

दक्षिण पूर्व मध्य रेल्वे
South East Central Railway
कार्मिक विभाग, मंडल रेल प्रबंधक कार्यालय, बिलासपुर
Personnel Department, Divisional Railway Manager Office, Bilaspur

SWI /Personnel (50% DPQ)

NOTIFICATION No.47/2023

Sub: Formation of panel for filling up the post of SWI DPQ(General selection) in Pay Matrix Level-6 in Personnel department of Bilaspur Division/SECR.

It is proposed to form a panel for filling up of **07** (Seven) posts of SWI in Pay Matrix Level-6 against 50% DPQ(General selection) quota in Personnel department of Bilaspur Division/SECR (By calling option). The break-up of vacancies is as under:

Name of the Post	Categories			Total
	UR	SC	ST	
SWI (50% DPQ)	04	02	01	07

1.ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:

- Senior Clerk in Pay Matrix Level-05 (7th PC) working in various offices (including Construction organization) whose lien is being maintained in Personnel Department of Bilaspur Division or Principal Chief Personnel Officer office (Personnel Department)/Bilaspur.
- Senior Clerk working in Personnel Department of BSP Division and Zonal Headquarter office should have completed 03(Three) years service in Pay Matrix Level-05 (7th PC) as on the date of issue of this notification.

2. SYLLABUS:

- The tentative syllabus for selection to the post of Staff & Welfare Inspector of Personnel department against 50% DPQ is enclosed as **Annexure-A** for wide publication amongst the staff concerned.

3. PROCEDURE FOR WRITTEN EAMINATION:

- The exam will be held in the manner of Computer Based Test (CBT)
- Question paper will be 100% objective type.
- All the questions will be of multiple choices only.
- There will be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.
- There will be 110 questions including 10 optional questions on official language policy and candidates will have to answer 100 questions only. If any candidate answers more than 100 questions, the first 100 attempted questions will be counted.
- The duration of examination under objective type multiple choices will be 120 minutes.

(PCPO/SECR/BSP's Estt. Rule No: 200/09, 196/11, 359/18, 164/19, 180/19, 267/19 and 315/19)

4. PROVISION OF RESERVATION:

- a. The conditions set out by the Hon'ble Supreme Court in the matter of Jarnail Singh Vs Lachhmi Narain Gupta for extending reservation in promotion to SCs/STs has been complied viz Quantifiable data has been collected in the cadre of S&WI. L-shape roster is also maintained in due compliance of the judgment of Hon'ble Supreme Court in the case R. K. Sabharwal Vs State of Punjab. It is seen that there is shortfall of 02-SC & 01-ST category hence, representation of SC & ST in the cadre of S&WI is inadequate.
- b. The above selection is provisional subject to final outcome of the judgement in the matter of Jarnail Singh & others Vs Lachhmi Narain Gupta & other at Hon'ble Supreme Court.

(Authority : PCPO/BSP's Estt Rule No.66/21,123/22, 165/2022)

PCPO/BSP's letter No. P-HQ/RUL/105/2 (E-86359) dtd 03-02-2023

- c. The feeder grade post is identified for PwBD in terms of 168/22. However, as and when vacancies arises/reaches up to roster point No. 25 reservation will be provided in due course of time at any point within roster point No 25.

(Authority : PCPO/BSP's Estt Rule No.54/19 & 168/2022)

5. MODE OF SELECTION AND QUALIFYING MARKS.

- a. The professional ability of the employee in the field of selection will be adjudged through written test on CBT mode only. The employees must secure minimum 60% marks in aggregate i.e in both written test and record of service. The post of Staff & Welfare Inspector is non-safety hence the relaxation in the qualifying marks for candidates belongs to SC/ST community is applicable as per Estt. Sl.No.266/99.
- b. The final panel shall be drawn up in order of merit based on aggregate marks of "Professional ability" and "Record of Service" being General Selection since candidates from two different seniority units (i.e. Sr Clerk of Personnel Dept of HQs and BSP Division) are being called for the selection. There will be no classification of "Outstanding" being General Selection. Respective weightage of marks of professional ability (written test) and record of service will be as per extant rules.

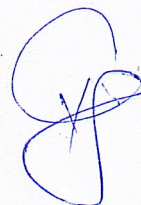
(Estt. Srl. No: 266/1999 & PCPO/SECR/BSP's Estt. Rule No: 167/2009)

6. DATE OF EXAMINATION AND VENUE:

- a. The date, venue and time of examination will be intimated in due course. However, it is to be advised to the volunteering staff that there will be no supplementary examination for the absentees being General Selection.

