

Eastern Railway

No.E 1025/2/ Misc./S&WI/P.Br/2015.

Kolkata, the 02.06.2017.

Divisional Railway Manager/E.Rly/SDAH,HWH.

Chief Workshop Manager/E.Rly/LLH.

Dy.CPO(G), Dy.CPO(HQ), Dy.CPO(R),SPO (Con), SPO(RP), SPO (M&E),

SPO(W&IR),SPO(BGB),SPO (T), SPO(S&T),APO (G), APO(Engg), APO(T), Secy to CPO, PS to CPO/A

Sub : Formation of panel for 11 posts of Staff & Welfare Inspector in Level-06 (Corresponding GP- ₹ 4200/- in PB-2) for HQ unit (Communal break up : UR-08, SC-02, ST-01) against 50% quota from Sr. Clerk of "P' Br.of HQ Unit.

To form a departmental panel for the post of Staff & Welfare Inspector in Level-06 (Corresponding GP- ₹ 4200/- in PB-2) for HQ unit against 50% quota from Sr. Clerk of "P' Br.of HQ Unit, it is proposed to hold a selection comprising of written test and Scrutiny of S/R & APAR . The written test may be held shortly and no supplementary Written test will be held. The final date of written test will be circulated separately.

As per Board's instructions following staff are eligible for the post of Staff & Welfare Inspector in Level-06 (Corresponding GP- ₹. 4200/- in PB-2) :-

Sr. Clerk of Personnel Department in Level-5 (Corresponding GP-₹. 2800/- in PB-1) with three years of regular service in the grade as on 01.06.2017.

All staff opting for the post of Staff & Welfare Inspector in Level-06 (Corresponding GP- ₹ 4200/- in PB-2) should give a declaration as Under :-

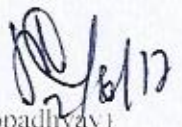
"I am willing to take up assignment of Staff & Welfare Inspector In Level-06 (Corresponding GP- ₹. 4200/- in PB-2) anywhere in the HQ unit of Eastern Railway and I will not ask to repatriation to my parent cadre i.e. I understand that my connection with my parent cadre will be severed for once and all. If I am empanelled for the post, request for reverting back to my parent cadre will be treated as OWN REQUEST TRANSFER."

All staff sections of Departments/Units should carefully check up the eligibility of the optees for the post of Staff & Welfare Inspector in Level-06 (Corresponding GP- ₹. 4200/- in PB-2). Keeping in view of the above instructions it may please be endorsed a certificate in the remarks column stating clearly that the candidate concerned has strictly fulfill all conditions and eligibility.

You are therefore requested to call for optees from among the eligible staff attached to your departments/units within 30.6.2017 and their application alongwith statement in the enclosed proforma (in duplicate) should be sent to this office by 10.7.2017 positively through special messenger. No application after the target date i.e. 10.7.2017 should be entertained.

It is also requested that while forwarding application of the optees, it may be ensured that the optees are holding lien on HQ units (as indicated in the CPO/CCC's Sl. Circular No. 02/92).

DA : As refd. to



(S.K.Chattopadhyay)
Sr. Personnel Officer(HQ & PC)
for Chief Personnel Officer
Ph.No.24122

PROFORMA

1. Full Name :
2. Designation :
3. Level :
4. Place Where Working :
5. Place Where Maintain Lien If Any :
6. Date of Birth :
7. Date of Initial Appointment & PB with GP :
8. Date of Appointment / Promotion as Gr. 'C' :
- 9. Substantive Post Held**
- a) Date of Promotion :
- b) Designation :
- c) Level :
- d) ACP/MACP with Level, if any. :

10. Officiating Status

- a) Designation :
- b) Level :
- c) Date of which officiating :

11. Educational Qualification :

12. Whether SC/ST :

13. Declaration

I,Shri/Smt.....,Designation.....
... Station..... am willing to take up assignment of Staff & Welfare Inspector in Level-6 (Corresponding GP- ₹. 4200/- in PB-2) anywhere in the HQ unit of Eastern Railway and I will not ask to repatriation to my parent cadre, i.e., I understand that my connection with my parent cadre will be severed. If I am empanelled for the post, request for reverting back to my parent cadre will be treated as "OWN REQUEST TRANSFER."

Date. _____

Signature of the Candidate

14. Remarks

Signature of the Controlling Officer

INDICATIVE SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR IN
LEVEL-06 (CORRESPONDING TO G.P- 4200/- WITH PB-02)

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 Center and Clubs .
 - e. Handicraft Centers .
 - f. Canteens.
 - g. Co-operative Stores / societies.
 - h. Sports Activities.
 - i. Scouts & Guides.
 - j. Holiday Home.
4. Employment on Compassionate Ground .
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 & allowances.
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 Recognised Unions/Associations.
15. General conditions of service
16. RELHS.