



दक्षिणरेलवे/SOUTHERN RAILWAY

सं. No.P(GS) 608/XII/S&WII/35%Quota/Vol.IX

प्रधानकार्यालय/Headquarters Office,
कार्मिकशाखा/Personnel Branch,
चेन्नै/Chennai-600 003
दि./Dated 31.05.2023

PCE, PCME, PCOM, PCCM, PCSTE, PCEE, PCSO, PCSC,
PFA/MAS, CCO, CCM/PM, CCM/Rates/MAS, CCM/Claims/TPJ,
SDGM&CVO, PCMM/PER, PCMD/MMC/MAS, CAO/CN/MS, MTP/MS,
CE/MTP, CPD/RE/MS, CWM/LW/PER, CW/PER, GOC & S&T/PTJ,
CSTE/CN/MS, CSTE/Proj/MMC/MAS, FA&CAO/T/MAS,
GM/ST/MMC/MAS, TPJ MD/RH/PER, CPO/CN/MS, CPRO,
Sr.DPO's/DPO's/MAS, TPJ, MDU, PGT, TVC, SA
Sr.DFM/MAS, TPJ, MDU, SA, PGT, TVC, Sr.AFA/TPJ, GOC&PTJ
Sr.DSC/MAS, TPJ, MDU, SA, PGT, TVC, Sr.EDPM/MMC/MAS, MDU, EDPM/PGT
Dy.CPLO/Hqrs. Secy to GM, Dy.CE/EWS/AJJ, Dy.CEE/CW/PER, Sr.MPS/RPM,
Dy.CMM/GSD/PER, MSD/PER, Dy.CPO/C&LW/PER, WPO/GOC, SPO/RE/MS,
Sr.EO/HQ/MAS, SPO/EWS/AJJ, APO/C&LW/PER, APO/S&T/PTJ, APO/Stores/PER,
Sr.LO/MMC, Chairman/RRB/MAS, TVC, GGM/IRCTC/Chennai,
Addl Registrar/RCT/MAS, ERS, The Chairman/RRC/MAS,
AGM/RVNL/Chennai, Principal/MDZTI/TPJ

विषय:Sub: Selection for the post of Staff and Welfare Inspector in Pay Matrix
Level 6 (GP Rs.4200/-) against 35 % all Department Quota.

संदर्भ/Ref : 1. Railway Board's letter No.PC-III/2003/CRC/6 dated
09.10.2003(RBE No.177/2003) & Letter No.E(NG)1-2008/PM1/15
dated:03.09.2009 (RBE No.161/2009).
2.Railway Board's Letter No. E(NG)1-2002/PM4/1dt.12.07.2002.
(RBE No.106/2002)

It is proposed to invite applications through online mode in the Personnel Branch online portal at URL <https://notifications.srhqpb.in> for conducting selection for filling up of 27 vacancies (03-SC, ST-01 & 23-UR) in which 02 vacancy is earmarked for the PwBDs of Locomotor Disability such as Dwarfism and Acid Attack Victims to the post of Staff & Welfare Inspector in pay matrix level-6 (GP Rs.4200/-) against 35% Quota of posts to be filled from eligible staffs of all Departments Southern Railway as per instructions contained in Railway Boards letters cited above.

1. The selection consists of written examination as per Board's letter No.E(NG)I/2018/PM1/4 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).
2. 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, Overwriting, Erasing or Alteration of any type in the OMR will not be accepted. Zero marks will be given for answer having correction/over writing.

--Cont2

3. Eligibility Criteria:

The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Staff and Welfare Inspector in the Pay Matrix Level 6 (GPRs.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/Post Graduate diploma in Human Resource Management awarded by an Institution recognized by the Government of India.
- (e) MBA with paper(s) in Personnel Management/MBA-HR awarded by an Institution recognized by the Government of India.

Provided that staff working in Pay Matrix Level 6 (grade Pay 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 period in the respective grade.

(ii) Staff who have completed at least 7 years service in level 1 (GP.Rs.1800/-) and are in possession of any of the qualifications mentioned in (i) above.

(iii) Staff in the grade next below the grade of Welfare Inspector i.e., those in Pay Matrix Level 5 (GP.Rs. 2800/-) and Level 4 (GP. Rs. 2400/-) with 5 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 5 years service together in these grades.

(iv) Staff in Pay Matrix Level 5 (GP.Rs. 2800/-) and Level 4 (GP. Rs. 2400/-) 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 lower than the grade next below the Welfare Inspector i.e., those in Pay Matrix Level 3 (GP. Rs.2000/-) and Level 2 (GP. Rs.1900/-) who are Graduates and who have completed not less than 7 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 7 years service together in these grades.

4) In terms of Railway Board's letter No. E(NG)-2019/PM/1/24 (RBE No.102/2019) dated:25.06.2019, the initial training period will count towards the eligibility for appearing in the Department examination and should not be construed to mean that the period spent on training would be counted towards fixation of seniority.

5) In case candidate has obtained Degree/PG Degree through Open University his/her eligibility will be assessed according to instruction in RBE No.116/2013, PBC No.69/2014 & RBE No.22/2015.

