



दक्षिणरेलवे / SOUTHERN RAILWAY

सं. No.P(GS) 608/XII/S&WI/35%Quota/Vol.X

प्रधानकार्यालय/ Headquarters Office,
कार्मिक शाखा / Personnel Branch,
चेन्नै/Chennai-600 003
दि./Date: 28.08.2026

PCE, PCME, PCOM, PCCM, PCSTE, PCEE, PCSO, PCSC
PFA/MAS, CCO, CCM/PM, CCM//Rates/MAS, CCM/Claims/TPJ,
SDGM&CVO, PCMM/PER, PCMD/MMC/MAS, CAO/CN/MS, MTP/MS,
CE/MTP, CPD/RE/MS, CWM/LW/PER, CW/PER, GOC & S&T/PTJ,
CSTE/CN/MS, CSTE/Proj/MMC/MAS, FA&CAO/IT/MAS, , CE/Projects
GM/ST/MMC/MAS, TPJ MD/RH/PER, CPO/CN/MS, CPRO, Secy to GM
Sr.DPO's/DPO's/MAS, TPJ, MDU, PGT, TVC, SA
Dy.CPO/C, L&E/Ws/PER, Dy.CPO/WS/GOC, SPO/CN/MS&ERSQ
Sr.DFM/MAS, TPJ, MDU, SA, PGT, TVC, Sr.AFA/TPJ, GOC & PTJ
Sr.DSC/MAS, TPJ, MDU, SA, PGT, TVC, Sr.EDPM/MMC/MAS, MDU, EDPM/PGT
Dy.CPLO/Hqrs, Dy.CE/EWS/AJJ, Dy.CEE/CW/PER, Dy.CMM/GSD/PER, MSD/PER,
Sr. EO/HQ/MAS, Sr.LO/MMC, Chairman - RRB/MAS & RRB/TVC, GM/IRCTC/Chennai,
APO/EWS/AJJ&TMRPM, APO/C&LW/PER, APO/S&T/PTJ, APO/Stores/PER,
Addl. Registrar/RCT/MAS, ERS, The Chairman/RRC/MAS,
AGM/RVNL/Chennai, Principal/MDZTI/TPJ

विषय/Sub: Selection for the post of Staff and Welfare Inspector in
Pay Matrix Level 6 (GP Rs.4200/-) against 35% all
Department Quota.

संदर्भ/Ref: 1) Railway Board's letter No.PC-III/2003/CRC/6 dated
09.10.2003 (RBE No.177/2003) and letter No.E(NG)1-
2008/PM1/15 dated 03.09.2009 (RBE No.161/2009).
2) Railway Board's Letter No. E(NG)1-2002/PM4/1
dt.12.07.2002 (RBE No.106/2002).

1. It is proposed to conduct a selection for the post of Staff & Welfare Inspector in Level-6 of 7th CPC pay matrix against 35% Quota calling volunteers from all departments of Southern Railway. The details of vacancies are as under:-

UR	SC	ST	TOTAL	PwBD	Suitability of PwBD
15	2	3	20	2	Locomotor Disability in the categories of DW, AAV & SD/SI without neurological/limb dysfunction.

(DW-Dwarfism; AAV-Acid Attack Victim; SD -Spinal Deformity and SI-Spinal Injury)

2. Applications are invited from the eligible serving employees fulfilling the following eligibility criteria through online mode in the HQ Personnel Branch online portal at URL <https://southernrailway.gov.in/srhqpb/home/>.

3. The selection consists of written examination and assessment of Service Records. The examination will be conducted on **Computer Based Test (CBT)** mode. The Syllabus (PBC 140/2025) for the above selection is enclosed as **Annexure-I**.

4. **Eligibility Criteria**

The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Staff and Welfare Inspector in the PML-6 (**RBE 106/2002**).

