

SOUTH WESTERN RAILWAY

Divisional Office,  
Personnel Department,  
Mysore - 570 001.  
Dated: 22.12.2017.

No.Y/P.608/Law Asst/Vol-IV

CAO/CN/BNC, Dy.CE/CN/MAQ.HAS.  
All Branch Officers, Mysuru Divn  
Dy.CMM/AP.  
All Supervisory Officials, of all Departments  
Mysuru Division.

Sub: Sejection to the post of Chief Law Assistants in  
Level 07 of Pay Matrix in SWR.

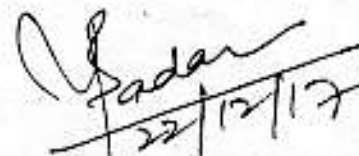
Ref: CPO/UBL Notification No.SWR/P.608/Law Assistant/  
Vol-III dated 12.12.2017.

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A copy of the notification issued by HQ/O/UBL calling volunteers from the eligible employees for the post of Chief Law Assistant is enclosed herewith for wide publicity among the staff under your control. Application from the eligible candidates who fulfilled the conditions, may be obtained in prescribed (enclosed) proforma, induplicate & forwarded duly signed by controlling officers to this office on or before 08.01.2018, after due certification of the particulars furnished in the proforma at the earliest.

The applications received after due date will not be entertained.

Encl: CPO's letter along with  
enclosures.

  
22/12/17  
(BUBBLE YADAV)  
APO/MYS  
for Sr.DPO/MYS

Copy to: DS/SWRMU/MYS Divn, Secy/AIRESCST/OBC ASSN/MYS,  
Copy to: Notice Board, Ch.OS/All Cadre/P.Br/MYS-for Infn Necy Action,  
Copy to: BTC/MYS, Ch.OS/Prime Sec:- For placing the copy in the Facebook.



दक्षिण पश्चिम रेलवे/South Western Railway

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

सं./No.SWR/P.608/Law Assistant/Vol.III

All PHODs/CHODs/SWR/UBL  
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/MDRTI/DWR

दिनांक/Dated 12.12.2017.



### NOTIFICATION

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

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It is proposed to fill up the vacancies of 03 (Three) posts of Chief Law Assistant in Level 7 of Pay Matrix (PB-2/GP Rs.4600) in South Western Railway. The break-up of the vacancies is as under:

UR	SC	ST	Total
02	01	Nil	03

Applications are invited from serving employees of all departments of this railway excluding RPF/RPSF (RBE No.139/2003) and Accounts staff, who are working in grades lower than the grade of Level 7 of Pay Matrix (PB-2/GP Rs.4600) possessing a Degree in Law and having 05 years regular service in Group 'C' (Authority: RBE No.180/2000) as on the date of issue of Notification i.e. 10.01.2018.

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.

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.

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 10.01.2018. In respect of employees working in HQ Offices/SWR the applications have to reach controlling Officer on or before 10.01.2018. The applications so received should be forwarded to PCPO/O/UBL in one bunch on or before 12.01.2018.

Contd...2)

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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 12.01.2018. 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/UBL. Applications received after the last date or directly in this office will not be entertained/considered under any circumstances.

The candidates will be required to appear for a written examination and those who secure minimum qualifying marks in the written examination will be called for viva voce (RBE No.137/2003 & 35/2006).

The syllabus for the written test is as under. 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.

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 Court.
  - d) Works Branch : Execution of agreement, Indemnity Bonds, Power of Attorney, Guarantee Bonds etc.

Objective type questions will be set to the extent of about 50% (in the range of 45% to 55%) of the total marks allotted for the written examination as per the instructions contained in Railway Board's Letter No.E(NG)/I/2006/PMI/18 of 10.11.2006 (RBE No. 123/2006).

Contd...3)

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.

The date and venue of the written examination will be advised in due course.

There will be no supplementary examination as this a General Selection.

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.

This notification is also available in the web-site of South Western Railway <http://www.swr.indianrailways.gov.in> at Rail net

It is also strictly instructed that no candidates/staff will be allowed to carry the Mobile Phones, Calculators etc. in the examination Hall.

(सी.एन. मुनिस्वामी/C.M. Muniswamy)  
सहायक कार्मिक अधिकारी/प्र. का./APO/HQ  
कृते प्रमुकाधि/ For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: Sr.DPOs-UBL, SBC & MYS  
Dy.CPO/CN/BNC  
WPOs-UBLS, MYSS  
All personnel Officers/PB/HQ/UBL  
Sr.Law Officer/HQ/SWR/UBL  
Ch.OS/Admn., Ch.OS/confidential  
GS/SWRMU/UBL  
GS/AISCTREA/UBL  
Notice Board.

APPLICATION FOR THE POST OF CHIEF LAW ASSISTANT IN LEVEL 7  
OF PAY MATRIX (PB-2/GP Rs.4600) IN RESPONSE TO CPO/O/UBL  
NOTIFICATION NO SWR/P. 608/LAW ASSISTANT/VOL.II DATED 12.12.2017.

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01	Name in full (in block letters)			
02	Designation			
03	Level/Pay Band			
04	P.F. 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 .12.2017	Years	Months	Days
13	Length of service in group 'C' as on __.12.2017	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			

Station

Date:

Signature of the applicant

South Western Railway

No.

Office:

Date:

Forwarded to Assistant Personnel Officer/HQ, PCPO's Office/SWR, UBL. The particulars furnished by the employee at columns 1 to 15 have been verified with the service record and found correct.

Office seal

Signature of the officer concerned  
Name & Designation