

दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,
कार्मिक विभाग/Personnel Department,

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

पालक्काड/Palghat.
दिनांक/Date 13.06.2022

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 four post of General Assistant in General Branch/HQrs/MAS on
Ex.Cadre Basis : Reg

Ref : PCPO/MAS letter No P(GS)677/XII/A/Vol.XVII dated 03.06.2022.

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A copie of PCPO/MAS letter cited is enlosed, for filling up of four post of General Assistant (Ex-cadre) in Pay Matrix Level-1 (GP.1800) in General Branch/HQrs/MAS from regular employees working in PML-1 (GP.1800/-) of all department over Southern Railway. 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 27.06.2022 certain duly forwarding by concerned Branch officers. Applications received after 27.06.2022 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.

संलग्नक/Encl: As above.



(एस. जयंती, S.Jayanthi)

सहायक कार्मिक अधिकारी-/Asst. Personnel Officer-IT
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



दक्षिणरेलवे / SOUTHERN RAILWAY

प्रधानकार्यालय/Head Quarters Office,
कार्मिकशाखा/Personnel Branch,
चेन्नै/Chennai – 600 003.

सं.पी.नो.प(GS)677/XII/AVol.XVII

दि./Dt : 03.06.2022.

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, 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 of General Assistant (Ex-Cadre Post) in Pay Matrix
Level - 1 (GP Rs.1800/-) in General Branch/HQrs/MAS – Reg.

It is proposed to fill up 04 (Four) posts of General Assistant (Ex-Cadre) in Pay Matrix Level - 1 (GP Rs.1800/-) in General Branch/Headquarters/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 employees who are already working in ex-cadre posts need not apply.
- 4) Applicants should be free from D&AR/SPE/Vigilance cases.
- 5) Only those application of the employee, where in the event of selection, who can be relieved should be forwarded by the Supervisory / Controlling officer / Cadre officer.

-Contd 2-

- 6) During the period of tenure in General Branch, lien will be maintained in the respective 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.
- 7) Withdrawal of candidature after selection will not be entertained under any circumstances.
- 8) 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 and it should be routed through the Cadre Controlling Officers, and may be sent to APO/GI & HQrs in e-office on or before 04.07.2022.

This may be given wide publicity.

संलग्न: Encl : Application format


(M. SUNITHA)

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

प्रतिलिपि/Copy to : PCPO, CPO/Admin,
Secy to GM, DGM/G - for kind information
All Ch.OS/PB/Hqrs, Ch.S&WI/Systems - to upload in the Railnet.

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

Certified and forwarded to Divisional Cadre Controlling Personnel Officer

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

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

