Ch.OS/IPAS sec

दक्षिण पश्चिम रेलवे / SOUTH WESTERN RAILWAY

मंडल कार्यालय / Divisional Office,
कार्मिक शाखा / Personnel Department,
मैसूरू / Mysuru – 570 001.

No.Y/P.607/XII/Pers/2014/70%

दिनांक / Dated: 16.04.2019

All Branch Officers/MYS Div
All Supervisory Officials/MYS Div

Sub : Selection for filling up of Gr.B post of Assistant Personnel Officer in Level-08 of Pay Matrix (GP of Rs.4800/-) in Personnel Department against 70% Quota

Ref : PCPO/SWR/UBL letter No.SWR/HQ/P.607/Pers/70%/2019 dated 10.04.2019

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A copy of PCPO/SWR/UBL letter cited wherein volunteers have been called for selection to the post of Assistant Personnel Officer in Level-08 of Pay Matrix(GP of Rs.4800/-) in Personnel department against 70% Quota is enclosed herewith. This may please be notified among the staffs and given wide publicity among all concerned staffs.

1. The employees working in Divisions/Workshops/Units have to submit application form- ANNEXURE-B duly filled to their Supervisory/Controlling officials on or **before 03.05.2019.**
2. The concerned Supervisory/Controlling officials will compile all the applications and forward in one bunch to this office on or **before 08.05.2019.**

No Piecemeal forwarding of applications should be resorted to.

If any employee is on sick/leave/training/deputation etc., intimation regarding this notification should be sent to personal address and their acknowledgement obtained and forwarded to this office. The responsibility of sending intimation to their personal address rests with the Supervisors/Controlling Officers.

Applications received after the target date will not be entertained under any circumstances. The last date for receipt of application at the field unit/at the Supervisory official level is 03.05.2019 and the last date to forward the application to Divisional Personnel Department, Mysuru Division is 08.05.2019.

Enclose: PCPO Letter+Proforma

(S MANI KUMAR)
APO-I/MYS
for Sr.DPO/MYS

Copy to: CE/CN/BNC, CWM/MYSS, DSC/RPF/MYS,
DEE Shops/AP, All ADENs/MYS DIV
XEN/CN/MYS. MAQ, Dy.CE/CN/BNC, CAN, Dy.CMM/MYS div
CS&WI/MYS, Steno to Sr.DPO/MYS
BTC/MYS
Ch.OS/IPAS:- for placing the same on the facebook
DS/SWRMU/MYS, DS.AISC/STREA/MYS, Notice Board

15 APR 2019 P
S.W.R., MYSURU
Office of the Sr. DPO, Personnel Office

दक्षिण पश्चिम रेलवे
SOUTH WESTERN RAILWAY

प्रधान कार्यालय / Headquarters Office,
"रेल सौधा" / "Rail Soudha"
कार्मिक विभाग / Personnel Department,
हुबली/Hubli-580 020.

सं./No.SWR/HQ/P.607/Pers./70%/2019 दिनांक/Date: 10-04-2019.

Secy. to GM; PCSTE, PCE, PCCM, PCEE, PCOM, PCMM, PCMD, PCME, PCSC, PCSO, PFA/SWR/UBL, SDGM & CVO/UBL; CAO/CN/BNC; DGM(G)/SWR/UBL, DRMs/UBL, SBC & MYS; CWMs/UBLS & MYSS; Dy.CPO/CN/BNC, Sr.DPO/UBL, SBC, MYS; WPO/UBLS & MYSS; Chairman/RRB/BNC; Chairman/RCT/SBC; Director/STC/SBC; Dy.CMM/CN/BNC; Sr.DMM/SBC, Dy.CMM/AP/MYSS; Sr.DMM/UBL & MYS; SMM/MSD/UBL; SMM/KJM; PS(Gaz.) to GM/UBL.

विषय/Sub:- Selection for filling up Gr.B post of Assistant Personnel Officer in Level 8 of Pay matrix (GP.Rs.4800/-) in Personnel Department against 70% quota.

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Applications are hereby invited to hold a Selection for promotion to Group "B" post of Assistant Personnel Officer in Personnel Department from Gr.C employees of this Railway against 70% quota, which is detailed hereunder:-

I. Assessment Period : 01.03.2019 to 31.08.2021

II. No. of vacancies : 04 [UR – 03, SC – 01, ST – Nil]

2. The notification against 30% LDCE quota will be issued in due course.

3. The selection scheme envisages calling applications from the eligible volunteers.

4. The staff from the under mentioned categories of this Railway holding posts on a regular basis in Level 6 in the pay matrix and above with three years of regular service in Level 6 as on 01.03.2019 (including regular service rendered in the corresponding pre-revised grades) are eligible for the selection:-

(i) Group-'C' Ministerial staff of the Personnel Department.
(ii) Group-'C' Ministerial staff of Stores, Transportation(Traffic & Commercial) Department, Statistical and Compilation Branch, Chief Law Assistants, Stenographers of all Departments(excluding Accounts department).
(iii) Group-'C' Ministerial staff working cadre post in any other department of the SWR excluding Hindi organization and Accounts Department but including Cash & Pay and Time office who have no avenue of promotion to Group-'B' in their own department.

Note: In case of Gr.'C' Ministerial staff mentioned in item No.4(ii) above, the promotion as APO on empanelment will be subject to their exercising option for promotion as APO within one month of the results of the selection and the option once exercised shall be final.

Contd...P/2

Dy.CPO/Gaz.

5. **Scheme of Selection:** The written examination, Medical examination, Viva-voce under Seniority-cum-suitability pattern.

a) (i) The written examination will comprise of one Paper which will have 100% Objective type Multiple Choice Questions only.

(ii) All Objective type MCQ will carry equal marks.

(iii) There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

Prescribed paper	Max. marks	Qualifying marks
Professional Subject - including Official Language Policy.	70	60
Establishment Rules & and Financial Rules	30	

Note: (i) There will be questions on Official Language Policy and Rules to the extent of 10% of the marks assigned above will be optional type.

(ii) The employees secured qualifying marks in the written examination will be eligible to be sent for medical examination. Only those employees who are certified fit for the prescribed medical examination will be allowed to appear for Viva-voce.

b) **Viva-voce Test:-**

Viva-voce	Maximum marks	Qualifying marks
Record of service	25	30 (including minimum 15 marks in record of service.)
Viva-voce	25	

c) Formation of panel for promotion to Gr.B post(s) will be on the basis of 'Seniority-cum-suitability'.

6. Syllabus for the written examination to the Gr.'B' post of APO against 70% selection is enclosed as **Annexure-'A'.**

7. Staff fulfilling the eligibility conditions mentioned in Para 3 above, have to submit application duly filled in the prescribed proforma enclosed as **Annexure-'B'.**

8. (i) The eligible staff working in Divisions/Workshops/Units may submit application form(Annexure-B) duly filled to their Supervisory/Controlling Officials on or before **03.05.2019.**

(ii) The concerned Supervisory/Controlling Officials will compile all the applications and forward in one bunch to concerned Dy.CPO/CN/BNC, Sr.DPOs/WPOs/Cadre Controlling Authority, so as to reach them on or before **08.05.2019.**

(iii) The respective Personnel officers/Cadre Controlling officers should check all particulars filled by the applicant in the application form and verify details with his/her Service Register and other relevant records and certify the correctness of each item of the application form.

(iv) The ineligible application(s) at this level should be summarily rejected. The application(s) rejected may be intimated to the individuals giving reasons thereof i.e. the relevant eligibility criteria not being fulfilled.

(v) Eligible applications should be forwarded to Headquarters office in one bunch to reach PCPO's office on or before **15.05.2019** indicating therein the total number of applications forwarded.

Contd. on P/3.

Dy.CPO/Gaz.

9. (i) The eligible employees working in Headquarters office may submit their application forms i.e. **Annexure-B** duly filled to his Controlling officer on or before **03.05.2019**.

(ii) The concerned Controlling Officer will compile all the applications and forward in one bunch to reach PCPO's office on or before **08.05.2019.**

(iii) The respective Cadre officers in PCPO's office should check all particulars filled by the applicant in the application form and verify details with their service register and other relevant records and certify the correctness of each item of the application form.

(iv) Ineligible application(s) at this level should be summarily rejected. The application(s) rejected may be intimated to the individuals giving reasons thereof i.e. the relevant eligibility criteria not being fulfilled.

(v) Eligible applications should be forwarded to APO/Gaz./HQ on or before **15.05.2019** by the Personnel cadre officer in one bunch indicating therein the total number of applications.

10. In case the lien of the applicant is being maintained at Divisions/ Workshops/Units, the application should be routed through their respective Divisions/ Workshops/Units.

11. Forwarding of applications in piecemeal directly to PCPO/SWR should be avoided.

12. Pre-Selection coaching:- The Pre-selection coaching to the eligible employees belonging to the SC community will be arranged and the detailed schedule of the Pre-selection coaching will be advised in due course.

13. The duration, date, time and venue of written examination will be intimated to the eligible employees in due course.

14. Employee(s) if any, is/are on leave/training/deputation/sick etc,. intimation regarding this notification should be sent to his/her personal address and such acknowledgement obtained may be sent to this office. The responsibility of obtaining acknowledgement from such empployees rests with the Supervisory officials/Controlling officers.

15. Wide Publicity may be given all over the Divisions/Workshops/Units/Offices on S.W.Railway.

16. The above promotion against the selection will be subject to final outcome of litigation pending in the Apex Court.

17. It may please be noted that Supervisory/Controlling officers have no discretion to entertain application from the employee after due date i.e. **03.05.2019.**

Please acknowledge the receipt.

(This is uploaded on www.swr.indianrailways.gov.in → For IR Personnel → Personnel Department – Headquarters → Gazetted Notification)

संलग्न/Encl: Annexure – 'A' & 'B'

(जी.आर.एस.राव/G.R.S. Rao)
उप मुकाधि(राज.)/Dy.CPO(Gaz.)
कृते प्रधान मुख्य कार्मिक अधिकारी
for Principal Chief Personnel Officer

प्रतिलिपि/Copy to:-
All Personnel Officers of HQ – for infn. and n.a.,
All Ch.OS/, PCPO/O/UBL - – for infn. and n.a.
GS/SWRPOA, GS/SWRMU/UBL, GS/SWRSCTREA/UBL,
PCPO office Notice Board.

Annexu

SYLLABUS FOR SELECTION TO THE GROUP 'B' POST OF APO AGAINST 70% SELECTION

Professional Subject : including Official Language - 70 Marks

Establishment Rules and Financial Rules - 30 Marks

Professional Subject:

1. Personnel department on Indian Railways, Legal framework, industrial laws, industrial relations and grievance redressal system:

   a. Organization and Role of Personnel Department, its functions and objectives, Schedule Of Powers in Establishment Matters.

   b. Service law, CAT, High Courts, Supreme Court and effective handling of court cases, filing of Review Petitions, SLP, engagement of Advocates and payment of fees to them and their related issues.

   c. Labour legislations viz. Factories Act, its applicability to Workshops and other Railway establishments, Special Rules for Workshop staff in Railways, payment of wages, Workmen's Compensation Act, ex-gratia payment, Incentive bonus scheme, Minimum Wages Act, etc.

   d. Hours of Employment Regulations, conducting of job analysis, payment of overtime, etc.

   e. Engagement of casual labour and substitutes, policy and procedure thereof. Contact Labour (Regulation & Abolition) Act, 1972, The Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal Act, 2013).

   f. Recognition of Trade Unions and dealing with unrecognized Trade Unions/ Associations Industrial disputes, their causes, strikes: lockouts, layoffs, provisions of Industrial Disputes Act and functions of Labour Enforcement Officers and Labour courts.

   g. Grievance Redressal mechanism, Staff Welfare- Staff Benefit Fund, Consumer Co-op. Societies, medical assistance, Workers' Education Scheme Societies, educational assistance.

2. Manpower planning, methods of recruitment in Railways:

   a. Manpower planning, surrender and creation of posts, work charged posts, temporary posts, supernumerary posts, vacancy bank etc.

contd.. 2 ..

b. Recruitment:

(i) Recruitment at various levels and methods of recruitment:
- Functioning of Railway Recruitment Boards.
- Recruitment at Zonal Railways including recruitment of artisan staff. RRC, its roles and functions.
- Appointment of land losers, compassionate ground appointments Sports quota appointments, Cultural quota and Scouts & Guide quota, appointments etc.
- Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS)

(ii) Various Gr. 'A' organized services and recruitment to organized Gr. 'A' Railway Services.

(iii) Direct recruitment quota as well as quota for recruitment for intermediate grades.

(iv) Reservation in recruitment, horizontal and vertical reservation, reservation rosters etc.

c. Apprentice act and Implementation of Apprentices Act.

d. Absorption of medically de-categorized staff in alternative posts.

