



NORTHERN RAILWAY



No:754-E/01/SWLI/Gen. Sel./UMB/P-3/Pt.V
Date:- 01.06.2026

Divisional Office,
AmbalaCantt.

**Category G, Ambala Division, Chairman/RRB/CDG,
Assistant Additional Registrar/RCT, CAO/C/Kashmiri Gate/Delhi,
CPM/RE/UMB, CAO/C/USBRL Project/JAT, CWM/JUDW**

**Sub:- Selection for promotion to the post of Staff & Welfare Inspector in Level-6 against
35% General Selection quota over Ambala Division.**

It is proposed to conduct a selection for the post of Staff & Welfare Inspector, in Pay Matrix Level 06 against 35% General Selection quota for filling up 05 vacancies, distribution of posts are as under.

UR	SC	ST	TOTAL	PWD
03	01	01	05	01 (DW & AAV)

The applications are invited from the eligible staff of your office or whose lien is maintained in Ambala Division or under your control (except RPF & Accounts).

Eligibility Criteria as on 01.06.2026

The following staff are eligible for appearing in selection for promotion to the post of Staff & Welfare Inspector, PB-II, 9300-34800 with Grade Pay 4200 (Level 06 as per 7th CPC)

- Group C staff in possession of any following qualifications irrespective of grade or length of service or other educational qualifications:-
 - Diploma in Labour Welfare/Social Welfare.
 - Diploma in Labour Laws.
 - LLB with papers in Labour Laws.
 - Post Graduate Diploma in Personnel Management awarded by any institution recognized by The Govt. of India.
 - MBA with papers in Personnel Management/HR awarded by any institution recognized by The Govt. of India in terms of RBE No. 11/2020.
 - Post Graduate Diploma in Human Resource Management / Personnel Management provided that its curriculum includes relevant papers in Personnel Management (RBE 52/2022).
- Provided that staff working in PB-II, 9300-34800 with Grade Pay Rs. 4200/Level 06 or above on regular basis will not be eligible to appear in the aforesaid selection. Provided further the 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 pay.
- Staff working in Pay Band 5200-20200 Grade Pay 1800/- and who have completed at least 07 years service in Pay Band 5200-20200 Grade Pay 1800/- as on date of notification and are in possession of any of the qualifications mentioned in (1) above.
- Staff in grade next below the grade of Staff & Welfare Inspector i.e. those in Pay Band 5200-20200+ Grade Pay 2800 & 2400 with 05 years' service in the respective grades in case the higher grade does not fall in the normal line of advancement, others 5 years service together in those grades as on date of notification.

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5. Staff in Pay Band 5200-20200+ **Grade Pay 2800 and 2400**, who are Graduates irrespective of the length of service in these grade Pays provided the staff concerned have **successfully completed the probation** in the respective grades.
6. Staff in grades lower than the grade next below the grade of Staff & Welfare Inspector Grade III i.e. those in PB-I with **Grade Pay 2000 and 1900**, who are Graduates and who **have completed not less than 7 years service** in the respective grade pay in case the higher grade does not fall in the normal line of advancement, otherwise 7 years' service together in these grades pay as on date of notification.

Mode of selection, Empanelment and Qualifying Marks:-

1. The professional ability of the employees in the field of selection will be adjudged through written test and record of service. The employees must secure 60% of marks in professional ability.
2. The written examination will be conducted by Railway Recruitment cell (RRC), Northern Railway through an Examination Conducting Agency to be provided by Railway Recruitment Board (RRB)
3. The written examination will be a Computer Based Test (CBT)/Tablet Based Test (TBT) where there will be no physical question paper. All questions will appear on the computer/tablet and the employee will have to mark their responses/ answers to the questions on computer/tablet.
4. RRC/NR will be issuing a formal admit card online (through the website <https://rrenr.org>) to each and every eligible and willing employee for appearing in the CBT/TBT. Examination Venue and time of reporting for the written examination will be there in the admit card. As no physical communication will be made after issue of this vacancy notice, it will be the responsibility of the concerned employees to regularly visit RRC/NR's website as well as this Division's website for an update and to download the admit card as and when made available by RRC Further, no supplementary/absentee examination shall be conducted on this ground.
5. A link will also make available on the above website (<https://rrent.org>) to the employees, explaining as to how the question will be appearing and how to mark the responses/answers in the actual examination Employees can practice through that link any number of times.
6. Both physical and biometric attendance will be marked at the examination venue.
7. The written examination will be of 02 (two) hours duration.
8. There will be computerized evaluation.
9. The selection shall consist of written examination. In terms of Railway Board's letter No E(NG)/2018/PM-1/4(RBE No. 196/2018) dated 14.12.2018, the question paper will be 100% objective type, all the questions will be of multiple choices Only 10% Questions on Rajbhasha will also be included. There will be 1/3rd negative marking evaluation on Objective Type Questions One third of the marks allotted for each question will be deducted for wrong answer.
10. Employees fit in Medical category C-1 are eligible to apply for the said selection.
11. Best among failures policy is not applicable for the said selection.

