



आधुनिक रेल डिब्बा कारखाना, रायबरेली MODERN COACH FACTORY, RAEBARELI



Office of the,
General Manager (P),
MCF, Raebareli (U.P.)
PIN-229120.

कार्यालय
महाप्रबंधक (कार्मिक),
आरेडिका, रायबरेली (उ.प्र.)
पिन -229120

NOTIFICATION

Sub:- Filling up the post of Staff & Welfare Inspector in GP-4200 (Level-06) against 35% LDCE quota from all departments (except RPF/Account).

Applications are invited for the post of Staff & Welfare Inspector in GP-4200 (Level-06) against 35% LDCE quota from eligible candidates of all departments(except RPF/Account) for 01 vacancy (UR=01, SC=00, ST=00 & PwBD=00) of Modern Coach Factory, Raebareli.

As per Railway Board's letter no. E(NG)I 2002/PM4/1 dated 12.07.2002(RBE No. 106/2002), eligibility criteria for the post of Staff & Welfare Inspector(S&WLI) are as under:-

1. Eligibility Criteria:-

The following staff will be considered eligible to volunteer for appearing in the selection for promotion to the post of Staff & Welfare Inspector (S&WLI) in Pay Level-6 (GP-4200) . The date of notification will be cut of date for eligibility.

- (i) Group "C" staff in possession of any of the following qualifications irrespective of the grade or length of service of other qualification:
 - (a) Diploma in Labour Welfare/Social Welfare,
 - (b) Diploma in labour laws,
 - (c) LLB with paper(s) in Labour laws,
 - (d) Post Graduate Diploma in Personnel Management awarded by an institution recognised by the Government of India; and
 - (e) MBA with paper(s) in Personnel Management awarded by an institution recognised by the Government of India.

Provided that staff working in Pay Level-6 (GP-4200) or above regular basis will not be eligible to appear in the aforesaid selection.

Provided further that eligibility of staff in possession of qualification, as mentioned above will also be subject to the condition that they have successfully completed the probation in the respective grade.

- (ii) Erstwhile Group "D" staff of Pay Level-1(GP-1800) who have completed at least 07 years service in Group "D" on the date of notification and are in possession of any of the qualification mentioned in (i) above.

- (iii) Staff in the grades next below the grade of Staff & Welfare Inspector i.e. those in Pay Level-5(GP-2800) and Pay Level-4 (GP-2400)with 05 years service in the respective grade as on

28.06.2023
सहायक कार्मिक अधिकारी
Assistant Personnel Officer
आधुनिक रेल डिब्बा कारखाना, रायबरेली

date of notification in case the higher grade does not fall in the normal line of advancement otherwise 05 years together in these grades.

- (iv) Staff in Pay Level-5 (GP-2800) and Pay Level-4 (GP-2400) 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 Staff & Welfare Inspector i.e. those in grades Pay Level-3 (GP-2000) and Pay Level-2 (GP-1900) who are Graduates and who have completed not less than 07 years service on the date of notification in the respective grade in case the higher grade does not fall in the normal line of advancement, otherwise, 07 years service as on date of notification together in these grades.

2. Procedure for holding selection and empanelment:-

All staff who satisfy the condition prescribed above would be subjected to a selection which will consist of a written test in terms of RBE No. 196/2018 and panel will be prepared purely on the basis of merit and as per procedure prescribed in para 219 of the Indian Railway Establishment Manual, Vol.I.

The final panel would be drawn up in order of merit based on aggregate marks of "Professional Ability" consisting of Written test and assesment of "Record of Service". However, a candidate must secure a minimum of 60% marks in Professional Ability and 60% marks in the aggregate for being placed on the panel. There will be no classification of candidate as "Outstanding".

