

EAST CENTRAL RAILWAY

**Office of the
General Manager (P)
Hajipur**

ECR/HRD/SWI/Selection/254/16/Oth.35%

Date : 23.01.2017

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

NOTIFICATION

Subject:- Filling up the post of Staff & Welfare Inspector in Pay band-2, Rs. 9300-34800 + Rs. 4200/- GP against 35% quota from all departments - Total Vacancy 05 (SC-03, ST-02).

Application are invited for the post of Staff & Welfare Inspector in Pay band -2, Rs. 9300-34800 + 4200/- GP against 35% quota from all departments for-05 vacancies (SC-03, ST-02) 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 PB-2, Rs. 9300-34800 + Rs. 4200/- GP. The date of notification will be counted as cut of 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 recognised by the government of India; and
 - MBA with paper(S) in personnel Management awarded by an institution recognised by the government of India.

Provided that staff working in grade Rs. 9300-34800 + 4200/- GP 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.

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- (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 grades Rs. 5200-20200 + 2800/- GP and Rs. 5200-20200 + 2400/- GP 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 grades Rs. 5200-20200 + 2800/- GP and Rs. 5200-20200 + 2400/- GP 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 grades Rs. 5200-20200 + 2000/- GP and Rs. 5200-202000 + 1900/- GP 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**

All staff who satisfy the conditions prescribed above would be subjected to a 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.

In terms of RBE-123/2006 the written test will be consist of 50 marks out of which the questions equivalent of 50% (within the range of 45% to 55%) will be of objective type. The type of objective questions will be in the form of multiple choice, 'filling of the blanks', "tick, 'true' and 'false'," 'right' or 'wrong' ", 'match the following' and may include questions requiring one words/line answer, "'yes' or 'no' ", naming etc.

There is no provision to alter/cutting/over writing in the answers of the objective type question.

- (3) 10% marks of total marks should be on Rajbhasha which will not be compulsory to attempt.

(4) **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 the 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 23.02.2017. The filled up applications with supporting documents should be scrutinised 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 APO(M&E)/ECR/Hajipur on or before 03.03.2017 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.
- (5) 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.
- (6) **Syllabus**
- A copy of syllabus is enclosed herewith as Annexure - 'B' for wide circulation amongst the eligible staff.
- (7) The controlling/authorized officer should ensure the issue of individual sparing letters duly 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')

(Alok Srivastava)
APO/M&E
For General Manager (P)

Copy of information and necessary action to :-

- Secty to CPO for kind information of CPO.
- PS-II to CPO(A) for kind information of CPO (A).
- Dy. CPOHRD & Gaz.
- All SPOs at HQ, HJP.
- All APOs at HQ, HJP- Bill , Rectt, MPP, IR&W, Gaz. & ESM
- CSWIs at HQ, HJP for wide publicity
- GS/ECR KU.
- Notice Board.

APO/MPP - Please upload upon website of ECR.

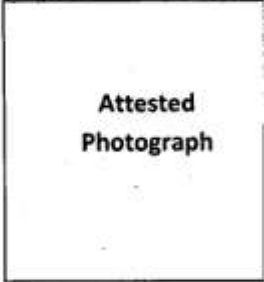
For General Manager (P)

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PROFORMA

Application for the post of Staff & Welfare Inspector in Pay Band-2, Rs. 9300-34800, GP Rs. 4200/- under 35% quota from all department against notification dated 23.01.2017.

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. Educational Qualification (enclose certificate):-



Academic	Qualification	University/Board	Year of Passing
SSC/X/Matric			
Higher Secondary/ XII/Inter			
Graduation			
Post Graduation			
Others Educational Qualification for fulfilling eligibility criteria.			

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

	Day	Month	Year
(a) In PB-1 GP-1800			
(b) In PB-1 GP-1900			
(c) In PB-1 GP-2000			
(d) In PB-1 GP-2400			
(e) In PB-1 GP-2800			

13. Length of non-fortuitous service (Regular Promotion) to the following grade as on 23.01.2017

	Year	Month	Days
(a) In PB-1 GP-1800			
(b) In PB-1 GP-1900			
(c) In PB-1 GP-2000			
(d) In PB-1 GP-2400			
(e) In PB-1 GP-2800			

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)

P.T.O

- 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. (A.1) of para 2 of the notification the service rendered by immediate senior employees on 23.01.2017 should be indicated invariably in the under mentioned format.

Sl. No.	Name of (S/Shri) of immediate senior	Designation	Pay Band & G.P	Year	Month	Day
			In PB-I, G.P-1800/-			
			In PB-I, G.P-1900/-			
			In PB-I, G.P-2000/-			
			In PB-I, G.P-2000/-			
			In PB-I, G.P-2800/-			

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)

Enclosure :-

List of documents

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

Total pages

Handwritten signature and date: 27/1/15

Annexure-'B'

**SYLLABUS FOR SELECTION TO THE POST OF STAFF & WELFARE INSPECTOR
(PB Rs. 9300-34800, GP Rs. 4200/-) 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-imburement 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

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