6) Applicant must upload copies of all the certificates i.e. Education Qualification (entries should be available in the Service Register), Community certificate and other relevant certificates.

- 7) All the service conditions mentioned in Para 3 under eligibility criteria (i) to (v) will be reckoned as on the date of this notification.
- 8) All staff who apply in response to this notification and who satisfy the conditions prescribed above would be subjected to a selection which will consist of a written examination, perusal of records. The panel will be drawn up as per extant instructions.
- 9) The online application submitted by the willing employees who satisfy the prescribed conditions as per para 5 (i) to (v) may be forwarded to this office after verifying and certifying eligibility conditions and correctness of the service particulars in each and every application without fail. Applications received without certification will not be entertained.
- 10) There will be no supplementary examination. The candidates will have the option of writing the examination either in English or in Hindi language and they are required to indicate the same in the application form itself.
- 11) The employees who volunteer for the above post should be in readiness to appear for the written examination.
- 12) The selected candidates will be liable to be posted in any Division/unit of Southern Railway Administration and the post will involve frequent travelling and to accompany Officers on tour, on duty. Employees unwilling to be posted in any other division/unit other than their present parent unit need not apply.
- 13) It is the personal responsibility of the concerned cadre controlling Personnel Officer to certify and ensure the correctness of all applications with Service Register and other relevant records. Also certify the correctness of the particulars in the applications. Without such certification, applications received will be summarily rejected and the responsibility will be fixed on the Concerned Personnel Officer who forwarded the applications.
- 14) This may be given wide publicity among the staff concerned. The notification may be pasted in all the notice boards and prominent places in Divisional Offices/Units/Field Offices.
- 15) The link for the web portal will be made available from 05.06.2023 @ 12.00 hrs in the Personnel Department internet website (srhqp.in) and also in the Railnet website of Southern Railway.

Opening of online registration of application	05.06.2023 @ 12.00 hrs
Closing of online registration of application	26.06.2023 @ 17.00 hrs
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters.	30.06.2023

The employees who are eligible to apply for the above selection should submit their application through the above said website in online mode only. Applications received from any other mode will not be considered. The syllabus and instructions regarding applying online for the above selection is enclosed herewith as **Annexure A** and **Annexure B** respectively.



The respective cadre dealer / controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, each online application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file also should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website **srhqpb.in** and also forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 28.06.2023.

Encl: As above.

S. Sangeetha
31/5/2023.

(S.Sangeetha)

Asst. Personnel Officer/GI&HQ
for Principal Chief Personnel Officer.

प्रतिलिपि/Copy to:

PCPO, CPO/Admin, CPO/IR, CPO/Gaz.

All Hqrs PB Officers, All Chief OS of Hqrs/MAS

GS/SRMU, NFIR, AIOBC, SC/ST

Ch.OS/System- to upload in the Railnet please

Annexure-I

SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR IN PAY
MATRIX LEVEL 6 (GP. Rs.4200/-)

I. ORGANISATION SET UP OF RAILWAYS.

1. Present status of Railway as a Transport organization and social responsibilities evolving trends.
2. Organisation of Railways, various units, department. Role of Personnel Department vis-à-vis other Branches.
3. Manpower Planning, Benchmarking, Training.
4. Establishment Manual, Codes, Pension Manual, Training Manual, Provisions and Rules, Policy circulars, Schedule of Powers with respect to establishment matters.
5. Important registers & forms in office and at stations/depots, Files & their maintenance, Single File System & its advantages, Dak System, registration.
6. Computerisation of Personnel Dept., PRIME & AFRES.
7. Budget, Parliamentary questions, VIP/CA iii reference, MP/MR reference.

II. ROLES AND DUTIES OF S&WIs.

1. Grievance handling machinery on Railways.

III. ESTABLISHMENT RULES.

1. Seniority Rules and Reservation Rule applicability.
2. Promotion by selection & non-selection, suitability tests, trade tests, Adhocand officiating, refusal of promotion and its effects.
3. Pay fixation on promotion/in ex-cadre/under Pay Commission, stepping up of pay, regular and supplementary bills.
4. Increments, special increments.
5. Allowance particularly HRA, Transport Allowance, TA & DA, Composite Transfer Grant, dual charge and officiating allowance, honorarium, Running Allowance.
6. Advance from PF and other Advances / Loans.
7. Service matters – joining time, change in date of birth, Age Review.
8. Medical decategorisation and alternative employment.
9. Maintenance of service records and leave accounts, leave rule.
10. Pass rules, pass accounts.
11. Conduct Rules, Discipline and Appeal Rules.

IV. CASUAL LABOUR / SUBSTITUTES / ACT APPRENTICES.

1. Casual labour and substitutes – their engagement, rules and procedure.
2. Screening of casual labour and substitutes, verification of working days, casual labour cards.
3. Temporary status, benefits to casual labour/substitutes.
4. Training of Apprentices under Apprentices Acts.

