

NOTIFICATION

CENTRAL RAILWAY		Headquarters Office, Personnel Branch, CSMT Mumbai.
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No. CR-HQ0PERS/291/2023-O/o DYCPOHRD/HQ/CR

Date:- 08.04.2024

AGM, SDGM, PCE, PCCM, PCEE, PCME, PCMD, PCPO, PCOM, PCSTE, PCMM, PFA, PFA (C), CCO, CSO, CAO(C), CPRO, DGM, CCM (PS), CCM (PM), CCM (FS), DRM BB, BSL, NGP, SUR, PA, Chairman/RRC

CSTE(C), CEE(C), Dy. CE(C) PNVL, Dy. CE(C)DR, Dy. CE(C)GC, Dy.

CE(C)JNJ, CWM(S&T) BY, CWM PR, CWM MTN, CWM/ACL/BSL, CWM MMR,

Sr.DPO BB, BSL, NGP, SUR, PA, Dy.CPOMTN, Dy.CPO PR W/shop,

Dy.FA&CAO/DC-AC/WB, Dy.FA&CAO(C)DR, Dy.FA&CAO/B&B,

Dy.FA&CAO/T, Dy.FA&CAO/S, Dy.FA&CAO/W, Dy.FA&CAO/F, Dy. Sr. S&AO, P.

Audit/CSMT, Sr.DFM BB, BSL, NGP, SUR, PA, Sr.AFA(C)NGP, Sr.AFA(C)PA, WAO PR,

MTN, BSL, WAAO MMR, NKRD, SO PL Unit KYN, KWV, AQ, Dy.CMM BSL, PR, MTN,

CRD, P/CETI/THK,

Director IRICEN/PA, IREEN/NKRD, MD/KRCL, Belapur, IRTES/BB, MRVC/CCG,

GM/IRICON, Chairman RRB, Sr. EDPM, P/ZRTI/BSL, PO/RCT

Sub: - Selection for the Ex-cadre posts of Work Study Inspector-II, Level-6 in Work Study Organization of Central Railway.

It is proposed to fill up the following Ex-cadre posts of Work Study Inspector-II, Level -6 in Work Study Organisation of Central Railway:-

The department-wise requirement of WSI-II, Level-6, is as under:-

Sr. No.	Deptt.	Requirement of WSI-II (L-6)
1	Accounts	01
2	Medical	01
3	Personnel	01
	TOTAL	03

The cadre of Work Study Inspector-II, Level-6 has been centralised at Headquarters, Central Railway and posting of the selected Work Study Inspectors-II will be at Work Study Cell, GM's office Central Railway.

It is proposed to fill up the above vacancies by positive act of selection by inviting applications from eligible employees of the concerned departments as mentioned below:-

Eligibility Conditions:-

- a. **For Work Study Inspector, ML-6:-** Regular employees of the concerned departments i.e. Accounts, Medical & Personnel departments, of Central Railway working in ML-6 on regular basis (Not MACP) or in ML-5 (Not MACP) with 2 years regular service who will be considered when staff in ML-6 are not found suitable. Further, in case, there is no post in ML-5 available in the cadre in which the applicant is working, then the applicant should be working in ML-4 with 2 years regular service, who will be considered when staff in ML-6 are not found suitable.

