



Chw/Sl B
for M/A
Asst
13/4/15

SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch
Chennai – 600 003.

No.P (S) 535/III/CLAVol.III

Date: 13.04.2015

PCE, CAO/CN/MS, COM, CTPM, CCM, CME, CEE, CSTE, COS, CMD, CSE, CSO/MAS, CVO/MAS, SDGM, CPO/ICF, COS/PER, CEE/CN/MS, CAO/MTP/MS,, CPM/RE/MS, CSTE/CN/MS, CAO/MTP/MS, CPM/RE/MS, CSTE/PROJ/MAS, DY.CPLO/CPRO/MAS, FA&CAO/CN/MS, WST/PER, MTP/MS, CEWE/PER, CWM/GOC, LW/CW/PER; WPO/GOC, DGM/G, DGM/Law, DRM/P/MAS, TPJ, MDU, PGT, TVC & SA, DY.CMM/GOC, GSD/PER, MSD/PER CEWE/PER, & GOC, DY.CE/EWS/AJJ, SR.DEE/RS/AVD, AJJ, TBM, MD/RH/PER, CWM/CW/PER, LW/PER, GOC, CEWE/PER, CPM/RE/MS, Chairman/RRB/MAS & TVC, Chairman/RRT/ Chennai, Chairman/RCT/Chennai & Ernakulam, Chairman /RRC/MAS, Dy.CE/EWS/AJJ, ,GSD/PER, MD/RH/PER, MPS/RPM.

NOTIFICATION

Sub: Notification for filling up of vacancies of Chief Law Assistant in Pay Band Rs.9300-34800 with GP Rs.4600 against 60% Promotional Quota- General Selection.

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Applications are invited from eligible employees for the post of Chief Law Assistant in Pay Band Rs.9300 – 34800 + GP Rs.4600/ except RPF cadre against 60% Promotional quota vacancies by General Selection.

1.0 VACANCIES

1.1 The number of vacancies assessed for the above selection is as under.

UR	SC	ST	TOTAL
2	1	0	3

2.0 ELIGIBILITY CRITERIA

- 2.1 Serving Group 'C' employees (Except RPF Personnel) working in PBRs.5200-20200 +GP Rs.1900 and above and up to including in PB Rs.9300-34800+GP Rs.4200 having 5 years regular service as on 13.04.2015 and possessing qualification of Graduation in Law(LLB or BL), the degree either under 11+1+3+3 years stream or under 10+2+3 +3 or under 10+2+5 years stream from a recognized University.
- 2.2 Degree obtained by Under Graduate or Post Graduate directly from Open University or other such institutions without 11+1+3+3 or 10+2+3+3 or 10+2+5 stream will not be eligible. The LLB or BL obtained without class room study are also not eligible as per the provision of The Bar Council Act. Those applicant employees applied contrary to the above condition; such applications will be summarily rejected.
- 2.3 selection is conducted in terms of Railway Board's letter No.E(NG)I-98/PM20/1 dt.16.10.2000 (RBE No.180/2000), No.E(NG) 1-2005/PM1/20 dated 17.06.2005 and PBC 50/2006 also.

3.0 Cut off date for eligibility will be the date of issue of Notification in terms of Rly Bd's letter No. E(NG) 1-2005/ PM1/52 dated 22.08.06(PBC.155/06) i.e. 13-04-2015.

4.0 SELECTION PROCEDURE

4.1 Selection shall consist of Written Examination and viva voce and percentage of marks as under: (PBC No.50/2006)

Factors/Headings	Maximum Marks	Qualifying Marks
(i) Professional ability	35}	30
(ii) Viva voce	15}	
(iii) Record of service	30	-
Total	80	48

- 4.2 There will be one question paper consisting of two parts, objective type and descriptive type as Part-I and Part-II respectively. Standard of the examination would be that for direct recruitment to Graduate level of equivalent posts.
- 4.3 In terms of Railway Board's letter No.E(NG)1/2006/PM1/18 dated 30.08.2006, the Written test consists of objective type of questions for about 45 to 55% of the total marks.
- 4.4 Written Examination for the objective type questions will be in Part-I and Part-II will be descriptive type. Question papers will be in English &, Hindi.
- 4.5 Answer in descriptive type will be permitted in English, Hindi. Answering in other languages would not be permitted and would be treated as invalid.
- 4.6 Employee should opt the language for answering the descriptive type in the application in the prescribed column. Option once exercised is final and if no option is exercised, it will be presumed that applicant opted for 'English only'
- 4.7 In terms of Railway Board's letter No.Hindi-81/OL-14/12 dated 14.01.1982, Written Test shall contain questions in Official language policy and Rules for 10% of the total marks prescribed and that it can be included in both the parts or in any one part.
- 4.8 As per Railway Board's letter No.E(NG) 1-2005/PM1/20 dated 17.06.2005, selection will be based entirely on merit with reference to aggregate marks obtained by the employees in the Written Examination. Minimum qualifying marks for written examination to call for Viva-Voce is 60%. The employees who secure the requisite qualifying marks will be called for Viva-voce and placement in the panel would be drawn in the order of merit based on the 60 % aggregate Marks obtained in the written examination and Viva-voce.
- 4.9 The panel of successful employees will be in the order of merit as per para 4.8 to the extent of vacancies notified, with relaxation if required for SC/ST employees for reserved posts as per Railway Board's letter No 91E(SCT)41/1, dt. 19-11-1993.

