

EAST CENTRAL RAILWAY

Office of the
General Manager(P)
Hajipur

No. ECR-HQ0PERS(STFM)/12/2020

Date-04.08.2021

ALL PHODs/CHODs/HODs/ECR/HJP
CAO/Con/ECR/MHX & Addl. Register/RCT/Patna
Chairman/RRB/Patna & MFP
DRMs/ECR/DNR, DDU, DHN, SEE & SPJ
CWMs/ECR/PD/MGS, WS/SPJ & CRW/HRT
DGM/Law/ECR/Hajipur at PNBE
Sr. DPOs/ECR/DNR, DDU, DHN, SEE & SPJ
Principal /ZRTI/Bhuli & MFP
All Extra Divisional Units of ECR

NOTIFICATION

Subject:-Filling up the post of Staff & Welfare Inspector in Grade Pay ₹4200/- Level-6 against 35% quota from all departments- Total Vacancy 06 (UR-05, SC-Nil, ST-01)

Applications are invited for the post of Staff & Welfare Inspector in Grade Pay ₹4200/- (Level-6) against 35% quota from all departments for 06 vacancies (UR-05, SC-Nil, ST-01) of East Central Railway.

As per Railway Board's letter no. E(NG)I-2002/PM4/1 dt-12.07.2002, eligibility criteria for submitting application for the post of Staff & Welfare Inspector (SWI) are as under:-

1. Eligibility Criteria:-

The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Staff & Welfare Inspector in the Grade Pay 4200/- (Level-6). The date of notification will be counted as cutoff date for eligibility.

- (i) Group "C" staff in possession of any of the following qualifications irrespective of the grade or length of Service or other educational qualifications.
- Diploma in Labour Welfare /Social Welfare,
 - Diploma in labour laws,
 - LLB with paper(S) in Labour Laws,
 - Post Graduate Diploma in Personnel Management awarded by an institution recognized by the government of India; and
 - MBA with paper(S) in personnel Management awarded by an institution recognized by the government of India.



Provided that staff working in grade Grade Pay 4200/- Level-6 or above on regular basis will not be eligible to appear in the aforesaid selection.

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) Erstwhile Group "D" staff of GP-1800/- who have completed at least 07 years service in Group "D" on the date of notification and are in possession of any of the qualifications mentioned in (i) above.
- (iii) Staff in the grades next below the grade of Staff & Welfare Inspector i.e. those in Grade Pay 2800/- Level-5 and Grade Pay 2400/- Level-4 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.
- (iv) Staff in the Grade Pay 2800/- Level-5 and Grade Pay 2400/- Level-4 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 Staff & Welfare Inspector i.e. those in Grade Pay 2000 Level-3 and Grade Pay 1900, Level-2 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 service as on date of notification together in these grades.
- (vi) Those employees who have come on transfer to ECR on bottom seniority their length of service should be counted in terms of RBE-34/2006.

(2) Procedure for holding selection and empanelment

- A. All staff who satisfy the conditions prescribed above would be subjected to selection which will consist of a Written Test in terms of RBE-161/2009 and panel will be prepared purely on the basis of merit and as per procedure prescribed in Para 219(j) of the Indian Railway Establishment Manual, Vol.I.
- B. In terms of RBE No. 196/2018 the question paper will henceforth be 100% Objective Type.
- C. All the question will be of multiple choice only.
- D. To ensure the authenticity of the answer, cutting, overwriting, erasing or alteration of any type in the answers will not be accepted. Zero marks will be given for answers having correction/over writing.
- E. There shall be negative making for incorrect answer. One third of the marks allotted for each question will be deducted for wrong Answers.

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- F. 10% marks of total marks should be on Rajbhasha which will not be compulsory attempt.

3. Last date of submission of application:

- (i) The Controlling Officer should give wide publicity of this notification amongst the eligible staff under their control and ensure submission of applications by the candidates in prescribed format (specimen copy enclosed as Annexure- 'A') enclosing the documents in support of their educational qualification and eligibility within the stipulated time mentioned below.
- (ii) The Sr.DPO's/Personnel Branch Officers of the divisions/units are also requested to ensure wide publicity of this notification by deputing SWIs/ Sectional SWIs to their jurisdiction who will arrange to paste the notification on main Stations/AEN offices and Other subordinate offices and encourage the eligible employees to apply for the said post.
- (iii) The last date of submission of application by the eligible employees duly countersigned by their Controlling Officer to the concerned Personnel Branch Officer is 01.09.2021. The Filled up applications with supporting documents should be scrutinized properly by the associate personnel Branch with the service records to avoid any factual errors and future complications. The applications should also be countersigned by concerned Personnel Branch Officer with Seal.
- (iv) All the applications with enclosures received by the Personnel Branch Officers through Controlling Officers should be sent in bunch so that to reach SPO/ESM/ECR/HJP on or before 04.09.2021 positively. The applications forwarded after the last date will not be entertained under any circumstances. It may please be noted that applications other than in prescribed proforma or without signature of the Controlling Officers and duly checked and countersignature of Personnel Officers will not be entertained.
- (v) In case, service particulars furnished by the applicants/certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the staff will be liable to be cancelled at any stage during and even after the completion of selection process.

4. Date of written examination and venue will be notified letter on. However this notification should be treated as notice in advance for written examination. The staff should kept for readiness to appear in the examination within short notice.

5. Syllabus

A copy of syllabus is enclosed herewith as Annexure- 'B' for wide circulation amongst the eligible staff.



6. The controlling/authorized officer should ensure the issue of individual sparing letters duty attesting specimen signature of the candidate on the sparing letter. The candidates without proper sparing letter will not be allowed to appear in the examination.

Please acknowledge the receipt.

