



Government of India
Ministry of Railways
South Central Railway : Guntakal Division

Divisional Railway Manager's Office (Personnel Branch), Guntakal-515801.

No.SCR/P-GTL/209/09/Admn.Sec./2022

Dt: 15.05.2023.

All Concerned

NOTIFICATION

Sub:- Selection to the Post of Staff & Welfare Inspector in Level-6 of 7th CPC Pay Matrix against 35% LDCE quota in Personnel Department GTL Division calling volunteers from all Departments of GTL Division(Except RPF & Accounts Departments) – reg.

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1. It is proposed to conduct a selection for filling up of 04 vacancies(UR-03,SC-01,ST-00) for post of Staff & Welfare Inspectors in Level-6 of 7th CPC Pay Matrix against 35% quota from amongst eligible staff of all Department of GTL Division.
2. The selection consists of written examination as per Board's letter No.E(NG)I/2018/PM/4 dated 14.12.2018(RBE No.196/2018). The question paper will be 100% objective type multiple choice questions for the written examination and 10% of the total marks will be from Official language policy and rules (Which will be optional).
3. The examination will be conducted on OMR sheet. 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 alternation of any type in the OMR will not be accepted. Zero marks will be given for answer having correction / over writing.
4. Eligible volunteers should apply in the enclosed application format complete in all respects, duly enclosing attested copies of all the required certificates and forwarded by their controlling Officer/Supervisor. The respective supervisor forwards the application to Personnel Department.

Eligibility Criteria:-

The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Welfare Inspector in Level-6 of Pay Matrix (GP 4200).

- (i) Group 'C' staff in possession of any of the following qualifications irrespective of the 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 Government of India and
 - (e) MBA with paper(s) in Personnel Management awarded by an Institution recognized by the Government of India.

Provided that staff working in pay Matrix Level 6 (GP Rs.4200/-)or above on regular basis will not be eligible to appear in the aforesaid selection.

The 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.

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- (ii) Group 'C' (erstwhile Group 'D') staff who have completed at least 07 years service in Group 'C' (erstwhile Group 'D') in Level-1 and are in possession of any of the qualification mentioned in (i) above.
 - (iii) Staff in the grades next below the grade of Welfare Inspector i.e., those in Level-5 of Pay Matrix (GP 2800) and Level-4 of Pay Matrix(GP 2400) with 05 years service in the respective grade, in case the higher grade does not fall in the normal line of advancement otherwise 05 years service together in these grades.
 - (iv) Staff in Level-5 of Pay Matrix and Level-4 of Pay Matrix who are Graduates irrespective of the length of service in these grades provided the staff concerned have successfully completed the probation in the respective grades.
 - (v) Staff in grades lower than the grade next below the grade of Welfare Inspector i.e. those in Level-3 of Pay Matrix (GP 2000) and Level-2 of Pay Matrix (GP 1900) who are Graduates and who have completed not less than 07 years service in the respective grade, in case the higher grade does not fall in the normal line of advancement, otherwise, 07 years service together in these grades.
4. In case candidates has obtained Degree/PG Degree through Open University his/her eligibility will be assessed according to instruction in RBE No.116/2013 & RBE No.22/2015.
 - 5 Applicant must enclose attested copies of all the certificates i.e., Educational Qualification (entries should be available in the Service Register). Community certificate and other relevant certificates.
 - 6 All the service conditions mentioned in Para 3 under eligibility criteria (i) to (V) will be reckoned as on the date of this notification.
 - 7 All the staff who apply in response to this notification and who satisfy the conditions prescribed above would be subjected to a selection which will consists of a written examination, perusal of records. The Panel will be drawn up as per extant instructions.
 - 8 There will be no supplementary examination.
 - 9 The employees who volunteer for the above post should be in readiness to appear for the written examination.
 - 10 The selected candidates will be liable to be posted anywhere in the Guntakal Division.
 11. **Important Dates:**
 - i) Volunteers should submit their applications to their supervisors **on or before 16.06.2023.**
 - ii) Last date for receipt of applications in one bunch (department wise) to the undersigned is **on or before 23.06.2023.**
 - iii) The date & time of written examination and venue will be advised separately.
 12. **Syllabus for the post of Staff & welfare Inspector in Pay Matrix Level 6**