SN	Column-1	Column-2
(i)	Group `C` staff in possession of any of the qualifications in Column-2 irrespective of the grade or length of service or other educational qualifications. Provided that staff working in Pay Matrix Level-6 or above on regular basis will not be eligible to appear in the aforesaid selection. The eligibility of staff in possession of qualification in Column-2 will also be subject to the condition that they have successfully completed the probation period in the respective grade.	(a) <i>Diploma in Labour Welfare/Social Welfare.</i> (b) <i>Diploma in Labour Laws.</i> (c) <i>LLB with paper(s) in Labour Laws</i> (d) <i>Post Graduate Diploma in Personnel Management or Post Graduate Diploma in Human Resource Management provided that its curriculum includes relevant papers in Personnel Management (RBE 52/2022) awarded by an Institution recognized by the Government of India</i> (e) <i>MBA with paper(s) in Personnel Management / MBA-HR awarded by an Institution recognized by the Government of India (RBE 11/2020).</i>
(ii)	Staff in Level-1 who have completed at least 7 years' service in Level-1 and are in possession of any of the qualifications mentioned in Column-2.	
(iii)	Staff in the grades next below the grade of S&WI i.e., those in Pay Matrix Level 5 and Level 4 with 5 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise 5 years service together in these grades.	
(iv)	Staff in Pay Matrix Level 5 and Level 4 who are Graduates irrespective of the length of service in these grades provided the staff concerned have successfully completed the probation in the respective grades.	
(v)	Staff in grades lower than the grade next below the grade of S&WI i.e., those in Pay Matrix Level 3 and Level 2 who are Graduates and who have completed not less than 7 years service in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise, 7 years service together in these grades.	
<u>Note:</u> (a) In case candidate has obtained Degree/PG Degree through Open University his/her eligibility will be assessed according to instructions contained in RBE No.116/2013, PBC No.69/2014 & RBE No.22/2015. (b) In terms of Railway Board's letter no.E(NG)-II/2020/RR-1/17 dt. 17/05/2016 (PBC 63/2016), all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National		

Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government **provided they have been approved by the University Grants Commission.**

- (c) Employees eligible and willing to apply for the above post should satisfy that their Degree/Diploma/PG Diploma/PG Courses obtained under Open and Distant Learning programmes (ODL), as per educational qualifications prescribed in this notification and the institutes which offered the courses are **recognised by the University Grants Commission.** Employees are advised that necessary proof for the same should be submitted by them at the time of online application in support of the above, failing which their application will be summarily rejected.

5. The cut-off date for determining the eligibility of the employees will be reckoned as on the date of notification (RBE 117/2006).
6. In terms of Railway Board's letter No. E(NG)I-2019/PM/1/24 (RBE No.102/2019) dated:25.06.2019, the initial training period will count towards the eligibility for appearing in the Departmental examination and should not be construed to mean that the period spent on training would be counted towards fixation of seniority.
7. In case of own request transfer, the service rendered by the employees in the old unit will be reckoned for determining their eligibility in the new unit subject to the condition, that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new unit (RBE 34/2006).
8. The earlier service rendered in the previous unit in the relevant scale (just prior to medical decategorization) may be counted along with service in the alternative post towards eligibility for all departmental examinations including LDCE (PBC 54/2023).
9. The eligibility of the employees are provisional and those who are found ineligible in terms of conditions of this Notification will have no claim for inclusion in the panel even after successful completion of any stage of the selection process.
10. The employees selected for the post of S&WI must be fit in CEE-ONE medical classification.

11. Procedure of written examination:

- 11.1 In terms of PBC 263/2018 (RBE 196/ 2018), the question paper of written examination will be 100% Objective type. All the questions will be of multiple choices only.
- 11.2 The question paper will have a total of 110 questions. Each question carries one mark each and the candidates will be required to answer any 100 questions.
- 11.3 10% of the total marks will be set on Official Language Policy and Rules, which shall be optional and not compulsory in nature.
- 11.4 There will be negative marking @ 1/3 mark for a wrong answer (PBC 264/2019).
- 11.5 The duration of the written examination will be 120 Minutes (PBC No.46/2019).
- 11.6 The question paper will be bilingual i.e., Hindi and English.

