

Eastern Railway

No. E 1025/2/ Misc./Selection/S&W1/2023

Kolkata, dated .06.02.2024

Divisional Railway Manager/E.Rly/HWH,SDAH.
Chief Workshop Manager/E.Rly/LLH.
Chairperson/RRC, Dy. CPO (NG), SPO (Engg.), SPO (Con),
APO(RP&PS), APO(Cord), APO(T), APO(Gaz.), APO(Rectt.),PS to PCPO,

Sub: Formation of a panel for 10 posts of Staff & Welfare Inspector in Level-06 for HQ unit [Communal break up : UR- 8 (01 vacancy reserved for "B & "LV" of PwBD), SC- 1 , ST- 1] against 50% promotional 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 for HQ unit against 50% promotional quota from Sr. Clerk of "Personnel Branch" of HQ Unit, it is proposed to hold a Departmental Selection comprising of written test of objective type and Scrutiny of S/R & APARs. The examination may be held shortly and no supplementary test will be held. The final date of examination will be circulated separately.

Vacancies:

Total vacancies to be filled up - 10 [UR- 8 (01 vacancy reserved for "B & "LV" of PwBD), SC- 1 , ST- 1]

Eligibility condition:

As per Board's instruction, all serving regular Sr. Clerk of Personnel department of HQ Unit in Level -5 with minimum 03(three) years of regular service in the grade as on date of notification are eligible.

Mode of Selection:-

Selection will be made on the basis of competitive examination consisting of objective type and of multiple choice through OMR may be done with 100 questions + 10 questions on Rajbhasha relating to Official Language Act, overall 100 questions to be attempted. Questions on Rajbhasha are optional. There shall be negative marking for incorrect answers, one third of the marks allotted for each question will be deducted for wrong answers, cutting, over writing, erasing or alteration of any type of answer will not be accepted. Zero marks will be given for answer having correction /over writing (PCPO Sl. Circular No.240/18). The competitive examination will continue **for 2 hours** duration. Qualifying marks for written test, 60% for UR, 50% for SC/ST. Panel will be prepared entirely based on merit position, taking into account marks of written test (50) and record of service (30). In terms PCPO's Sl. No. 80/2020, the policy of 'Best amongst the failure scheme' will not be applicable in this instant selection.

Syllabus for the above exam is attached for ready reference (**Annexure -I**). Model Question Bank has already been uploaded in the Eastern Railway website.

Contd. to P.2

All staff opting for the post of Staff & Welfare Inspector in Level-06 should give a declaration as indicated in Annexure II.

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 against 50% quota keeping in view of the above instructions. It may please be certified clearly in the remarks column of Annexure -III that the candidate concerned has strictly fulfill all conditions and eligibility.

Applications with the following deficiencies will be summarily rejected:

- A. Incomplete applications.
- B. Unsigned applications.
- C. Application signed in Capital letters.
- D. Applications not forwarded through controlling Supervisory Officials & without signature.
- E. Candidate who does not fulfill the terms & conditions stipulated above need not apply.

Mobile phone in the examination hall is strictly prohibited. If any candidate is found in possession of Mobile phone in the examination hall, his candidature will be cancelled straight way.

You are, therefore, requested to invite option from among the eligible staff attached to your departments/units within **27.02.2024** and their application in prescribed proforma in duplicate (**Annexure-II**) along with statement (**Annexure-III**), should be sent to this office by **01.03.2024** positively through special messenger. No application after the target date will be entertained. If no application is received at your end a "NIL" statement may be communicated positively.

It is also requested that while forwarding application of the optees, it may be ensured that the optees are holding lien at HQ unit.

DA : As refd. to



(S.K. Chattopadhyay)
Sr. Personnel Officer (Admin)
for Principal Chief Personnel Officer

SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR IN LEVEL-06

1. Hours of Employment and Period of Rest Rules 2005.
2. 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.
3. Employment on Compassionate Ground .
4. Medical examination of Railways employees, medical de-categorization and absorption of Medically de-categorized staff.
5. Loans and Advances available to Railway employees.
6. Man -Power Planning .
 - a. Vacancy Bank Register.
 - b. Bench -Marking
 - c. Creation of posts
 - d. Supernumerary posts.
 - e. Redeployment of surplus staff.
7. Uniform Policy.
 - a. Eligibility of staff
 - b. Periodicity of supply of uniform.
 - c. Procedure for change in classification.
8. Pay & allowances.
9. Pass Rules.
10. Railway Pension Rules
11. Leave Rules.
12. Grievances Redressal Machinery.
13. Recognition of Trade Unions, Permanent Negotiation Machinery, dealing with unrecognized Unions/Associations, Facilities to office bearers of Recognized Unions/Associations.
14. General conditions of service
15. The SC & ST (Prevention of atrocities) Act 1989.
16. The Persons with Disabilities Act. 1995.
17. Labour Laws (Labour Laws on Contract Labour, Employees Compensation Act, Payment of wages Act, Minimum Wages Act, ID Act., Labour Commissioner, Labour Court, Industrial Tribunal Case, CAT Act., Factories Act., Right To Information Act.)
18. RELHS, MACP Scheme.
19. Ex gratia Case.
20. D&A Rule.
21. Railway Service Conduct Rule.
22. Rajbhasha Policy

6/2/24

ANNEXURE-II**Proforma of Application for selection to the post Staff & Welfare Inspector in Level-6 against 50% quota of HQ Unit.**

I do hereby volunteer for applying for the post of S&WI in Level-6 against 50% quota of HQ unit as notified vide PCPO/E. Rly's Notification No. E1025/2/ Misc./S&WI/P.Br/2023, Kolkata, dated.06.02.2024 duly accepting all the terms & conditions mentioned therein. I confirm that my personal/service details are as follows:

1.	Name	
2.	Father's Name	
4.	Employee No.	
5.	HRMS ID	
6.	Date of Birth	
7.	Date of Appointment	
8.	Community (UR/SC/ST)	
9.	Department/ Office	
10.	Academic Qualification	
11.	Present Designation	
12.	Present Pay Level	Substantive :-
		MACP, if any :-
13.	e-mail Address & Mobile No.	
14.	Date of Regular entry to the present post (Substantive only)	
15.	Whether completed probation in the present grade. If yes, date of completion of probation.	
16.	Whether joined present unit by own request transfer (Yes/No). If 'Yes', the date of joining & Pay Matrix Level	
17.	Option for Medium in Written Examination: Tick your choice.	ENGLISH/ HINDI

"I am willing to take up assignment of Staff & Welfare Inspector in Level-06 anywhere in the HQ unit of Eastern Railway and I will not ask for repatriation to my parent cadre i.e. I understand that my connection with my parent cadre will be severed for once and all."

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled and / or I may be taken up under D&A Rules.

Date:

Signature of the Applicant

Certified that the above employee submitted the application before the cut-off date in this office and the above service particulars are found correct as per the record available in this office.

Date:

Signature of the Controlling Officer
with stamp

6/4/24

ANNEXURE-III

Application forwarded for selection to the post Staff & Welfare Inspector in Level-6 against 50% quota of HQ Unit.

Sl. No.	Name & Desig.	Level	Comm.	Date of Birth	Date of Appointment	Date of last Promotion	Qualification	Eligible/ Not eligible	Reason
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.


2/4/24