Organization Set Up Of Railways:

 - a) Present status of Railways as a Transport organization and social responsibilities evolving trends.
 - b) Organization of Railways, Various units, department. Role of Personnel Department Vis-a-vis other Branches.
 - c) Manpower Planning, Benchmarking, Codes, Pension Manual, Training Manual, Provisions and Rules, Policy circulars, Schedule of Powers with respect to establishment matters.
 - d) Important registers & forms in office and at stations/depots, Files & their maintenance, single File system & its advantages, DAK system, registration.
 - e) Computerization of Personnel Dept., IPAS.
 - f) Budget, Parliamentary questions, VIP/CA III reference, MP/MR reference.

Roles and Duties of S&WIs.

 - a) Grievance handling machinery on Railways

Establishment Rules

 - a) Seniority Rules and Reservation Rule applicability.
Promotion by selection & Non-selection, Suitability tests, trade tests, Adhoc and officiating, refusal of promotion and its effects.

16.06.23



- b) Pay fixation on promotion/ in ex-cadre/under pay commission, stepping up of pay, regular and supplementary bills.
- c) Increments, special increments.
- d) Allowance particularly HRA, Transport Allowance, TA & DA, Composite Transfer Grant, Educational Allowance, dual charge and officiating allowance, honorarium, Running allowance.
- e) Advance from PF and other Advances/Loans.
- f) Service matters-joining time, change in date of birth, Age Review.
- g) Medical de-categorization and alternative employment.
- h) Maintenance of service records and leave counts, leave rule.
- i) Pass rules, Pass accounts.
- j) Conduct rules, Discipline and Appeal Rules.

Casual labour/Substitutes/Act apprentices.

- a) Casual labour and substitutes-Their engagement, rules and procedure.
- b) Screening of casual labour and substitutes, verification of working days, casual labour cards.
- c) Temporary status, benefits to casual labour/substitutes.
- d) Training of Apprentices under apprentices acts.

Labour Laws:

- a) Labour laws on contract labour.
- b) Employee's Compensation Act.
- c) Payment of Wages Act
- d) Minimum wages Act
- e) I.D Act
- f) Railway Servants (Hours of work and period or Rest) Rules, Job Analysis.
- g) Meetings with LEO & Labour Commissioner, Labour Court, Industrial Tribunal cases.
- h) CAT Act.
- i) Trade Union Act.
- j) Right Information Act.

Industrial Relations:

- a) Trade Unions-PNM, FNMs.
- b) PREM
- c) ZRUCC
- d) Facilities to recognized unions.
- e) Policy regarding unrecognized unions, Worker's participation in Management.

Welfare Activities

- a) SBF-Constitution, Rules of Funds, Meeting, Budget.
- b) Railway Institutes and Clubs-Constitution and activities.
- c) Recruitment against Scouts/Cultural/Sports Quota.
- d) Scouts and Guides activities
- e) Provision for handicapped.
- f) Co-operative Societies, Industrial Training Centers , Housing Societies.
- g) Canteens – Statutory & non-statutory, amenities, Policy.
- h) Awards to staff, Relief Funds.
- i) Holiday Homes, Holiday Camps and their organization.
- j) Sports and Culture activities.
- k) Works Programme Proposals – Staff quarters and staff Amenities.

Education And Training

- a) Railway Schools – Types, Organization policy.
- b) Subsidies, Reimbursement of Fees.
- c) Adult literacy – Literacy drive.
- d) Scholarships.
- e) Training Manual and Training Institutions.

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Reservation

- a) Facilities for SC, ST, OBC etc.
- b) Reservation Rules.
- c) Maintenance of Reservation Roster.