- b. **Educational Qualifications:-** Graduation (10+2+3 Stream)/Tech. Diploma of recognized University/ Institute **OR** successful training in any System Training School of Railways be enclosed with the application.
- c. **Age criteria :-** Applicant should be below **50 years** of age on the date of notification. **Other conditions:-**
1. The post of Work Study Inspector-II, Level-6 is a tenure post for a period of 3 years, which can be extended to maximum period of 5 years subject to satisfactory performance.
 2. **There will be a mandatory 'cooling off' period of 2 years to become eligible for applying for the ex-cadre post of WSI-II, Level-6. The cut off date for counting completion of 2 years will be date of notification, i.e. The present incumbents of ex-cadre posts and those who have worked against ex-cadre posts may submit their applications only if they are eligible to submit the same as per this Railways policy circulated vide letter No. CR-HQ-PERS(PUPM)/4/2023/310136 dated 07.03.2024.**
 3. Selected employees will not normally be allowed to decline the post.
 4. This selection will consist of Written Test and Scrutiny of Service Records & APARs of those who qualify in the Written Test.
 5. Selected employees are required to attend the first available Work Study Course at STS/Secunderabad. Failure in the Training Course will result in their automatic repatriation to their parent cadre. The selected employees who have already successfully undergone the Work Study Training Course at STS/Secunderabad, need not undergo it again.
 6. All selected employees shall be individually responsible for the collection of critical analysis of data, application of Yard Stick/Bench marking and other management principles/tools in the report and shall be able to present the report for discussion with the concerned officer.
 7. The lien of the selected employees will be maintained in their parent department.
 8. There will not be further avenue of promotion in the ex-cadre post of Work Study Inspector.
 9. Since the post of WSI-II is General Post, no supplementary written test will be held.
 10. **Panel will be formed purely on merit basis. However, preference will be given to employees working in Level-6. If Level-6 employees are not empaneled, then employees working in L-5 & Level-4 (where there is no Level-5 post in the cadre) will be considered.**

Method of selection:-

1. Written test of 100 marks objective type. 10% marks (optional) will be on Rajbhasha/Official Language Policy & Rules.
2. In terms of Railway Board's letter No. E(NG)I/2018/PM 1/4 (RBE No. 196/2018) dated 14.12.2018 and RBE No. 97/2019 dated 14.06.2019, 100% objective type questions would be set. 10% (optional) marks will be on Rajbhasha/Official Language Policy & Rules. There shall be negative marking for incorrect answers. 1/3rd of marks will be deducted for wrong answers. To ensure the authenticity of the answer, cutting overwriting, erasing or alteration of any type in the answer will not be accepted.
3. Written Test will be followed by Screening of records i.e. perusal of Service Records, perusal of last three (03) years APAR's, and DAR/VIG clearance of those, who qualify in the written test. The qualifying marks would be 60% in Professional ability i. e. written test and 60% in aggregate. As per the extant rules, no viva-voce test will be conducted.
4. **Panel will be formed on merit basis. However, preference will be given to employees working in Level-6. If Level-6 employees are not empaneled, then**

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employees working in Level-5 or Level-4 (when there is no Level-5 post available in cadre) will be considered.

Other conditions:-

1. The candidate selected for the post will continue to maintain his/her lien in his/her parent department and his/her posting as WSI-II will not confer upon him/her any right in his/her seniority or for further promotion in normal channel over his/her seniors.
2. The place of posting of the candidate shall be in Work Study Cell of Headquarters Office, Central Railway. Once the candidate is selected, he will have to join the post immediately and no excuses will be entertained.
3. The normal tenure of Work Study Inspector post will be initially for a period of three years and same will be extendable up to the maximum period of five years, subject to satisfactory performance.
4. **As WSI-II, Level-6 selection is conducted as per General Selection procedure, hence no Supplementary written test will be held. Further, this being general selection & voluntary in nature, the benefit of reckoning of 30% pay element for the purpose of fixation of pay of running staff on their promotion/appointment to the post of WSI-II will not be admissible in terms of RBE No.34/2023 dated 20.02.2023.**
5. It is requested to give wide publicity to the notification, by circulating the same to the Units under your jurisdiction. It has been decided to call applications online from the eligible candidates and scrutiny of Service Particulars will also be done electronically at each level i.e. Division/Workshop/Unit and Headquarters.

The tentative schedule will be as under :-

Sr.No.	Subject	Scheduled date
1)	Date of Notification	08.04.2024
2)	Date to open PRONNATI window	10.04.2024
3)	Last date to apply by the employee	03.05.2024
4)	Last date to forward the application by respective depots to their Bill preparing Unit.	10.05.2024
5)	Last date to forward the application after verification by Bill preparing Unit to HQ's office.	17.05.2024
6)	Date of issue of Eligibility list.	28.05.2024
7)	Tentative date of Written Test	19.06.2024

It has been decided to call applications online from the eligible candidates from concerned departments and scrutiny of Service Particulars will also be done electronically at each level i.e. Division/Workshop/Unit and Headquarters.

