



पूर्व मध्य रेल
EAST CENTRAL RAILWAY

कार्यालय
महाप्रबंधक (का.)
हाजीपुर

No.ECR-HQOPERS (RULE)/0013/2025 (Com.No.353304)

Date: As Signed

1. CAO (Con.)/उत्तर एवं दक्षिण/पटना।
2. सभी PHOD/CHOD/पूमरे/हाजीपुर।
3. DRM/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
4. मुख्य कार्मिक अधिकारी/आई.आर./पूमरे/हाजीपुर।
5. मुख्यालय के सभी कार्मिक अधिकारी।
6. CWM/पीडी/डीडीयू, यांत्रिक कारखाना/समस्तीपुर एवं हरनौत।
7. Dy.CPO/पीडी/डीडीयू।
8. Sr.DPO/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
9. उप महाप्रबंधक/विधि/पटना।
10. प्राचार्य/क्षेत्रीय रेल प्रशिक्षण संस्थान/मुजफ्फपुर एवं भूली।
11. सकाधि/यांत्रिक कारखाना/समस्तीपुर एवं हरनौत।
12. सभी मुकार्याधी/कार्याधी/पूमरे/हाजीपुर।

विषय:- Syllabus for Selection to the Posts of Staff & Welfare Inspector of Personnel Department under PRQ/IAQ/LDCE.

विषयोक्त के संदर्भ में कार्मिक विभाग के विभिन्न पदों के लिखित परीक्षा हेतु पाठ्यक्रम (Syllabus) सूलभ संदर्भ हेतु संलग्न किया गया है। पदों का विवरण निम्नवत है : -

1. Staff & Welfare Inspector

Note : Optional Question of 10% of total marks on Rajbhasha Policy and Rules.

सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित किया जा रहा है।

उपरोक्त पर PCPO महोदय का अनुमोदन प्राप्त है।


21.1.2025
(अजित कुमार)

उप मुख्य कार्मिक अधिकारी/आई.आर.एण्ड.डब्ल्यू.
कृते महाप्रबंधक (कार्मिक)/पूमरे/हाजीपुर

प्रतिलिपि/— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित:-

1. प्रमुकाधि के निजी सचिव - प्रमुकाधि महोदय को सादर सूचनार्थ।
2. महासचिव/ईसीआरईयू/पूमरे/हाजीपुर।
3. महासचिव/एस.सी.एवं एस.टी.एशोसिएशन/ओ.बी.सी.एशोसिएशन/पूमरे/हाजीपुर।
4. सकाधि (एम.पी.पी.)/पूमरे/हाजीपुर-कृपया इसे वेबसाइट पर अपलोड कराने की व्यवस्था करें।



Syllabus for the post of Staff & Welfare Inspector in Pay Matrix Level – 6 (G.P – Rs.4200/-) –**50% Quota & 35% Quota**

I.	Sl.No.	ORGANISATION SET UP OF RAILWAYS
	1.	Present status of Railway as a Transport organization and social responsibilities evolving trends.
	2.	Organization of Railways, various units, department. Role of Personnel Department vis – a – vis other Branches.
	3.	Manpower Planning, Benchmarking, Training.
	4.	Establishment Manual, Codes, Pension Manual/Rules, 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.	Computerization of Personnel Department IPASS, HRMS, E-office, UMID, RESS, CPGRAMS, GEM, IRPSM, Working knowledge of Computers
	7.	Parliamentary questions, VIP/CA iii reference, MP/MR reference.
	8.	Canons of financial propriety, Audit and Accounts narrative report, Budget, Classification of Demands of Grants, Award of works in works Programme.
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 test, 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.
	8.	Recruitment and Retirement benefits.
	9.	Medical de-categorization and alternative employment.
	10.	Maintenance of service records and leave accounts, Leave Rule.
	11.	Pass Rule, Pass accounts.
	12.	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.
	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.	Employee's Compensation Act.
	3.	Payment of Wages Act.
	4.	Minimum Wages Act.
	5.	I.D. Act.

	6.	Railway Servants (Hours of Works and Period or Rest) Rules, Job Analysis.
	7.	Meetings with LEO & Labour Commissioner, Labour Court, Industrial Tribunal Cases.
	8.	Court Case & CAT, HC, SC and other statutory Commissions/Bodies.
	9.	Trade Union Act.
	10.	Right to Information Act.
VI.	INDUSTRIAL RELATIONS	
	1.	Trade Unions – PNM
	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.	Railway Institutes and Clubs – Constitution and activities.
	3.	Recruitment against Scouts/Cultural/Sports quota/Appointment on Compassionate Ground.
	4.	Scouts and Guides activities.
	5.	Provision for handicapped.
	6.	Co-operative Societies, Canteens – Statutory & non – statutory, amenities, Policy.
	7.	Awards to staff, Relief Funds.
	8.	Holiday Homes, Holiday Camps and their organization.
	9.	Sports and Cultural activities.
	10.	Works Programme Proposals – Staff quarters and Staff Amenities.
	11.	Medical facilities to Railway employees, RELHS.
VIII.	EDUCATION AND TRAINING	
	1.	Railway Schools – Types, Organization policy.
	2.	Subsidies, Reimbursement of fees.
	3.	Scholarships.
	4.	Training Manual and Training Institutions.
IX.	RESERVATION	
	1.	Facilities for SC, ST, OBC etc.
	2.	Reservation Rules.
	3.	Maintenance of Reservation Roster.

Note : Rajbhasha

- Optional Question of 10% of total marks on Rajbhasha Policy and Rules.