

SOUTH CENTRAL RAILWAY

No.SCR/P-GTL/228/EC/CLAs/PRQ

All Concerned
Guntakal Division

Divisional Office
Personnel Department
Guntakal Division date 23.10.2025

Sub: Formation of panel for promotion to the post of Chief Law Assistant against 60% Promotional Quota – Calling of applications from eligible employees – Reg.
Ref : PCPO/SC's Lr.No.SCR/P-HQ/228/EC/CLAs/PRQ dt 16.10.2025 (Copy enclosed).

In pursuance of PCPO/HQs Notification dated 16.10.2025 regarding the formation of panel for promotion to the post of Chief Law Assistant against 60% Promotional Quota, the same is hereby circulated among all eligible employees of Guntakal Division for information and to submit their applications accordingly.

All eligible and willing employees are advised to go through the detailed HQ Notification (enclosed herewith) for eligibility conditions, educational qualifications, modalities of selection, scheme of examination and other terms and conditions.

1. Post Details:

Name of the Post: Chief Law Assistant
Quota: 60% Promotional Quota
Level in Pay Matrix: As per HQ notification
No. of vacancies: As notified by HQ

2. Eligibility:

Eligibility criteria, service conditions, and qualifications will be strictly as per the HQ notification attached.

3. Submission of Applications:

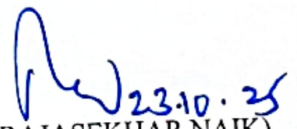
Interested and eligible employees may submit their applications in the prescribed format through proper channel to their concerned department, Guntakal Division, on or before 07/11/2025.

4. Important Instructions:

- Employees must ensure that all particulars furnished are correct and duly certified by the controlling officer.
- Applications received after the stipulated date will not be entertained.
- No withdrawal of application will be permitted after submission.
- Controlling Officers are requested to give this notification wide publicity and ensure timely forwarding of applications.

5. Enclosure:

PCPO/HQs Notification (attached) for detailed information.


(S RAJASEKHAR NAIK)
APO/T/GTL
For Sr. DPO/GTL

Copy to
All Branch Officers of Guntakal Division- for kind information and necessary action please.sss

No.SCR/P-HQ/228/EC/CLAs/PRQ

Dt: 16.10.2025

NOTIFICATION

Sub: Formation of panel for promotion to the post of Chief Law Assistant in Level-7 of 7th CPC Pay Matrix against 60% promotional quota-reg

Applications are invited from serving permanent railway employees of South Central Railway for filling up vacancies of Chief Law Assistants in Level-7 of 7th CPC Pay Matrix (GP 0.4600 of 6th CPC) against 60% promotional quota.

1.	No.of Vacancies	02 (two) (UR-2, including 01 PwBD)
2.	Level in 7th CPC Pay Matrix	Level-7 of 7th CPC Pay Matrix
3.	Eligibility conditions	All Group "C" employees who are fulfill the following conditions: Serving employees in Level-2 to Level-6, having 5 years regular service as the date of issuance of Notification and possessing: A. 'Degree in Law, irrespective of the Departments in which they may be working except RPF and RPSF. [RBE No.26/2021]) Grade pay granted under MACPs etc is not counted for determining the eligibility.
	iii)Educational Qualification as per entry	Should be a Graduate in Law from a recognized university. (Xerox copy of Provisional/original certificate is to be enclosed) Entry should be available in the Service register. If this certificate is not enclosed such an application should not be forwarded by Unit concerned. (RBE 26/2021)
	iv) Other conditions	Employees who are in receipt of MACP in Level-2 are not eligible. Those employees who are in Substantive GP of Level-2 to 6 are eligible.
4.	Mode of selection	Written test in CBT (Computer Based Test) mode and viva-voce. There will be no supplementary examination as this is a General post. Candidates secured 60% in written test are eligible to be called for viva-voce. Panel will be formed in the order of overall merit provided they secure 60% in written examination and on aggregate. No classification of Outstanding. No relaxation of marks for reserved category employees since no vacancies are notified for SC/ST communities. The relaxation applicable to PwBD candidates as per the rules/instructions in vogue as on the date of notification is applicable. In terms (RBE No.196/2018) circulated as PCPO's S.C.No.212/2018, the question paper will be 100% Objective type. All questions will be of multiple choice only. The examination will be in CBT mode. There shall be negative marks for incorrect answers. One third of the marks allotted for each question will be deducted for one wrong answer.(RBE 194/2019)
5.	Application	Enclosed as annexure-I Full attention should be given while filling up the application form. Incomplete application form will be rejected.
6.	Syllabus	Enclosed at Annexure-II
7.	Other conditions	No pre-promotional training will be given to the applicants since

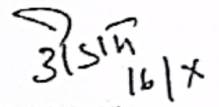
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8.	How to apply	there is no vacancy notified for SC/ST communities. Applicants should fill up the application form after thoroughly reading the eligibility conditions, syllabus and submit the filled in applications form with enclosures to the controlling officer. Any act of wrong or misleading information by the applicant will be taken up under DAR.
9.	i) Last date for submission of application.	07.11.2025 to the employee's respective controlling officer/supervisor.
	ii) Forwarding of application by units.	i) The controlling officer/supervisor should send the application to the respective Personnel Officer of Divn/WS/Hqrs by 09.11.2025. ii) The Cadre Personnel Officer should verify and certify the correctness of the particulars furnished by the employees in their applications with their respective SRs and forward only the eligible applications in one covering letter to the undersigned Rail Nilayam/SC on or before 09.11.2025 through e- office mode. Applications received after the due date will not be accepted.

