

**INDIAN RAILWAYS
PLW/PATIALA**

Sub: Syllabus for the post of Staff & Welfare Inspector, Level-06, 7th CPC (GP4200), against 35% Quota.

1. General Knowledge about India railways.
2. Railways organization, various units, departments, Divisional Section, Decentralization of authority, Role of Personnel Deptt. Vis-à-vis other Branches.
3. Manpower Planning. Training-Present status, future project for corporate plan-Board out line.
4. Knowledge of iGOT-Mission Karmayogi.
5. Codes, Manuals, Brochures, other important books, policy circulars etc. regarding establishment matter.
6. Important registers and form in office, and at shops/depots, Files and their maintenance, Single File System & its advantages, Dak system, registration.
7. Knowledge of e-Office & HRMS.
8. Computerization of Personnel Deptt. Data bank, EDP Centers, PCs and their use for Office, Management information system.
9. Inter Personnel relationship, staff rations, Role of Personnel Deptt.
10. Grievances handling machinery on Railways-present status, shortcomings and reasons for it. Comparing the grievances handling machinery with those of Recognized Unions/ staff Council.
11. Seniority Rule, Scheme of MACP.
12. Promotion by selection and Non-selection, Seniority-cum-Suitability tests, trade tests, Adhoc and officiating promotion, refusal of promotion and its effects.
13. Pay fixation on promotion in ex-cadre/under pay commission stepping up of pay, regular and supplementary bills.
14. Increments, Special Increments.
15. Incentive Schemes.
16. Allowances particularly HRA, CCA, TA & DA packing and transfer dual charge and officiating allowances, honorarium.
17. Advance & withdrawal from PF.
18. Service matters-Joining time, chance in date of Birth.

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19. Medical de-categorization and alternative employment.
20. Maintenance of service records and leave accounts, leave rules.
21. Pass rule, pass accounts, Railways Service conduct rules.
22. Discipline and Appeal rules.
23. Substitute & their engagement, rules and procedure.
24. Labour Laws. Contract Labour.
25. Workmen Compensation Act.
26. Ex-Gratia Compensation.
27. Payment of Wages Act, Minimum Wages Act.
28. Factories Act, 1948 Industrial disputes Act, 1947.
29. HOER & Classification of staff.
30. Central Administrative Tribunal.
31. Trade Union Act
32. Trade Union- PNM, JCM, Staff Council – Rules for formation working
33. Policy regarding unrecognized Unions, Workers participation in Management.
34. S.B.F Constitution, rules allocation of funds, meeting Budget.
35. Reservation Rules.
36. Maintenance of Reservation Rosters.
37. Contributory & Liberalized Health Schemes.
38. Family Planning Increments.
39. Normal settlement dues and their calculation.
40. Appointment on compassionate Ground.
41. Registers maintained by various units Grievances, Attendance, overtime, cadre.
42. Displaying of statutory notices.
43. Regular salary bills, supplementaries, statements to be attached to the bills, Deductions permissible, Arrears claims, Unpaid Wages, lien Procedures of disposal of them in Accounts Office & Cash Office, Internal Checks, Points of checking, Allowances, Advances and their recoveries.
44. Right to Information Act, 2005.
45. ISO 9000, 14001 & 18001.
46. Gender Sensitization
47. National Pension System
48. Retirement Benefits in Indian Railways.

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49. राजभाषा संबंधी:-

संघ सरकार की राजभाषा नीति, केन्द्रीय सरकार के कार्यालयों में राजभाषा हिन्दी के प्रयोग प्रसार को बढ़ाने के लिए कर्मचारी को कौन-कौन से पुरस्कार दिए जाते हैं।
पी.एल.डब्ल्यू. में राजभाषा हिन्दी का प्रयोग प्रसार बढ़ाने के लिए कर्मचारियों को कौन-कौन से प्रोत्साहन पुरस्कार दिए जाते हैं।

हिन्दी/अंग्रेजी शब्द कोष व प्रचलित/Noting टिप्पण से परिचय।

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Asstt. Personnel Officer-I
PLW/Patiala