

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

S&WI(35% LDCE)

**NOTIFICATION NO. 69/2023**

**Sub:** Formation of panel for filling up the post of S&WI (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 10 (Ten) posts of S&WI in Pay Matrix Level-6 against 35% LDCE (General selection) quota for Bilaspur Division/SECR (By calling options). The vacancies are as under:

| Name of the Post | Categories |    |    | Total |
|------------------|------------|----|----|-------|
|                  | UR         | SC | ST |       |
| SWI (35% LDCE)   | 06         | 02 | 02 | 10    |

**1.ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:**

- Group 'C' staff in possession of any of the following qualifications irrespective of the grade of length of service or other educational qualifications.
  - Diploma in Labour Welfare/Social Welfare.
  - Diploma in Labour Laws.
  - LLB with paper(s) in Labour Law.
  - Post Graduate Diploma in Personnel Management awarded by an institute recognized by the Government of India and
  - MBA/ MBA (HR) with relevant papers in Personnel Management awarded by an institute recognized by the Government of India.

Provided that the staff working in Pay Matrix Level-06 (7<sup>th</sup> PC) 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.

OR

- Group 'D' staff who have completed at least 7 years service in Group 'D' and are in possession of any of the qualification mentioned in (1-a) above.

OR

- Staff in grades next below the grade of Welfare Inspector i.e. those in Pay Matrix Level-5 (7<sup>th</sup> PC) & Level-4 (7<sup>th</sup> PC) with 05 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 5 years service together in these grades.

OR

- d. Staff in Pay Matrix Level-05 & Level-04 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.

OR

- e. Staff in grades lower than the grade next below the grade of Welfare Inspector i.e. those in Pay Matrix Level-03 and Level-02 who are Graduates and who have completed not less than 7 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 7 years service together in these grades.

**(PCPO/SECR/BSP's Estt. Rule No: 106/2002 and 20/2020)**

## **2. SYLLABUS:**

- a. The tentative syllabus for selection to the post of S&WI (35% LDCE) is enclosed as **Annexure-A** for wide publication amongst the staff concerned.

## **3. PROCEDURE FOR WRITTEN EXAMINATION:**

- a. The exam will be held in the manner of Computer Based Test (CBT)
- b. Question paper will be 100% objective type.
- c. All the questions will be of multiple choices only.
- d. There will be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.
- e. 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.
- f. 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 Office Superintendent. 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 ST-02 hence, representation of ST in the cadre of S&WI is inadequate and there is shortfall of SC-02 category hence, representation of SC 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 S&WI 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 above selection is against 35% LDCE quota and panel will be arranged in order of merit and not in order of seniority.
- c. Further, there is no provision of Best Amongst the failure scheme for SCs/STs staff for filling up reserved vacancies in LDCE selections.

**(Estt. Srl. No: 266/1999, 108/2020, 99/2021 & 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 **20-07-2023** who will forward the applications in a bunch to the controlling officers on or before **21-07-2023**. The controlling officer will forward all the applications in a consolidated manner along with covering letter after due scrutiny to this office on or before **24-07-2023**. 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 all eligible staff. 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. Documents required:
  - i) Attested copy of caste certificate.
  - ii) Educational qualification certificates.
  - iii) If no documents are enclosed his application will not be accepted, and he will not be eligible to appear for selection.
  - iv) The Education Qualification of the employee will be considered based on the entry exists in the Service Record of the employee.
- b. SC/ST candidates shall apply in the prescribed application form along with attested true copy of the certificate issued by the District Magistrate, Collector or authorized officer not below the rank of Tehsildar.

- c. After the written examination is over, the answer keys will be published on the website ([www.secr.indianrailways.gov.in](http://www.secr.indianrailways.gov.in)) for the departmental examinations conducted by the division at its level. Candidates are advised to download the answer key from the website and submit their representation regarding alternative answers in objective type questions to the concerned department within 03 days. After which no further representation will be considered.
- d. All candidates are advised to attend the examination hall on scheduled date of exam along with proper identification memo.
- e. Unit/Section in-charges are hereby advised to release the staff positively with proper identification memo.
- f. 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.
- g. 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.
- h. 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.
- i. In case of any dispute, the English version shall be applicable.
- j. 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

Digitally Signed by A

(A. Ramesh Babu)

Ramesh Babu Asstt. Personnel Officer-II  
for Sr Divl. Personnel Officer

Date: 12-07-2023 13:54:45

Date: 12-07-2023

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

Reason: Approved

**Copy forwarded for information and necessary action to:**

All Branch Officer, Dy.CPO/Con./BSP, Dy.CEE(GSU), Ch.OS/DRM, Ch.OS/ADRM-I&II, Ch.OS(P), Principal HSS-1 & 2, Ch.S&WI/Co-ord, 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.

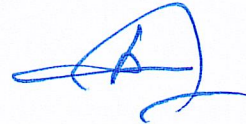
**XIII. INSPECTIONS**

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**

Recent passport  
size photo duly  
signed by  
Controlling Officer

Application for the post of Staff and Welfare Inspector in Pay Matrix Level- 06 (7<sup>th</sup> PC) against 35% LDCE quota of Bilaspur Division.

|     |                                                                        |                                                     |
|-----|------------------------------------------------------------------------|-----------------------------------------------------|
| 1.  | Full Name in Block letter                                              |                                                     |
| 2.  | Fathers/Husband Name                                                   |                                                     |
| 3.  | P.F./NPS No.                                                           |                                                     |
| 4.  | Designation/Station                                                    |                                                     |
| 5.  | Place of work                                                          |                                                     |
| 6.  | Pay Matrix Level                                                       |                                                     |
| 7.  | Date of Birth                                                          |                                                     |
| 8.  | Date of Appointment                                                    |                                                     |
| 9.  | Educational Qualification                                              |                                                     |
| 10. | Whether belongs of SC/ST community (Enclose copy of caste certificate) |                                                     |
| 11. | Length of service in Regular Pay Matrix Level-01                       | .....years.....months.....days                      |
| 12. | Length of service in Regular Pay Matrix Level-02                       | .....years.....months.....days Dt.of Promotion..... |
| 13. | Length of service in Regular Pay Matrix Level-03                       | .....years.....months.....days Dt.of Promotion..... |
| 14. | Length of service in Regular Pay Matrix Level-04                       | .....years.....months.....days Dt.of Promotion..... |
| 15. | Length of service in Regular Pay Matrix Level-05                       | .....years.....months.....days Dt.of Promotion..... |
| 16. | Mobile No.                                                             |                                                     |
| 17. | HRMS ID                                                                |                                                     |

**Note:**

I hereby enclose herewith educational/caste certificate duly attested, without which no application will be accepted. I have noted and understood the instructions mentioned in notification No.69/2023 dated 12.07.2003. The above information submitted by me if found incorrect, then I will not be eligible for appearing the above selection and for wrong information liable for action under DAR and deletion of my name from the panel.

Place:

Date:

Applicant's Signature

The information given by the employee is verified and found correct. The application of the named employee is forwarded herewith for necessary action please.

Place:

Date:

Signature of Controlling Officer  
(Office Stamp)