12. Qualifying Marks & Drawal of Panel

- 12.1 A candidate should obtain a minimum of 60% marks in the written examination to consider for further selection process of assessment of Record of Service. An employee should secure a minimum of 60% marks in the Professional Ability (written examination) and 60% in aggregate for considering eligible for placement in the panel, subject to usual relaxation for employees belonging to SC/ST.
- 12.2 As per Railway Board's letter No.E(NG)1-2006/PM1/4 dt.22.03.2006 circulated under PBC No.50/2006 the prescribed qualifying marks for empanelment for this selection is as under:-

Sl No.	Factors/Headings	Maximum Marks	Qualifying Marks
1	Professional Ability	50	30
2	Record of Service	30	-
	Total	80	48

- 12.3 The marks for Record of Service will be awarded considering the APARs, educational qualification and service register entries.
- 12.4 Panel will be drawn up as per merit (PBC 14/2014). As the panel will be drawn on the basis of merit, there will be no classification as "Outstanding". (RBE 113/2009).
13. Applicant must upload attested copies of certificates in support of their Educational Qualification and Community Certificate (for SC & ST), the entries should have been made in the SR. PwBD employees should submit the **Disability Certificate** in which he/she is categorized with benchmark disabilities (PBC 107/2022) and the same should have been entered in the service register by the Competent Authority
14. **There will be no supplementary examination.**
15. The employees who volunteer for the above post should be in readiness to appear for the written examination.
16. The selected candidates will be liable to be posted in any Division/Unit of Southern Railway Administration and the post will involve frequent travelling and to accompany Officers on tour, on duty. Employees unwilling to be posted in any other Division/Unit other than their present parent unit need not apply.
17. Employees undergoing penalty or placed under suspension or any departmental proceedings initiated for Major penalty or any RPUP case is pending, the particulars of such employees should be mentioned while forwarding the application through online. Wide publicity should be given for staff who are on deputation/leave/sick to enable them to submit online applications through proper channel in time.
18. Withdrawal of the candidature after Selection will not be permitted. Staff who is selected for the above selection will not seek voluntary reversion to the parent cadre under any circumstances.
19. The Selected candidates should be relieved immediately for taking up the responsibility.
20. Electronic devices will not be allowed inside the examination hall and the **violators of the above guidelines will be taken up under DAR.**

21. General Instructions:

- 21.1 The willing employees should apply through online mode only, in the Personnel Branch online portal at URL <https://southernrailway.gov.in/srhqpb/home/NGaz/>. Applications received from any other mode will not be considered. The instructions for applying online for the above selection are enclosed as **Annexure-II**.
- 21.2 The link for the web portal will be made available from 02.09.2026 in the Personnel Department internet website (<https://southernrailway.gov.in/srhqpb/home/NGaz/>) and also in the Railnet website of Southern Railway.

Opening of online registration of application	02.09.2026
Closing of online registration & uploading of application	06.10.2026
Last date for forwarding applications from Divisional/Unit level to HQ Personnel dept.	16.10.2026

- 21.3 It is the personal responsibility of the concerned cadre controlling Personnel Officer to certify the correctness of the particulars in the applications on verification with Service Register and other relevant records and to certify the eligibility of the Applicant for the selection. Without such certification, online applications received will be summarily rejected and the responsibility will be fixed on the concerned Personnel Officer who forwarded the applications.

After due certification, each online application has to be forwarded online with remarks, if any. In addition, an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file also should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website <https://southernrailway.gov.in/srhqpb/home/NGaz/> and also forwarded as e-receipt to the undersigned **on or before 16.10.2026**.

- 21.4 This may be given wide publicity among the staff concerned. The notification may also be uploaded in the respective division/unit websites for wide publicity of the employees. The notification may also be pasted in all the notice Boards and prominent places in Divisional Offices/Units/Field Offices.
- 21.5 In case no application received in your office/unit, a 'NIL' report should also be sent to the undersigned as e-receipt on or before 16.10.2026.