7. LAST DATE FOR SUBMISSION OF APPLICATIONS:

- a. The willing and eligible employees have to submit their applications in prescribed Proforma **(Annexure-B)** to their controlling supervisors on or before **26.05.2023** who will forward the applications in a bunch to the controlling officers on or before **29.05.2023**. The controlling officer will forward all the applications in a consolidated manger along with covering letter after due scrutiny to this office on or before **01.06.2023**. Applications received after the last date will summarily be rejected without assigning any reason.

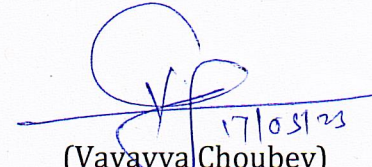


8. NOTIFYING TO THE STAFF:

- a. Wide publicity of this notification should be given amongst the eligible staff of Personnel Department of HQs office and BSP Division including Construction organization whose lien is maintained in Personnel Department of Bilaspur Division or Personnel Department of HQs office Bilaspur. A copy of notification should be displayed on a notice board at a conspicuous place. Staff who is on deputation/leave/sick should also be notified to enable them to submit their applications in time. It should be the responsibility of senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection from time to time should invariably be intimated to all the eligible employees.

9. GENERAL INFORMATION:

- a. All candidates are advised to attend the examination hall on scheduled date of exam along with proper identification memo.
- b. Unit/Section in-charges are hereby advised to release the staff positively with proper identification memo.
- c. There will be mock test at the exam centre before starting main examination through Computer Based Test (CBT) so that candidates can be familiar with the CBT.
- d. In case of any unfair means noticed during the examination, candidates shall be asked to leave the examination hall and they will liable to be punished under DAR also.
- e. If any discrepancies are found at any stage in regard to the applicant's candidature is liable to be cancelled at any stage of selection without any information.
- f. In case of any dispute, the English version shall be applicable.
- g. The notification also available on SECR website- <http://www.secr.indianrailways.gov.in> Link of the Home page: Dept./Div of SECR → Divisions → Bilaspur → Personnel → Notifications


(Vayavya Choubey)
Divisional Personnel Officer
for Sr Divl. Personnel Officer

No. E/SA/EST/S&WI/Pt-VI

Date 17-05-2023

Copy forwarded for information and necessary action to:

PCPO/SECR/BSP, Dy.CPO(Const.), Ch.OS/DRM, Ch.OS/ADRM-I&II, Ch.OS(P), Ch.OS/Bill-II, Ch.OS/APAR, Ch.OS(Conf.), Ch.OS(D&A), DC-SECRMC/BSP, DS-SC/ST Association/BSP, DS-OBC Association/BSP.

Syllabus for selection to the post of Staff & Welfare Inspector, Level-6

I. Organizational set up of Railways

1. Present status of Railway as a Transport organization and social responsibilities and evolving trends.
2. Organization of Railways, Railway Board and its various directorates , Zonal Railway , various production units, departments, Divisionalization, Decentralization of authority, Role of Personnel Department vis-à-vis other departments.
3. Manpower planning, Training, Benchmarking.
4. Codes, Manuals, Brochures, other important provisions, Policy circulars etc on Establishment matters.
5. Important registers & forms in office, and at stations/depots, Files & their maintenance, single file system and its advantages, Office Procedure Manual including DAK system, registration.
6. Computerization of Personnel Department, e-office, IPASS, HRMS & UMID
7. Budget, Parliamentary questions, VIP/CA references.

II. Roles and Duties of S & WI

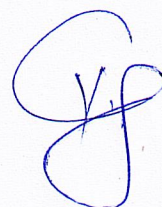
1. Grievances handling machinery on Railways.

III. Establishment Rules

1. Seniority Rules and Reservation Rules and its applicability
2. Promotion by selection & non-selection, suitability tests, trade tests, adhoc and officiating, refusal of promotion and its effects.
3. Pay fixation on promotion/in ex-cadre/under Pay Commission, stepping up of pay.
4. Increments, Special Increments, regular and supplementary bills.
5. All allowances.
6. Advance and Withdrawals from PF and other Advances/Loans.
7. Service matters – Joining Time, Change in Date of Birth, Age Review.
8. The Railway Services (Conduct) Rules, 1966.
9. Medical De-categorization and alternative Employment.
10. Maintenance of Service Records and Leave Accounts, Leave Rules.
11. Pass Rules, Pass Account.
12. The Railway Servants (Discipline & Appeal) Rules, 1968.
13. All subject matters covered in Master Circulars No. 1 to 70

IV. CASUAL LABOUR/SUBSTITUTES/ACT APPRENTICES

1. **Casual Labour and Substitutes – Their engagement, Rules and procedures.**
2. Recruitment and Live Casual Labour Registers and their maintenance.
3. Screening of Casual Labour and Substitutes, Verification of Working Days, Casual Labour Cards.
4. Temporary Status, benefits to Casual Labour and Substitutes.
5. Training of Apprentices under Apprentice Act.