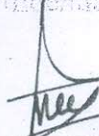
A. In terms of Rly. Board's Letter No. E(NG)/2018/PM1/4 dated 14.12.2018 (RBE No. 196/2018), E(NG)/2018/PM1/4 dated 14.06.2019 (RBE No. 97/2019) & E(NG)/2018/PM1/4 dated 14.11.2019 (RBE No. 194/2019), the written examination will be as under:-

- (i) The Questin paper of written examination will be bilingual i.e, English & Hindi and will consists of 100% Objective Multiple Choice type question with four anser option as A,B,C,D.
- (ii) Examination will be conducted in Pen and Paper mode on OMR Sheet. The answer are to be marked by blackening in the relevant circles on OMR answer sheets.
- (iii) To ensure the authenticity of the answer, cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction/overwriting.
- (iv) There shall be negative marking for incorrect answers. 1/3rd of the marks allotted for each question will be deducted for wrong answers.

B. There will be 110 objective multiple choice type question, first 100 attempted questions are to be taken on evaluation. Out of 110 questions, 10 questions will be from Rajbhasha relating to Official Language Act, Policy & Rules. (in terms of Railway Board's letter No. E(NG)I-2018/PM1/4 dated 14.09.2019 (RBE No. 97/2019)

C. The duration of the written examination will be of 120 minutes.

D. Only those who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of Service.


28.06.24
सहायक कार्मिक अधिकारी
Assistant Personnel Officer
आधुनिक रेल डिब्बा कारखाना, रायबरेली
Modern Coach Factory, Raebareilly



- E. There will be a common written examination for this selection for all the candidate and no supplementary test will be held in any situation.
- F. On empanelment of the staff should give undertaking that they will not seek voluntary reversion to the parent cadre under any circumstances and they will seek promotion only in the cadre of Staff & Welfare Inspectors as the posts, being filled up belongs to cadre post.

3. Last date for submission of application:

- (i) Last date for submission for application is 22.07.2024.
- (ii) Eligible employees can send their application in the attached format as Annexure-A by 22.07.2024 to participate in the above selection. Incomplete applications will be rejected without any notice and no representation shall be entertained in this regard.
- (iii) In-charge/Controlling Officers are requested to circulate the notification for wide publicity amongst the staff working under their administrative control and receipt of the application, the same may be sent to the undersigned on or before the cut of date, i.e. 22.07.2024. Application received after target date will not be entertained. Staff concerned who intend to apply for the subject selection may be advised to keep themselves in readiness to appear in the written examination at a short notice.

4. Date of written examination:

The date, venue and time of written examination will be intimated separately. Staff concerned are advise to keep themselves in readiness to appear in the written test at a short notice.

5. Syllabus

A copy of syllabus in enclosed herewith as Annexure-"B" for wide circulation amongst the eligible staff.

6. Others:

The In-charges/Controlling Officer are requested to sent the application through proper channel to undersigned on or before 22.07.2024.

DA: As above.

No.: E.4/MCF/RBL/S&WLI/LDCE/2024(Vol.-I)

Dated:- 28.06.2024

 28.06.24
Assistant Personnel Officer/Staff

For General Manager(P)
सहायक कार्मिक अधिकारी
Assistant Personnel Officer
आधुनिक रेल डिब्बा कारखाना, रायबरेली
Modern Coach Factory, Raebareli

Copy to :-

1. Secy. to GM/MCF/RBL : for kind information to Hon'ble GM Sir.
2. All PHOD/CHOD/HOD/MCF/RBL.
3. All Dy. HOD/ MCF/RBL.
4. PS to PCPO: to upload in the website of MCF/RBL(<https://mcf.indianrailways.gov.in/>)
5. All Notice Boards of Main Admin. Mini Admin & Shop Floor.
6. CS&WLI, /MCF/RBL.
7. Confidential Cell



**PROFORMA**

To,
APO/Staff
MCF/RBL

Sub:- Filling up the post of Staff & Welfare Inspector in Pay Level-6 (GP-4200) against 35% LDCE quota from all departments(except RPF/Account).

Ref:- Notification No. E.4/MCF/RBL/S&WLI/LDCE/2024(Vol.-I) dated 28.06.2024.

