMS id :
13. Contact No. (Rly/CUG/Cell) :

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

Place:

Date:

Signature of the employee

Signature of the controlling office

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 personnel officer
Designation & Office Seal

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