

दक्षिण रेलवे / SOUTHERN RAILWAY

मंडल कार्यालय / Divisional Office,
कार्मिक विभाग / Personnel Department,
पालक्काड / Palghat.
दिनांक / Date 10.03.2022

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

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 one post of Jr.Clerk-Cum-Typist (Ministerial Staff) in Pay Matrix Level-2 in Vigilance Department/MS : Reg

Ref : PCPO/MAS letter No P(GS)535/XII/VIG/HQ/Vol-XVII dated 04.03.2022.

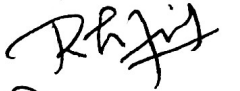
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A copy of PCPO/MAS letter cited is enclosed, for filling up of one post of Jr.Clerk-cum-Typist in Pay Matrix Level-2 (GP1900/-) in Vigilance Department of Southern Railway/HQrs on Ex.Cadre basis for five years tenure from willing regular serving employees. 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 28.03.2022** certain duly forwarding by concerned Branch officers. Applications received **after 28.03.2022** will not be entertained under any circumstances.

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

मेलग्रक/Encl: As above.



(राहुल अनिल/Rahul Anil)

सहायक कार्मिक अधिकारी-/Asst. Personnel Officer-T
कृते व.मंडल कार्मिक अधिकारी /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

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SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003.

No P(GS)535/XII/VIG/HQ/Vol.XVII

Date: 04.03.2022.

CAO/CN/MS&ERS, CPD/RE,
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 posts in Vigilance Branch/Southern
Railway (Ex-Cadre posts) – Reg.

It is proposed to fill up 01 (One) vacant posts of Jr. Clerk-cum-Typist in Pay Matrix Level - 2 in Vigilance Department of Southern Railway/HQrs on Ex.Cadre basis subject to the following conditions : -

1. The volunteers from the Ministerial Staff of all departments/units of Southern Railway on same pay matrix level working on regular basis(i.e. Level 2 only) with a desirable qualification of degree in any discipline are eligible to apply.
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 employee who is already working in Ex-cadre post need not apply.
4. The applicant should be free from DAR/SPE/Vigilance cases.
5. The Supervisory / Controlling / Cadre officer are requested to forward only the applications of those employees who can be relieved if selected.
6. During the period of tenure in Vigilance Branch, his/her lien will be maintained in the parent Unit and in the event of vacancies being filled up on regular basis he / she will be repatriated at any time to his/her parent unit.

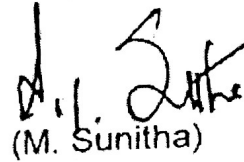
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7. Withdrawal of candidature after selection will not be entertained under any circumstances.
8. The employee will be entitled for transfer privileges as per extant rules.
9. Certification from Sl. No. 14 to 18 has to be filled in by the respective Supervisory /Controlling officer / Cadre officer.

The willing employees should apply in the enclosed proforma, complete in all respects routed through Cadre Controlling Officers / Personnel Officers, in one bunch addressed to APO/GI & HQrs to reach this office on or before 04.04.2022.

This may be given wide publicity.

Encl: Application format



(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.VO/G/366/Clerks/Vol.VI dated 24.02.2022.
All Ch.Oss/PB/HQrs, Ch.OS/General Branch
Ch.S&WI/System to upload in the Railnet please.
NOTICE BOARD
GS/SRMU, GS/SC/STREA, GS/NFIR & GS/AIOBC

Certified and forwarded to Divisional Cadre Controlling Personnel Officer

I certify that, Shri. _____ Designation _____ office _____
is suitable for the Jr. Clerk-Cum-Typist (Ex.Cadre) post in CVO/O/MS

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

Annexure 'A'**APPLICATION FORMAT**

**APPLICATION FOR THE POST OF JR. CLERK-CUM-TYPIST (EX. CADRE)/CVO/O/MS
IN PAY MATRIX LEVEL - 2 (GP RS. 1900/-)**

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

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