



दक्षिणरेलवे/SOUTHERN RAILWAY

सं.No.P(GS) 268/XII/Ch.S&WI/LDCE/2020

प्रधानकार्यालय/Headquarters Office,
कार्मिकशाखा/Personnel Branch,
चेन्नई/Chennai-600 003
दि./Dated: 29.10.2022.

CAO/CN/MS & ERS, SDGM&CVO,CPO/CN/MS,
DRM/P/MAS,TPJ, TVC,PGT,MDU & SA,
WPO/LW/PER, CW/PER, GOC, SPO/Court/ERS,
WPO/S&T/PTJ, SPO/TM/RPM, APO/CN/MS & RE/MS

विषय/Sub: Selection for the post of Chief Staff & Welfare Inspector in Pay Matrix Level 7 (PB Rs.9300-34800 with Grade Pay Rs.4600/-) against 20% Limited Departmental Competitive Examination Quota- reg.

संदर्भ/Ref: This office Notification of even No. dated: 27.10.2022.

In partial modification to this office reference cited above, it is proposed to invite applications for conducting selection to the post of Chief Staff & Welfare Inspector in pay matrix level-7 against 20% Limited Departmental Competitive Examination quota for filling up of 05 (03-UR, 01-SC & 01-ST) vacancies, **through online mode in the Personnel Branch online portal at URL <https://notifications.srhqpb.in>.**

The link for the web portal will be made available from 14.11.2022 @ 12.00 hrs in the Personnel Department internet website (srhqpb.in) and also in the Railnet website of Southern Railway.

The employees willing to apply for the above selection have to submit their application through the said website in online mode only. Applications received from any other mode will not be considered. The detailed instructions for the online application is enclosed herewith as Annexure B.

Opening of online registration of application	14.11.2022 @ 12.00 hrs
Closing of online registration of application	29.11.2022 @ 17.00 hrs
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters.	06.12.2022

All other instructions contained in the notification cited at reference holds good.

Wide publicity may be given to this letter.

Digitally Signed by

S.sangeetha

Date: 29-10-2022 12:50:12

Reason: Approved

प्रतिनिधि/Copy to : PCPO, CPO/Admin, CPO/IR,

All PB Officers of Hqrs,

Ch.OS/System - to please upload in the Railnet.

(S. Sangeetha)

Assistant Personnel Officer/GI/HQrs
for Principal Chief Personnel Officer.



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विषय/Sub: Selection for the post of Chief Staff & Welfare Inspector in Pay Matrix Level 7 (PB Rs.9300-34800 with Grade Pay Rs.4600/-) against 20% Limited Departmental Competitive Examination Quota- reg.

संदर्भ/Ref: Railway Board's letter No.E(NG)I-2005/PM1/20 dated 17-06-2005, 06-10-2006, 27.06.2007 & 09.10.2007.

It is proposed to fill up 05 (03-UR, 01-SC & 01-ST) vacancies of Chief Staff & Welfare Inspector in Pay Matrix Level-7 against 20% Limited Departmental Competitive Examination quota.

Staff & Welfare Inspectors in Pay Matrix Level-6, who have completed a minimum of 2 years of regular service in Pay Matrix Level-6 and possess the qualification of graduation, may submit their application in the prescribed format for the above selection.

It is advised that, 2 years of regular service will be reckoned as on **27.10.2022**. Willing/Eligible volunteers should submit their application in the prescribed format enclosed along with the attested copies of their 10th/11th,+2/PUC and degree certificates to their controlling Officers and the same should be verified by the Personnel officer concerned and it should reach this office on or before 26.11.2022.

The selection consists of written test as per Board's letter No.E(NG)I/2018/PM1/4 dated 14.12.2018 (RBE No.196/2018). The question paper will be 100% objective type multiple choice questions for the written examination and 10% of the total marks will be from Official language policy and rules which shall be optional.

In terms of PBC No.263/2018, 46/2019 & 264/2019, the duration of examination will be 120 Minutes. There shall be negative marking for incorrect answers. One third of the mark allotted for each question will be deducted for wrong answer. The answer having correction and over writing will not be evaluated, zero mark will be assigned.

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The selection against LDCE quota will be governed by the following conditions:

- i) The selection shall be finalized based on merit with reference to marks obtained by the candidates in the written examination and record of service. The service records of only those candidates who secure a minimum of 60% marks in the written examination shall be assessed.
- (ii) Based on the above, the panel of the successful candidates in the order of merit, equal to the number of total vacancies will be drawn.
- (iii) All such persons who are selected as Ch. S&WI will be required to undergo 21 days training in terms of Railway Board's letter No.E (MPP) 2005/3/40 dated 29.11.2012. All such selected candidates will have to complete the training/course before they are posted against working post, for which a prescribed examination at the end of the training course will be conducted.

It should be ensured by the respective Personnel Officers/Controlling Officers that the service particulars of the employees/eligibility conditions entered in the Application form are Verified with the details available in the SRs/other relevant documents before forwarding the applications to the undersigned.

The employees who are selected are liable to be posted anywhere in Southern Railway and those who are not willing for promotion involving transfer need not apply.

Applications received after **26.11.2022** or those that are not in the prescribed format or without enclosing copies of certificates will not be entertained. In case any candidate is not producing the proof in support of having passed the requisite Education Qualification, they will not be permitted to attend the written test.

