



WESTERN RAILWAY
Office of the Divisional Railway Manager
(Personnel Department)
Mumbai Central Division
Mumbai- 400008



No-No.E/D/1025/2/7/2 Vol.II/ 793728

Date:- As signed

To
All Subordinates Office –
BCT Divn. MD/JRH/BCT,
CWM(E)MX, CWM(E)PL.

Sub :- Selection Board for promotion to the post of Staff & Welfare Inspector in PB II Rs.9300-34800+ 4200(GP)/Level 6 against 35% quota of All Deptt. N.G. Staff BCT Division.

Ref.:-1) Rly. Board's letter No. E(NG)I-2008/PM1/15 Dtd.03/09/2009 & 03/03/2017.
2) Rly. Board's letter No. E(NG)I-2018/CFP/1 Dtd. 26/03/2018 (RBE No.45/2018).

It is proposed to hold a Selection for promotion to the post of Staff & Welfare Inspector in PB II Rs.9300-34800+4200(GP)/Level 6 against 35% quota from other staff fulfilling the conditions laid down in Rly. Board's letter dated 03/09/2009 & 03/03/2017 with the approval of the Competent Authority. The selection will be conducted by holding written test and record of service will be assessed.

In terms of Rly. Board's letter dated 26/03/2018 quoted under reference (2) unfilled 02 (i.e SC & ST) vacancies of 50 % Ranker Quota have been diverted to LDCE Quota/General selection.

Total Vacancies against LDCE Quota are as under :

Category	GP/Level	UR	SC	ST	Total
SWLI 35% All Deptt Quota	4200/Lv-6	01	01	01	03

The above posts are required to be filled in by inviting applications online on Ekarmik from the staff of all departments working in BCT Division as well as PL Workshop & MX Workshop Unit in terms of GM(E)CCG's letter No.740/14 Dtd.23/27-1089.

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 in PB II Rs.9300-34800+4200(GP)/Level 6 against 35% quota from other staff fulfilling the conditions laid down in Rly. Board's letter Dtd. 03/09/2009.

I) Group 'C' staff in possession of any of the following qualifications irrespective of the grade and length of service or other educational qualifications. Provided the staff concerned has successfully completed probation in respective grades.

(a) Diploma in Law Welfare/Social Welfare

(b) Diploma in Labour Laws

(c) LLB with paper(s) in Labour Laws.

(d) Postgraduate diploma in Human Resource Management can be treated as equivalent to qualification of Post Graduation Diploma in Personnel Management(Provided its curriculum includes relevant papers in Personnel Management) awarded by an Institution recognized by the Government of India in terms of RBE No. 52/2022 dt.13/04/2022.

(e) MBA with paper(s) in Personnel Management awarded by an Institution recognized by the Govt. of India (treated as equivalent to the qualification of MBA/HR in terms of Rly. Board's letter No.E(NG)II/2019RR-1/3 dated 08/02/2019).

The staff working in Pay Band Rs.9300-34800+4200(GP) or above on regular basis will not be eligible to appear in the aforesaid selection.

II) Group 'D' Staff who have completed at least 7 years' service in erstwhile Group 'D'/ lv-1 and are in possession of any of the qualification mentioned (I) above.

III) Staff in the grades next below the grade of Personnel Inspector i.e. those in grade Rs.5200-20200+2800(GP)/Level 5 and Rs.5200-20200+2400(GP)/Level 4 with 05 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 the grades Rs.5200-20200+2800(GP)/Level 5 & Rs.5200-20200+2400(GP)/Level 4 who are Graduates irrespective of the length of service in these grades provided the staff Concerned has successfully Completed probation in respective grades.

V) Staff in grades lower than the grade next below the grade of Personnel Inspector i.e. those in grades Rs.5200-20200+2000(GP)/Level 3 & Rs.5200-20200+1900(GP)/Level 2 who are Graduates and who have completed not less than 07 years service in the respective grade in case the higher grade does not fall in the line of advancement, otherwise 7 years service together in these grades.

The syllabus for the post of Staff & Welfare Inspector in Pay Band Rs.9300- 34800 + 4200 (GP) is enclosed.