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12. The final panel should be drawn up in the order of merit based on aggregate marks of Professional ability and Record of Service However, the employees must secure a minimum of 60% marks in Professional ability' and 60% marks in aggregate, for being placed on the panel with usual relaxation of 10% for SC/ST candidates. There will be no classification of candidates as outstanding.
13. Relaxation applicable to PwBD candidates will be applicable to those the post is identical for as per rules/instructions in vogue
14. A copy of Syllabus for the written examination is enclosed as Annexure B
15. The question paper shall also contain Questions on Official Language Policy and Rules to the extent of 10% of the total marks allotted to professional ability which may not be a compulsory one to answer. (Board's letter No.81/02-442/12 dated 14.01.1982)
16. The staff those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination and record of service subject to the following relaxation for SC/ST employees.

For UR candidates	60% and above in aggregate	Overall aggregate both written test and record of service
For SC/ST candidates only against vacancy reserved for them	50% and above in aggregate	

17. This being a General Selection, no supplementary written examination will be conducted.
18. The controlling officer/supervisor has to ensure that the question bank is circulated to the entire eligible staff and holding of selections will not be postponed/ delayed due to non-circulation of question banks.
19. Those staff who are eligible in terms of the conditions stipulated above as on the date of issue of Notification, i.e. 01.06.2026 should submit their applications in prescribed Proforma as shown in Annexure-B to their controlling officers. The last date of receipt of applications in this office duly forwarded by their controlling officers is 22.06.2026.
20. It may please be noted that the controlling Officer, head of the unit have no discretion to entertain any application beyond the last date. Officers concerned shall receive the application and give acknowledgement and send all the applications bunched together in one covering letter indicating therein the total number of applications forwarded, addressed to Sr.DPO/UMB by 22.06.2026. Applications received in this office after the due date will not be entertained and will be summarily rejected.
21. The controlling officer/supervisor shall give wide publicity of the notification to all the eligible staff under their control, and notification should be displayed at conspicuous place it is the responsibility of controlling officer/supervisor to circulate the notification among the staff concerned.
22. Those who volunteer and submit their application with reference to this notification are alerted to be in readiness to attend the written examination provided they are fulfilling all the conditions of notification. Eligible volunteers will be alerted separately.



C. NOTIFYING TO STAFF

They have also been informed about availability of any further information on RRC/NRR's website (<https://rrcnr.org>) regarding availability of admit card and link for demo test." Such certificates should be forwarded to Personnel Branch addressed to Sr. DPO/UMB. It will be the responsibility Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible employees. In case of non-receipt of any communication the same may be obtained from the Personnel department or from the Controlling Officer. Any laxity in this regard will be viewed seriously.

D. How to apply:-

1. The employees should submit the application in the prescribed format (enclosed as Annexure "A") through proper channel. The application should be on good quality of A-4 size using one side only.
2. They should fill up the application form in their own writing with blue or black ball point pen only.
3. All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/officer wherever required or otherwise same will not be considered.
4. Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.

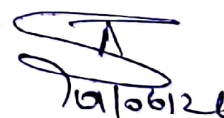
E. Last date for submission of Applications:

The willing and eligible volunteers have to submit their applications in prescribed proforma to their troling supervisors on or before 18.06.2026. The controlling officer has to forward all the applications in one bunch to Sr.DPO/UMB together with D&R/S&P&E/Vig, clearance on or before 22.06.2026. Applications received after the due date or with incomplete information will be rejected.

DA;-Proforma (Annexure 'A')
Syllabus (Annexure-B)

Copy to :-

1. All WLI
2. Incharge EDP Cell



For Sr. Divisional Personnel Officer,
Northern Railway, Ambala Cantt

ANNEXURE-'A'

Proforma of Application for selection for promotion to the post of Staff & Welfare Inspector, Grade Pay 4200 (Level 06 as per 7th CPC) against 35% General Selection quota, Ambala Division.

Ref: - DPO/UMB letter No. 754-E/01/SWLI/Gen. Sel./UMB/P-3/Pt-IV dt. 01.06.2026.

Last date of receipt of application: - 22.06.2026.

