



**दक्षिणरेलवे/SOUTHERN RAILWAY**

सं.No.P(GS) 268/XII/Ch.S&WI/LDCE/2025

प्रधानकार्यालय/Headquarters Office,  
कार्मिकशाखा/Personnel Branch,  
चेन्नै/Chennai-600 003  
दि./Date: 20.08.2025

**CAO/CN/MS & ERS, SDGM&CVO,CPO/CN/MS,  
Sr.DPOs& DPOs/MAS,TPJ, TVC,PGT,MDU & SA.  
DY.CPO/CW, LW&Elec WS, Dy.CPO/WS/GOC, Dy.CPO/CN/MS & ERS  
APO/S&T/PTJ, APO/EWS&AJJ/TMRPM, APO/Stores & WS**

विषय/Sub: Selection for the post of Chief Staff & Welfare Inspector in Pay Matrix  
Level 7 against 20%Limited Departmental Competitive  
Examination Quota- reg

संदर्भ/Ref: Railway Board's letter no.E(NG)I-2005/PM1/20 dtd 17.06.2005,  
06.10.2006, 27.06.2007 & 09.10.2007

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1. It is proposed to invite applications through online mode in the Personnel Branch online portal at URL <https://southernrailway.gov.in/srhqpb/home/NGaz/> for selection to fill up **02** (01-UR, 01-ST) vacancies, out of which 01 vacancy is earmarked for the PwBD of Locomotor Disability such as Dwarfism and Acid Attack Victims to the post of Chief Staff & Welfare Inspector in pay matrix level-7 against 20% Limited Departmental Competitive Examination quota.

**2. Eligibility Criteria**

- a. Staff & Welfare Inspectors in Level-6 who have completed a minimum of 2 years regular service in Level-6 and who possess qualification of graduation may submit their applications through online portal for the above selection.
- b. It is advised that 2 years regular service will be reckoned as on 20.08.2025. Willing/Eligible volunteers should submit their application in the Online portal of Personnel Department website <https://southernrailway.gov.in/srhqpb/home/NGaz/> along with attested copies of their 10th /11th, +2/PUC and degree certificates along with community certificates and Disability certificates through their controlling Officers. The same should be verified by the Personnel officer concerned to forward to this office on or before **10.09.2025**

**3. Selection procedure**

The selection against LDCE quota will be governed by the following conditions:-

- a. The selection consists of a written examination as per Board's letter No.E(NG)I/2018/PM1/4 dated 14.12.2018 (RBE 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 shall be optional.

- b. The written examination will be conducted in Computer Based Test (CBT) mode. The CBT is tentatively scheduled on **28.09.2025**. The time and venue will be intimated later.
- c. The syllabus for the examination (PBC 140/2025) is enclosed as **Annexure 'A'**
- d. The duration of examination will be 120 minutes (PBC No.46/2019). There shall be negative marking for incorrect answers (PBC No.264/2019). One third of the mark allotted for each question will be deducted for every wrong answer.
- e. The final panel will be drawn in the order of merit (PBC 14/2014) based on aggregate marks of Professional Ability (written exam) and Record of Service. The service records of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed for further selection process.
- f. All such persons who are selected as Ch.S&WI against LDCE quota will be required to undergo 21 days training at MDZTI/TPJ in terms of Railway Board's letter No.E(MPP)2005/3/40 dtd 29.11.2012. All such selected candidates will have to successfully complete the training/course and a prescribed examination at the end of the training course will be conducted before they are put on a working post.

**4. General instructions**

- a. It should be ensured by the respective Personnel Officers concerned that the service particulars of the employees/eligibility conditions entered in the Application form are verified and certified with the details available in the Service Records before forwarding the applications to this Office.
- b. The employees who are selected are liable to be posted anywhere in Southern Railway and those who are not willing for promotion involving transfer need not apply.
- c. The link for the web portal will be made available from 21.08.2025 in the Personnel Department internet website <https://southernrailway.gov.in/srhqpb/home/NGaz/> and also in the Railnet website of Southern Railway.

Opening of online registration of application	21.08.2025
Closing of online registration of application	08.09.2025
Last date for Division/Units to forward applications to PB/Headquarters.	10.09.2025

- d. 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 Instructions for applying online for the above selection is enclosed herewith as **Annexure-B**.
- e. 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 and also forwarded in e-office to the undersigned as e-receipt on or before **10.09.2025**.

- f. The Service Registers and APARs for the last 3 years of the volunteers may be updated and kept ready for forwarding the same to HQrs when required.
- g. The notification may be given wide publicity. In case no application is received in your Office/Unit, a NIL report should be submitted to this Office on or before **10.09.2025**.

संलग्न/Encl: Annexure A & B

(जे झरना सिंगर J. Jarna Singer)  
स.का.अ./सा. APO/GL/HQ  
कृते प्र.मु.का.अ. for PCPO/SR

प्रतिलिपि/Copy to :-

PCPO, CPO/Admin, CPO/IR, CPO/G - for kind information please

CVO/MS - for kind information please

All PB Officers of Hqrs

GS/SRMU, GS/DREU, GS/NFIR, GS/AISCSTREA, GS/AIOBCREA,

IT Section/PB/HQ- to please upload in the Railnet.

ANNEXURE-A

**SYLLABUS FOR THE POST OF CHIEF STAFF AND WELFARE INSPECTOR  
(LDCE) IN PAY MATRIX LEVEL 7**

1. Writing skills
  2. RLT Award & Hours of Employment regulations
  3. Welfare activities for Railway employees
    - (a) Staff Benefit Fund
    - (b) School policy on Railways
    - (c) Cultural activities
    - (d) Recreation Centers and Clubs
    - (e) Handicraft Centers
    - (f) Canteens
    - (g) Co-operative Stores/Societies
    - (h) Sports activities
    - (i) Scouts and Guides
    - (j) Holiday Homes
  4. Employment on Compassionate Grounds
  5. Medical examination of Railway employees, Medical decategorisation and absorption of medically decategorised staff.
  6. Loans and Advances available to Railway employees.
  7. Man-power planning
    - (a) Vacancy Bank Register
    - (b) Bench Marking
    - (c) Creation of posts
    - (d) Supernumerary posts
    - (e) Redeployment of surplus staff
  8. Uniform Policy
    - (a) Eligibility of staff
    - (b) Periodicity of supply of uniform
    - (c) Procedure for change in classification
  9. Pay & Allowances
  10. Pass Rules
  11. Railway Pension Rules
  12. Leave Rules
  13. Grievances Redressal Machinery
  14. Recognition of Trade Unions, Permanent Negotiation Machinery, Dealing With unrecognized Unions / Associations, Facilities to Office bearers of Recognized Unions /Associations.
  15. General conditions of service
  16. RELHS
  17. Labour Laws
  18. Right to Information Act
- Note: (i) Questions set in the paper will be normally to assess the writing and analytical power of the candidates with reference to various topics as above.
- (ii) In terms of Para 7(i) (v) of Railway Board's letter No. E(NG)1-98/PM1/7 dated 20.10.1999 circulated vide RBE No. 272/1999 at least 10 % of the total marks prescribed for the written test should be on Official language policy and Rules.

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**INSTRUCTIONS FOR APPLYING ONLINE**

**Annexure – B**

Link for applying online-<https://southernrailway.gov.in/srhqpb/home/NGaz/>

**Instructions to Candidates:-**

- The candidate who desires to apply will have to click on the appropriate link. The link will lead to an 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 specific for each 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.

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