5.0 SYLLABUS

The syllabus for this examination is enclosed in ***Annexure – I***.

6.0 GENERAL INSTRUCTIONS

- 6.1 Cadre Controlling Officers, including Personnel Officer, should ensure that the notification is brought to the notice of all concerned and only eligible applications are forwarded.
- 6.2 List of eligible employees for participating in written examination would be published after scrutiny of the applications.

- 6.3 After the Written Examination is over, pleading ignorance of the date of written examination will not be accepted under any circumstances. The employees who have responded to this Notification are also equally responsible to attend Written Examination on the scheduled date and time or on the date to be notified, provided they are found eligible. For any enquiry, **Ch.OS/NGS/Comml Section** on Railway telephone number **23538 may be contacted.**
- 6.4 It shall be noted by all the applicants that purely based on the declaration given by them in the application and the attested photo copies of documents, they will be admitted for written Examination. In the event of employees making false declaration of Educational qualifications, they will also be taken up under D&AR for major penalty. Therefore employees are advised to ensure that they are eligible for the selection with regard to Educational Qualification, number of years of regular service (sub-paras of para 2.0), etc. before submitting the applications.
- 6.5 **Photo copies of all documents regarding Educational Qualification from Matriculation to Law Degree and community certificate shall be enclosed. Mere entries in the 2nd page of Service Register for the above will not entail the applicant eligible for admission for selection. Such incomplete applications will be rejected by the cadre controlling personnel officers/officers without any notice.**

LAST DATE OF ACCEPTING & FORWARDING OF APPLICATIONS: 13-05-2015

- 6.6 All eligible employees should submit their applications, as per the proforma attached as **Annexure - II** on or before the closing date to their respective Divisions and Units. Copy of the application is also available along with notification in HQ Personnel Branch notification website at <http://10.5.2.32/www/HQRS/personnel/PBC/Website/HqpbMain.htm>.
- 6.7 Applications received after the last date should not be accepted and forwarded by the Divisions and Units.
- 6.8 Cadre Controlling Personnel Officer shall verify the particulars of the applicants and the required Photo copies of the documents. Only after ascertaining the above; the **eligible applications in one bunch** with a covering letter, duly mentioning the Name and Designation of the applicants, shall be forwarded to the below mentioned address along with one soft copy in CD in Excel format to be forwarded. It is also advised that the list in Excel format may be sent through e.mail in Rail net to the mail address spothq@sr.railnet.gov.in also.

“Senior Personnel Officer/Tfc, CPO’s Office, Headquarters, Southern Railway, Park Town, Chennai – 600 003.”

6.J Tentative schedule of the selection will be as follows:

- | | | |
|--|----|--------------------|
| 1) Last date for submission of Applications to the respective Cadre Controlling Officers by the applicants | -- | 13 -05-2015 |
| 2) Last date for receipt of Applications at CPO/O/MAS after due verification by the Cadre/Personnel Officer | -- | 18 -05-2015 |
| 3) Date of publishing the final eligible list of Employees for the Examination | -- | 26-05-2015 |
| 4) Date of Written Examination (Venue of the Written Examination will be at RMHSS/PER) | -- | 21 -06-2015 |
| 5) Date of publishing written Examination results | -- | 03 -07-2015 |



- 6) **Date of Viva-voce** -- **17-07-2015**
- 7) **Date of publishing the select list** -- **20-07-2015**
- 7.0 **The Chief Law Assistant cadre has their own regular channel of promotion. Hence, such of those who are promoted as Chief Law Assistant on their being selected by duly constituted Selection Board should seek their promotion only in that cadre and they cannot ask for transfer back to their parent cadre even on promotion simply because they retain their lien in the cadre till their regularisation.**
- 8.0 It may be noted that the applications received directly at this Office, or through Division/Units after the last date will not be accepted.
- 6.1 If there is no applications of the eligible employees from any unit, Cadre Controlling Personnel Officer concerned shall send a "NIL" report.
- 6.2 Wide publicity of this notification may be given among the staff.


 (K. MANICKARAJ)
 Senior Personnel Officer/Tfc
 For Chief Personnel Officer.

Encl: Annexure I, II & Hall Ticket.

Copy to : CPO, CPO/Admn, CPO/IR – for kind information.

