

SOUTH WESTERN RAILWAY

Divisional Office,
Personnel Department,
Mysuru - 570 001

No.Y/P.608/XII/Genl/VIG

Dated: 18.06.2018

All Branch Officers
All Supervisory Officials-MYS Div

Sub : Selection for filling up the post of Work Study Inspector in
Pay Matrix Level-07 of 7th PC [PB
Rs.9300-34800+4600(GP)] in General Branch

Ref: PCPO/SWR letter No.SWR/P.608/Ex-Cadre/Work Study
Inspector dated 05.06.2018

CPO/SWR vide letter No.SWR/P.608/Ex-Cadre/Work Study Inspector dated
05.06.2018 has called for volunteers to fill up the post of Work Study Inspector in
Level-07 [PB.Rs.9300-34800+4600(GP)] (copy enclosed).

The staff who fulfill the conditions and who are willing may submit their
application with service details in the prescribed proforma enclosed to their Supervisory
Official on or before 25.06.2018.

The concerned supervisory officials will compile and forward the applications
received from their eligible staff working ~~under~~ ^{them} along with any adverse
comments on the basis of any Vigilance advise and forward the same to this office on or
before 04.07.2018.

Encl: as Above


19/06/18
(BUBBLE YADAV)
DPO-I/MYS
for Sr.DPO/MYS

HRP/12/12/2018/06/13/2018



दक्षिण पश्चिम रेलवे/South Western Railway

प्रधान कार्यालय/Headquarters Office

रेल मीठा/Railway, Mysuru

कार्मिक शाखा/Personnel Department

गदग रोड/Gadag Road,

हुबबल्लि/Hubballi- 580 020.

No.SWR/P.608/Ex.Cadre/Work Study Inspector

दिनांक/Dt. 05.06.2018.

All PHODs/HODs/HQ/SWR.
CAO/CN/BNC
DRMs/UBL,SBC,MYS,
Chairman, RRB,BNC
Registrar,RCT/BNC
Director,STC/SBC.

Sub: Selection for filling up the post of Work Study Inspector in Pay Matrix Level-7 of 7th CPC (PB-II Rs. 9300-34800+ 4600/-of 6th CPC) in General Branch.

Volunteers are called for the post of Work Study Inspector (Ex-Cadre) in Pay Matrix Level-7 of 7th CPC (PB-II 9300-34800+GP Rs. 4600/-of 6th CPC)

The vacancies to be filled up are:

UR=02, SC=0, ST=0, TOTAL=02.

Volunteers from Group 'C' staff of Personnel, Accounts, Signal & Telecommunication, Mechanical, Electrical, Civil Engineering, Operating, and Commercial Departments in Pay Matrix Level-7 of 7th CPC (PB Rs. 9300-34800+ 4600/-of 6th CPC) or in one grade below i.e., Pay Matrix Level-6 of 7th CPC (PB Rs. 9300-34800+ 4200/-of 6th CPC) (who have completed two years services in Level-6 (9300-34800+GP Rs. 4200/-) and who fulfill the following conditions are eligible to apply:

1. Staff should have been put in at least 10 years of regular services in Railways as on 01.01.2018.
2. Age should be below 50 years as on the date of notification.
3. Should have a flair for analyzing problems critically and coming to independent conclusions.
4. Be fluent in English and capable of writing reports independently.
5. They should be prepared to proceed on tour extensively whenever required in the interest of work.
6. Should have a reasonably good knowledge of working of all Departments and possess ability to collect information.
7. Preferences will be given to Graduate Diploma holders in Engineering disciplines and those who have successfully undergone training in Work Study in recognized school/institution.

- 8. Employees who are now working in Ex-Cadre posts are not eligible to apply. Employees who have already worked in Ex-Cadre posts will be eligible for consideration only after completion of two years service in the cadre post. In exceptional circumstances, this period of two years can be reduced to one year with the personal approval of PHOD.
- 9. Only those who volunteer and tender their application within the stipulated time will be considered for selection.
- 10. The selection will be on the basis of written examination only. The written exam will be in the following pattern.

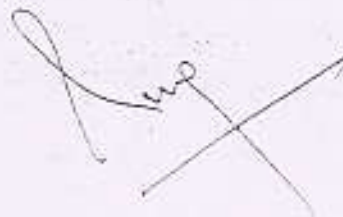
<u>OBJECTIVE TYPE</u>	<u>MARKS</u>
25 QUESTIONS FROM General Knowledge, Establishments Rules and other Railway subjects.	25
 <u>EASSAY TYPE/SHORT NOTES</u>	
General	25
Establishment Rules	25
Financial Rules	25
TOTAL	100

- 11. Copy of the syllabus for the written examination is enclosed as Annexure-B.
- 12. The normal tenure of Work Study Inspector is 4 years and may be extended for 2 more years in individual cases in exigencies of work. However, if they do not come up for standard required they will be repatriated at any time to their parent department without assigning any reason whatsoever, in short notice.
- 13. The staff who are eligible in terms of the conditions stipulated above should submit their application in the prescribed proforma- Annexure 'A' to the Personnel Officers concerned. In the units where Personnel Officers are not provided with, the applications should be submitted to the Head of the Unit concerned.
- 14. Volunteers who fulfill the above conditions may submit their applications as per the proforma enclosed to their Supervisory Officials on or before 25.06.2018. The concerned supervisory officials will compile and forward the same to the controlling official in one bunch, the concerned controlling officers will compile all the applications thus received along with the applications received from the eligible staff working in Headquarters along with any adverse comments on the basis of any Vigilance advise and forward the same to concerned Sr.DPO's/WPO's/SPO so as to reach them by 04.07.2018. The respective Sr.DPO's/WPO's/SPO/CN/BNC/Cadre controlling officers should consolidate the applications so received and send to this office in one bunch duly certifying the particulars furnished in the applications and obtaining the approval of DRM/CWM/CAO/Head of the Unit to reach APO HQ on or before 11.07.2018. Applications received in this office after the stipulated date will not be entertained.