Medical Assistance And Benefits

- a) Liberalized Health Schemes
- b) Family Planning Incentives.
- c) Medical Cards & their entitlement
- d) Hospital Visiting Committees
- e) Homeopathic/Ayurvedic Dispensaries, Subsidies

Compassionate Appointments

- a) Rules and procedure
- b) Verification of certificates.

Settlement

- a) Normal settlement dues and their calculation
- b) Other than normal settlement procedure and dues
- c) Compassionate Allowance
- d) Ex-gratia Payments

Inspections

- a) Types of Inspections
- b) Registers maintained by various units viz, Grievance, attendance , overtime cadre, casual labour muster rolls etc.
- c) Displaying of statutory notices.

Bills working

- a) Regular salary bill, supplementary bill, statements to be attached to the bills, deductions permissible, arrears claim, unpaid wages list, Procedures of disposal of them in Accounts Office, Internal checks- points of checking, Allowances, Advances & their recoveries.

Official language act and rules- Implementation thereof.

13 Question Bank:

Question Bank covering the complete syllabus can be downloaded from the official website of www.scr.indianrailways.gov.in. Question Bank is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest Rules/Circulars/Policies.

14. Procedure for holding Selection and Empanelment:-

The employees who fulfill the above conditions of eligibility and volunteered for the post will have to appear for written examination. The selection consists of a written examination followed by perusal of service records. In terms of Rly Bd's letter dated 14.12.2018 circulated vide CPO/SC's Serial Circular No.212/2018, the question paper will be 100% objective type and of multiple choice only and 10% of the total marks will be from Official language policy (Optional). The test will be conducted on OMR sheet and there will be negative marking @ 1/3rd of mark for a wrong answer (RBE No.194/19). The answers cutting, overwriting and marking more than one answer, erasing, whitening or alteration of any type in the OMR will not be accepted. Zero marks will be given for answer having correction/over writing.

In terms of CPO/SC S.C. Nos.95/2009 and 15/2014, the final panel will be drawn in the order of merit based on aggregate marks of Professional Ability and Record of service. However, a candidate must secure a minimum of 60% marks in Professional Ability and 60% marks in the aggregate for being placed on the panel as per merit. There will be no classification of candidates as 'Outstanding'. Formation of panel shall be provisional and is subject to the outcome of ongoing litigations/court cases on the subject. Candidates should be found fit in the prescribed medical classification at the time of empanelment.

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15. How to Apply:

- a) The eligible employees should submit the application in the prescribed format (Annexure 'A') on good quality A-4 size paper using one side only, through proper channel.
- b) They should fill up the application form in their own writing with blue/black ink ball point pen only.
- c) All the relevant columns in the application should be filled and strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/officer wherever required.
- d) Employee should affix his/her recent passport size photograph on the application which shall be attested by controlling supervisor concerned.

Volunteers should give undertaking that they will not seek voluntary reversion to the parent cadre under any circumstances and they will seek promotions only in the cadre of Staff & Welfare Inspectors.

The applications received after the due date or submitted directly or advance applications or incomplete applications will be rejected. The contents of the notification may be given wide publicity and it is the responsibility of the Supervisory officials to notify to the employees working under their control, who are on leave/training/deputation/sick or in any other Unit with proper acknowledgement.

Encl:- Application Proforma in Annexure 'A'.


(M SELVAKUMAR)

Divisional Personnel Officer
For Sr.Divisional Personnel Officer,
S.C.Rly., Guntakal.

Copy to:

- Secy to PCPO/SC for kind information of PCPO.
- PS(Gaz) to DRM/GTL for kind information of DRM.
- PSs to ADRMs/GTL for kind information of ADRM/Inf. & ADRM/Op.
- All Branch Officers of GTL Divn.
- APOs/GTL & Principal, RHS/GTL for information please.
- OS/IT Cell to upload in GTL Division website.
- All employees of GTL Divn. through their supervisors (except RPF & A/cs Depts).
- DSSs...SCRES, SCRUMU, SC/ST, OBC Associations/GTL division & notice board.

