EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan
Chandrasekharpur, Bhubaneswar.

No. ECoR/Pers/NG(Admn)/02/Selection/S&WI/50 % DPQ/20, Date : 20.01.2020.

The SDGM,PCMD,Chairman/RRB/BBS,DGM,MD/CH,Dy.CPO(Con)/BBS,WPO/CRW/MCS SPO/RE/BBS& SPO(Con)/VSKP.

Sub: Selection for promotion to the post of Staff and Welfare Inspector in Pay Matrix Level- 6 against 50% Departmental Promotion Quota in ECoR/HQ.

It is proposed to conduct a selection for promotion to the posts of Staff and Welefare Inspector in Level 6 in combined Inspectorial cadre of Personnel Department of ECoR/HQ and WPO/MCS against 50% Departmental promotions quota, inviting applications from amongst the eligible staff. The details of vacancies, eligibility, mode of selection and other conditions are mentioned below:-

1. **Vacancies:** Total vacancies to be filled= 05(UR - 02, SC - 02 & ST - 01).

2. **Eligibility conditions** : All serving regular Sr.Clerks in Level-5 having lien in seniority group of combined ministerial cadre of GA/Med/Personnel departments of ECoR/HQ and Personnel department of WPO/CRW/MCS with minimum 03 years regular service in the grade of Sr.Clerk in Level-5 in combined ministerial cadre of GA/Med/Personnel departments of ECoR/HQ & WPO/CRW/MCS as on 20.01.2020.

3. **Mode of Selection:**

a. The posts in the category of Staff and Welfare Inspector in Pay Matrix Level-6 against 50 % DPQ quota shall be filled on the basis of selection. The selection process shall consist of (i) Written examination (50 marks) & (ii) Record of Service (30 marks).

b. The duration of the written examination will be of 120 minutes.

c. The question paper of written examination will be bilingual i.e. English & Hindi and will consist of 100% objective multiple choice type questions with four answer options as A,B,C, &D. The answers are to be marked by blackening the relevant circles on OMR answer sheets.

d. There will be 110 objective multiple choice type questions and the candidates have to answer a maximum of 100 questions. In case a candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation. Out of 110 questions, 10 questions will be from Rajbhasa.

e. Cutting, overwriting, erasing or alteration of any type in the answers will not be accepted. Zero mark will be given for answer having correction/overwriting.

f. There shall be negative marking for incorrect Answers. Each Correct answer will fetch 1(One) mark and 1/3rd mark will be deducted for each wrong answer. No credit will be given to unattempted questions.

g. Candidates who attend the selection and secure minimum prescribed percentage of the Qualifying marks i.e. 60% in the written test and 60% in the aggregate will be empanelled against UR vacancies and the reserved community candidates, who secure 50% marks in the written test and 50% marks on the aggregate will be empanelled against the available reserved vacancies in order of merit.

h. Only those who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of Service/APAR.

20.1.2020

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i. The panel shall be drawn in the order of merit amongst the qualified employees taking into account the notified vacancies.

4 . Applications in the prescribed proforma are therefore invited from employee fulfilling the prescribed eligibility conditions, which should be submitted through proper channel. Applications should be submitted in proforma given at Annexure-I only (Copy enclosed) duly forwarded by the controlling officers/Supervisor of the applicants.

5. Last date for submission of application is 20.02.2020. Applications should be routed by the volunteering employees through their controlling supervisors & officers to the Personnel Officer in charge of the unit. All the applications should be consolidated and verified by the personnel officer-in charge of the applicant. Only eligible applications, after preliminary scrutiny by the controlling supervisors/Officers, should be sent in a single bunch together with the consolidated statement so as to reach this office **latest by 27.02.2020 positively**. The applications sent directly or in piece-meal manner to this office will not be entertained.

6. The volunteering staff who satisfy the prescribed conditions of eligibility will be given alert notice to appear the written examination which will be scheduled tentatively in 2nd week of March-2020. The exact date, time & Venue of written examination shall be notified separately.

7. There will be no Supplementary written examination for the absentees as it is a general selection.

8. The Syllabus is enclosed at Annexure-II.

9. Copies of the notification may be placed on the Notice Boards so that the eligible staff may apply and given wide publicity to avoid any complaint at a later date.

10. The above notification is also available in East Coast Railway website: www.eastcoastrail.indianrailways.gov.in.

Encl: Proforma of Application (Annexure-I) &
Syllabus (Annexure-II).

20.1.2020

(Trilochan Nath)
Senior Personnel Officer-II
For Principal Chief Personnel Officer

No. ECoR/Pers/NG(Admn)/02/Selection/S&WI/DPQ/II, Date: 20.01.2020.

Copy forwarded for information and necessary action to:

1. PS to PCPO& CPO(Admn) for kind information of PCPO& CPO(Admn)/ ECoR/BBS.
2. Chairman/RRC,Principal/MDZTI,Dy.CPO/IR&W,SPO-I,APO-I,APO-II/ ECoR/BBS
3. SSM/IT/ECoR/BBS for uploading of the notification and its enclosures in the East Coast Railway website.
4. All Section Incharge of PCPO's Office/BBS
5. General Secy - ECoRSC/BBS, ECoRSU/BBS, AIOBCREA/BBS, AISCSTREA/BBS.
6. Notice Board of PCPO's office/BBS.

20.1.2020

For Principal Chief Personnel Officer

ANNEXURE – I

Proforma of Application for selection to the post Staff & Welfare Inspector in Pay Matrix Level-6 against 50% quota.

I do hereby volunteer for applying for the post of S&WI in Pay Matrix Level-6 against 50% quota as notified vide CPO/BBS'Notification No. ECoR/Pers/NG(Admn)/ 02/Selection /S&WI(50%Quota)dated:20.01.2020 duly accepting all the terms & conditions mentioned therein. I confirm that my personal/service details are as follows:

1.	Name	
2.	Father's Name	
3.	Date of Birth	
4.	Date of Appointment	
5.	Community(UR/SC/ST)	
6.	Department/Office	
7.	Academic Qualification	
8.	Present Designation:	
9	Present Scale of Pay (Substantive) **(Please do not give MACP Pay)**	
10	e-mail Address & Mobile No.	
11.	Date of Regular entry to the post of Sr. Clerk (Substantive Only in personnel department of HQ/BBS)	
12.	Whether completed probation in the present grade. If yes, date of completion of probation:	
13.	Whether joined present unit by own request transfer (Y/N). If "Yes", the date of joining & Pay matrix level.	
14.	Option for Medium in Written Examination: Tick your choice:	**HINDI / ENGLISH**

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled and/or I may be taken up under D&A Rules.

Date:

Signature of the Applicant

Certified that the above employee submitted the application before the cut off date in this office and the above service particulars are found correct as per the record available in this office.

Date:

Signature of the Controlling Officer

ANNEXURE -II

Syllabus for selection to the post Staff & Welfare Inspector in Pay Matrix Level-6 against 50% Departmental Promotion quota.

1. Hours of Employment Regulations.
2. Welfare activities for Railway Employees.
    (a) Staff Benefit Fund.
    (b) School policy on Railways
    (c) Cultural Activities
    (d) Recreation Centers and Clubs.
    (e) Handicraft Centers.
    (f) Canteens.
    (g) Co-operative Stores/Societies.
    (h) Sports Activities.
    (i) Scouts & Guides.
    (j) Holiday Homes.
3. Employment on Compassionate Grounds.
4. Medical examination of Railways employees, Medical decategorisation and absorption of medically decategorised staff.
5. Loans and Advances available to Railway Employees.
6. Man-Power Planning
    (a) Vacancy Bank Register.
    (b) Bench Marking.
    (c) Creation of Posts.
    (d) Supernumerary posts.
    (e) Redeployment of surplus staff.
7. Uniform Policy.
    (a) Eligibility of staff.
    (b) Procedure for change in classification.
8. Pay and allowances.
9. Pass Rules.
10. Leave Rules.
11. Railway Pension Rules.
12. Grievances Redressal Machinery.
13. Recognition of Trade Unions, Permanent Negotiation Machinery, Dealing with unrecognized Unions/Associations, Facilities to Office Bearers of Recognized Union/Associations.
14. General Conditions of service.
15. The SC & ST (Prevention of Atrocities) Act, 1989.
16. The Persons with Disabilities Act, 1995.
17. Labour Laws: Labour Laws on Contract Labour, Employees Compensation Act, Payment of Wages Act, Minimum Wages Act, I.D. Act, Labour Commissioner, Labour Court, Industrial Tribunal Cases, CAT Act, Factories Act, Right to Information Act.
18. RELHS, MACP Scheme.
19. Ex-gratia Cases.
20. Discipline and Appeal Rules.
21. Railway Servant Conduct Rules
22. Rajbhasa Policy.

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