MODE OF APPLICATION

(I) HOW TO APPLY

The eligible staff should submit their application through **ONLINE MODE** only for which following steps should be followed.

1. Visit the Railnet site 10.31.3.3/pronnati link and then Click onto **PRONNATI**.
2. Go through the **NOTIFICATION**.
3. Click on **REGISTER**. Select Exam Code: **Personnel/Admn/Ex cadre Selection/WSI-II /2024**
4. Fill up **PF No as User ID**, Your Mobile no and Registered Email and **Submit**.

5. You will get a default **Password** generated and display as 12345, immediately on another screen will show for change of password.
6. Now go to **Home Page** and select **APPLY/LOGIN**
7. Again use your **PF No. as User ID** and **Password** which you have received on computer screen (i.e. 12345).
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab. (**Before logout it should be conformed that it is clicked on Submit tap**)
9. Take a print out and keep it for your record.

This will complete the submission of application for the candidate.

(II) HOW TO FORWARD APPLICATION.

For login, **each Division/Workshop/Construction Unit Incharge** will obtain User ID and password from **APO(Admn.)**. After login **Division/Workshop/Construction Unit Incharge** can view the details of applicants working under his control. To forward the application, just Click on **FORWARD** of each of the application. On Last date of submission of application by the candidate, respective **Division/Workshop/Construction Unit Incharge** can get a summary of the applications which he has forwarded. He should take a print and keep it for the record with the signature of the Establishment Incharge and send a copy of the same to this office.

(III) HOW TO VERIFY THE APPLICATIONS

For login, Office Superintendent of the Divisional Personnel Deptt / Workshop / Construction unit with whom Service Registers are maintained will obtain User ID and password from **APO(Admn)**. After login, OS can **View** as well as **Edit** the details of all applicants whose Service Registers are maintained in that office. After verifying Service Particulars of each employee from Service Record, OS can change it in Edit application, if any deviation. He should put **sign ✓ in the box** if he made any change in the particulars filled by the applicant and same remarks should be added in the remarks column. After verification to forward the application just Click on **FORWARD BUTTON** of each of the application.

(IV) HOW TO VALIDATE THE APPLICATIONS

For login, APO/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password **from APO(Admn)**. After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the WSI-II post, APO/Head of the Construction Unit will **valid or invalid** the application by clicking on the **Valid/Invalid**. Then all the applications will be automatically forwarded to Headquarters for further scrutiny. On Last date of submission of application in Headquarters, Divisional Personnel Deptt / Workshop / Construction unit can get a summary of the applications he has forwarded. He should take a print and keep it for his record.

For any queries regarding login/ forwarding/Editing/Validating application please contact on **Mobile No. 8828311667 Ch. S&WI(Admn) or 8452910659, Sr. Clerk(Admn)**.

Applications of the employees who are not eligible should not be forwarded to this office, However, reason for disqualifying the candidate may be advised to them through proper channel.

After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level and the list of eligible volunteers will be published later. **The final eligibility list will also be notified on RAILNET site 10.31.3.3/PERS/ on 28.05.2024.**

To ensure that the eligible staff avail the opportunity for appearing for selection, wide publicity should be given. Supervisor/Incharge should bring to the notice of the staff

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5. You will get a default **Password** generated and display as 12345, immediately on another screen will show for change of password.
6. Now go to **Home Page** and select **APPLY/LOGIN**
7. Again use your **PF No. as User ID** and **Password** which you have received on computer screen (i.e. 12345).
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab. (**Before logout it should be conformed that it is clicked on Submit tap**)
9. Take a print out and keep it for your record.

This will complete the submission of application for the candidate.

(II) HOW TO FORWARD APPLICATION.

