

दक्षिणरेलवे/Southern Railway

सं./No.SA/P.535/XII/Minist/Ex-cadre

मंडलकार्यालय/Divisional Office,
कार्मिकशाखा/Personnel Branch,
सेलम/Salem.
दि Date: 28.02.2024

**All Branch Officers/SA Division,
All Supervisors/SA division.**

Sub: Filling up post of Ministerial staff in CMS office Salem under Medical Department/SA Division on Ex-Cadre basis-reg.

It is proposed to post **Two numbers** of Ministerial Staff at CMS office Salem under Medical Department/SA Division as a drafting arrangement, purely as a temporary basis. Existing regular Ministerial Staff i.e. Jr.Clerk/Sr.Clerk/OS/Ch.OS from all departments except Security & Accounts who are working on regular basis are eligible to apply subject to the following conditions:-

In the event of selection, the selected employees will be posted in Medical branch in the post temporarily operated in medical branch by the way of pin pointing from the parent cadre without deducting from the sanctioned strength of the cadre. There will not be any change in seniority. This is purely on temporary basis and the arrangement will be terminated as and when the administrative requirements are met. The employee will be reposted in their parent branch posting after this arrangement is over.

- 1) The employees are liable for repatriation to their parent unit at any time on administrative ground, if the performance of the employee is not satisfactory.
- 2) The employees who are already working in ex-cadre posts need not apply.
- 3) The applicants should be free from DAR/SPE/Vigilance cases.
- 4) Applications of the volunteers, whose services can be spared along with the post in the event of their application, may be forwarded to this office with the approval of the Competent Authority to this office.
- 5) If any of the volunteer is undergoing penalty or under suspension or any departmental proceedings have been initiated for major penalty or any RPUP cases pending, the particulars of such employees should be advised with details, along with the applications.
- 6) During the period of tenure, their lien will be maintained the parent unit
- 7) The Supervisory officers are requested to forward only the applications of those employees who can be relieved it selected.

Cont- 2/-

-2-

8) Withdrawal of candidature after selection will not be entertained under any circumstances.

9) The employees will be entitled for transfer privileges as per extant rules.

The willing employees should apply in the enclosed proforma, complete in all respects routed through Cadre Controlling Officers, in one bunch addressed to APO/Genl./SA to reach this office on or before to reach this **18.03.2024**.

Please acknowledge the receipt of this letter with date without fail.

Encl: Annexure: - A

Digitally Signed by
Devikumari Ah
Date: 28-02-2024 12:49:43
Reason: Approved

(देवीकुमारीए.एच/ Devikumari A. H)
सकाधि/सामान्य/ Assistant Personnel Officer/General
कृतेवरिष्ठमंकाधि/सेलम/ For Sr. Divisional Personnel Officer/SA

C/- PS to DRM for kind information of DRM
PS to ADRM for kind information of ADRM,
ACMS/SA, Dy.CSTE/Pro./PTJ, MS, Dy.CE/CN/ERS, MDU & MS, Ch.S&WI
WPO/.S&T//WS/PTJ, Notice Borad. ChOS/Medical Branch
Ch.OS/IT/Cell/SA uploading notification in the website.
DS/ SRMU, AISCSTREA, AIOBCREA/SA

Annexure :- A

**PROFORMA APPLICATION APPLICATION FOR THE POST OF MINISTERIAL STAFF
IN CMS office Salem under Medical Department/SA ON drafting basis as a
temporary measure**

(Enclosure to Letter No. .सं./No.SA/P.535/XII/Minist./Ex-cadre dt. 27.02.2024)

1. Name in Full (in Block letters) :
2. PF No. / Employee No. :
3. Present Designation & Station & Level :
4. MACP Grade Pay, if any :
5. Date of Birth :
6. Date of appointment - Ty. Status / Initial Training -
Empanelment/ Absorption –
7. Date of entry into the present Grade
8. Total no of years' service completed
as on date of notification
09. Whether working against Cadre post or Ex- Cadre post or
on ad-hoc basis clear details should be furnished
10. Educational Qualification/Technical Qualification:
If , any Typing/Computer Knowledge
(Enclose attested copy of certificate)
11. Office Phone No /Contact Mobile No

Affix recent
Photo graph
attested by
controlling
Supervisor

I hereby declare that all the conditions stipulated in in the notification are accepted and further declare that the particulars furnished above are correct and if it is proved to be false, my candidature may be summarily rejected at any stage besides initiating major penalty DAR action for such misconduct.

(Sl. No. 01 to 11 are to be filled up by the employee legibly at right side)

Place

Date

Signature of the Volunteer

Forwarded to APO/Genl./SA. The particulars furnished above by the employee have been verified and found correct.

Office Seal:

Date:

Signature of the Supervisory Official & Designation: