



दक्षिणरेलवे/SOUTHERN RAILWAY

सं.No.P(GS)608/XII/Instructor/ZRTI/Vol.II

प्रधानकार्यालय/Headquarters Office,
कार्मिकशाखा/Personnel Branch,
चेन्नै/Chennai-600 003
दि./Dated:11.09.2024.

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

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 staff of Personnel Branch (other than Typists, Stenos and Law Assistants) working in the same Level i.e., Level 7 of 7 th CPC Pay Matrix.
Age limit	Upper Age limit as on the date of notification is 58 years. (In terms of PBC No.171/2023)
Conditions applications for	In terms of PBC No.116/2023, Employees already working in another Ex-Cadre post can also apply subject to the condition that their tenure period in both the Ex-Cadre posts taken together does not exceed a maximum of 05 years in total. In terms of PBC No.171/2023, cooling off period between two tenures should be atleast 01 year.
Tenure	In terms of PBC No. 171/2023, maximum tenure for Instructors in one consecutive spell should be 5 years. They will be repatriated to parent cadre on completion of their tenure period or 3 months prior to the date of their retirement or when their performance is found to be not satisfactory at any time without assigning any reasons whatsoever, whichever is earlier.

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2) Selection procedure

- I. The selection will consists of both written examination and Class Room Trial as laid down in RBE No.79/2019.
- II. Only those candidates who secure 60% and above in the written examination will be eligible for Class Room Trial.
- III. In terms of PBC No.263/2018 and 46/2019, the written examination shall comprise of 100% objective type multiple choice questions.
- IV. In terms of PBC No.264/2019, there shall be negative marking in the written exam with 1/3rd mark reduced for every wrong answer.
- V. 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.
- VI. Selection will be based on merit as per the instructions contained in RBE No.4/2020 read with RBE No.39/2020
- VII. 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 18.09.2024 to 04.10.2024 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 18.09.2024 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 that 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.
- VII. The respective cadre dealer/controlling Personnel Officer should verify the correctness of the particulars of each applicant with the Service Register and other available relevant records. After due verification, each application has to be certified and forwarded through online portal to HQrs and the same should be updated in an excel file in remarks column without fail.

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The above 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 09.10.2024.

- VIII. 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 07.10.2024 through e-office certainly to avoid delay in processing of the selection.
- IX. For any inquiries, the applicants may contact Smt.Bhagyalakshmi Selvakumar, Ch.S&WI/Admn/HQ in Railway Phone number 23016 for support.
- X. If any of the details furnished by the applicant is found to be false at a later date, he/she will be liable for action under R S (D&A)Rules,1968.
- XI. Wide publicity of this notification may be given by exhibiting in the Office Notice Boards for information of all staff concerned.

Encl: Syllabus

Digitally Signed by

S.sangeetha

Date: 11-09-2024 15:24:06

Reason: Approved

(S. Sangeetha)

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

प्रतिलिपि/Copy to : Principal/MDZTI/TPJ

PS to PCPO for kind information of PCPO,

CPO/Admin, CPO/G, CPO/IR, CVO/MS

All PB Officers of Hqrs,

Ch.OS/IT Cell/PB - to 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. Computerization 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, Adhoc and 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.

VIII. 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.