

दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,
कार्मिक विभाग/Personnel Department

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

पालक्काड/Palghat.
दिनांक/Date 24.01.2022

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.

Sub : Filling up of six post of Ministerial Staff in General Branch/MAS on Ex.Cadre
Basis : Reg

Ref : PCPO/MAS letter No P(GS)535/XII/General Branch/HQrs dated 06.01.2022.

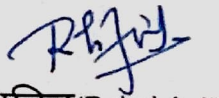
&&&&&&&

A copie of PCPO/MAS letter cited is enlosed, for filling up of six post of Ministerial Staff (Jr.Clerk/Sr.Clerk/OS/Ch.OS) from all department who are working on regular basis at HQrs/General Branch/MAS on Ex.Cadre basis. The selected employees will be transferred and posted to HQ/General Branch **along with their post for 5 years tenure**. The conditions & details are specified in PCPO/MAS letters.

Applications from eligible/willing employees may be obtained **in duplicate** and forwarded to this office through cadre controlling officers in one bunch **on or before 03.02.2022** certain duly forwarding by concerned Branch officers. Applications received **after 03.02.2022** will not be entertained under any circumstances.

Only those application of the employees where in the event of selection who can be relieved along with their post should be forwarded by the Controlling Officer.

संलग्नक/Encl: As above.



(राहुल अनिल/Rahul Anil)

सहायक कार्मिकअधिकारी-/Asst. Personnel Officer-T
कृते व.मंडल कार्मिकअधिकारी /Sr Divisional Personnel Officer
द.रेलवे/ पालक्काड/S. Railway, Palghat

Copy to: PS to DRM,ADRM I&II for kind infn. of DRM,ADRM-I&II
Sr.Steno to Sr.DPO

92

SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003.

No.P(GS)535/XII/General Branch/HQrs

Date: 06.01.2022.

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, SMM(P&S)/RPM, Dy.CMM/GSD/PER ,MSD/PER,
Dy.CPO/CN/MS, S &AO/MAS, , 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.

Sub : Filling up of Ministerial Staff in General Branch/Southern
Railway on Ex.Cadre basis – reg.

It is proposed to post 6 Ministerial Staff at HQrs./General Branch/O/MAS on Ex.Cadre basis. Ministerial Staff i.e Jr.Clerk/Sr.Cerk/OS/Ch.OS from all departments who are working on regular basis are eligible to apply subject to the following conditions: -

- 1) In the event of selection, the selected employees will be transferred and posted to HQ/General Branch along with their post.
- 2) The tenure is 5 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 employees who are already working in ex-cadre posts need not apply.
- 4) The applicants should be free from DAR/SPE/Vigilance cases.
- 5) Applications of the volunteers, whose services can be spared along with the post in the event of their selection, may be forwarded to this office with the approval of the Competent Authority to this office.
- 6) 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.
- 7) During the period of tenure in General Branch, their lien will be maintained in the parent Unit and in the event of vacancies being filled up on regular basis they would be repatriated at any time to their parent unit.

-Contd2-

ds

- 8) The Supervisory /Controlling officer / Cadre officer are requested to forward only the applications of those employees who can be relieved if selected.
- 9) Withdrawal of candidature after selection will not be entertained under any circumstances.
- 10) The employees will be entitled for transfer privileges as per extant rules.
- 11) Certification from Sl. No. 14 to 18 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 08.02.2022.

This may be given wide publicity.

Encl: Application format

Encl : Proforma


(M. Sunitha)

Asst. Personnel Officer / GI&HQrs
For Principal Chief Personnel Officer

Copy to : SDGM & CVO/MS for kind information with reference to this letter
No. G.535/Group'C'/Vol.X date: 27.12.2021.
All Ch.Oss/PB/HQrs, Ch.OS/General Branch
Ch.S&WI/System to upload in the Railnet please.
NOTICE BOARD
GS/SRMU, GS/NFIR, GS/AIOBC & GS/SC/STREA

Annexure 'A'APPLICATION FORMAT

Application for filling up of Ministerial Staff in General Branch/Southern Railway on Ex.Cadre basis

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.	Details of any Awards (Railway Board/GM/DRM/PHOD) received during the last 5 years	
12.	a) Typing / Computer Knowledge b) Language known	
13.	*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 to post at GM/G/O/MAS on Ex-Cadre basis.

14	Attendance	Regular / Irregular
15	Conduct	Good / Very Good / Outstanding
16	Performance Report	Average / Good / Very Good / Outstanding
17	Integrity	Beyond Doubt / Doubtful
18	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

dg