1	Name in full (Block letter)	:					
2	Father's/Husband's name	:					
3	EMP/PF No.	:					
4	Phone No. Office/Mobile no.	:					
5	Date of Birth	:					
6	Date of regular appointment	:					
7	Whether UR/SC/ST/PwBD	:					
8	a)Present Designation & Level on regular measure b) Date of entry to present grade c)whether Regular or ad-hoc of MACP d) If not regular, details of substantive grade	:					
9	Department	:					
10	Working under(Controlling Officer)	:					
11	Details of Educational Qualification for fulfilling eligibility criteria as per Para 1(i) of notification(enclose certificate)	:					
12	Date of passing diploma in Labour Welfare, Labour Laws LLB with paper(s) in Labour Laws, PG diploma in Personnel Management, MBA with papers in Personnel Management if any	:					
13	Date of appointment/promotions on regular measure in different grades since appointment	:	GP & Level	Day	Month	Year	
			GP-1800/- Level 1				
			GP-1900/- Level 2				
			GP-2000/- Level 3				
			GP-2400/- Level 4				
			GP-2800/- Level 5				
14	Length of regular promotion as on	:	GP & Level	Day	Month	Year	
			GP-1800/- Level 1				
			GP-1900/- Level 2				
			GP-2000/- Level 3				
			GP-2400/- Level 4				
			GP-2800/- Level 5				
15	Whether candidate belong to PwBD category, if yes documents to be attached along with copy of Pay slip and verified form entries in Service Record and IPAS/HRMS date.	:					
16	Tick the criteria (i),(ii),(iii) & (iv) of para 1 of the notification against which you consider yourself eligible to appear the written test (This column is to be filled up compulsory)	:	(i)	(ii)	(iii)	(iv)	(v)

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and I am liable for departmental action under DAR if the same are found to be false or fabricated later, I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall be liable to be cancelled at any stage during pendency of the above selection. Forwarded for necessary action.

Signature of the employee & date

Particulars given by the employee have been verified with the Service records and found correct;

Signature of the Controlling Officer
with Office Stamp

Signature of the Personnel Officer
with Office Stamp

Application Accepted/Rejected (pls. mentioned):

If rejected grounds of rejections:

(To be signed by competent authority)

28-06-24
सहायक कार्मिक अधिकारी
Assistant Personnel Officer
आधुनिक रेल डिब्बा कारखाना रायबरेली
Modern Coach Factory, Raebareilly



SYLLABUS FOR THE POST OF STAFF & WELFARE INSPECTOR (PB ₹9300-34800, GP ₹4200)

1. Condition of Service, execution of service agreement, Recording of date of birth change in name.
2. Service Records of Non Gazetted staff, preparation of folders & service book etc.
3. Leave Rules, Maintenance of leave account.
4. Increment.
5. Promotion.
6. Fixation of Pay.
7. Preparation of salary bills, TA and actual expenses.
8. Payment from station earnings.
9. Imprest cash account
10. Calculation of income tax.
11. Advances & Allowances.
12. PF and special contribution to PF Rules. Preparation of PF papers & applications for special contribution to PF.
13. Pass Rules.
14. Railway Servants conduct Rules.
15. Discipline and Appeal Rules.
16. Railway Pension Rules.
17. Preparation of settlement papers, expeditious payment of settlement dues & NPS.
18. Staff Benefit Fund rules – Holiday Home, Mahila Samitee, Canteen Co-operative & Institute Welfare Camp and Reimbursement of tuition fees, Supply of uniforms.
19. Educational assistance rules.
20. Delegation of powers in Establishment matters.
21. Dealing with grievances.
22. Industrial Relations Machineries.
23. Minimum wages Act 1948.
24. Payment of wages Act 1936.
25. Industrial Dispute Act 1947.
26. Workmen Compensation Act 1923 and preparation of compensation papers.
27. Factories Act 1948.
28. House of Employment Regulation, Calculation of over time.
29. Casual labour and substitutes.
30. Role of Welfare Inspector.
31. Raj Bhasha Rules.
32. A general idea of the evaluation of the pay structure and other service condition of govt. Servant and the reports of the various committee and commissions connected there with.
33. Lump sum Ex.gratia Payment.
34. RTI.
35. LARSGESS.

Handwritten signature