The controlling officers may please ensure that all the applications are sent in one bunch, after due verification on or before **26.11.2022**. Incomplete and otherwise defective applications should not be forwarded.

All those who have applied may keep themselves in readiness to appear for the written examination. Date, time & venue for which will be advised shortly. A copy of the syllabus for the written examination is enclosed as Annexure – A. There will be no supplementary written examination.

The Service Registers and APARs for the period ending 31.03.2020, 31.03.2021 and 31.03.2022 of the volunteers may be updated and kept ready for forwarding the same to HQrs if required.

This notification may be given wide publicity. In case no application is received in your Office/Unit, a 'NIL' report should be submitted on or before **26.11.2022**.

संलग्न/Encl: Syllabus as Annexure "A".
and prescribed application.

Digitally Signed by
S.sangeetha
Date: 27-10-2022 16:52:55

(S.SANGEETHA)
Assistant Personnel Officer/GI& HQ
for Principal Chief Personnel Officer.

प्रतिलिपि/Copy to : PCPO, CPO/IR,
Reason: Approved

All PB Officers of Hqrs,
Ch.OS/System - to please upload in the Railnet

**SYLLABUS FOR THE POST OF CHIEF STAFF AND WELFARE INSPECTOR
(20% LDCE) IN PAY MATRIX LEVEL 7**

1. Writing skills
2. RLT Award & Hours of Employment regulations
3. Welfare activities for Railway employees
 - (a) Staff Benefit Fund
 - (b) School policy on Railways
 - (c) Cultural activities
 - (d) Recreation Centres and Clubs
 - (e) Handicraft Centres
 - (f) canteens
 - (g) Co-operative Stores/Societies
 - (h) Sports activities
 - (i) Scouts and Guides
 - (j) Holiday Homes
4. Employment on Compassionate Grounds
5. Medical examination of Railway employees, Medical decategorisation and absorption of medically decategorised staff.
6. Loans and Advances available to Railway employees.
7. Man-power planning
 - (a) Vacancy Bank Register
 - (b) Bench Marking
 - (c) Creation of posts
 - (d) Supernumerary posts
 - (e) redeployment of surplus staff
8. Uniform Policy
 - (a) Eligibility of staff
 - (b) Periodicity of supply of uniform
 - (c) Procedure for change in classification
9. Pay & Allowances
10. Pass Rules
11. Railway Pension Rules
12. Leave Rules
13. Grievances Redressal Machinery
14. Recognition of Trade Unions, Permanent Negotiation Machinery, Dealing With unrecognized Unions / Associations, Facilities to Office bearers of Recognised Unions /Associations.
15. General conditions of service
16. RELHS
17. Labour Laws
18. Right to Information Act

Note:

In terms of Para 7(i) (v) of Railway Board's letter No. E(NG)1-98/PM1/7 dated 20.10.1999 circulated vide RBE No. 272/1999, atleast 10 % of the total marks prescribed for the writtentest should be on Official language policy and Rules.

Link for applying online-www.srhqpb.in

Instructions to Candidates:-

- The candidate who desires to apply will have to click on the appropriate link. The link will lead to an application format in which the candidate needs to fill up the required particulars.
- The application format has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, he/she should download the filled up application from the portal in PDF format and print out of the same should be taken.
- In the print out, the photograph of the candidate should be affixed in the space provided and the candidate should affix his/her signature wherever the space is provided for this purpose. The affixed photograph should be duly attested by the controlling supervisor/official.
- After affixing the signature and photograph as above, the candidate should get the columns/space provided for forwarding the application filled by the controlling supervisor/ official by making appropriate entries including the name, signature and seal of the forwarding supervisor/official, in the space provided in the print out for this purpose.
- The completed application, duly forwarded by the controlling supervisor / official should be scanned and uploaded in the portal in PDF format by the candidate.
- Once the scanned PDF format of the application is submitted, the candidate has to click on the "SUBMIT" button and submit the application.
- Once the scanned copy of the application is submitted, the candidate will not be able to make any change in the application already submitted.
- On submitting the completed application as above, a unique application number will be allotted to the candidate which will be specific for each candidate with respect to each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for further reference.
- The candidate can check the status of his application by entering the unique application number and other relevant details.

Instructions to Personnel Branch: -

- The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer and Divisional Officer etc.
- The details of user rights and passwords will be issued.
- The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division / Unit for recommendation. If required, they may be forwarded along with reasons/remarks to the personnel officer of the unit.

File No.SR-HQ0HR(ADMN)/141/2020-O/o Ch OS/Admn/Pers/HQ/SR

- The concerned Personnel Officer will accept the application and forward the same to Headquarters.
- The concerned Personnel Officer can also reject the application duly specifying the reason for rejections.
- In case there is a need for the applications to be forwarded with the approval of the concerned departmental Officer, then a print out of the eligible / non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel Officer, before forwarding the same to Headquarters.
- The Dealer(s) and the Personnel officer at Headquarters level will have the facility to verify the applications and accept or reject the same duly indicating the reasons.
- Thereafter, the list of eligible candidates will be generated through the online portal by the concerned officer and the process of selection will be further processed as per the extant instructions.

Digitally Signed by
S.sangeetha
Date: 29-10-2022 12:48:50
Reason: Approved