V. LABOUR LAWS

1. Labour laws on Contract Labour.
2. Employees 's Compensation Act.
3. Payment of Wages Act.
4. Minimum Wages Act
5. I.D. Act.
6. Railway Servants (Hours of Work and Period of Rest) Rules, Job Analysis.
7. Meetings with LEO & Labour Commissioner, Labour Court, Industrial Tribunal cases.
8. CAT Act.
9. Trade Union Act.
10. Right to Information Act.

VI. INDUSTRIAL RELATIONS

1. Trade Unions – PNM, FNMs.
2. PREM
3. ZRUCC
4. Facilities to recognized unions.
5. Policy regarding unrecognized Unions, Worker's participation in Management.

VII. WELFARE ACTIVITIES.

1. SBF – Constitution, rules allocation of funds, meeting, Budget.
2. MahilaSamitis – Constitution and activities.
3. Railway Institutes and Clubs – Constitution and activities.
4. Recruitment against Scouts/Cultural/Sports quota.
5. Scouts and Guides activities.
6. Provision for handicapped.
7. Co-operative Societies, Industrial Training Centres, Housing Societies.
8. Canteens – Statutory & non-statutory, amenities, Policy.
9. Awards to staff, Relief Funds.
10. Holiday Homes, Holiday Camps and their organization.
11. Sports and Cultural activities.
12. Works Programme Proposals – Staff quarters and Staff Amenities.

VII. EDUCATION AND TRAINING

1. Railway Schools – Types, Organization policy.
2. Subsidies, Reimbursement of fees.
3. Adult literacy - Literacy drive.
4. Scholarships.
5. Training Manual and Training Institutions.

IX. RESERVATION.

1. Facilities for SC, ST, OBC etc.
2. Reservation Rules.
3. Maintenance of Reservation Roster.

X. MEDICAL ASSISTANCE AND BENEFITS

1. Liberalised Health Schemes
2. Family Planning Incentives.
3. Medical Cards & their entitlement.
4. Hospital Visiting Committees.
5. Homeopathic/Ayurvedic Dispensaries, Subsidies.

XI. COMPASSIONATE APPOINTMENTS

1. Rules and procedure
2. Verification of certificates.

XII. SETTLEMENT

1. Normal settlement dues and their calculation.
3. Compassionate Allowance
4. Ex-gratia Payments.

XIII. INSPECTIONS.

1. Types of Inspection.
2. Registers maintained by various units viz. Grievance, attendance, overtime, casual labour muster rolls etc.
3. Displaying of statutory notices.

XIV. BILLS WORKING.

Regular salary bills, supplementaries, statements to be attached to the bills, Deductions permissible, Arrears claims, Unpaid wages list, Procedures of disposal of them in Accounts Office & Cash Office, Internal checks – points of checking, Allowances, Advances & their recoveries.

XV. OFFICIAL LANGUAGE ACT AND RULES – IMPLEMENTATION THEREOF.

INSTRUCTIONS FOR APPLYING ONLINE

Annexure – B

Link for applying online-www.srhqpb.in

Instructions to Candidates:-

- The candidate who desires to apply will have to click on the appropriate link. The link will lead to a application format in which the candidate needs to fill up the required particulars.
- The application format has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, he/she should download the filled up application from the portal in PDF format and print out of the same should be taken.
- In the print out, the photograph of the candidate should be affixed in the space provided and the candidate should affix his/her signature wherever the space is provided for this purpose. The affixed photograph should be duly attested by the controlling supervisor/official.
- After affixing the signature and photograph as above, the candidate should get the columns/space provided for forwarding the application filled by the controlling supervisor/ official by making appropriate entries including the name, signature and seal of the forwarding supervisor/official, in the space provided in the print out for this purpose.
- The completed application, duly forwarded by the controlling supervisor / official should be scanned and uploaded in the portal in PDF format by the candidate.
- Once the scanned PDF format of the application is submitted, the candidate has to click on the 'SUBMIT' button and submit the application.
- Once the scanned copy of the application is submitted, the candidate will not be able to make any change in the application already submitted.
- On submitting the completed application as above, a unique application number will be allotted to the candidate which will be specific for each candidate with respect to each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for further reference.
- The candidate can check the status of his application by entering the unique application number and other relevant details.

Instructions to Personnel Branch: -

- The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer and Divisional Officer etc.
- The details of user rights and passwords will be issued.
- The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division / Unit for recommendation. If required, they may be forwarded along with reasons/remarks to the personnel officer of the unit.
- The concerned Personnel Officer will accept the application and forward the same to Headquarters.
- The concerned Personnel Officer can also reject the application duly specifying the reason for rejections.

- In case there is a need for the applications to be forwarded with the approval of the concerned departmental Officer, then a print out of the eligible / non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel Officer, before forwarding the same to Headquarters.
- The Dealer(s) and the Personnel officer at Headquarters level will have the facility to verify the applications and accept or reject the same duly indicating the reasons.
- Thereafter, the list of eligible candidates will be generated through the online portal by the concerned officer and the process of selection will be further processed as per the extant instructions.
