



दक्षिण पश्चिम रेलवे
South Western Railway

प्रधान कार्यालय/Headquarters Office,
कार्मिक विभाग/Personnel Department,
हुबल्लि /Hubballi- 580 020.
दिनांक/Dated 21.08.2023.

सं./No.SWR/P.608/Law Assistant/Vol.VI

All PHODs/CHODs/SWR
CAO/CN/BNC
DRMs-UBL, MYS & SBC
CWMs-UBLS, MYSS
Chairman, RRB/BNC
Dy.CMM/GSD/UBL, Dy.CMM/MGSD/AP
Dy.CE/TM/YPR
Registrar, RCT/BNC
Director/STC/SBC
Principal/MDZTI/DWR

अधिसूचना / NOTIFICATION

विषय / Sub: Selection to the post of Chief Law Assistants in
Level 7 of Pay Matrix in SWR.

It is proposed to fill up the vacancies of 01 (One) post of Chief Law Assistant in Level 7 of Pay Matrix against 60% promotional quota by General Selection in South Western Railway. The break-up of the vacancies is as under:

UR	PwBD	SC	ST	Total
01	Nil	Nil	Nil	01

1) Eligibility criteria:

- a) Applications are invited from serving employees of all departments of this railway [excluding RPF/RPSF and Accounts staff], who are working in Level 2 to Level-6 of Pay Matrix possessing a Degree in Law and having 05 years regular service in Group 'C' as on the date of issue of Notification i.e. 21.08.2023.
- b) Training/Apprenticeship period will be counted for the purpose of reckoning the stipulated 5 years regular service as per Railway Board's letter No.E(NG)I-2019/PM 1/24 dated 25.06.2019 (RBE No.102/2019). The Degree in Law should have been obtained either under 11+1+3+3 or 10+2+3+3 or 10+2+5 stream of education from a recognized University.
- c) Undergraduate or Postgraduate Degrees obtained from Open University/Distance Education mode are acceptable subject to fulfillment of the terms and conditions of recognition/acceptability of such qualifications as laid down in RBE No.116/2013, RBE No.22/2015 & RBE No.50/2016. However, the LLB or BL degree obtained without classroom study is not acceptable as per the provisions of the Indian Bar Councils Act, 1926.

Contd...2)

2) **Selection procedure:**

- a) The selection will consist of WRITTEN EXAMINATION with 100% objective type multiple choice questions only as per RBE No.196/2018. **There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.**
- b) As per Railway Board's letter No.E(NG)I-2008/PM7/4 SLP dated 19.06.2009 issued as ACS No.209 to IREM Vol.I, selection will be based entirely on merit with reference to aggregate marks obtained by the candidates in the Written Examination, Viva-Voce and Record of Service. Minimum qualifying marks in the written examination in order to be called for viva-voce test is 60% and placement in the panel will be in the order of merit based on the 60% aggregate marks obtained in the written examination, viva-voce and record of service.
- c) Staff selected and posted as Chief Law Assistant in Level 7 of Pay Matrix (PB-2/GP Rs.4600) will not be entitled to seek promotion in their parent cadres.
- d) The selection is on "All Railway Basis (SWR)" and in the event of their being selected; they should be prepared to proceed to any Division/HQ to which they are posted. If they are not agreeable to this condition, they need not apply for the selection.

3) **General Instructions:**

- a) Those employees who desire to apply for the above mentioned post should submit their application in the prescribed proforma (enclosed) duly enclosing attested copies of their caste certificate and Law Graduation certificates, to their respective Divisional Railway Managers/Controlling Officers on or before 20.09.2023.
- b) In respect of employees working in HQ Offices/SWR the applications have to reach controlling Officer on or before 20.09.2023. The applications so received should be forwarded to PCPO/O/SWR in one bunch on or before 20.09.2023.
- c) The Personnel Officers of the respective Divisions/Units will verify the correctness of the particulars furnished in the applications vis-a-vis entry in the service record of the applicants and forward in one bunch along with a consolidated list of eligible applications to reach this office on or before 26.09.2023.
- d) It is the sole responsibility of the Personnel Officers concerned to verify the correctness/eligibility criteria of the applicants before forwarding the applications to HQrs Office. Ineligible applications need not be forwarded to HQrs Office. In units, wherever Personnel Officers are not available, the controlling officers shall forward eligible applications to PCPO/O/SWR.
- e) Applications received after the last date or directly in this office will not be entertained / considered under any circumstances. **The syllabus for the written test is enclosed in Annexure-I.**

Contd...3)

- f) There shall also be an optional question on Official Language Policy and Rules to the extent of 10% of the marks assigned to professional ability in terms of Para 204.3 of IREM, Vol.I.
- g) In terms of Board's letter No.Hindi/84/OL/1/10/3 dt.03.11.1988, employees will have an option to answer the question paper in Hindi. Those who opt for writing the written exam in Hindi should indicate their choice in writing beforehand, in the application format itself.
- h) The date and venue of the written examination will be advised in due course.
- i) There will be no supplementary examination as this a General Selection.
- j) Divisions/Extra Divisional units will please ensure that the notification is circulated to all concerned and wide publicity given, so as to enable the eligible staff to submit their applications in time.
- k) This notification is also available in the web-site of South Western Railway <http://www.swr.indianrailways.gov.in> at Rail net
- l) It is also strictly instructed that no candidates/staff will be allowed to carry the Mobile Phones, Calculators etc. in the examination Hall.

(पी बसवराज/P. Basavaraj)
स.का.धि/सामान्य/APO/Genl.

कृते प्रमुकाधि/For Pr. Chief Personnel Officer

प्रतिलिपि/Copy to: PS to AGM/SWR – for kind infn of AGM.
Sr.DPOs-UBL, SBC & MYS
Dy.CPO/MYSS; Dy.CPO/CN/BNC
WPO/UBLS
Sr.Law Officer/HQ
All personnel Officers/PB/HQ/UBL
Ch.OS/Admn., Ch.OS/confidential/PB/HQ
GS/SWRMU/UBL
GS/AISCTREA/UBL
Notice Board.

Syllabus for the post of Chief Law Assistant in Level 7 of Pay Matrix against 60% Promotional Quota.

1. General Knowledge of all statutes, which are of frequent application for Railway working
2. Intimate knowledge in Procedural Law (CPC and rules of practice, Evidence Act, Railway Act, Contract Act), Provisions of Constitution regarding employment and protection given to Government Servants Limitation Act, Central Administrative Tribunal Act, Act on Sexual Harassment at workplace, Labour Laws, Workmen's Compensation Act, Payment of Wages Act, Arbitration Act, Taxation enactments (Sales Tax/GST, Municipal Act etc.)
3. General knowledge of the Railway's working in its various branches with special reference to:
 - a) Commercial Branch : Claims, Rates and Developments
 - b) Personnel Branch : DAR cases and Settlement cases with reference to PF, Pension Rules, Right to information Act, 2005 & Policy rules on Official Language
 - c) Accounts Branch : Disposal of Attachments and prohibitory orders from Courts.
 - d) Works Branch : Execution of agreement, Indemnity Bonds, Power of Attorney, Guarantee Bonds etc.

APPLICATION FOR THE POST OF CHIEF LAW ASSISTANT IN LEVEL 7 OF PAY MATRIX (PB-2/GP Rs.4600) IN RESPONSE TO PCPO/O/SWR NOTIFICATION NO.SWR/P. 608/LAW ASST/VOL.VI DATED 21.08.2023.

01	Name in full (in block letters)			
02	Designation			
03	Level of Pay Matrix			
04	P.F. Number/NPS Number			
05	Department			
06	Category (in case of reserved candidates, an attested copy of caste certificate to be enclosed).			
07	Educational qualifications (Attested copy of degree in Law certificate should be enclosed without fail)			
08	Name of the office in which working			
09	Date of Birth			
10	Date of appointment to regular service			
11	Date of entry into present grade a) Substantive b) Officiating			
12	Length of service in present grade as on 21.08.2023	Years	Months	Days
13	Length of service in group 'C' as on 21.08.2023	Years	Months	Days
14	Brief particulars of experience bringing out the aptitude for the post applied for			
15	Details of inter railway/division/department transfer in last five years.			
16	Option to write examination in Hindi or English			
17	Contact Phone/Mobile No.			
18	Email Id			

Station

Date:

Signature of the applicant

South Western Railway

No.

Office:

Date:

Forwarded to Senior Personnel Officer/Cadre, PCPO's Office/SWR/UBL. The particulars furnished by the employee at columns 1 to 18 have been verified with the service record and found correct.

Office seal

Signature of the officer concerned
Name & Designation