



**दक्षिणरेलवे/SOUTHERN RAILWAY**

सं.पी(जीएस)No.P(GS)608/XII/S&WI/Vol.III

प्रधानकार्यालय/Headquarters Office,  
कार्मिकशाखा/Personnel Branch,  
चेन्नै/Chennai-600 003  
दि./Dated: 24.09.2024.

CAO/CN/MS&ERS, SDGM&CVO, CPRO, CPD/RE/MS, CSTE/CN/MS,  
CSTE/Proj/MMC/MAS, CWM/LW/PER,CW/PER,GOC&S&T/PTJ,  
DRM/MAS,TPJ,MDU,PGT,TVC,SA,Dy.CPLO/Hqrs, Dy.CEO/Hqrs/MAS,  
Secy to GM, Dy.CE/EWS/AJJ, Sr. MPS/RPM, Dy.CMM/GSD/PER,MSD/PER  
CPO/CN/MS, MTP/MS, APO/LW/PER,CW/PER, WES/PER,DPO/GOC,  
SPO/RE&CN/MS, APO/EWS/AJJ, APO/Stores/PER, APO/S&T/PTJ,  
DGM/Law/MAS, Chairman/RRB/MAS,TVC, GM/IRCTC/Chennai,  
Chairman/RCT/MAS,ERS,RRC/MS,AGM/RVNL/Chennai, Principal/ZRTI/TPJ

विषय/Sub : Selection for the post of Staff & Welfare Inspector in Pay Matrix  
Level 6 (GP.Rs.4200/-) against 50% from amongst Sr. Clerks  
of Personnel Department Southern Railway

संदर्भ/Ref: 1. Railway Board's letter No.PC.III/2003/CRC/6 dated.09.10.2003.  
2 .Railway Boards Letter No.E(NG)I-2008/PM1/15 dated.03.09.2009,  
09.02.2016 and 03.03.2017.

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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 02 vacancies (02-UR) in which 01 vacancy is earmarked for the PwBDs of Locomotor Disability such as Dwarfism and Acid Attack Victims to the post of Staff & Welfare Inspector in pay matrix level-6 (GP Rs.4200/-) against 50% of posts to be filled from Sr.Clerks of Personnel Department, Southern Railway as per instructions contained in Railway Board's letters cited above.

The selection consists of written test and 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. (Optional)

The examination will be conducted on OMR sheet. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers. Any cutting, Overwriting, marking more than one answer, erasing, whitening or alteration of any type in the OMR will not be accepted. Zero marks will be given for answer having correction/over writing.

The selected candidates will be liable to be posted in any unit of Southern Railway and the post will involve frequent travelling/ accompanying Officers on tour on duty.

**Eligibility criteria:**

Sr. Clerks of Personnel Department in Pay Matrix Level 5 (GP.Rs.2800/-) with 3 years of regular service in the grade as on the date of notification i.e. as on **24.09.2024** are eligible to apply for the post of Staff & Welfare Inspector in Pay Matrix Level 6 (GP. Rs.4200/-).The Medical classification for the above post is CEE-ONE.

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The link for the web portal will be made available from 01.10.2024 @ 12.00 hrs in the Personnel Department internet website (srhqpb.in) and also in the Railnet website of Southern Railway.

Opening of online registration of application	01.10.2024 @ 12.00 hrs
Closing of online registration of application	09.10.2024 @ 17.00 hrs
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters.	14.10.2024

The employees who are eligible to apply for the above selection should submit their application through the above said website in online mode only. Applications received from any other mode will not be considered. The syllabus and instructions regarding applying online for the above selection is enclosed herewith as **Annexure A** and **Annexure B** respectively.

The respective cadre dealer/controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, each online application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should be downloaded. The downloaded excel data file should be verified and corrections, if any, should be duly mentioned indicating the same in the remarks column. The same has to be uploaded in the website **srhqpb.in** and also forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 14.10.2024.

This may be given wide publicity amongst the staff concerned.

Encl:As above.

Digitally Signed by  
S.sangeetha

Date: 24-09-2024 17:55:42

(एस. संगीता /S.Sangeetha) Reason: Approved  
सहायक कार्मिक अधिकारी/ सामान्य/Asst. Personnel Officer/GI&HQrs  
कृते प्रधान मुख्य कार्मिक अधिकारी / For Principal Chief Personnel Officer

प्रतिलिपि/Copy to : PCPO, CPO/Admn,IR,G-for kind information  
All PB Officers of Hqrs,  
GS/SRMU, NFIR, AIOBC, AISCSTREA  
Ch.OS/IT Cell/PB - to please upload in the Railnet.

**SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR CADRE IN  
PAY MATRIX LEVEL 6 (GP. Rs.4200/-)**

**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.**

**INSTRUCTIONS FOR APPLYING ONLINE**

Link for applying online- [www.srhqpb.in](http://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.

- 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.

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