**Application for the Post of Staff & Welfare Inspector in Level-6
of 7th CPC pay Matrix against 35% quota in Personnel
Department of GTL Division.**

ANNEXURE - 'A'.

*Affix recent
Passport size
photograph duly
attested by
controlling
supervisor*

Ref: Sr. DPO/GTL's notification No.SCR/P-GTL/209/09/Admn. Sec./2022, dt.15.05.2023.

1	Name in Full (Block letters)	
	PF.No	
	Present Cadre	
	a) Designation	
	b) Pay Matrix Level/G.Pay	
	c) Date of Entry	
	d) Division/Unit	
	e) Working Staion/Office	
	Parent Cadre	
	a) Designation	
	b) Pay Matrix level/G.Pay	
	c) Date of Entry (Substantive)	
	d) Department	
	e) Division/Unit	
	f) Working station/Office	
	Date of Birth	
	Date of	
	a) Appointment	
	b)Appointed as (Designation)	
	c)Department	
	d)Division/Unit	
	e)Pay matrix level/G.Pay	
	f)Date of completion of Training and dates of ID taken (or) Date of entry into regular service	
7	Whether belongs to SC/ST/UR	
8	Educational Qualification	
9	Contact Mobile No.	

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10. **Eligibility Criteria** : The applicant is required to choose and till up the appropriate eligibility criteria. which he/she fulfils for being eligible to volunteer. (These particulars should be available in the service register).

a) Eligible under Para 3(i) of notification:

Pay Matrix Level	Level 2,3,4,5	
Present pay matrix level 2,3,4 or 5 (Grade pay either 1900, 2000, 2400 or 2800) (As applicable)		
Date of entry into level (Grade Pay)	Level 2 (Rs.1900/-)	
	Level 3 (Rs.2000/-)	
	Level 4 (Rs.2400/-)	
	Level 5 (Rs.2800/-)	
Date of completion of probationary in the respective level (GP)		
Qualification as per Para 3(i) of notification (Mention any of (a) to (e))		

b) Eligible under Para 3(ii) of notification:

Pay Matrix Level	Level 1 (GP Rs 1800/-)
Present Pay Matrix Level (Grade Pay)	
Date of entry into regular service	
Date of completion of 7years of regular service	
Qualification as per PArA 3(i) of notification (Mention any of (a) to (e))	

c) Eligible under Para 3(iii) of notification:

Pay Matrix Level	Level 5 or 4 or both	
Present Pay Matrix Level (Grade Pay) (either Rs.2800 or Rs.2400)		
Date of entry into level	Level 4 (Rs.2400/-)	
	Level 5 (Rs.2800/-)	
Date of completion of 5years of regular service in the respective level (Grade) or put together		

[Handwritten Signature]

d) **Eligible under Para 3(iv) of notification:**

Pay Matrix Level	Level 5 & 4	
Present Pay Matrix Level (Grade Pay) (either Rs.2800 or Rs.2400)		
Date of Entry in to level	Level 4 (Rs.2400/-)	
	Level 5 (Rs.2800/-)	
Educational Qualification	Graduate	
	Post Graduate	
Date of completion of probation in the respective level (Grade)		

e) **Eligible under Para 3(v) of notification:**

Pay Matrix Level	Level 3 or 2 or both	
Level 3 or 2 (Grade Pay either Rs.2000 or Rs.1900/-)		
Date of entry into level (Grade pay)	Level 2 (Rs.1900/-)	
	Level 3 (Rs.2000/-)	
Educational Qualification	Graduate	
	Post Graduate	
Date of completion of 7 years of regular service in the respective level (Grade pay) or put together		

I hereby declare that the particulars furnished by me are true and correct to the best of my knowledge. I am eligible under Para (____) . If any of the details are incorrect. I will not be eligible to be considered for the post.

Signature of the Employee

Date :
Place:

Forwarded by the Supervisory Official :

Signature of the Forwarding Officer

Date :
Place:

Signature of the Personnel/Establishment Officer

Date :
Place :