12/50				

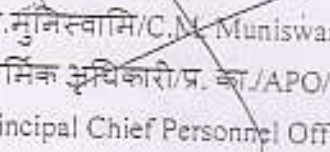


15. Staff working in Headquarters may submit their applications as per the proforma enclosed to their Supervisory official/Controlling officers on or before 25.06.2018. The concerned Supervisory/controlling officers on receipt of applications should compile and submit in one bunch with the approval of their PHODs/CHODs to their respective Cadre controlling personnel officers of HQrs so as to reach them by 04.07.2018. The respective cadre controlling personnel officer of HQrs office should consolidate the applications so received and submit in one bunch duly certifying the particulars furnished in the applications to reach APO/HQ/HQrs on or before 11.07.2018. In case the lien of the applicant is maintained in Divisions/Workshops, the applications should be routed through the respective Division/Workshop.
16. Wide publicity should be given to the concerned staff at your end. It should also be ensured that the notice inviting application is further notified within ten days so as to have adequate time to reach the staff under your control, thus to enable the willing eligible staff to tender their application before the stipulated date. Applications received beyond target date should not be entertained and the same should be disposed off at Division/Extra-Division level, rejecting them on account of late receipt.
17. The applications in the prescribed proforma given by the willing employees who satisfy the prescribed conditions may be forwarded to this Office in one bunch; duly certifying the correctness of the particulars in each and every application without fail. Advance copy of the application or application received without certification of correctness of the particulars will not be entertained.
18. It may also be noted that the Cadre Controlling Officers/Head of the Units have no discretion to entertain any application beyond date.
19. The application of the employees whose service cannot be spared in the event of their being selected need not be forwarded.
20. If the volunteer is undergoing penalty or suspension or any departmental proceedings have been initiated for major penalty or any RPUP cases or SPE/Vigilance cases pending the particulars of such employees should be advised with details along with application.
21. All those who have applied may keep themselves in readiness to appear for the written examination date for which will be advised shortly and the applicants can be informed accordingly.



22. In terms of Railway Board's letter No. 2005/E&R/2800 IMP/Rlys. Dated 29/07/2005, both the selected candidates will not be from the same department.

Encl: Annexure; 'A' & 'B'


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

Copies to:

Dy. CPO/CN/BNC; Sr. DPOs/UBL, SBC, MYS- they are requested to ensure that the applications received by them from respective branch officers are so forwarded as to reach this office within the last date.

Sr.DFMs/UBL,SBC,MYS.

WPO/UBL; AWPO/MYSS; Dy.CMMs/MGSD/UBL, MYS;

Ch.OS/Admn/P/HQ/UBL,

Co-Ordination/P/HQ/UBL (For information and necessary action)

GS/SWRMU/UBL,GSAIOSCST/UBL,GS/AIOBC/UBL

ANNEXURE-B

SYLLABUS FOR THE POST OF WORK STUDY INSPECTOR/PLANNING BRANCH.

GENERAL.

- a. Hierarchical set up and line of control of Planning Department at Zonal Level and at Railway Board.
- b. Man Power Planning.
- c. Work Study.
- d. Staff bank.
- e. Bench Marking.
- f. Operating Ratio.

ESTABLISHMENT RULES

- a. HOER
- b. DAR
- c. Railway Service (Conduct) Rules
- d. Pass Rules
- e. Leave rules
- f. PNM, Industrial Relations
- g. Retirement Benefits
- h. Staff Benefits Fund
- i. PL Bonus

FINANCIAL RULES

- a. Parliamentary control over Railway Finance- Public accountability, canons of financial propriety.
- b. Financial Planning, Budgeting, Budgetary and Financial reviews.
- c. Work Program- Financial justification of Work Surveys, Preparation of Estimates.
- d. Purchase and Store keeping Procedure- Inventory Control and A.B.C. Analysis
- e. Financial and cost control in Railway Workshops.
- f. Rules and Procedures relating to procurement of stores.
- g. Losses, frauds and Embezzlement.

PROFORMA

APPLICATION FOR THE POST OF WORK STUDY INSPECTOR IN SCALE Rs. 9300-34800+4600/- (Pay Matrix Level-7) (Ex-Cadre) IN HEAD QUARTERS/S.W.Rly.
[Last date for applicant to submit application:- 25.06.2018]

1. Name of the Employee :
2. Present Designation & Office :
3. Department :
4. Date of Birth :
5. Date of Appointment :
6. Whether belonging to SC/ST/UR :
7. Present grade and cadre :
8. Date of entry in the present grade
on regular measure :
9. Whether worked in any ex-cadre post :
 - a. Ex-cadre post and grade in which worked:
 - b. Period
 - c. Date of repatriation
10. Educational Qualification :
11. Details of work-Study course attended :

Date:

Place:

Signature of the Employee

The particulars furnished above have been verified and certified as correct.

Controlling Officer.
(Name with seal)

Date: