



PBC No. 140 / 2025

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

No:P(GS)608/XII/S&WI/2025

Date: 08.07.2025

All PHODs/DRMs/CWMs/CWE/CRSE/CAO/CPM/PDA,
Principal MDZTI/TPJ, DTTC/GOC
Dy.CPOs/Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS,
Secretary/RRT/MAS,
DPOs/SPOs/WPOs/APOs of HQ/Divisions/Workshops/Units..

Sub: Syllabus for selection to the post of Ch.S&WI in pay matrix level-7 against 20% LDCE Quota, S&WI in pay matrix level-6 against 50% from amongst Sr.Clerks of Personnel Department/Southern Railway & S&WI in pay matrix level-6 against 35% all Department Quota.

The syllabus for selection to the post of Chief Staff & Welfare Inspector in pay matrix level-7 against 20% LDCE Quota, Staff & Welfare Inspector in pay matrix level-6 against 50% from amongst Sr.Clerks of Personnel Department/Southern Railway and Staff & Welfare Inspector in pay matrix level-6 against 35% all Department Quota is enclosed for information, guidance and necessary action.

This has the approval of the Competent Authority.

Encl.: 4 pages.

J JARNA Digitally signed by
SINGER
Date: 2025.07.08
11:00:15 +05'30'

(J. Jarna Singer)
Assistant Personnel Officer/GI/HQrs
for Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU
The General Secretary/DREU
The General Secretary/NFIR
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
Ch.OS/Systems/PB/HQ - to upload on the SR website.

SYLLABUS FOR THE POST OF CHIEF STAFF AND WELFARE INSPECTOR

(LDCE) IN PAY MATRIX LEVEL 7 WITH GRADE PAY Rs. 4600/-

1. Writing skills
 2. RLT Award & Hours of Employment regulations
 3. Welfare activities for Railway employees
 - (a) Staff Benefit Fund
 - (b) School policy on Railways
 - (c) Cultural activities
 - (d) Recreation Centres and Clubs
 - (e) Handicraft Centres
 - (f) canteens
 - (g) Co-operative Stores/Societies
 - (h) Sports activities
 - (i) Scouts and Guides
 - (j) Holiday Homes
 4. Employment on Compassionate Grounds
 5. Medical examination of Railway employees, Medical decategorisation and absorption of medically decategorised staff.
 6. Loans and Advances available to Railway employees.
 7. Man-power planning
 - (a) Vacancy Bank Register
 - (b) Bench Marking
 - (c) Creation of posts
 - (d) Supernumerary posts
 - (e) redeployment of surplus staff
 8. Uniform Policy
 - (a) Eligibility of staff
 - (b) Periodicity of supply of uniform
 - (c) Procedure for change in classification
 9. Pay & Allowances
 10. Pass Rules
 11. Railway Pension Rules
 12. Leave Rules
 13. Grievances Redressal Machinery
 14. Recognition of Trade Unions, Permanent Negotiation Machinery, Dealing With unrecognized Unions / Associations, Facilities to Office bearers of Recognised Unions /Associations.
 15. General conditions of service
 16. RELHS
 17. Labour Laws
 18. Right to Information Act
- Note: (i) Questions set in the paper will be normally to assess the writing and analytical power of the candidates with reference to various topics as above.
- (ii) In terms of Para 7(i) (v) of Railway Board's letter No. E(NG)1-98/PM1/7 dated 20.10.1999 circulated vide RBE No. 272/1999 atleast 10 % of the total marks prescribed for the written test should be on Official language policy and Rules.

SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR IN PAY
MATRIX LEVEL 6 (GP. Rs.4200/-)-50% Quota & 35% Quota

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, Adhoc and 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
6. Transfer Grant, dual charge and officiating allowance, honorarium, Running Allowance.
7. Advance from PF and other Advances / Loans.
8. Service matters – joining time, change in date of birth, Age Review.
9. Medical decategorisation and alternative employment.
10. Maintenance of service records and leave accounts, leave rule.
11. Pass rules, pass accounts.
12. 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 's Compensation Act.
3. Payment of Wages Act.
4. Minimum Wages Act
5. I.D. Act.
6. Railway Servants (Hours of Work and Period or 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. MahilaSamitis – 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.
3. Compassionate Allowance
4. 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.