Enclosure: (i) Proforma (Annex-'A')
(ii) Syllabus (Annex- 'B')


(Saurabh Sawarn) 2/8/2021

SPO/ESM

For General Manager (P)

Copy of information and necessary action to :-

- Secy to PCPO for kind information of PCPO.
- CA to CPO(IR) for kind information of CPO(IR)
- Dy. CPO/HQ/Gaz. & IR&W/ECR/HJP
- SPO/Bill/ ECR/HJP
- APO/MPP/ECR/HJP- Please arrange to upload on ECR website.
- CSWIs at HQ/HJP for wide publicity
- GS/ECRKU
- Notice Board


For General Manager (P)

PROFORMA

Application for the post of Staff & Welfare Inspector GP Rs 4200/- Level-6 under 35% quota from all departments against notification dated 04.08.2021

1. Name of the Employee :-
2. Present Desg. & Station :-
3. Present Pay & Scale/Grade :-
4. Date of entry to present Grade :-
5. Working under :-
6. Div./Unit whether lien held :-
7. PF No./NPS No. :-
8. Date of Birth :-
9. Date of Appointment :-
10. Whether belonging to SC/ST
(Enclose supporting documents) :-
11. Education Qualification
(enclose certificate) :-

Attested
Photograph



Academic	Qualification	University/Board	Year of Passing
SSC/X/Matric			
Higher Secondary/XII/Inter			
Graduation			
Post Graduation			
Other's Education at Qualification for fulfilling eligibility criteria.			

12. Date of appointment/promotion to the following grade on regular basis:-

-----	Day	Month	Year
a) In G.P. 1800/- , Level 01			
b) In G.P. 1900/-, Level 02			
c) In G.P. 2000/-, Level 03			
d) In G.P. 2400/-, Level 04			
e) In G.P. 2800/-, Level 05			

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13. Length of non-fortuitous service (Regular Promotion) to the following grade as on date

-----	Day	Month	Year
a) In G.P. 1800/- , Level 01			
b) In G.P. 1900/-, Level 02			
c) In G.P. 2000/-, Level 03			
d) In G.P. 2400/-, Level 04			
e) In G.P. 2800/-, Level 05			

14. Choice of language to answer the questions (English/Hindi). The candidate should indicate his/her choice, either any one of the above two language.

15. Declaration of the Candidate:-

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that in the even of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

I am willing to take up assignment of Staff & Welfare Inspector anywhere in the East Central 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 all.

Signature of the Candidate (Hindi)

Signature of the Candidate (English)

A. Forwarding the application (filled-up) furnished by the candidate to the cadre (Personnel branch) officer by his/her controlling officer :-

The proforma of Bio-data filled-up by the candidate, Shri/Smt. _____
Designation _____ received within the target date is hereby forwarded to his/her respective cadre (Personnel Branch) officer for verification with the service record available in his/her officer and for onward transmission to the General manager(P)/ECR/HJP

SIGNATURE OF CONTROLLING OFFICER

(With officer seal & date)



B. To be furnished by the cadre (Personnel Branch) Officer:-

If the volunteer come under the circumstances mentioned in item no. 1(VI) of the notification the service rendered by immediate senior employees on 20.03.2019 should be indicated invariably in the under mentioned format.

Sl No.	Name of (S/Shri) of immediate senior	Desig.	Level	Year	Month	Day
			G.P. 1800/- Level-1			
			G.P. 1900/- Level-2			
			G.P. 2000/- Level-3			
			G.P. 2400/- Level-4			
			G.P. 2800/- Level-5			

It is certify that the service particular furnished by Shri/Smt, _____ Designation _____ through the above proforma (Bio-data) have been verified with his/her service record and found correct and it has been forwarded to GM(P)/Hajipur for further necessary action.

SIGNATURE OF THE CADRE ('P' BRANCH)OFFICER
(With office seal & date)

Enlosure:-

List of documents

- (i) _____
(ii) _____
(iii) _____
(iv) _____

TotalPages



**SYLLABUS FOR SELECTION TO THE POST OF STAFF & WELFARE INSPECTOR
(PB 9300-34800 GP Rs 4200/-, Level-6) AGAINST 35% QUOTA**

1. Condition of Service, execution of service agreement, Recording of date of birth change in name.
2. Service Records of Non Gazetted staff, preparation of folders & service book etc.
3. Leave Rules, Maintenance of leave account.
4. Increment.
5. Promotion.
6. Fixation of Pay.
7. Preparation of salary Bills, TA and actual expenses.
8. Payment from station earnings.
9. Imprest cash account.
10. Calculation of income tax.
11. Advances & Allowances.
12. PF and special contribution of PF Rules. Preparation of PF papers & applications for special contribution to PF.
13. Pass Rules.
14. Railway Servants conduct Rules.
15. Discipline and Appeal Rules.
16. Railway Pension Rules.
17. Preparation of settlement papers, expeditious payment of settlement dues & NPS.
18. Staff Benefit Fund rules, Holiday Home, Mahila Samitee, Canteen Co-operative & Institute Welfare Camp and Re-imbursement of tuition fees, Supply of uniforms.
19. Educational assistance rules.
20. Delegation of powers in Establishment matters.
21. Dealing with grievances.
22. Industrial Relations Machineries.
23. Minimum wages Act 1948.
24. Payment of wages Act 1936
25. Industrial Dispute Act 1947
26. Workmen Compensation Act 1923 and preparation of compensation papers
27. Factories Act 1948.
28. House of Employment Regulation, Calculation of over time.
29. Casual labour and Substitutes.
30. Role of Staff Welfare Inspector.
31. Raj Bhasha Rules.
32. A general idea of the evaluation of the pay structure and other service condition of govt Servant and the reports of the various committee and commissions connected there with
33. Lump sum Ex. Gratia Payment.
34. RTI
35. LARSGESS