Eligible and willing candidates, who apply for above posts should upload their applications online in Ekarmik along with the passport size photographs duly attested by the controlling officer/in charge through proper channel & the applications should be attached on line. **The Documentary evidence in support of educational qualification /Technical qualification along with the attested copies of school leaving certificate mark sheet, Caste certificate, etc as per the entries in S/Sheet** should be attached with the application On line. If the candidate is not able to attach photo or documents while uploading online form, then must submit these offline to this office /unit in charge by mentioning the reference number, name and designation on these documents & photographs which he/she received on his/her mobile no. within the last date of submission of application. Once the employee applies, he should be in readiness to appear for written test on short notice in the first written test, as there will be no supplementary for this selection.

The details of programme for conducting the selection is as under –

- 1) The last date for applying online - on or before 08-11-2026 (6.00 pm)
- 2) The list of the employees who are eligible to appear for the written examination shall be notified only after receipt of applications from willing employees, and scrutiny of the same. All those who apply should start preparation & be ready to appear for the written test on short notice.
- 3) Once the employee applies he will ensure that he appears for the written test, **as there will not be any supplementary test.**

The staff who desires to apply for the above selection should only apply **ONLINE** on our official **website** <http://203.153.40.19/bct> (eKarmik) and as well as through mobile on e-Karmik BCT applications available in Google play store for Android mobile phone from 23/10/2026 to 08/11/2026 by 6.00 PM i.e. before the last date mentioned above.

The eligibility list of employees will be notified online on e-karmik subject to verification of continuous service, education qualification and caste certificate from service sheet. It is requested that the employees working report should be kept ready.

In terms of HQ-CCG P.S. No. 073/2016 dt. 14.07.16, the above selection has been initiated/ordered only after ascertaining quantifiable data of representation of SC&ST employees in the grade, as per the rotation roster(l type) against roster point no 4 (SC) cycle-2Diverted ranker vacancy& point no 4 (SC) Cycle-2 LDCE quota as above as per the orders of the Supreme Court in M. Nagaraj case”.

In terms of Railway Board letter no. 2018-E(SCT) 1/25/9 dt. 28.12.18 circulated vide GM/E/CCG’s letter no. E(SCT) 220/0 Vol X dt. 31.12.18 (P.S. No. 194/2018), these orders are provisional and are subject to the final outcome of ongoing litigations /court cases pending on the subject.

As per RBE 147/2023 “The Hon’ble Supreme Court judgment in cases of R K Sabharwal and Jarnail Singh i.e. reserved category candidates can compete for non reserved post and in the event of their appointment to the said post their number cannot be added or taken into consideration for working out the percentage of reservation

Encl:- Proforma , which is to be filled online on eKarmik BCT & syllabus

C/- GM(E)CCG , Dy CPO(WELFARE),CHOS/E/Selection Cell , CRC Cell,
C/- Computer Cell for uploading in e-karmic .
C/-DS WRMS/BCT,WREU/GTR,Zonal Secy.SC/ST Assn.BCT,OBC/PDGR
C/- Railway Claims Tribunal 19/7 WWINGWAM 180, P.D’Mellow Road, Mumbai 400 001

“इस आर्डर की कॉपी internet पर, 203.153.40.19 address पर अथवा Ekarmik BCT मोबाइल application के memo/Notification tab के अंतर्गत देखी व डाउनलोड की जा सकती है। भविष्य में कार्मिक विभाग द्वारा पब्लिश की जाने वाली सभी सूचनाओं के लिए उपरोक्त एप/पोर्टल देखे।

DPO/BCT
Digitally Signed by Smita
For DRM(E)BCT
Baburao Mhasde

Date: 22-10-2026 15:20:28

Reason: Approved

PROFORMA

1. Name of the Applicant :-
(In block letter)
2. P.F NO
3. Present Place of working (Auto Phone No) :
4. Father/Husband's Name :-
5. Community i.e. Whether SC/ST :-
Indicating Sub Caste and state
Which candidate belong.
6. Date of birth :-
7. Date of initial Aptt (Category scale/pay) :-
8. Category in which initial Aptt.on regular basis :-
9. Date of entry in grade GP-2800 on regular basis
(Adhoc followed by Regularization if any)
Clearly indicating the adhoc and regular date
10. Date of entry in grade GP-2400 on regular basis :
(Adhoc followed by Regularization if any)
Clearly indicating the adhoc and regular date
11. Date of entry in grade GP-2000 on regular basis :
(Adhoc followed by Regularization if any)
Clearly indicating the adhoc and regular date
12. Date of entry in grade GP-1900 on regular basis :
(Adhoc followed by Regularization if any)
Clearly indicating the adhoc and regular date;
13. Date of entry in grade GP-1800 on regular basis :
14. Date of officiating in the present grade scale of pay (GP)
Adhoc And regular date) place of working
- 14 Whether completed probation period in the present
Grade (Y/N)
- 15 Educational Qualification as per entry in S/sheet :
16. Whether any DAR and B&C Case pending :-
17. Other remarks if any.

