

सवारी डिब्बा कारखाना /INTEGRAL COACH FACTORY, चेन्नै /CHENNAI-38.

No.PB/S1B/5/252/LDCE

मु.का.धि. का कार्यालय,
Office of the CPO,
दिनांक/Dated: 29/06/2015

Ch.WI/G/Shell & Fur., Ch.OS/Admn/PB

विषय/Sub: Selection for the post of Chief Staff & Welfare Inspector in
Pay Band Rs.9300-34800+4600GP against 20% LDCE quota.

It is proposed to conduct a selection for filling up ONE (UR) vacancy of Chief Staff & Welfare Inspector in Pay Band Rs.9300-34800+4600GP through 20% LDCE quota.

2.Eligibility Criteria:

Serving Graduate Staff & Welfare Inspectors with a minimum of two years regular service in Pay Band Rs.9300-34800+4200GP. The employees should fulfil the eligibility criteria as on the date of Notification.

3.Mode of Selection

(i) The selection will consist of a written examination (based on the syllabus furnished in the Annexure-II.) and assessment of service record. While 85% weightage will be given to the performance in the written examination, 15% weightage will be given to service records.

(ii) There will be one question paper which will be of the standard as for direct recruitment to equivalent level of posts. The question paper would also contain questions on objective type as per extent rules.

(iii) The selection will be based entirely on merit with reference to marks obtained by the candidates in the written examination and service records. Those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. Further, the service records of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed.

Contd....

4. How to Apply:

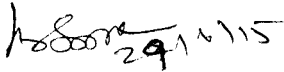
The contents of this circular may be notified to all the eligible staff working under your control including those Staff & Welfare Inspector who are on leave, sick etc and also those who have been posted to canteen and applications in the proforma enclosed received may be forwarded in one lot so as to reach the undersigned on or before **08/07/2015**. **Those who had applied based on earlier Notification should also submit their application again.**

5. Date of written examination : Written examination in connection with the above selection would be held on Sangam Hall, Personnel Branch on **05/08/2015 (Wednesday)**. No Supplementary examination would be conducted under any circumstances for the absentees.

6. Training of Successful candidates

The employee who is selected as Chief Staff & Welfare Inspector against LDCE quota will be required to undergo 21 days training in a Personnel Training Centre/Jodhpur. The candidate will have to successfully complete the training/course before he/she is put on a working post, for which a prescribed examination at the end of the training course will be conducted

Encl: Annexure I & II.


सहायक कार्मिक अधिकारी /राज
Asst. Personnel Officer/Gaz.

Copy to: SPO/Welfare for information.
Ch.OS/Confidential - for necessary action.

Annexure-I

**APPLICATION FOR PROMOTION AS CHIEF STAFF & WELFARE
INSPECTOR IN PAY BAND RS.9300-34800+4600GP THROUGH LDCE QUOTA.**

- 1) Name (in BLOCK LETTERS) :
- 2) Emp.No. :
- 3) Designation :
- 4) Whether belonging to SC/ST Community :
- 5) Educational Qualification :
- 6) I here by opt to write the examination : ENGLISH/HINDI

Date :

Signature of the applicant

Forwarded to Personnel Branch

ANNEXURE-II

**SYLLABUS FOR THE POST OF CHIEF STAFF & WELFARE INSPECTOR IN
PAY BAND Rs.9300-34800+4600GP UNDER LDCE QUOTA**

1. Writing skills.
2. RLT Award & Hours of Employment regulations
3. Welfare activities for Railway employees:
 - a) Staff Benefit Fund
 - b) School policy on railways.
 - c) Cultural activities.
 - d) Recreation Centers and Clubs
 - e) Handicraft Centers
 - f) Canteens
 - g) Co-operative Stores/Societies.
 - h) Sports activities
 - i) Scouts & guides
 - j) Holiday Homes.
4. Employment on compassionate Grounds.
5. Medical examination of Railways employees, Medical decategorisation and absorption of medically decategorised staff.
6. Loans and Advances available to Railway employees.
7. Man-power planning
 - a) Vacancy Bank Register.
 - b) Bench-Marking
 - c) Creation of posts.
 - d) Supernumerary posts.
 - e) Redeployment of surplus staff.
8. Uniform Policy
 - a) Eligibility of staff
 - b) Periodicity of supply of uniform
 - c) Procedure for change in classification
9. Pay & allowance
10. Pass Rules
11. Railway Pension Rules
12. Leave Rules.
13. Grievances Redressal Machinery
14. Recognition of Trade Unions, Permanent Negotiation Machinery, Dealing with unrecognized Unions/Associations, Facilities to Office bearers of recognized Unions/Associations.
15. General Conditions of service.
16. RELHS.
17. Labour Laws.
18. RTI Act, 2005