22. All the applicants are hereby advised to visit the Railnet (<https://sr.railnet.gov.in/HQRS/personnel/PBC/Website/HqpbMain.htm>) and RRC websites (www.rrcmass.in) for regular updates on the progress of the selection.

This issues with the approval of Competent Authority.

Encl: Annexure I & II.

(J. Jarna Singer)
SPO/Genl./HQ
for PCPO

प्रतिलिपि/Copy to: PCPO – for kind information please.
CPO/G, CPO/Admin, CPO/IR- for kind information please.
All HQ PB Officers,
GS/SRMU, GS/DREU, GS/NFIR, GS/AISCSTREA, GS/AIOBCREA
IT section/PB/HQ- to upload in the Railnet & online portal

**SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR IN PAY
MATRIX LEVEL-6 (GP. Rs.4200/)**

I. ORGANISATION SET UP OF RAILWAYS.

1. Present status of Railway as a Transport organization and social responsibilities evolving trends.
2. Organisation of Railways, various units, department. Role of Personnel Department vis-à-vis other Branches.
3. Manpower Planning, Benchmarking, Training.
4. Establishment Manual, Codes, Pension Manual, Training Manual, Provisions and Rules, Policy circulars, Schedule of Powers with respect to establishment matters.
5. Important registers & forms in office and at stations/depots, Files & their maintenance, Single File System & its advantages, Dak System, registration.
6. Computerisation of Personnel Dept., PRIME & AFRES.
7. Budget, Parliamentary questions, VIP/CA iii reference, MP/MR reference.

II. ROLES AND DUTIES OF S&WIs.

1. Grievance handling machinery on Railways.

III. ESTABLISHMENT RULES.

1. Seniority Rules and Reservation Rule applicability.
2. Promotion by selection & non-selection, suitability tests, trade tests, Adhocand officiating, refusal of promotion and its effects.
3. Pay fixation on promotion/in ex-cadre/under Pay Commission, stepping up of pay, regular and supplementary bills.
4. Increments, special increments.
5. Allowance particularly HRA, Transport Allowance, TA & DA, Composite Transfer Grant, dual charge and officiating allowance, honorarium, Running Allowance.
6. Advance from PF and other Advances / Loans.
7. Service matters – joining time, change in date of birth, Age Review.
8. Medical decategorisation and alternative employment.
9. Maintenance of service records and leave accounts, leave rule.
10. Pass rules, pass accounts.
11. Conduct Rules, Discipline and Appeal Rules.

IV. CASUAL LABOUR / SUBSTITUTES / ACT APPRENTICES.

1. Casual labour and substitutes – their engagement, rules and procedure.
2. Screening of casual labour and substitutes, verification of working days, casual labour cards.
3. Temporary status, benefits to casual labour/substitutes.
4. Training of Apprentices under Apprentices Acts.

V. LABOUR LAWS

1. Labour laws on Contract Labour.
2. Employees Compensation Act.
3. Payment of Wages Act.
4. Minimum Wages Act
5. I.D. Act.
6. Railway Servants (Hours of Work and Period of Rest) Rules, Job Analysis.
7. Meetings with LEO & Labour Commissioner, Labour Court, Industrial Tribunal cases.
8. CAT Act.
9. Trade Union Act.
10. Right to Information Act.

VI. INDUSTRIAL RELATIONS

1. Trade Unions – PNM, FNMs.
2. PREM
3. ZRUCC
4. Facilities to recognized unions.
5. Policy regarding unrecognized Unions, Worker's participation in Management.

VII. WELFARE ACTIVITIES.

1. SBF – Constitution, rules allocation of funds, meeting, Budget.
2. Mahila Samitis – Constitution and activities.
3. Railway Institutes and Clubs – Constitution and activities.
4. Recruitment against Scouts/Cultural/Sports quota.
5. Scouts and Guides activities.
6. Provision for handicapped.
7. Co-operative Societies, Industrial Training Centres, Housing Societies.
8. Canteens – Statutory & non-statutory, amenities, Policy.
9. Awards to staff, Relief Funds.
10. Holiday Homes, Holiday Camps and their organization.
11. Sports and Cultural activities.
12. Works Programme Proposals – Staff quarters and Staff Amenities.

VIII. EDUCATION AND TRAINING

1. Railway Schools – Types, Organization policy.
2. Subsidies, Reimbursement of fees.
3. Adult literacy - Literacy drive.
4. Scholarships.
5. Training Manual and Training Institutions.

IX. RESERVATION.

1. Facilities for SC, ST, OBC etc.
2. Reservation Rules.
3. Maintenance of Reservation Roster.

X. MEDICAL ASSISTANCE AND BENEFITS

1. Liberalised Health Schemes
2. Family Planning Incentives.
3. Medical Cards & their entitlement.
4. Hospital Visiting Committees.
5. Homeopathic/Ayurvedic Dispensaries, Subsidies.

XI. COMPASSIONATE APPOINTMENTS

1. Rules and procedure
2. Verification of certificates.

XII. SETTLEMENT

1. Normal settlement dues and their calculation.
2. Compassionate Allowance
3. Ex-gratia Payments.

XIII. INSPECTIONS

1. Types of Inspection.
2. Registers maintained by various units viz. Grievance, attendance, overtime, casual labour muster rolls etc.
3. Displaying of statutory notices.

XIV. BILLS WORKING.

Regular salary bills, supplementaries, statements to be attached to the bills, Deductions permissible, Arrears claims, Unpaid wages list, Procedures of disposal of them in Accounts Office & Cash Office, Internal checks – points of checking, Allowances, Advances & their recoveries.

XV. OFFICIAL LANGUAGE ACT AND RULES – IMPLEMENTATION THEREOF.

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INSTRUCTIONS FOR APPLYING ONLINE

Link for applying online-<https://southernrailway.gov.in/srhqpb/home/>

Instructions to Candidates:-

- The candidate who desires to apply will have to click on the appropriate link. The link will lead to a application format in which the candidate needs to fill up the required particulars.
- The application format has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, he/she should download the filled up application from the portal in PDF format and print out of the same should be taken.
- In the print out, the photograph of the candidate should be affixed in the space provided and the candidate should affix his/her signature wherever the space is provided for this purpose. The affixed photograph should be duly attested by the controlling supervisor/official.
- After affixing the signature and photograph as above, the candidate should get the columns/space provided for forwarding the application filled by the controlling supervisor/ official by making appropriate entries including the name, signature and seal of the forwarding supervisor/official, in the space provided in the print out for this purpose.
- The completed application, duly forwarded by the controlling supervisor / official should be scanned and uploaded in the portal in PDF format by the candidate.
- Once the scanned PDF format of the application is submitted, the candidate has to click on the 'SUBMIT" button and submit the application.
- Once the scanned copy of the application is submitted, the candidate will not be able to make any change in the application already submitted.
- On submitting the completed application as above, a unique application number will be allotted to the candidate which will be specific for each candidate with respect to each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for further reference.
- The candidate can check the status of his application by entering the unique application number and other relevant details.

Instructions to Personnel Branch: -

- The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer and Divisional Officer etc.
- The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division / Unit for recommendation. If required, they may be forwarded along with reasons/remarks to the personnel officer of the unit.
- The concerned Personnel Officer will accept the application and forward the same to Headquarters.
- The concerned Personnel Officer shall also reject the application duly specifying the reason for rejections.
- In case there is a need for the applications to be forwarded with the approval of the concerned departmental Officer, then a print out of the eligible / non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel Officer, before forwarding the same to Headquarters.
- Thereafter, the list of eligible candidates will be generated through the online portal by the concerned officer and the process of selection will be further processed as per the extant instructions.
