



पूर्व तट रेलवे/EAST COAST RAILWAY

कार्यालय मंडल रेल प्रबंधक (का.) खोरधा रोड़/Divisional Railway Manager(P)/Khurda Road
जटनी -752050 / Jatni -752050

No.P/Pers/S&WI/LDCE(35%)/Selection/25

Date: -14.11.2025

NOTIFICATION

Sub: Notification for filling up of Staff & Welfare Inspector post in Level-6 in KUR Division against 35% LDCE quota in Personnel departments of KUR Division of ECoRly. The details of which is given below.

1	No of Vacancy	03(UR-02,SC-01,ST-00)
2	Pay Scale	Level-6
3	Eligibility Conditions	<p>The following staff of all departments (Except RPF and Accounts) will be considered eligible to volunteer for appearing in the selection for promotion to the post of Staff & Welfare Inspector in Level-6 of Pay Matrix (PB-II GP 4200). The date of notification will be counted as cut of date for eligibility.</p> <p>(i) Group 'C' staff in possession of any of the following qualification irrespective of the grade or length of service or other educational qualifications:</p> <p>(a) Diploma in Labour Welfare/Social Welfare.</p> <p>(b) Diploma In Labour Laws.</p> <p>(c) LLB with paper(S) in Labour Laws.</p> <p>(d) Post Graduate Diploma in Personnel Management awarded by an institution recognized by the government of India.</p> <p>Provided that staff working in Level-6 of Pay Matrix (PB-II GP 4200) or above on regular basis will not be eligible to appear in the aforesaid selection.</p> <p>Provided further that eligibility of staff in possession of qualification, as mentioned above will also be subject to the condition that they have successfully completed the probation in the respective grade.</p> <p>(ii) Erstwhile Group 'D' Staff of Level-1 Pay Matrix (PB-I GP 1800) who have completed at least 07 years' service in Group 'D' on the date of Notification and are in possession of any of the qualification mentioned in (i) above.</p> <p>(iii) Staff in the grades next below the grade of Staff & Welfare Inspector i.e. those in lvel-5 of Pay Matrix (PB-I GP 2800) and Level-4 (PB-I GP 2400) with 05 years service in the respective grade as on date of notification in case the higher grade does not fall in the normal line of advancement otherwise 05 years together in their grades.</p> <p>(iv) Staff in the level-5 of Pay Matrix (PB-I GP-2800) and Level-4 (PB-I GP 2400) who are Graduates irrespective of the length of service in these levels provide the staff concerned</p>

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		<p>have successfully completed the probation in respective levels.</p> <p>(v) Staff in grades lower than the grade next below the grade of Staff & Welfare Inspector i.e. those level-3 of Pay Matrix (PB-I GP 2000) and Level-2 (PB-I GP 1900) who are graduates and who have completed not less than 07 years' service on the date of notification in the respective level in case the higher level does not fall in the normal line of advancement, otherwise 07 years service as on date of notification together in these grades.</p> <p>Those employees who have come on transfer to this division on bottom seniority their length of service should be counted in terms of RBE-34/2006</p>
4	Syllabus	<ol style="list-style-type: none"> 1. Condition of Service, execution of service agreement, recording of date of birth, change in name. 2. Service Records of Non-Gazetted staff, preparation folders & service book etc. Leave Rules, Maintenance of leave account. 3. Increment. 4. Promotion. 5. Fixation of Pay. 6. Preparation of salary bills, TA and actual expenses. 7. Payment from station earnings. 8. Impress cash account. 9. Calculation of income tax. 10. Advances & Allowances. 11. PF and special contribution to PF Rules, Preparation of PF papers & application for special contribution to PF. 12. Pass Rules. 13. Railway Servants conduct rules. 14. Discipline and Appeal Rules. 15. Railway Pension Rules. 16. Preparation of settlement papers, expeditious payment of settlement dues. 17. Staff Benefit Fund rules – Holiday Home, MahilaSamitee, WSSC, Canteen Co-operative & Institute Welfare Camp and Reimbursement of tuition fees, Supply of uniforms. 18. Educational assistance rules. 19. Delegation of powers in Establishment matters. 20. Dealing with grievances. 21. Industrial Relations Machineries. 22. Minimum Wages Act 1948. 23. Payment of Wages Act 1936. 24. Industrial Disputes Act 1947. 25. Workmen Compensation Act 1923 and preparation of compensation papers. 26. Factories Act 1948. 27. Hours of Employment Regulation, Calculation of over time. 28. Casual labour and substitutes. 29. Role of Welfare Inspector. 30. Raj Bhasha Rules. 31. A general idea of the evaluation of the pay structure and other service condition of government servant and the reports of the various committee and commissions connected therewith. 32. Lump sum Ex-gratia Payment. 33. RTI. 34. New Pension Scheme (NPS).

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5	Mode of Selection	<p>The written examination will be conducted as Computer Based Test(CBT)/Tablet Based Test (TBT) as per extant Railway Board guidelines.</p> <p>i) As per Railway Board's Letter no. E(NG)I/2018/PM I/4 dtd. 14.12.2018 (RBE 196), the question paper will henceforth be 100% objective type also all the questions will be of multiple-choice answers only. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.</p> <p>ii) Qualifying marks in written examination: Minimum 60% marks in written examination, subject to usual relaxation for SC/ST staff (with 50% relax standard for SC/ST candidates, wherever permissible) (examination will be for 100 marks). There will be no classification of candidate as "Outstanding".</p> <p>iii) There will be 110 objective multiple choice type questions, first 100 attempted questions are to be taken on evaluation. Out of 110 questions, 10 questions will be from Rajbhasha relating to Official Language Act, Policy & Rule.(RBE No.97/2019)</p> <p>iv) There will be no supplementary examination.</p> <p>v) Panel formation: Final panel drawn up as per procedure prescribed in para 219(i) of the Indian Railway Establishment Manual, Vol.1 (1989 Edition) as amended vide ACS No 209 issued under Railway Board's letter No. E(NG)198/PM7/4 Dt.19.06.2009. The final panel drawn up in the order of Merit based on aggregate marks of 'Professional Merit' and 'Record of Service'.</p> <p>vi) Any staff applying in response to the notification and getting selected will not be allowed to withdraw his option.</p> <p>vii) Only those who secure the prescribed percentage of qualifying marks in the written examination will be subjected to scrutiny of Record Service.</p>
6	Duration of Examination	The duration of the written examination will be 02:00 Hrs(120 Minutes)
7	Objection Tracker	The provisional answer key will be uploaded in East Coast Rly website https://eastcoastrail.indianrailways.gov.in the following path About us>Division>Khurda Road Division>Selection/Suitability
8	Tentative Date	1. Date of Written Test 30.12.2025
9	How to Apply	<p>1. The willing and eligible employee who fulfils/accepts the above conditions should submit his/her application in the prescribed proforma enclosed to his/her supervisory officials on or before 05.12.2025. Applications received after 05.12.2025 will not be entertained under any circumstances.</p> <p>2. Supervisory officials shall collect the applications and forward it in one bunch with the covering letter indicating the names, Emp.No, D.O.B, D.O.A and Unit/Station(presently working) to reach this office on or before 10.12.2025.</p>

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10	Supplementary Written Exam	There will be no supplementary examination
11	Other Conditions	<p>1. All other terms and conditions applicable to such selection as per extant rules as on the date of notification will be applicable and items overlooked/omitted if any be treated as valid and operative.</p> <p>2. Railway administration reserves all rights to cancel or amend the Notification partly or wholly at any time without any prior notice or assigning any reasons thereof.</p>

This has the approval of the competent authority.

This notification is available in <https://eastcoastrail.indianrailways.gov.in>, in the following path **About us>Division>Khurda Road Division>Selection/Suitability.**

Encl: 1. Annexure "A"


 Assistant Personnel Officer
 For Sr. Divisional Personnel Officer/KUR

Copy to All Concerned

1. PCPO/BBS, CAO(Con)/BBS
2. All Branch Officers of KUR Divn/ECorly



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Annexure-A

Application for selection to the post of Staff & Welfare Inspector in Pay Matrix Level-06 against 35% LDCE quota from amongst the eligible staff from all departments of KUR Division (except RPF & Accounts).

I do hereby volunteer for applying for the post of Staff & Welfare Inspector in Level-06 against 35% LDCE quota vide Notification No. P/Pers/Pers/S&WI/LDCE(35%)/Selection/25 date:14.11.2025 duly accepting all the terms and conditions mentioned therein.

I confirm that my service details are as follows:-

01	Full Name(Capital Letters)						
02	Date of Birth						
03	Date of initial appointment with category						
04	Designation with department/Office						
05	Employee No./HRMS ID						
06	Present Level & Basic Pay						
07	Community(Attested copy of Caste Certificate should be attached for SC/ST)						
08	Academic Qualification & Other qualification (As per entry in Service Record (Enclose the attested copy)						
09	Whether completed probation in the present grade, if Yes, date of completion of probation.						
10	Whether joined present unit by own request transfer(Yes/No). If "Yes" the date of joining and pay matrix level						
11	Whether coming under "PwBD(Persons with Benchmark Disability) category as per RBE No.74/2022, write "Yes" or "No". If "yes" write percentage of disability and category .						
12	Non-fortuitous length of service rendered in each grade after appointment, grade-wise(Substantive) as on the date of Notification	Level	Period		Total		
		Level -5	From	To	YY	MM	DD
		Level -4					
		Level -3					
		Level -2					
		Level -1					
13	Mobile No						
14	E-mail ID						

I hereby solemnly declare that all the statements/particulars made in the above application/ proforma are true and correct to the best of my knowledge and belief. I have not been empanelled for promotion and/or debarred for promotion in pay matrix level-06 in the parent cadre. I fully understand that in the event of any information furnished herein being found false or incorrect, my candidature for the post of Staff & Welfare Inspector against 35% quota will be automatically cancelled and I have no claim for the same. I also declare that I am eligible for the post on the cutoff date.

Enclosure: (list of document)

Signature of the Applicant

Date:

The information given by the employee is verified and found correct. The Applicant of the above named employee is forwarded herewith for necessary action please.

Place:

Date:

(Signature of the Controlling Officer along with seal)