

दक्षिण रेलवे/SOUTHERN RAILWAY

सं.जे/पी.220/ समन्वयन/डेप्यूटेशन/जि.6
No.J/P.220/Co-ord/Deputation/Vol.VI

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/Personnel Branch,
पालक्काड/Palghat.
दिनांक/Date 12.02.2020

पघट मंडल के सभी शाखा अधिकारियों आदि को
All Branch Officers/PGT Divn.
All Supervisory Officials/PGT Divn.
All Ch.OSs/OSs of all Branches & Ch.S&WI/PGT.

विषय/Sub: Filling up post of General Assistant (ex- Cadre) in Pay Matrix Level-1
(GP Rs.1800/-) in General Branch/HQrs/MAS.

संदर्भ/Ref: PCPO/MAS letter No.P(GS)677/XII/A/Vol.XVVV dated 31.01.01.2020.

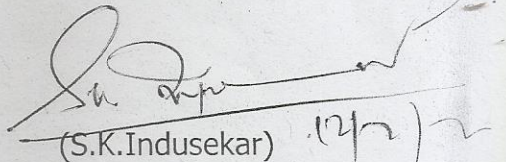
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A copy of PCPO/MAS letter cited, volunteers are called from the existing regular employees working in Pay Matrix Level-1 (GP Rs. 1800/-) of all departments of Southern Railway other than accounts Department & Security Department. The employees who are already working in ex-cadre posts are not eligible to apply. The conditions & details are specified in PCPO's letter.

Applications from eligible/willing employees may be obtained **in duplicate** and forwarded to this office through proper channel in one bunch **on or before 24.02.2020** Applications received after **24.02.2020** will not be entertained under any circumstances.

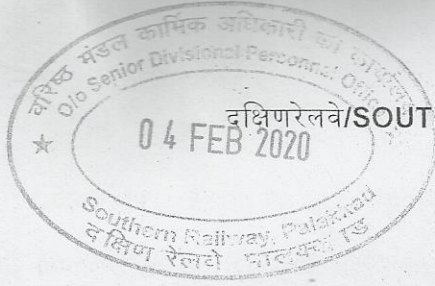
The Supervisory/Controlling Officer has requested to forward only the applications of those employees who can be relieved if selected.

संलग्नक/Encl: As above.


(S.K.Indusekar)

सकाधि/या /APO/T,
कृते वसंकाधि/पघट/for Sr.DPO/PGT.

प्रति/Copy to: DS/SRMU/PGT, DS/AI SC/ST RE Assn/PGT & DS/AIOBC Assn/PGT.



प्रमुख / Sr.DPO	✓
प्रमुख / APO	
प्रमुख / CH.OS/P4	8
प्रमुख/कनिष्ठ/ CH.S&WI/	

सं.पी.No.P(GS)677/XII/A/Vol. XVII

प्रधानकार्यालय/Head Quarters Office
कार्मिकशाखा/Personnel Branch
चेन्नै/Chennai 600003
दि./Dt : 31-01-2020

CAO/CN/MS&ERS,
PCE,PFA,PCME,PCOM,PCCM,PCSTE,PCEE,PCMM/PER,
CSO, CVO/MS,CMD/MMC/MAS ,CSC,CPRO
DRM/P/MAS,TPJ,MDU,PGT,TVC,SA
CWM/LW/PER,CW/PER,GOC &PTJ ,CEWE/PER, CSTE/CN/MS,
Dy.CPLO/Plg/Hqrs, Dy.CEO/Hqrs/MS
Dy.CE/EWS/AJJ, MPS/RPM, Dy.CMM/GSD/PER ,MSD/PER,
S &AO/MAS Dy.CPO/CN/MS, APO/Stores/PER,
WPO/CW/PER,WPO/CEWE/PER, WPO/LW/PER,GOC, S&T/PTJ,
SPO/CN/MS,, SPO/EWS/AJJ, Chairman/RRB/MAS,TVC, RRC/MAS,
GGM/IRCTC/Chennai, AGM/RVNL/Chennai.