I hereby declare that I have carefully read the conditions of eligibility notified and that I satisfy myself of them. All the information given and statement made in the application are true, complete and correct to the best of my knowledge and belief. I also know that, in the event of any particulars or information given herein being found false or incorrect my candidature for the examination and for whole selection is liable to be rejected or cancelled any stage of the selection or thereafter and I can be taken up under DAR.

Forwarding authority.
(Signature)

Signature of the employee
Date :-

PART I :- Indian Railways Organization & Objectives of Indian Railways, Corporate Plan, Canners of Financial Propriety.

PART II :- **Recruitment and Training.**

Recruitment and Training of Group 'C' and Group 'D' Staff.

Selection and Suitability test, Trade Test.

PART III :- **Emphasis on General Aspects**

1. Welfare problems of Railway and how to help the employees.
2. Duties and qualities of Personnel Inspector, Inspection Machinery.
3. Staff & Welfare Activities, Railway Institutes, Holiday Homes, Bal Mandir, Recreational facilities, handicrafts centre, SBF, Educational assistance for Children of Railway Men, School Welfare Centres, Homeopathy/Ayurvedic centres, Territorial Army School welfare Organisation Co-Op Societies, Canteens and its management.
4. Scouting
5. Food adulteration and its prevention
6. Family planning
7. Economics of Small saving and how to mobilize Small saving
8. Voluntary agencies in Social Welfare field.
9. Observation Technique (interview, Codification)
10. Compassionate Appointment.
11. Complaints of Railway employees and Machinery to solve them Grievance Camp, Reference under Diary No.1 to IV Minister/MOSR reference/DOP reference.
12. Reservation for SC/ST candidates and checking of roster.

PART IV **Human Psychology and Managements.**

1. Leadership
2. Philosophy, Principles, Importance of Labour Welfare
3. Current Labour Problems
4. Human Relationship and Communication
5. Basic Approach to Labour, Psychology of Labour.
6. Man Power Planning
7. Group Dynamics & HRD.

PART V **Service Rules.**

1. Leave rules, Pass Rules, Advances, Seniority
2. PF, Group Insurance Scheme, Pension, Retirement Benefits, Facility after retirement, Settlement Staff.
3. Filling of forms on retirement and nomination forms for PF, DCRG, GIS etc.
4. DAR, Railway Service Conduct Rules.
5. Income Tax, Paysheet, Payment to the employees
6. Medical facilities & Medical Examination.
7. Medical declassification & Alternative Appointment.

PART – VI **Industrial Relation and Workers Participation in Management**

- (i) Industrial Relation and Role of Trade Unions, Collective Bargaining
- (ii) Welfare Practice under the law, Labour Legislation & Enforcement.
- (iii) JCM, PNM & PREM.

PART VII :- **Hours of Employment Regulation**

- 1) Classification, aims and Objects, Rostered Hours and Statutory Hourse, change in Classification, Split shift, Duty Roster, Schedules, First in First Out & Progressive hours, Short off, Long on, Night Duty, Rest Givers, Leave Reserve.
- 2) Overtime, Principle of averaging
- 3) Mechanism of Job Analysis
- 4) Functions of LEO/ALC/RLC/CLC ©, RLT Award

PART VIII Payment of Wages Act, aims and object.
Applicability, Authorised deduction, Fines.

PART IX Minimum Wages Act, aims and object, Salient provisions

PART X Workmen Compensation Act, aims and object,
Method of calculating wages of compensation

PART XI Factory Act, Aim and object, Safety of workers,
Welfare of Workers

PART XII Industrial Dispute Act, Aims and object, Retrenchment, Layoff, Layout, Strike

PART XIII Employment of Children's Act, Aims and objects

PART XIV Rajbasha Hindi, Official Language Act

PART XV Dealing of court cases/labour court/CAT/HC/SC.