

**Eastern Railway
17, Netaji Subhas
Road Fairlie Place
Kolkata-700001**

No.E.1025/2/Misc./S&WI/P.Br./2025

Dated: 01.09.2025

Divisional Railway Manager/Eastern Railway – Howrah, Sealdah
Chief Workshop Manager/E.Rly/LLH.
Chairperson/RRC/ER, Dy.CPO(NG), SPO(Engg),
APO(RP&PS), APO(Cord), APO(HQ), APO(Gaz.), APO(Con)

Sub: Notification for formation of panel for 15 posts of Staff &
Welfare Inspector in Level-06 for HQ
unit against 50% quota from Sr.Clerk of Personnel Branch
of HQ Unit.

Vacancies:-15 (UR-12, SC-02, ST-01)

01 PwBD vacancy earmarked for LD (DW&AAV)

In terms of instruction contained in Railway Board's letter no. 2025/E(RRB)/25/14 dated. 21.08.2025, it has been decided to form a departmental panel for the post of Staff & Welfare Inspector in Level-06 for HQ unit (HQ, HWH, SDAH, LLH) against 50% promotional quota from amongst Sr. Clerk of Personnel Branch of HQ Unit (HQ, HWH, SDAH, LLH), through General Selection comprising of CBT (objective type) followed by Scrutiny of S/R & APAR. The examination will be held shortly and no supplementary test will be held. The venue and final date of examination will be notified separately.

Vacancies:-Total vacancies to be filled up-15 (UR-12,SC-2, ST-01)
01 PwBD vacancy earmarked for LD(DW & AAV)

Eligibility Conditions:-

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

Mode of Selection:

1. Selection will be made on the basis of competitive examination consisting of objective type multiple choice questions through Computer Based Test (CBT) mode with 100 questions + 10 questions on Rajbhasha. Overall 100 questions to be attempted. Questions on Rajbhasha are optional. There shall be negative marking for each incorrect answer as the panel will be drawn on merit. One-third of the marks allotted for each question will be deducted for wrong answers. The competitive examination will be for 2 hours duration. Qualifying marks for CBT is 60% for UR, 50% for SC/ST. Panel will be prepared entirely based on merit position taking into account marks of CBT (50) and record of service (30). In terms of PCPO's Sl. No. 80/2020, **the policy of 'Best amongst the failure scheme' will not be applicable in the instant selection.**
2. Syllabus for the above examination is attached for ready reference (Annexure I). Model Question Bank has already been uploaded in the Eastern Railway's website.
3. All staff opting for the post of Staff & Welfare Inspector in Level-06 should give a declaration as under :-

[Handwritten signature]
01.9.25

"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 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."

4. The candidates will have the option to answer questions either in English or Hindi.

5. As per Railway Board's letter No. E(NG)II/2017/RC-2/1/Policy dated 27.02.2019, the post of S&WI has been identified as suitable for candidates with disabilities falling under the DW and AAV categories only. Therefore, the options received from PwBD candidates belonging only to such specified categories, as mentioned in the notification, will be considered for the posts reserved under PwBD categories.

6. All staff sections of Departments/Units should carefully check the eligibility of the optees for the post of Staff & Welfare Inspector in Level-06 against 50% promotional quota. Keeping in view the above instructions, it may please be endorsed a certificate in the remarks column stating clearly that the candidate concerned has strictly fulfilled all conditions and eligibility.

7. Applications with the following deficiencies will be summarily rejected:-

- a. Incomplete applications
- b. Unsigned applications
- c. Applications signed in Capital letters
- d. Applications not forwarded through controlling Supervisory Officials & without signature
- e. Candidates who do not fulfill the terms & conditions stipulated above, they need not apply.

8. Mobile phone & digital watch in the examination hall is strictly prohibited. If any candidate is found in possession of Mobile phone in the examination hall, his/her candidature will be cancelled straight away.

It is, therefore, requested to invite options from among the eligible staff attached to your departments/units within 22.09.2025 and their application along with statement in the enclosed proforma (in duplicate – Annexure II) along with statement (Annexure III) should be sent to this office by 26.09.2025 positively through special messenger. It may please be clearly endorsed in appropriate column of Annexure III that the candidate concerned is "**eligible**" or "**not eligible**". Division/ Unit will be solely responsible for verification of service particulars for eligibility criteria. No application after the target date i.e. 26.09.2025 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 stated above


01.09.25

(Md. Tarique)

Dy. Chief Personnel Officer (HQ)
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

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. E 1025/2/ Misc./S&WI/P.Br/2025, Kolkata, dated.01.09.2025 duly accepting all the terms & conditions mentioned therein. I confirm that my personal/service details are as follows:

1.	Name	
2.	Father's Name	
3.	Employee No.	
4.	HRMSID	
5.	Date of Birth	
6.	Date of Appointment	
7.	Community(UR/SC/ST)	
8.	PwBD(Category),if any	
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 post of Sr. Clerk Cum Typist (Substantive only)	
15.	Whether completed probation in the present grade. If 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 CBT: Tick your choice.	ENGLISH/HINDI

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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

28.09.25

ANNEXURE-III

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

Sl. No.	Name & Designation.	Level	Community	Date of Birth	Date of Appointment	Date of last Promotion as Sr. Clerk Cum Typist	Qualification	Eligible/ Not eligible	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Signature of Establishment Officer