

Eastern Railway

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

Kolkata, Dtd.: 27.04.2026

PCME, PCE, PCEE, PCMM, PCOM, PCMD, PCCM, PCSTE, PCSO, PFA, CAO (Con), PCSC/RPF, SDGM, CSTE (Con), DRM/E. Rly./HWH & SDAH, CWM/E. Rly./LLH, Chairman/RRB/Kolkata EDRM, Secy. to GM, DGM (G), Dy. CWM (SW)/HWH, Dy. CMM/LLH, Dy. CAO/TA, CPRO, Dy. CMM/E. Rly./HWH, Sr. System Manager/E. Rly/Kolkata, Chairperson/RRC/E. Rly, Dy. CPO (Gaz), Dy. CPO (HQ), Dy. GM (Rajbhasha), Sr. LO/HQ, SPO (Gaz), PS to AGM, APO (Co-Ord), APO (Engg), APO (Recruit), APO (RP & Store), LO (P), PS to PCPO, Ch. S & WI/Confdl. Cell, PS-II to CPO (A), PS-II to CPO (IR)

Sub: Formation of a Panel for 18 Posts of Staff & Welfare Inspector in Level-06 for HQ Unit (Break UP: UR-14, SC- 02 & ST- 02) against 35% LDCE Quota through General Selection from All Department

Vacancies: 18 (UR-14, SC- 02 & ST- 02)

02 PwBD Vacancies earmarked for LD (DW & AAV)

To form a departmental panel for the post of Staff & Welfare Inspector in Level- 06 for HQ Unit (HQ, HWH, SDAH & LLH) against 35% LDCE quota through General Selection from all Departments of HQ Unit, it is proposed to hold a Departmental General Selection comprising CBT/TBT (objective type) and 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.

2. Eligibility Conditions:-

As per Board's instructions following staff are eligible for the post of Staff & Welfare Inspector in Level-06 of Pay Matrix. The date of notification will be the cut-off date for eligibility.

- i. Group 'C' (excluding Staff in Level-1) staff possessing any of 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 Institution recognized by the Govt. of India
 - e) MBA with paper (S) in Personnel Management or MBA/HR awarded by an Institution recognized by the Govt. of India

Staff who are working in Level-06 of Pay Matrix or above on regular measure are not eligible.

Provided further that eligibility of staff in possession of qualification, as mentioned above will also be subject to the condition that they have successfully completed the probation in the respective grade.

- ii. Staff in the grades next below the grade of Staff & Welfare Inspector in Level-06 of Pay Matrix i.e. those in Level-05 or Level-04 of Pay Matrix with 05 years' service in the respective grade as on date of notification in case the higher grade does not fall in the normal line of advancement, otherwise 05 years together in these grades.
- iii. Staff in the grades in Level-05 or Level-04 of Pay Matrix who are graduate irrespective of the length of service in these grades provided the staff concerned have successfully completed the probation in the respective grades.
- iv. Staff in grades lower than the grade below the grade of Staff & Welfare Inspector in Level-06 of Pay Matrix i.e. those in Level-03 or Level-02 of Pay who are Graduates and who have completed not less than 07 years' service on the date of notification in the respective grade in case the higher grade does not fall in the normal line of advancement otherwise 07 years'

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service as on date of notification together in these grades.

v. Staff working in Level-01 who have completed at least 07 years' service in erstwhile Group 'D' as on date of notification and are in possession of any of the qualifications mentioned in para 2(i) above.

vi. The length of service will be calculated on the basis of appointment/promotions in the respective grade on regular measure. No scale/grade pay/level earned by ACP/MACP will be considered.

vii. In terms of RBE. No. 47/2016 circulated under PCPO/E. Rly./Kol's Sl. No. 56/2016, RPF/RPSF Personnel (Armed Force) are not eligible to appear in the aforesaid selection.

viii. In terms of **RBE. No. 50/2016**, all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government **provided they have been approved by the University Grants Commission.**

ix. Applicants must enclose attested copies of all the relevant educational certificates with their applications. (educational qualification should be available in their Service Register)

x. Applicants must hold lien at HQ Unit (HQ, HWH, SDAH & LLH)