For login, **each Division/Workshop/Construction Unit** Incharge will obtain User ID and password from **APO(Admn.)**. After login **Division/Workshop/Construction Unit Incharge** can view the details of applicants working under his control. To forward the application, just Click on **FORWARD** of each of the application. On Last date of submission of application by the candidate, respective **Division/Workshop/Construction Unit Incharge** can get a summary of the applications which he has forwarded. He should take a print and keep it for the record with the signature of the Establishment Incharge and send a copy of the same to this office.

(III) HOW TO VERIFY THE APPLICATIONS

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(IV) HOW TO VALIDATE THE APPLICATIONS

For login, APO/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password **from APO(Admn)**. After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the WSI-II post, APO/Head of the Construction Unit will **valid or invalid** the application by clicking on the **Valid/Invalid**. Then all the applications will be automatically forwarded to Headquarters for further scrutiny. On Last date of submission of application in Headquarters, Divisional Personnel Deptt / Workshop / Construction unit can get a summary of the applications he has forwarded. He should take a print and keep it for his record.

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To ensure that the eligible staff avail the opportunity for appearing for selection, wide publicity should be given. Supervisor/Incharge should bring to the notice of the staff

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working under them about this selection.

Wide publicity be given by way of publishing eligibility list on the notice boards. It may ensured that all the eligible candidates be individually advised of their eligibility to appear in selection, by deputing S&WI and obtaining acknowledgement.

In terms of SPO(Ruling/Legal) CSMT's Lr. No. P/HQ/Ruling/O/803 dated 07.10.2022, Answer key of aforesaid selection will be published in the Rail net website for candidates who appeared in the written test to send representation, if any, with respect of keys and ambiguity in questions to this office The examinees (only candidates who appeared) will be given only 7 days (including intervening holidays) for sending written representation, if any. If any representation in this regard received, the same will be forwarded to paper setting authority with relevant instructions issued by Rly Bd or HQ's Office for necessary action.

However, the decision of paper setting authority will be final and no further correspondence in this regard will be entertained. The final answer key with decision taken on representation received will be published within the period of 03 working days. The decision taken on representation will also be intimated. Evaluation will be started only after the above exercise.


All POs or SR Controlling Authorities are hereby requested to observe the following points while scrutinizing the applications.

1. The entry as regard to educational qualifications is mentioned in SR with valid & verified Certificates available in their Personal files.
2. The caste of SC/ST candidates is entered in first page of SR after following due procedure.
3. Entries as regard DAR cases/punishment are correctly entered in SR.
4. Entry in regard to change of name, if any.
5. Unauthorized absence entry in SR & Award entry in SR (i.e. Branch Officer Award, PHOD Award, DRM Award, GM Award).
6. Applications not fulfilling the eligibility conditions for this selection given under Eligibility Conditions above, may not be forwarded to this office.

The tentative date of written test is 19.06.2024. This may be treated as an advance notice for preparation for written test. In case of delay in issue of eligibility list or postponement of written test, no separate 3-4 weeks time will be given.

The syllabus for selection is enclosed herewith as Annexure 'A'.

Kindly acknowledge the receipt of this letter.


Manohar K. Mali
APO(Admn)
/-PCPO

Copy to :-DGM/G

CPO(A), CPO(G), CPO(IR)

Dy. CPO (HRD), Dy.CPO (Gaz), (Const) (IR), Chairman/RRC

SPO (RP)

APO (Ruling /Legal), (Elect. & S&T), (E&M), (Bills), (RRC/WB), (Const.),

(Stores/Med), PS to PCPO, Sr. Translator (Rajbhasha), Chief OS/OS (Ruling),

(Gaz), (Pension), (Comml), (Optg.), (RP), (Compassionate Cell),(Pass), (Bills),

(Labour), (SBF), (Wel), (Engg), (Mech), (Elect), (S&T), (Med) (Stores), Ch.LA

(Court), (RRC/WB), (Sports),

Gen Secy to NRMU, CRMS, SC-ST/OBC Association.