

सवारी डिब्बा कारखानाए चेन्नै . 600038
INTEGRAL COACH FACTORY, /CHENNAI-38

No.PB/G/S1B/5/Misc/XVII

मुख्य कार्मिक अधिकारी का कार्यालय,
Office of the
Chief Personnel Officer,
दिनांक Dated: 15/06/2015

Dy.CPO/II, SPO/Bills, SPO/Welfare, CSC, AO/Time Office,

Sub: Selection for the post of Staff & Welfare Inspector in Pay Band Rs.9300 – 34800 + Rs.4200 under 50% quota optee Sr.Clerks of Personnel Department

It is proposed to conduct a selection to fill up 2 (UR) vacancies of Staff & Welfare Inspector in Pay Band Rs.9300 – 34800 + Rs. 4200 GP from amongst the Sr.Clerk of Personnel Dept. in Pay Band Rs.5200 - 20200 + Rs.2800 GP. (50 % optee Sr.Clerk quota of Personnel Department) as per the instructions contained in Board's letter No.PC-III/2003/CRC/6 dt.09/10/2003.

2. **Eligibility Criteria:** Sr.Clerk of Personnel seniority unit in Pay Band Rs.5200-20200 + Rs. 2800 GP. with 3 years service in the grade in terms of Board's letter No.PC-III/2003/CRC/6 dated 09/10/2003. The three year service will be reckoned as on date of issue of this notification.

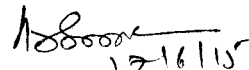
3. **Mode of Selection:** The selection consists of written test wherein objective type questions will be up to 50% (in the range of 45% to 55%) of the total marks for the written examination. In terms of para 219 (g) of IREM, the distribution of marks would be as under.

Factors/Headings	Maximum Marks	Qualifying Marks	Remarks
Professional Ability Written test	50	30	Question paper would be set for 100 marks and the marks secured converted for 50.
Record of service	30		
Seniority	20		
Total	100	60	

Syllabus for the above selection is enclosed as Annexure-A.

4. **Nature of Duties :** The nature of duties of the post of Staff & Welfare Inspector involves frequent travelling within station and also to outstations at short notice. The selected incumbent should be prepared to proceed to outstations on duty at short notice.

5. **How to apply & Last Date:** Application should be submitted in the proforma as in Annexure 'B' to their controlling Officers/Supervisors well in advance and the supervisory officials will forward the applications to APO/Gaz in one lot on or before 15/07/2015 (Wednesday) certain. Applications received after the last date will not be entertained under any circumstances.


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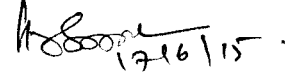
6. Written test :- The written test will be held on 12/08/2015 (Wednesday) at Technical Training Centre/ICF between at 10.00 Hrs and 13.00 Hrs.

6.1 If any of the employees wishes to write the written test in Hindi language, they should exercise their option in writing along with the application.

7. Pre-promotional classes: As the vacancies are unreserved, no Pre-promotional classes would be conducted

8. Empanelment: Being promotional quota, the final panel would be formed as per seniority in terms of para 219 (i) of IREM from amongst employees who qualifies in the written test and scrutiny of records.

This Circular may please be given wide publicity.



सहायक कार्मिक अधिकारी/

Assistant Personnel Officer/Gaz

Encl: Annexure A & B

**Copy to: Ch.OS/Admn, Ch.OS/CBS, Ch.OS/ICF Hospital ,
Ch.OS/Security Commissioner, Ch.OS/TO/S & F.**

Syllabus for the post of Staff & Welfare Inspector in pay band
Rs.9300 – 34800 +4200 GP

I. ORGANISATION SET UP OF RAILWAYS.

1. Present status of Railway as a Transport organization and social responsibilities evolving trends.
2. Organization of Railways, various units, departments, Divisionalisation, Decentralization of authority. Role of Personnel Department vis-à-vis other Branches.
3. Manpower Planning, Training, Benchmarking.
4. Establishment Manual, Codes, Pension Manual, Training Manual, provisions and Rulings, policy circulars, Schedule of Powers with respect to establishment matters..
5. Important registers & forms in office: and at stations/depots. Files & their maintenance, single file System & its advantages, Dak system, registration.
6. Computerization of Personnel Dept, PRIME & AFRES.
7. Budget, Parliamentary questions, VIP/CA iii references, MP/MR references.

