

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

Sr. DSTE (MW)/ASN

CWM/LLH, CWM(SW)/HWH, Sr. MM(D)/HWH, Dy.CMM/LLH,

FA & CAO/E.Rly/Kolkata, COM, CME, PCE. CEE.COS. CMD. CCM, CSTE. CAO(Con),CSC(RPF).

CSTE(Con), Sr. DGM, CPRO, Dy.CSTE(MW)/E.Rly./Kol, Secy.to GM., Sr.LO/E.Rly/KOAA,

GM(Stat), Sr. Manager(Ptg. & Sty.), EDRM, Sr. System Manager/CCC, Dy.GM(Rajbhasha), Chief Cashier/Kol.

Dy.CPO(G), Dy.CPO(HQ), Dy.CPO(R), Chairperson/RRC, SPO (Con),SPO (M&E),SPO(BGB)

SPO (T), SPO(W & IR),SPO(RP), SPO(S&T),APO (G), APO(Ptg. & Sty.), APO(Engg), APO(R&Bill)

Secy to CPO, PS to CPO/A

Sub : Formation of panel for 07(Seven) posts of Staff & Welfare in Level-06 of Pay Matrix
(Corresponding GP- ₹ 4200/- in PB-2)for HQ unit (Communal break up :
UR- 06,SC-Nil & ST- 01) against 35% quota through General Selection from all Deptts.

To form a departmental panel for the post of Staff & Welfare Inspector in Level-06 of Pay Matrix (Corresponding GP- ₹ 4200/- in PB-2)for HQ unit against 35% from amongst eligible staff of all deptt. of HQ unit, it is proposed to hold a selection comprising of written test and Scrutiny of S/R & APAR . The written test will be held shortly which will be circulated separately. No continuation Written test will be held.

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

- 1) Group 'C' (excluding erstwhile Gr."D") staff possessing the following qualification, irrespective of grade or length of service or other educational qualifications:-
 - 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 Institute recognized by the Govt. of India ; and
 - e) MBA with paper(s) in Personnel management awarded by an Institute recognized by the Govt. of India.
- 2) Staff in grades [Level-05 or Level -4 of Pay Matrix (Corresponding GP- ₹. 2800/- or ₹. 2400/-)] next below the grade of Staff & Welfare Inspector in Level-06 of Pay Matrix (Corresponding GP- ₹ 4200/- in PB-2) as on 01.09.2012 or before.
- 3) Ministerial staff in Level-5 of Pay Matrix (Corresponding G.P. ₹.2800/-with PB-1) who is graduate with less than 05 years service in Level-5 of Pay Matrix (Corresponding G.P. ₹.2800/-with PB-1) but entered the grade in Level-2 of Pay Matrix (Corresponding G.P. ₹.1900/-with PB-1) on 01.09.2010 or before.
- 4) Staff who is graduate and working in the two grades below the grade of S&WI in Level-06 of Pay Matrix (Corresponding G.P. ₹.4200 with PB-2) on 01.09.2010 or before.
- 5) The artisan staff in grade in Level-2 of Pay Matrix (Corresponding G.P. ₹.1900/-with PB-1) and above who fulfill any of the above conditions.
- 6) Staff who are working in Level-06 of Pay Matrix (Corresponding G.P. ₹.4200 with PB-2) or above on regular measure are not eligible.
- 7) Erstwhile Group 'D' Staff who have completed at least 07 years service in erstwhile Group 'D' on 01.09.2017 and are in possession of any of the qualifications as in item No. 1 above.
- 8) In terms of RBE.No. 47/2016 circulated under CPO/KOAA's Sl. No.56/2016, RPF/RPSF personnel (Armed force) are not eligible to appear in the aforesaid selection.

Contd..

All staff volunteering for the post of Staff & Welfare Inspector in Level-06 of Pay Matrix (Corresponding G.P. ₹.4200 with PB-2) should give a declaration as Under:-

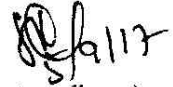
“I am willing to take up assignment of Staff & Welfare Inspector in Level-06 of Pay Matrix (Corresponding G.P. ₹.4200 with PB-2) anywhere in the HQ unit of Eastern Railway and I will not ask to repatriation to my parent cadre i.e. I understand that my connection with my parent cadre will be severed.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

All staff sections of Departments/Units should carefully check up the eligibility of the volunteers for the post of Staff & Welfare Inspector in Level-06 of Pay Matrix (Corresponding G.P. ₹.4200 with 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 fulfilled all conditions and eligibility.

You are, therefore, requested to call for volunteers from among the eligible staff attached to your departments/units within **06.10.2017** and their application, alongwith statement in the enclosed proforma (in duplicate), should be sent to this office by **13.10.2017** positively, through special messenger. No application after the target date i.e **13.10.2017** shall be entertained.

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

DA : As refd. to.



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

**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.


S/1117

APPLICATION FOR THE POST OF STAFF & WELFARE INSPECTOR IN LEVEL-06 OF PAY MATRIX(CORRESPONDING GP- ₹ 4200/-)IN PB-2 AGAINST 35%THROUGH GENERAL SELECTION FROM ALL DEPTTS.

PROFORMA

1. Full Name :
2. Designation :
3. Level(PB with GP) :
4. Place Where Working :
5. Place Where Maintain Lien If Any :
6. Date of Birth :
7. Date of Initial Appointment & Level(PB with GP) :
8. Date of Appointment / Promotion as Gr. 'C' :
- 9. Substantive Post Held**
 - a) Date of Promotion :
 - b) Designation :
 - c) Level(PB with GP) :
 - d) ACP/MACP withLevel (PB & GP), if any. :
- 10. Officiating Status**
 - a) Designation :
 - b) Level(PB with GP) :
 - 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-06 of Pay Matrix (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