विषय/Sub: Filling up post of General Assistant (Ex. Cadre) in Pay Matrix
Level-1 (GP Rs. 1800/-) in General Branch/HQrs/MAS

It is proposed to fill up 16 (Sixteen) posts of General Assistant (Ex-Cadre) in Pay Matrix
Level-1 (GP Rs. 1800/-) in General Branch Hqrs/MAS subject to the following conditions:

- 1) Volunteers are called from the existing regular employees working in Pay Matrix Level- 1 (GP, Rs. 1800/-) of all departments over Southern Railway.
- 2) The tenure is 5 (five) years. The employees are liable for repatriation to their parent unit at any time on administrative grounds, if the performance of the employee is not satisfactory.
- 3) The employee who are already working in ex-cadre posts need not apply.
- 4) Applicants should be free from DAR/SPE/Vigilance cases.
- 5) The Supervisory /Controlling officer / Cadre officer has requested to forward only the applications of those employees who can be relieved if selected.
- 6) During the period of tenure in General Branch, lien will be maintained in the respective parent unit. The employees will be repatriated if the vacancies are filled on regular basis.
- 7) Withdrawal of candidature after selection will not be entertained under any circumstances.

-Contd 2-

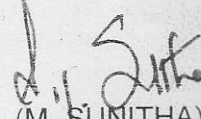
Out-upto APO in 12/2

- 8) The employees will be entitled for transfer privileges as per extant rules.
- 9) Certification from Sl. No. 13 to 17 has to be filled in by the respective Supervisory /Controlling officer / Cadre officer.

The willing employees should apply in the enclosed proforma, complete in all respects routed through Cadre Controlling Officers, in one bunch addressed to APO/GI & HQrs to reach this office on or before 02.03.2020.

This may be given wide publicity.

संलग्न:Encl: Application format


(M. SUNITHA)

Assistant Personnel Officer/GI & HQrs
for Principal Chief Personnel Officer

प्रतिलिपि/Copy to :-

PCPO, CPO/IR

Secy to GM - for kind information, DGM/G

All Ch.OS/PB/Hqrs, Ch.S&WI/Systems to upload in the Railnet.

Annexure 'A'

APPLICATION FORMAT

APPLICATION FOR THE POST OF GENERAL ASSISTANT (EX. CADRE)/GM/G/O/MAS

IN PAY MATRIX LEVEL -1 (GP RS. 1800/-)

1.	Name of the employee in (Block Letters)	
2.	PF No. & Bill Unit No.	
3.	Designation, Office & Department Railway Phone No :-	
4.	Community – SC/ST/OBC/UR	
5.	Date of Birth & Date of Appointment	
6.	Present pay matrix level (Substantive)	
7.	Date of entry into the Present Grade and whether completed 2 years in the cadre post	
8.	Whether working against Cadre post or Ex- Cadre post or on adhoc basis, Clear details should be furnished.	
9.	Academic Qualification (Please enclose attested copy of Certificates)	
10.	Other Professional / Technical / Computer qualification (Please enclose attested copy of certificates)	
11.	a) Typing / Computer Knowledge b) Language known	
12.	*Mobile No :- (Mandatory)	

I declare that the details furnished above are true to the best of my knowledge and
I will not withdraw my candidature.

Date:

Place:

Signature of the applicant

-Contd 2-

Certified and forwarded to Divisional Cadre Controlling Personnel Officer

I certify that, Shri. _____ Designation _____ office _____
is suitable for the General Assistant (Ex.Cadre) post in GM/G/O/MAS

Sl.No.	Details	Tick the relevant Box
13	Attendance	☐ Regular ☐ Irregular
14	Conduct	☐ Good/ ☐ Very Good / ☐ Outstanding
15	Performance Report	☐ Average ☐ Good ☐ Very Good ☐ Outstanding
16	Integrity	☐ Beyond Doubt ☐ Doubtful
17	Whether free from DAR/SPE/Vigilance cases	

Date:

Place:

Signature & designation of the Supervisory /Forwarding Officer

Forwarded to PCPO/MAS by the Cadre Controlling Personnel Officer:

Certified that the particulars stated above have been verified from the service records / Performance report of the concerned employee and found to be true and correct for the said screening.

Date:

Place:

Signature of the Personnel/Establishment Officer with Designation