Dy.CPO/Gaz, Welfare, HQ, CN/MS, CW/PER,

Dy.CPO Stores/PER & RRC/MAS, MTP

Sr.DPO's/DPO's MAS, PGT, TPJ, MDU, TVC & SA.

WPO/GOC, LW/PER & S&T/PTJ, WPO/CEWE/PER, ,

APO/TM/RPM EWS/AJJ. ALL Cadre Officers/HQ,

GS/SRMU, GS/DREU, GS/AISC/STREA, GS/AIOBCREA.

Notice Board.

S&WI/Computer section for uploading the notification in the website.

Syllabus for the post of Chief Law Assistant in Pay Band Rs.9300-34800+GPRs.4600+GP Rs.4600.

1. General knowledge of all statutes, which are frequent application for Railway working.
2. Intimate knowledge in procedural Law (CPC and Rules of Practice Evidence Act., Railways Act., Contract Act), Provisions of Constitution regarding employment and protection given to Government servants Limitations Act, Labour Laws, W.C. Act, Payment of wages Act, Arbitration Act, Taxation enactments (Sales Tax Municipality etc)
3. General knowledge of the Railways, working in various branches with special reference to.
 - a) Commercial Branch : Claims, Rates and Development.
 - b) Personnel Branch : DAR cases, settlement cases, with reference PF and Pension Rules, Official language.
 - c) Accounts Branch : Disposal of Attachments and prohibitory orders from Court.
 - 4) Works Branch : Executive of agreements Indemnity Bonds, Power of Attorney, Guarantee Bonds etc.

6
Selection to the Post of Chief Law Assistant
No.P(S)535/III/CLAVol.II dt. .04.2015

HALL TICKET

Roll No. _____ (To be filled by NGS/Comml. section/
CPO/O/MAS)

paste (Not older
than one month)
Passport size
photograph to be
attested by
Controlling
Officer/Supervisor
Official with seal

(To be filled in by the employee) :

Name :

Date of Birth :

P.F. No. :

Present Designation & Station :

Signature of Employee :
(if not signed, will be rejected)

Employee's signature is attested

Signature of Controlling
Officer/Supervisor :

Name :

Designation :

Office :

(Counter attestation to be made by Headquarters office-NGS/Comml.section)

This employee has been admitted for the written examination held
on..... at RMHSS/PER.

Roll No.

Signature :
Designation:
Office seal

ANNEXURE-II

**APPLICATION FORM FOR THE POST OF CHIEF LAW ASSISTANT IN
PAY BAND RS.9300-34800+GP. RS.4600**

1	Name			
2	P.F. No.			
3	Date of Birth			
4	a) Date of Initial Appointment			
	b) Date of Regular Appointment			
5	Present Pay Band and Grade Pay			
6	Date of Entry into the Present Pay Band +GP(on regular basis)			
7	Present Designation and Station & Date of entry			
8	Division / Workshop / Unit Name			
9	Lien Maintained in	Dept:	Division/Units:	
10	Educational Qualification (Enclose Self attested Xerox copies with date)	Graduate		
		Post Graduate		
11	Community (Tick mark indicating SC or ST or UR- For SC/ST self-attested Xerox copy of Permanent card to be attached).	SC	ST	UR
		Number of years of service completed as on		
12	CATEGORY	Years and Months	Remarks	
13	Indicate the Option for writing exam (Write Hindi or English)			
14	Contact Phone/Mobile No.	Rly	CUG/ Personal	

paste (Not older than one month) Passport size photograph and to be attested by supervisor

DECLARATION BY THE APPLICANT

I hereby declare that all the particulars given in the application are true and correct to the best of my knowledge and belief. I am having the qualification -----
----- (quote the qualification) and I belong to -----(quote the Community SC/ST Only-Others NIL). I am aware that in the event of particulars or information given herein on my Educational Qualification, Community designation etc, being found false or incorrect I know that I am liable to be taken up under D&AR for major penalty proceedings, apart from my application being rejected.

*Signature of the employee:

Place:

Name :

Date :

Desgn. :

Division/Unit :

* If not signed, the application will be rejected

16/04/15
2126/S.R.H

Certified and forwarded to: _____

The service particulars furnished by the employee in his Application Form [Sl.No.: 1 to 13] are verified with the entries available in the SR and found correct. It is also certified that the employee is fulfilling the eligibility conditions prescribed for this selection.

***Signature of the Personnel Officer:**

Place:

Name :

Date :

Desgn. :

Division/Unit

Office seal

NOTE.

The Cadre Controlling Personnel Officer while forwarding the applications should thoroughly check the details furnished in the application with the SR's and other records. Any discrepancy / irregularity found at a later date of the service particulars particularly Educational Qualification / Community / Date of Entry into the present grade etc, will be viewed seriously and liable for Disciplinary Action.