1	Name in full (In block letters)					
2	Father/Husband Name					
3	Category (UR/SC/ST/OBC/PwBD)					
4	PF No.	HRMS ID				
5	Present Designation & Department					
6	Date from which working at present post					
7	Pay Band with Grade pay					
8	Office/Station					
9	Date of Birth					
10	Date of Appointment					
11	Medical Classification					
12	Academic Qualification (Enclosed attested copies of testimonials in support of Your qualifications)					
13	Particulars of initial appointment in to Railway Service					
i)	Date of initial appointment					
ii)	Date of Screening					
iii)	Category of post to which appointment (Initial Desig.)					
iv)	Pay band with Grade pay (Initial Desig.)					
14	Mobile Number	Email				
	Awards/Punishment last three years (Attach Certificate Copy)		Years	2023-24	2024-25	2025-26
			Awards			
			Punishments			
15	Cadre wise details of non- fortuitous service rendered, since appointment to present Pay Band with Grade Pay as on 01.06.2026					
	Pay Band with Grade Pay	Period of Service		Length of Service rendered in the pay band with Grade Pay		
		From	To	Years	Months	Days
	PB-I+ GP Rs. 1800					
	PB-I+ GP Rs. 1900					
	PB-I+ GP Rs. 2000					
	PB-I+ GP Rs. 2400					
	PB-I+ GP Rs. 2800					

Certificate from the applicant:-

I S/o Sh..... do hereby declare that I have gone through the instruction as contained in letter No. 754-E/01/SWLI/Gen.Sel./UMB/P-3/Pt-IV dt. 01.06.2026 and I declare that the above service particulars given by me are correct to the best belief of my knowledge and for any wrong declaration I am liable to be held responsible for that.

Name of the employee.....

Signature.....

Design/ Branch.....

Date.....

The above service particulars are verified and found correct. Forwarded to Sr. DPO/UMB with reference to notification No. 754-E/01/SWLI/Gen. Sel./UMB/P-3/Pt-IV dt.01.06.2026.

Date.....

Station.....

Signature of the controlling supervisor
With office stamp

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16034/2025

No. 752-E/Policy matter/Syllabus/EIII A

Dated:- 21.07.2025

DRM/NR-DLI, FZR, LKO, MB, UMB & JAT

CAO/C, K.Gate/DLI, CAO/C USBRL/Satyam Complex, TrikutaNgr/JAT.

CWM/CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB.

Dy. CMM/SSB, AMV-LKO & JUDW

DY.CE/TMC/Line, State Entry Road, New Delhi.

Chief Manager (Ptg. & Sty) Punjabi Bagh, Delhi.

Dy.CE/Bridge, CB-LKO, JUC & TKJ.

Sub: Syllabus for Selection for the post of Staff & Welfare Inspector Level-6

Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025

(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

In reference to above subject, the syllabus for selection for the post of Staff & Welfare Inspector Level-6, is enclosed herewith for your information and necessary action please.

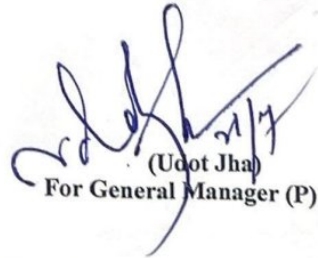
The above PS.No. is available on the website given as under:-
<https://nr.indianrailways.gov.in>

Hindi Version will follow.
Please acknowledge the receipt.

DA/as above

Copy to:-

1. All PHODs and All Officers of Personnel Deptt., HQ Office, Baroda House, New Delhi.
2. Genl. Secy./NRMU, 12 Chelmsford Road, New Delhi.
3. Genl. Secy./ URMU, 166/2, P.K.Road, New Delhi.
4. Genl. Secy./AIOBC Rly Emp. Asso. 171/A3, Basant Lane, New Delhi.
5. Zonal. Secy. All India SC/ST Rly Emp. Asso. North Zone Office, Baroda House, New Delhi.
6. Genl. Secy. NRPOA Room No.301, HQ Office, Baroda House, New Delhi.
7. Dy.CPO/IT, HQs Office, Baroda House, NDLS for uploading on the website.


(Udot Jha)
For General Manager (P)

(3)

