

**दक्षिणरेलवे/SOUTHERN RAILWAY**

सं.No.P(GS)608/XII/Instructor/ZRTI/Vol.II  
(e-file No.354974)

प्रधानकार्यालय/Headquarters Office,  
कार्मिकशाखा/Personnel Branch,  
चेन्नै/Chennai-600 003  
दि./Dated:16.08.2023.

CAO/CN/MS, ERS,  
DRM/P/MAS, TPJ, PGT, TVC, SA, MDU,  
CWM/LW/PER, CW/PER, GOC, S&T/PTJ, CEWE/PER  
CPM/RE/MS, Dy.CE/EWS/AJJ

विषय/Sub : Selection for the post of Instructor/Estt.(Ex-Cadre) in Pay Matrix  
Level 7 (GP.Rs.4600/-) on tenure basis at MDZTI/TPJ - reg

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It is proposed to invite applications **through online mode in the Personnel Branch online portal at URL <https://notifications.srhqpb.in>** for conducting selection for filling up of 01(UR) vacancy of Instructor/Estt (Ex-cadre) in Pay Matrix Level-7 (GP Rs.4600/-) at MDZTI/TPJ.

1) **Eligibility Criteria**

Employees/Volunteers called from	Regular Staff and Welfare Inspectors and Ministerial staffs of Personnel Branch (other than Typists, Stenos and Law Assistants) working in the same Pay Matrix Level with GP Rs.4600/-)
Age limit	Upper Age limit as on the date of notification is 55 years. (In terms of PBC No.05/2021)
Conditions for applications	It should be ensured that while forwarding the application of volunteers necessary conditions as indicated in PBC No.116/2023 are strictly complied.
Tenure	<b>05</b> years (In terms of PBC No.05/2021)

2) **Selection procedure**

- I. 100% objective type written examination with negative marking followed by Class Room Lecture Trial in respect of qualified candidates in the written examination.
- II. In terms of PBC No.263/2018 and 46/2019, the written examination shall comprise of 100 Objective type multiple choice questions.
- III. Questions of Official Language Policy and marks therefore will be regulated in terms of Para 204.3 of IREM Vol.I and Para 6 of PBC No.46/2019.

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- IV. In terms of PBC No.264/2019, there shall be negative marking @ 1/3<sup>rd</sup> mark reduced for every wrong answer.
- V. Selection will be based on merit as per the instructions contained in RBE No.4/2020 read with RBE No.39/2020 and finalized by the selection committee in terms of RBE No. 93/2018.
- VI. In terms of PBC No.109/2005, reservation will not apply to single post.

3) **General instructions**

- I. Applications should be submitted through online mode only from 23.08.2023 to 07.09.2023 in Personnel Branch notification website at <https://notifications.srhqpb.in>. duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated:30.08.2022.
- II. The link for the notification along with instructions/application form will be made available from 23.08.2023 in Personnel Branch notification website <https://notifications.srhqpb.in>. and also in Railnet website of Southern Railway.
- III. The employees willing to apply for the above selection have to submit their application through the above mention website in online mode only. Applications received from any other mode will be summarily rejected.
- IV. The employees should upload the requisite documents in the above mentioned website in PDF format as a single file only.
- V. The list of supporting document as detailed below should be kept in PDF format (to be attached along with the application) as the case may be
  - a) Community Certificate in the case of reserved community employees.
  - b) Certificate in support of Educational Qualification other than Qualification mentioned in Service Register.
  - c) Other relevant documents sought in the notification..
- VI. After the closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.

The respective cadre dealer/controlling Personnel Officer should verify the correctness of the particulars of each applicant in the downloaded excel file with the Service Register and other available relevant records. After due verification, each applicant has to be certified in the excel file in remarks column without fail. The same has to be uploaded in the website along with the covering letter. A copy of the same should also be forwarded in e-Office to the undersigned as e-receipt on or before 17.00 hrs of 08.09.2023.