V. LEGISLATIONS INCLUDING LABOUR LAWS

1. Contract Labour (Regulation and Abolition) Act, 1970
2. Employees Compensation Act.
3. Payment of Wages Act.
4. Minimum Wages Act.
5. Factories Act.
6. Railway Servants (Hours of Work and Period of Rest) Rules, Job Analysis.
7. Meeting with LEO & Labour Commissioner, Labour Court, Industrial Tribunal Cases.
8. Central Administrative Tribunal Act.
9. Trade Union Act.
10. Industrial Dispute Act
11. Right to Information Act.

VI. INDUSTRIAL RELATIONS

1. Trade Unions- PNM, JCM.
2. PREM
3. ZRUCC
4. Facilities to Recognised Unions and Associations
5. Policy regarding Unrecognized Unions, Worker's Participation in Management.

VII. WELFARE ACTIVITIES

1. SBF Constitution, Rules, Allocation of Funds, Meeting Budget.
2. Mahila Samitis – 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 Centers, Housing Societies.
8. Canteens – statutory & non-statutory, amenities policy.
9. Awards to Staff, Relief Funds.
10. Holiday Homes, Holiday Camps and their Organisation.
11. Sports and Cultural Activities.
12. Works Programme Proposals – Staff quarters and Staff Amenities.

VIII. EDUCATION AND TRAINING

1. Railway Schools – Types, Organization Policy.
2. Subsidies, Reimbursement of Fees.
3. Scholarships.
4. Training Manual and Training Institutions.

IX. RESERVATIONS

1. Facilities for SC/ST/OBCs etc.
2. Reservation Rules.
3. Maintenance of Reservation Rosters.
4. PWBD reservation



X. MEDICAL ASSISTANCE AND BENEFITS

1. Contributory & Liberalized Health Schemes.
2. Family Planning Incentives.
3. Medical Cards and their Entitlement.
4. Hospital Visiting Committees.
5. Homeopathic/Ayurvedic Dispensaries. Subsidies.

XI. COMPASSIONATE APPOINTMENTS

1. Rules and Procedures.
2. Verification of Certificates

XII. SETTLEMENT

1. Normal Settlement Dues and their calculation.
2. Other than Normal Settlement Procedure and dues.
3. Compensation Cases.
4. Ex-gratia Cases.

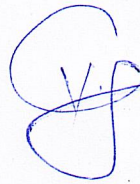
XIII. INSPECTIONS

1. Types and Checks.
2. Methods of checks.
3. Registers Maintained by Various Units, Grievances, Attendance, Overtime, Cadre, Casual Labour Muster Rolls.
4. Displaying of Statutory Notices.

XIV. BILLS WORKING

1. Regular Salary Bills, Supplementaries, Statements to be attached to the Bills.
2. Deductions Permissible
3. Arrears Claims.
4. Unpaid Wages List, Procedure of disposal of them in Accounts Office and Cash Office.
5. Internal Checks – Points of Checking.
6. Allowances, Advances & their Recoveries.

XV. OFFICIAL LANGUAGE ACT AND RULES – IMPLEMENTATION THEREOF



PROFORMA

Annexure - B

Application for the post of Staff and Welfare Inspector in Pay Matrix Level- 06 (7th PC) against 50% DPQ(General selection) quota of Bilaspur Division.

1.	Name of the Candidate (In Block letters)	
2.	Fathers/Husband Name	
3.	P.F. /NPS No.	
4.	HRMS Id	
5.	Office/Unit	
6.	Designation/Station	
7.	Date of Birth	
8.	Date of Appointment	
9.	Date of Regularisation in working post	
10.	Pay Matrix Level (7 th PC)	
11.	Date of promotion to Pay Matrix Level-5 (7 th PC)	
12.	No. of years completed as Sr.Clerk (As on date of Notification)	
13.	Educational/Academic Qualification (Enclose attested copy of certificate)	
14.	Whether belongs to SC/ST, if so copy of certificate may be enclosed	
15.	Mobile No.	
16.	Remarks if any	

Date:

Signature of the Candidate

Name :

Designation :

Bill Unit :

Unit/Station :

The particulars furnished by the staff working under me are verified and found correct.

Signature along with the stamp
of Subordinate/In-Charge

