

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: 29.12.2023

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.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, against 35% quota in Personnel Department of SC Division. calling volunteers from all Departments of SC Division (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 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

- 1.1 In terms of Railway Board's letter dated 10.09.2014, the vacancies under 50% Personnel Branch quota are diverted to 35% quota to be filled by eligible staff of all Departments due to non availability of eligible Sr.Clerks in Personnel Branch of SC Divn.
2. Applications are invited from the eligible serving employees of SC Division (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 PCPO/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.
 - 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) Post Graduate Diploma in Human Resource Management provided that its curriculum includes relevant papers in Personnel Management (RBE No.52/2022)

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- f) MBA with paper(s) in personnel Management awarded by an Institution recognized by Government of India
g) MBA/HR [RBE No.11/2020]

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 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 and Level-4 with 5 years of service in the respective Levels in case the higher Level does not fall in the normal line of advancement otherwise 5 years of service together in these Levels.
- 3.4 Staff in the Level-5 and Level-4 who are graduates irrespective of the length of service in these Levels 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 and Level-2 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 and joined the post shall not be allowed to seek repatriation to their parent cadre (exceptions- administrative grounds like contraction of cadre, unsatisfactory 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 date of issue of notification.

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

5 MODE OF SELECTION , EMPANELMENT AND QUALIFYING MARKS
(Railway Board's Lr.No.E (NG) I/2000/PM1/41, dated 20-08-2003,
SC.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. There will be no classification of candidates as 'Outstanding'.

5.5 Formation of panel shall be provisional and is subject to outcome of ongoing litigations/court cases on the earliest.

6. Syllabus: Sample Question bank placed in the SCR Web site- www.scrindianrailway.gov.in in Secunderabad Division
Comprising :

- General Knowledge;
- Establishment Matters/Rules/Procedures;
- Labor Legislation;
- Staff amenities
- Aptitude
- Industrial relations, Legal establishment matters, Industrial/Labor Laws, Staff grievance redressal system and Staff Welfare.
- Discipline and Appeal Rules implementation of action arising out of vigilance matters and conduct rules
- Settlement and Management of post retirement benefits.
- Information Technology/Computer knowledge
- Official language policy and Rules (Optional)

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. (RBE No.194/2019)

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.

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- 7.5 The Question paper will be 110 questions including 10 marks official language policy and rule (optional) .If candidates write more than 100 questions first 100 questions only will be evaluated.
8. Question Bank:
- 8.1 In terms of Railway Board's Lr.No.E(NG)I-2006/PM1/34, dated 06.11.20 CPO/SC's S.C.No.196/2006, updated Sample 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 in Secunderabad Division.
- 8.2 It is further advised that there will not be any mandatory limit of questions from the sample question banks.
- 8.3 The controlling officer/supervisor has to ensure that the sample question bank is circulated to all the eligible staff and holding of selections will not be postponed/delayed due to non-circulation of sample question banks.
- 8.4 Sample 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 sample 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	25.01.2024
Tentative Date of publication of eligibility	09.02.2024
Tentative Written Examination date	24.02.2024
<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 in Secunderabad Division
- 9.4 **This notification itself is treated as alert notice for the written examination.**

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, PCPO/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

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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 have to submit their applications in prescribed proforma to their controlling supervisors on or before 25.01.2024. The controlling officer has to forward all the applications in one bunch to Sr.DPO/O/SC on or before 30.01.2024. Applications received after the due date or with incomplete information will be rejected.

Encl: As above.


(K.RASANA DEVI)
DPO/SC
for Sr.Divl.Personnel Officer/SC

Mobile No	
Email id	
HRMS ID	

ANNEXURE-B

APPLICATION FOR SELECTION TO THE POST OF STAFF & WELFARE INSPECTOR IN LEVEL-6 OF 7TH CPC PAY MATRIX AGAINST 35% QUOTA OF SC DIVISION.

1. Name of the Employee
2. PF.No.
3. Designation / place of working:
4. Date of Birth(In Christian Era) :
5. Community : SC/ST/ UR
(In case of SC/ST attested copy of the cast certificate to be enclosed)
6. a) Date of Initial Appointment :
- A) Appointed as :
- B) Level :
7. a) Present Designation & Level :
b) Date of entry in present Level :
c) Non-Fortuitous service in Level as on date of issue of Notification

Affix recent photograph attested by controlling Officer

Name of the Post & Level	Period		Total Service		
	From	To	Years	Month	Days

8. Educational Qualifications:
(Attested Copies of Certificates to be enclosed)

I hereby declare that the particulars 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 Staff & Welfare Inspector and posted as such, I will not seek reversion to my substantive post and unit.

Date:
Station:

Signature of the Employee
Name :
Designation:

Forwarded to Sr.DPO/O/SC for further action
Letter No.

Date:

It is certified that the particulars furnished above by the employee are correct and verified with the records available in this office.

Signature of the Controlling Officer
Designation and Office Seal