3. Training and Development: Basic concept of training and human resource development. Training and Development of Railway employees with emphasis on the following aspects:

a. Training of Group C employees.
b. Functioning of Zonal Training Schools and other training institutions.
c. Training of Gazetted Officers in Railways as well as non-Railways institutions.
d. Various Railway Training Institutes like NAIR, IREEN, IRITM, IRISET etc.
e. Future developments in Railways, the changing roles of Railway personnel and the need for on the job retaining, multi skilling etc.

4. Pay and Allowances: Preparation of Pay bills. Pay and allowances in the Railways i.e. Pay bands, Grade pay etc. Principles of pay fixation in case of appointment and promotion (functional and non functional promotions etc). Instances of pay protection etc. The various allowances admissible to the Railway employees including allowances to the running staff. Reimbursement of tuition fees and legal expenses. TA rules, Loans and advances admissible to the Railway employees and conditions thereof, PLB, etc.

5. Seniority and promotion:

a. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts.

contd..3

b. Provision of reservation for schedule Caste and Scheduled Tribe employees. Maintaining of reservation roasters.
c. Other relaxations available to SC/ST candidates in safety and non-safety category posts and procedure for de-reservation of posts.
d. Performance appraisal – APAR, procedure, maintaining of records, communication of adverse comments etc.
e. NBR, sealed cover procedure etc.

6. Retirement benefits:
a. Pension rules (new and old) , provident fund rules, leave encashment rules, Gratuity rules,
b. Retirement benefits under different circumstances (superannuation, voluntary retirement, resignation, dismissal, technical absorption etc),
c. Impact of Disciplinary & Appeal Rules, penalties etc on retirement benefits,
d. Pension adalats, timely settlement and Redressal of grievances related to settlement,
e. Retirement benefits under Provident Fund & Pension rules and Schemes of Financial Settlement.

7. The Disciplinary & Appeal Rules, (1968) Railway Services Conduct Rules, (1966) & Schedule of Disciplinary Powers.

8. Pass Rules, Leave Rules and joining time. Medical assistance to Railway employees and retired Railway employees.

9. Computerization of records and personnel management functions (Human Resource Management System) - benefits, challenges and implementation.

10. Right to Information Act, 2005.

11. Official Language Policy and Official Language Rules.

Annexure "B"

APPLICATION FOR THE GROUP 'B' POST OF APO (8TH LEVEL IN PAY MATRIX i.e. GP Rs.4800/-) AGAINST 70% QUOTA IN PERSONNEL DEPTT. OF SWR

1. Name (In Block Letters) _____ 2. Father's Name _____

3.	Present designation/Office/Station	:	
4.	Division/Workshop/Unit/HQrs.	:	
5	PF No./NPS No.	:	
6.	Date of Birth (DD/MM/YYYY)	:	/ /
7.	Date of Appointment to Railway Service	:	
8.	Community (Please put tick mark)	:	SC / ST / OBC / UR

9.	Details of Service in the following Scales	:	Date of regular promotion	Post held
	PB-2 GP Rs.4200/-/Level 6 in pay Matrix			
	PB-2 GP Rs.4600/-/Level 7 in pay Matrix			
10.	Total service rendered in scale Rs.5000-8000/ GP Rs.4200/-/Level 6 and above **as on 01.03.19.**	:	Years/ Months/ Days	
11.	Whether opted to write in Hindi	:	YES/NO	

NB: (The date(s) of Ad hoc promotion and financial upgradation under MACPS should not be indicated)

12. i) I hereby certify that I have read fully and understood all the instructions of the selection and I certify that my claim is fully complying with same.

ii) I hereby certify that the details furnished above are true to the best of my knowledge and belief and I am aware that I am liable for action under D&A Rules, if any of the claim made by me is found incorrect without prejudice to ineligible for the post.

or

I hereby declare that all the particulars given above by me are true, complete and correct to the best of my knowledge and belief. In the event of any information furnished by me found being false/incorrect, my candidature is liable to be rejected summarily. I will abide by the instructions given in the notification.

Place: Signature of the employee: _____

Date: Name of the employee: _____

Date:

No.
Forwarded to Dy.CPO/CN/BNC, Sr.DPO/WPO/Cadre Controlling Authority.

(Signature of Supervisory/Controlling Official)
Designation Seal & Date

Date:

No.
Forwarded to PCPO/SWR. The above particulars furnished by the employee have been verified and found correct.

(Signature of the Sr.DPO/WPO/
Dy.CPO(CN)/Cadre Controlling Authority)
Designation Seal & date