**SYLLABUS FOR SELECTION TO THE POST OF
STAFF & WELFARE INSPECTOR**

Sl. No.	Topics	Tentative % of question
1.	Organizational set up & processes of Railways I. Role of Railways in development of country II. Organization of Railways – Railway Board, HQ & other units III. Role of Personnel Department vis-à-vis other departments IV. Schedule of Powers with respect to establishment matters V. General Office Procedure – a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system VI. Policy guidelines like Manuals, Codes & circulars	05
2.	General Conditions of Service & Establishment Rules I. Modes of Recruitment, Functions of RRB & RRC II. Recruitment Rules & placing of indent III. Reservation Policy for SC, ST, OBC, PwBD, EWS, ESM & CCAA IV. Maintaining Reservation Roster – practical aspects V. Special Quota Recruitment – Sports, Cultural, Scout & Guide Quota VI. Casual Labour, Substitutes & Act Apprentice trainees VII. Seniority, Lien & AVCs VIII. Promotion rules – GDCE, LDCE, Selection, Suitability & Trade Test, Refusal of promotion IX. Rules regarding APAR X. MACP & Up-gradation, Service review XI. Transfer & Deputation, Ex-cadre posts XII. Rules for Service record, DOB, Dependent family members, E-SR XIII. Pass Rules & Leave Rules	10
3.	Financial Aspects of Establishment matter I. Pay structure & Pay fixation – practical aspects II. Increments & Notional Increment III. Stepping up of Pay IV. Pay Bills & related rules V. Recoveries, Deduction of Income Tax & Arrears VI. Loans, PF, Advances & Allowances etc.	05
4.	Settlement I. Retirement rules - Old Pension scheme, New Pension scheme & Unified Pension scheme II. Post-retirement benefits - Commutation, Gratuity, GIS, Leave Encashment, Family Pension, Provident Fund Rules etc. III. Other than normal retirement cases like VR, Resignations, Ex-gratia payment IV. Handling of Pension Adalat, Pensioner's Associations	10
5.	Financial Expenditure etc. I. Canons of financial propriety II. Audit and Accounts narrative report III. Budget, Classification of Demands of Grants IV. Award of works in Works Programme V. Procedure for Stores procurement, GeM, IRPSM & outsourcing	05
6.	Use of IT platforms in Personnel Working I. E-Office, HRMS, IPAS, RESS II. CPGRAMS, UMID, GEM, IRPSM III. Working knowledge of Computers	05
7.	Medical De-categorization of Employees I. Medical examination of Railways employees II. Medical de-categorization & absorption of medically de-categorized staff	05
8.	Compassionate Ground Appointments (CGA) - Rules & Procedure I. Rules and priorities for CGA; II. Documents required for CGA; III. Verification of documents & enquiry of CGA	05

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पंकज कुमार
Pankaj Kumar
उप मुख्य कार्मिक अधिकारी/मानव संसाधन विकास
Dy. Chief Personnel Officer/HRD
N. Ry. Baroda House, New Delhi

N.Riy.

SYLLABUS FOR SELECTION TO THE POST OF STAFF & WELFARE INSPECTOR (CONTD.)		
No.	Topics	Tentative % of question
9.	Welfare Activities - SBF Rules & Constitution of SBF committee, Allocation of Budget & Expenditure of Funds under various heads of SBF - Facilities to Railway employees and families – School, Holiday Home, Mahila Samitis, Handicraft Centers etc. - Cultural Activities, Recreation Center, Railway Institutes and Clubs - Sports Activities, Scout & Guides Activities - Co-operative Societies, Industrial Training Centers, Housing Societies - Canteens-statutory & non-statutory, amenities policy - Reimbursement of Fees, Scholarships - Uniform Policy - Medical benefits to employees, pensioners & families – UMID & RELHS - Homeopathic/Ayurvedic Dispensaries, Hospital Visiting Committees	10
10.	Role of Welfare Inspectors - Inspections – Related to HOER, Overtime, Sanctioned Strength & MOR - Verifications – Initial Appointment, Dependent family, Medical unfit/disability, Residential, Education, Caste certificate and Family composition etc. - Registers Maintained at various units for Grievances, Attendance etc. - Displaying of Statutory Notices - Grievance Redressal Mechanism of Railways	05
11.	Industrial Relations - Elections & Recognition of Trade Unions - Permanent Negotiation Machinery, PREM & FNM - ZRUCC, Policy regarding Unrecognized Unions, Facilities to Office bearers of Recognized Unions/Associations	05
12.	D&AR & Conduct rules - Railway Services (Conduct) Rules & related instructions - Railway Servants (Discipline & Appeal) Rules & related instructions	10
13.	Legal Matters & Grievance Redressal - Industrial & Labour Laws - Laws on Contract Labour - Employees Compensation Act - Payment of Wages Act - Minimum Wages Act - Factories Act - Railway Servants (Hours of Work and Period of Rest) Rules, - Job Analysis Meeting with LEO & Labour Commissioner, Labour Court, Industrial Tribunal Cases - CAT Act - Trade Union Act - Right to Information Act - Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013) - Court Case & CAT, HC, SC and other Statutory Commissions/Bodies	20
14.	Rajbhasha: (Optional) Rajbhasha Rules 1976 and its applicability on Railways	10

Note: The syllabus is only indicative in nature & not exhaustive.

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पंकज कुमार
Pankaj Kumar
उप मुख्य कर्मिक अधिकारी / मानव संसाधन विकास
Dy. Chief Personnel Officer/HRD
N. Rty. Baroda House, New Delhi

N.Rty.