- VII. If there are no volunteers for the proposed selection, then the Cadre controlling officer/Personnel Officer concerned shall send a Nil report on or before 08.09.2023 through e-office certainly to avoid delay in processing of the selection.
- VIII. Wide publicity of this notification may be given by exhibiting in the Office Notice Boards for information of all staff concerned.

Encl: Syllabus

(S. Sangeetha)  
Assistant Personnel Officer/GI/HQrs  
for Principal Chief Personnel Officer.

प्रतिलिपि/Copy to : PCPO, CPO/Admin, CPO/G, CPO/IR, CVO/MS  
All PB Officers of Hqrs,  
Ch.OS/System - to please upload in the Railnet.

**SYLLABUS FOR THE POST OF INSTRUCTOR/ESTT. (EX-CADRE)**  
**IN PAY MATRIX LEVEL 7 (GP. Rs.4600/-)**

**I. ORGANISATION SET UP OF RAILWAYS.**

1. Present status of Railway as a Transport organization and social responsibilities evolving trends.
2. Organisation of Railways, various units, department. Role of Personnel Department vis-à-vis other Branches.
3. Manpower Planning, Benchmarking, Training.
4. Establishment Manual, Codes, Pension Manual, 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. Computerisation of Personnel Dept., PRIME & AFRES.
7. Budget, Parliamentary questions, VIP/CA iii reference, MP/MR reference.

**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 tests, Adhocand officiating, 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, Age Review.
8. Medical decategorisation and alternative employment.
9. Maintenance of service records and leave accounts, leave rule.
10. Pass rules, pass accounts.
11. 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, verification of working days, casual labour cards.
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. Employees 's Compensation Act.
3. Payment of Wages Act.
4. Minimum Wages Act
5. I.D. Act.
6. Railway Servants (Hours of Work and Period or Rest) Rules, Job Analysis.
7. Meetings with LEO &Labour Commissioner, Labour Court, Industrial Tribunal cases.
8. CAT Act.
9. Trade Union Act.
10. Right to Information Act.

**VI. INDUSTRIAL RELATIONS**

1. Trade Unions – PNM, FNMs.
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. MahilaSamitis – 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 Centres, Housing Societies.
8. Canteens – Statutory & non-statutory, amenities, Policy.
9. Awards to staff, Relief Funds.
10. Holiday Homes, Holiday Camps and their organization.
11. Sports and Cultural activities.
12. Works Programme Proposals – Staff quarters and Staff Amenities.

**VII. EDUCATION AND TRAINING**

1. Railway Schools – Types, Organization policy.
2. Subsidies, Reimbursement of fees.
3. Adult literacy - Literacy drive.
4. Scholarships.
5. Training Manual and Training Institutions.

**IX. RESERVATION.**

1. Facilities for SC, ST, OBC etc.
2. Reservation Rules.
3. Maintenance of Reservation Roster.

**X. MEDICAL ASSISTANCE AND BENEFITS**

1. Liberalised Health Schemes
2. Family Planning Incentives.
3. Medical Cards & their entitlement.
4. Hospital Visiting Committees.
5. Homeopathic/Ayurvedic Dispensaries, Subsidies.

**XI. COMPASSIONATE APPOINTMENTS**

1. Rules and procedure
2. Verification of certificates.

**XII. SETTLEMENT**

1. Normal settlement dues and their calculation.
3. Compassionate Allowance
4. Ex-gratia Payments.

**XIII. INSPECTIONS.**

1. Types of Inspection.
2. Registers maintained by various units viz. Grievance, attendance, overtime, casual labour muster rolls etc.
3. Displaying of statutory notices.

**XIV. BILLS WORKING.**

Regular salary bills, supplementaries, statements to be attached to the bills, Deductions permissible, Arrears claims, Unpaid wages list, Procedures of disposal of them in Accounts Office & Cash Office, Internal checks – points of checking, Allowances, Advances & their recoveries.

**XV. OFFICIAL LANGUAGE ACT AND RULES – IMPLEMENTATION      THEREOF.**