The applications received from the employees directly in PCPO's Office without certification by the concerned Personnel Officers will be rejected. No application will be entertained after the last date irrespective of any reasons.

The applicants may also visit Website www.scr.indianrailways.gov.in for Notification, Syllabus, Application form and Question Bank.

Encl: Annexure I, II


(D. Malathi)
Dy.CPO/M&EL

Copy to:

SDGM, PFA, PCCM, PCOM, CMPE(R&L), PCE, CAO/C, PCMM, PCSO, PCME, PCMD, PCSTE, CSTE/C, PCEE, CWM/S&T/MFT, CPM/RE/VSKP, MAS: CPRO, SECY.TO GM/SC, SR.LO/HQ, DRM/P/SC, HYB,BZA, GNT,GTL & NED, STATISTICAL OFFICER/SC, CMS/SC & HYB, MD/LGD, GTL, GNT,BZA, NED, DY.COS//LGD, DY.CEE/LGD, DY.CE/EWS/LGD, SR.DME/DSL/GY, GTL, KZJ,MLY, DY.CE/EWS/LGD, SR.DME/MEMU/MLY STC/LGD, ZCETC/KCG, PRINCIPAL/RDC/LGD & ZRTI/MLY, PRINCIPAL/ESTC/LGD, ADDL.REGISTRAR/RCT/LGD, GGM/IRCTC/SC, CH.CASHIER/SC, WPOs/LGD, RYPs, TPYS, CHAIRMAN/RRB/SC, SECY. to PCPO FOR INFORMATION. Dy.CMM/G&S/MFT, DGM/OL/SC, ALL DY.CPOS, SPOs, APOs in PCPO's OFFICE, MANAGER/PRINTING PRESS/SC, GS/SCRES, SCR MU, PRESIDENTS/AISCTREA, SCROBCREA.

APPLICATION FOR THE POST OF CHIEF LAW ASSISTANT IN Level-7 of 7h PC Pay Matrix

Sl No.	Particulars	Details
1.	Name (in Block letters)	
2.	PF No.& HRMS ID	
3.	Father's Name (in Block letters)	
4.	i) Present Designation & Level (mention if Ad-hoc) ii) Division & Station	
5.	Substantive Level as on the date of Notification. (With GP)	
6.	i) Date of Birth ii) Date of initial Appointment, Post & Level/GP iii) Date of entry into Level-2/GP 1900/- iv) MACPS, if any	
7.	Length of non-fortuitous Group 'C' service in this Railway as on date of Notification, (in Level-2, Level-3, Level-4, Level-5 & Level-6)	
8.	Education Qualifications (Academic). (As per the entry in the SR). PG/Degree/Year of passing/University with mode of passing (regular/distance/open). Provisional certificates to be attached, self-attested with date.	
9.	Whether belong to PwBD-(Specify the disability) (Enclose PwBD certificate if any)	
10.	Brief particulars of experience in legal related official duties with a view to bring out the aptitude of the employee in connection to the post applied for.	
11.	Reasons for applying for the post of Chief Law Assistant.	
12.	Mobile No. and Email ID	

I declare that the particulars furnished above are correct and true, I am liable for Departmental DAR action if the same are found to be false or fabricated.

Date:
Station:

Signature of the employee

Signature of the Controlling Officer

Name & Designation:

Station & Date:

Forwarded to Dy.CPO/M&EL, Office of the Principal Chief Personnel Officer, 4th Floor, Rail Nilayam, South Central Railway, Secunderabad. The particulars of the above named employee against S.No.1 to 13 are verified with SR and found correct. The above level is granted on a regular basis & not on account of grant of MACPS.

I hereby certify that;

- She/he had enclosed the Provisional certificate of Law Degree [LLB/BL]
 - She/he has regular service of 05 years and above in Level-2 to Level-6 in the substantive post.
 - Her/his educational qualifications have been entered / available in SR
- Also Certified that there are no DAR/Vig./SPE cases against Sri/Ms.....

Signature of the Personnel Officer

Office Seal

SYLLABUS FOR CLA POST AGAINST 60% PROMOTIONAL QUOTA

- 1) Knowledge of Constitution of India.
- 2) Provisions in Constitution of India regarding employment and protection given to Government servants.
- 3) All statutes which are of frequent application for Railways working, such as:
Knowledge in Procedural Law (CPC, Civil Rules of practice), Evidence Act, Railway Act, Indian Contract Act, Limitation Act 1963, Protection of Human Rights Act 1993, Arbitration & Conciliation Act 1996, Administrative Tribunal Act 1985, RCT ACL, RTI Act 2005, Consumer Protection Act 2019, Labour Laws such as Industrial Dispute Act, Factories Act, W.C. Act, Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, Taxation Laws, Environmental Laws, Land Acquisition Act 2013, PP (EUO- Eviction of Unauthorised Occupants) 1971, Hindu Law and Muslim Law, POSH Act etc.
- 4) Knowledge of Railway working in its various branches with special reference to:
 - a. Commercial Branch: Claims, Rates and Developments.
 - b. Accounts Branch: Disposal of attachments and prohibitory orders from the Court.
 - c. Works Branch: Extension of Agreements, Indemnity Bond, Power of Attorney, Guarantee Bond etc.
 - d. Personnel Branch: Railway Conduct Rules, R.S (D&A) Rules, 1968, Settlement cases, Selections, PF, Pension Rules, Court attachment of salaries, Rules regarding Reservations in Promotion & Recruitment, e-Pass & related matters, changing eco- system of Personnel Department working under HRMS
- 5) Official Language Policy and Rules.

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