

No. MRTS/E.336/2/(P.Branch)/Pt.II

Dated: 13.06.2024

ALL CONCERNED (Except Accounts and Security)
MetroRailway, Kolkata

NOTIFICATION

विषय/Sub: Selection for the post of Instructor/Estt.(Ex-Cadre) in Pay Matrix
Level-6(GP.Rs.4200/-)on tenure basis at MetroRailway/Kolkata.It is proposed to invite applications in the Personnel Branch for selection for filling up of 01(UR)
vacancy of Instructor/Estt (Ex-cadre)in Pay Matrix Level-6 (GPRs.4200/-)at MetroRailway Kolkata.

1) Eligibility Criteria

Employees/Volunteers called from	Regular Staff, Welfare Inspectors and all Ministerial staffs of Metro Railway (other than Typists, Stenos and Law Assistants) working in the same Pay Matrix Level with GP Rs.4200/-
Age limit	Upper Age limit as on the closing date of Notification is 55 years.
Conditions for applications	
Tenure	05 years

2) Selection procedure

- 100% objective type written examination with negative marking followed by Classroom Lecture Trial in respect of qualified candidates in the written examination.
- The written examination shall comprise of 100 Objective types multiple choice questions.
- Questions of Official Language Policy and marks therefore will be regulated in terms of Para 204.3 of IREM Vol.I.
- There shall be negative marking @1/3" mark reduced for every wrong answer.
- Selection will be based on merit as per the instructions contained in RBE No. 4/2020 read with RBENo.39/2020 and finalized by the selection committee in terms of RBENo. 93/2018.

3) General instructions

All staff who satisfy the conditions prescribed above would be subjected to a selection which will consist of a written Test in terms of RBE 196/2018 and panel will be prepared purely on the basis of merit as per procedure. There is no provision to alter/cutting/over writing in the answers of the objective type question.

- 10% marks of total marks should be on Rajbhasha which will not be compulsory to attempt.

P.T.O

4/0/0 PCPO/HQ/KOL/MRK

(4) Last date of submission of application by the eligible employees to the concerned Personnel Branch Officer is 30.06.2024. The filled up applications with supporting documents will be scrutinized properly by the associate Personnel Branch with the service records to avoid any factual errors and future complications.

The applications received after the last date will not be entertained under any circumstances

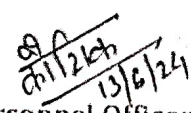
In case ,service particulars furnished by the applicants are found incorrect/false subsequently, the candidature of the staff will be liable to be cancelled at any stage during and even after the completion of selection process.

(5) Date of written examination and venue will be notified later on .However this notification should be treated as notice in advance for written examination. The staff should keep in readiness to appear in the examination within short notice.

(6) Syllabus : A copy of syllabus is enclosed herewith for wide circulation amongst the eligible staff.

(7) The interested Employees should fill up the format, sign and e-mail directly to kaushik.2611@gov.in. No need of forwarding the application. No hardcopy of application will be accepted.

Encl.:Syllabus


Asstt. Personnel Officer/IC
For Pr.ChiefPersonnelOfficer

SYLLABUS FOR THE POST OF INSTRUCTOR/ESTT. (EX-CADRE)
IN PAY MATRIX LEVEL 6 (GP. Rs. 1200/-)

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&Ws.

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 's 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. 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.

कार्मिक विभाग के अंतर्गत जीपी रु.4200/- में प्रशिक्षक (एक्स कैंडर) के पद हेतु आवेदन का प्रारूप

फोटो

1. पूरा नाम बड़े अक्षरों में :
2. कर्मचारी आईडी(पीएफ/एनपीस संख्या) :
3. जन्म तिथि :
4. नियुक्ति तिथि :
5. ग्रेड पे/लेवल सहित वर्तमान पदनाम :
6. ग्रेड पे रु.4200/- में नियमित पदोन्नति की तिथि :
7. शैक्षणिक योग्यता :
8. के अधीन कार्यरत :
9. मोबाईल संख्या :
10. ईमेल एड्रेस :
11. वर्तमान कार्य/दायित्व (अधिकतम 100 शब्दों में) :

दिनांक-

आवेदक के हस्ताक्षर

FORMAT OF APPLICATION FOR THE POST OF INSTRUCTOR (Ex-Cadre) UNDER PERSONNEL
DEPTT. IN GP RS.4200/-

Photo

1. FULL NAME IN CAPITAL LETTERS :
2. EMPLOYEE ID(PF/NPS NUMBER) :
3. DATE OF BIRTH :
4. DATE OF APPOINTMENT :
5. PRESENT DESIGNATION WITH GRADE PAY/LEVEL :
6. DATE OF REGULAR PROMOTION IN GRADE PAY RS. 4200/- :
7. ACADEMIC QUALIFICATION :
8. WORKING UNDER :
9. MOBILE NO :
10. EMAIL ADDRESS :
11. PRESENT DUTY(IN MAXMUM 100 WORDS) :

Dtd.

Signature of the Applicant