3. Mode of Selection:-

i. All applicants who satisfy the conditions prescribed above would be subjected to a selection which will consist of a CBT/TBT followed by scrutiny of S/R & APAR and final panel will be drawn up as per procedure prescribed in para 219 (j) of the Indian Railway Establishment Manual, Vol.I. The Computer Based Test (CBT)/Tab Based Test (TBT) will consist of 100 questions + 10 questions on Rajbhasha relating to Official Language Act. Overall 100 questions have to be attempted. Questions on Rajbhasha are optional. There shall be negative marking for incorrect answers as the panel will be drawn on merit. One third of the marks allotted for each question will be deducted for each wrong answer. The competitive examination will continue **for 2 hours** duration. 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.**

ii. **The final panel will be drawn up in the order of merit based on aggregate marks of CBT/TBT and scrutiny of S/R & APAR. However, a candidate must secure a minimum of 60% marks in CBT/TBT (50% marks in case of SC/ST applicants) and 60% marks in the aggregate (50% marks in case of SC/ST applicants), for being placed on the panel.**

iii. 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.

iv. All staff opting for the post of Staff & Welfare Inspector in Level-06 should give a declaration as under:-

"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."

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

vi. As per Railway Board's letter No. E(NG)II/2017/RC-2/1/Policy, dtd. 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.

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vii. 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 35% quota. Keeping in view of the above instructions, it may please be endorsed in appropriate column of **Annexure III** clearly that the candidate concerned is **eligible** or **not eligible**. **Divisions/Units are solely responsible for verification of service particulars for eligibility condition.**

viii. 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 need not apply

If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reasons.

ix. 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 **26.05.2026** and their applications in prescribed proforma in duplicate (**Annexure II**) along with statement (**Annexure III**) should be sent to this office by **05.06.2026** positively through special messenger and **the Excel Sheet or Word File containing the statement (Annexure III) must be forwarded to this e-Mail id. apoer2021@gmail.com**. It may please be clearly endorsed in appropriate column of **Annexure III** that the candidate concerned is "**eligible**" or "**not eligible**". Divisions/Units will be solely responsible for verification of service particulars for eligibility condition. 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 stated above


(Sharmistha Das)
Asstt. 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

ANNEXURE-II

Proforma of Application for Selection to the Post of Staff & Welfare Inspector in Level-6 against 35% Quota of HQ Unit

I do hereby volunteer for applying for the post of S&WI in Level-6 against 35% quota of HQ Unit as notified vide PCPO/E. Rly's Notification No. E. 1025/2/Misc/S&WI/P. Br./2025, dtd. 27.04.2026 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.	HRMS Id.				
5.	e-Mail Id & Mobile No.				
6.	Date of Birth				
7.	Date of Appointment				
8.	Community (UR/SC/ST)				
9.	PwBD (AAV/DW), if any				
10.	Present Designation				
11.	Present Pay Level	Substantive:			
		MACP, if any:			
12.	Details of Educational Qualifications for fulfilling eligibility criteria as per Para 2 of notification (enclose attested copies of certificate) with year of passing. Provided, all educational qualifications are acquired through UGC recognized institutions within the cut-off date i.e. date of notification				
13.	Date of appointment/promotions on regular measure in different grades since appointment. No scale/grade pay/level earned by ACP/MACP should be mentioned.	GP/Level	Day	Month	Year
		GP. 1800/- or Level-1			
		GP. 1900/- or Level-2			
		GP. 2000/- or Level-3			
		GP. 2400/- or Level-4			
		GP. 2800/- or Level-5			
14.	Length of regular service	GP/Level	Year	Month	Day
		GP. 1800/- or Level-1			
		GP. 1900/- or Level-2			
		GP. 2000/- or Level-3			
		GP. 2400/- or Level-4			
		GP. 2800/- or Level-5			
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 & Level				
17.	Option for Medium in Written Examination: Tick your choice.	ENGLISH/HINDI			
18.	Tick the criteria (i), (ii), (iii), (iv) & (v) of Para 2 of the notification against which you consider yourself eligible.	(i)	(ii)	(iii)	(iv)
					(v)

"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 at any stage, my candidature may be cancelled and/or I may be taken up under D&A Rules.

Signature of the Applicant with Date

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.

Signature of the Personnel/Establishment Officer
with Date & Stamp

Signature of the Controlling Officer
with Date & Stamp



ANNEXURE-III

Sl.No.	Applicant's Name	Community	Father's Name	Aadhar No.	Present Department	Present Designation	Level	PF/Emp. No.	PwBD/Non-PwBD	Date of Birth
1	2	3	4	5	6	7	8	9	10	11
Date of Appointment	Date of Promotions	Qualification	Gender	HRMS ID	Mobile No.	Email ID	Unit/Division	Eligible/Not Eligible	Remarks	
12	13	14	15	16	17	18	19	20	21	

Signature of the Personnel/Establishment Officer
with Date & Stamp