II. ROLES AND DUTES OF STAFF & WELFARE INSPECTORS.

1. Grievance handling machinery on Railways.

III. ESTABLISHMENT RULES.

1. Seniority Rules and Reservation Rule applicability.
2. Promotion by selection & non-selection, suitability tests, trade test, Adhoc and officiating, refusal of promotion and its effects.
3. Pay fixation on promotion/in ex-cadre/under Pay Commission, stepping up of pay, regular and supplementary bills.
4. Increments, special increments.
5. Allowance particularly HRA, CCA, TA&DA, Composite Transfer Grant, dual charge and officiating allowance, honorarium, Running Allowance.
6. Advance from PF and other Advances/Loans.
7. Medical decategorisation and alternative employment.
8. Maintenance of service records and leave accounts, leave rule.
9. Pass rules, pass accounts, Conduct Rules.
10. Discipline and Appeal Rules.

IV. CASUAL LABOUR/SUBSTITUTES/ACT APPRENTICES..

1. Casual labour and substitutes – their engagement, rules and procedure.
2. Recruitment & Live casual labour registers and their maintenance.
3. Screening of casual labour and substitutes, verification of working days, casual labour cards.
4. Temporary status, benefits to casual labour/substitutes.
5. Training of apprentices under Apprentices Act.

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V. LABOUR LAWS.

1. Labour laws on Contract Labour,
2. Workman's Compensation Act.
3. POW Act.
4. MW Act.
5. Factories Act.
6. Railway Servants (Hours of Work and Period of Rest) Rules, Job Analysis
7. Meetings LEO & Labour Commissioner, Labour Court, Industrial Tribunal cases.
8. CAT Act, Trade Union Act.
9. Staff Council/Shop Council.
10. Right to Information Act.

VI. INDUSTRIAL RELATIONS.

1. Trade Unions –PNM/JCM/Arbitration.
2. PREM.
3. ZRUCC
4. Facilities to recognized unions.
5. Policy regarding unrecognized Unions, Worker's participation in Management.

VII. WELFARE ACTIVITIES

1. SBF – Constitution, rules allocation of funds, meeting, Budget.
2. Mahila Samities – Constitution and activities
3. Railway Institutes and Clubs – Constitution and activities.
4. Recruitment against scouts/cultural/sports quota.
5. Scouts and Guides activities.
6. Provision for handicapped
7. Co-operative Societies, Industrial Training Centres, Housing Societies.
8. Canteens- Statutory & non-Statutory, amenities, Policy.
9. Awards to staff, Relief Funds.
10. Holiday Homes, Holiday Camps and their organization.
11. Sports and Cultural activities.
12. Works Programme proposals – Staff quarters and Staff Amenities.

VIII. EDUCATION AND TRAINING

1. Railway schools – types, organization policy
2. Subsidies, Reimbursement of fees.
3. Adult literacy – Literacy drive.
4. Scholarships
5. Training Manual and Training Institutions.

IX. RESERVATION

1. Facilities for SC, ST, OBC etc.
2. Reservation Rules.
3. Maintenance of Reservation Rosters.

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X. MEDICAL ASSISTANCE AND BENEFITS

1. **Contributory & Liberalized Health Schemes.**
2. **Family Planning Incentives**
3. **Medical cards & their entitlement**
4. **Hospital Visiting Committees.**
5. **Homeopathic/Ayurvedic Dispensaries, Subsidies**

XI. COMPASSIONATE APPOINTMENTS

1. **Rules and procedure**
2. **Verification of certificates.**

XII. SETTLEMENT

1. **Normal settlement dues and their calculation**
2. **Other than normal settlement procedure and dues.**
3. **Compensation cases**
4. **Ex-gratia Cases**

XIII. REGISTERS.

1. **Types & Checks.**
2. **Method of Checks.**
3. **Registers maintained by various units Grievance, attendance, overtime, cadre casual labour muster rolls.**
4. **Displaying of statutory notices.**

XIV. BILLS WORKING

1. **Regular salary bills, supplementaries, statements to be attached to the bills. Deductions permissible, Arrears claims, Unpaid wages list, Procedures of disposal of them in Accounts Office & Cash Office, Internal checks, points of checking, Allowances, Advances & their recoveries.**

XV. Official language Act and Rules – Implementation thereof.

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PROFORMA

APPLICATION FOR THE POST OF STAFF & WELFARE INSPECTOR IN
PAY BAND RS.9300 – 34800 + RS.4200 GP FROM SR.CLERKS OF
PERSONNEL DEPARTMENT

1. Name :
2. Present Designation & Emp.No :
3. Date of regular promotion as Sr.Clerk :
4. Whether belonging to UR/SC/ST :
5. Cell No. :
- 6: Medium of writing examination :
(Indicate whether Hindi or English)

Date:

Place

Signature of the employee

Signature of forwarding supervisor with seal.

Note : Those who wish to write the examination in Hindi should submit their willingness in writing together with the application. If the relevant column in the application is left blank, then it will be construed that the candidate is not opting for Hindi medium.