

No.PB/S1B/G/2/XXXIII

मु.का.चि. का कार्यालय,
Office of the CPO,
दिनांक/Dated: 13/01/2016

NOTIFICATION

**विषय/Sub: Selection for the post of Staff & Welfare Inspector in
Pay Band Rs.9300 – 34800 + 4200GP – General Selection.**

It is proposed to conduct a selection for filling up 1 post (UR) of Staff and Welfare Inspector in Pay Band Rs.9300-34800+Rs.4200 GP against 35% quota from amongst eligible staff of all departments as per instructions contained in Board's letter No.E(NG)1-2002/PM4/1 dated 12/07/2002.

The selection consists of written test as per Board's letter dated 0708/2003. The objective type questions will be for about 50% (in the range of 45% to 55%) of the total marks for the written examination and 10% of the total marks will be from Official language policy and rules.

The final empanelment will be on merit based on the marks secured by the employees in written test and record of service and there will be no weightage for seniority in terms of Railway Board's letter No.E(NG)I-2008/PM/7/4/SLP dt.19/06/2009.

2. Eligible volunteers should apply in the enclosed application form complete in all respects, duly enclosing attested copies of all the required certificates and duly forwarded by their controlling Officers/Supervisors.

3. **Eligibility Criteria**


The following staff of all departments (except RPF staff) are eligible to volunteer for the selection.

(i) Staff in Pay Band Rs.5200-20200 with Grade Pay of Rs.1900/-, Rs.2000/-, Rs.2400/- and Rs.2800/- who have successfully completed their initial probation on appointment in Railway Service with any of the following qualification:-

- (a) Diploma in Labour Welfare/Social Welfare
- (b) Diploma in Labour Laws.
- (c) LLB with paper(s) in Labour Laws
- (d) Post Graduate Diploma in Personnel Management awarded by an Institution recognized by the Government of India.
- (e) MBA with paper(s) in Personnel Management awarded by an institution recognized by the Government of India.

Staff working in grade pay Rs.4200/- or above on regular basis will not be eligible to appear in the aforesaid selection. Staff who are holding grade pay Rs.4200/- on MACP are eligible to volunteer provided they fulfill all other eligibility criteria.

(ii) Staff in Pay Band Rs.5200-20200 with Grade Pay Rs.1800/- who have completed atleast 7 years regular service and are in possession of any of the qualifications mentioned in (i) above. Staff who have been promoted from erstwhile Group 'D' to Group 'C' and possessing any of the qualification mentioned in (i) above are eligible to volunteer if they have completed probation on promotion in Group 'C' post or have completed 7 years total service including service in erstwhile Group 'D'.


13/01/16

Contd..2....

(iii) Staff in Pay Band Rs.5200-20200 with Grade Pay Rs.2400/- and Rs.2800/- with 5 years regular service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 5 years service together in these grades.

(iv) Staff in Pay Band Rs.5200-20200 with Grade Pay Rs.2400/- and Rs.2800/- who are Graduates, irrespective of the length of service in these grades provided the staff concerned have successfully completed the probation of 2 years on initial appointment, if they are direct recruits. In case of promoted employees, they should have completed the probation on promotion in the respective grades, if they are not eligible as per item (v) below.

(v) Staff in Pay Band Rs.5200-20200 with Grade Pay Rs.1900/- and Rs.2000/- who are Graduates and who have completed not less than 7 years regular service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 7 years regular service together in these grades.

Note:- (a) The possession of qualification of Graduation wherever quoted above should be obtained either under 11+1+3 years stream or under 10+2+3 years stream from a recognized University and also as per Railway Board's letter No.E(NG)1-2014/PM/1-CC dated 22/05/2014 and E(NG)-11/2013/RR-1/6 dated 18/03/2015.

Railway Board vide letters dt.22/05/2014 and 18/03/2015 have issued clarification on the aspect of recognition of degrees obtained from open university without prosecuting 10+2 or 11+1 stream of studies as under:

"No student is eligible for admission to the 1st degree course through non-formal/distance unless he has successfully completed 12 years schooling through an examination conducted by a Board/University. In case there is no previous academic record, he/she is eligible for admission if he/she has passed an entrance test conducted by the University provided that he/she is not below the age of 18 years at the time of admission".

(b) Post Graduation obtained directly from Open University or other such institutions will not be eligible and such applications will summarily be rejected. Post Graduation obtained after 11+1+3 or 10+2+3 stream will only be eligible.

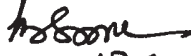
(c) Attested copies of all the certificates i.e. 10th 11th, 12th /PUC/Predegree/Graduation/Post-Graduation/others in proof of the qualifications and community i.e. SC/ST should be enclosed. Proof of passing the entrance test conducted by the University as per the instructions of Railway Board letters dt.22/5/14 and 18/3/15 should also be enclosed.

(d) All the service conditions mentioned in Para 3 under eligibility criteria (i) to (v) will be reckoned as on the date of notification (i.e.), as on 13/01/2016.

4. All staff who apply in response to this notification and who satisfy the conditions prescribed above would be subjected to a selection. There will be no supplementary examination. The candidates will have the option of writing the examination either in English or in Hindi language and they are required to indicate the same in the application form itself.

5. Applications in the prescribed form submitted by willing employees satisfying the prescribed conditions may be forwarded in one lot so as to reach APO/Gazetted on or before 10/02/2016 (Wednesday). Applications received late would not be entertained under any circumstances.

Contd...3....,


12/11/16.

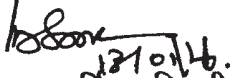
6. Employees who volunteer for the above post should be in readiness to appear for the written examination at short notice.

7. Nature of duties of the post of Staff & Welfare Inspector involves frequent travelling within the workshops and also to outstations at short notice. Selected incumbents should be prepared to proceed to outstations on duty at short notice.

Written test will be held on 18/03/2016 (Friday) at TTC/ICF between 10.00 Hrs and 13.00 Hrs as a part of the above selection.

Syllabus for the above selection is enclosed in annexure-A.

Contents of the circular may be given wide publicity among all staff concerned.


13/03/16.
सहायक कार्मिक अधिकारी /राज

Encl: Annexure A & B

Assistant Personnel Officer/Gaz

Syllabus for the post of S & W 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. Service matters – joining time change in date of birth , Age Review
8. Medical decategorisation and alternative employment.
9. Maintenance of service records and leave accounts, leave rule.
10. Pass rules, pass accounts, Conduct Rules.
11. 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.

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 recognised 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.

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