

CMS/PGT, Sr.DEN/Co-ord, Sr.DME, Sr.DCM/PGT, Sr.DEE/G/PGT,
Sr. DEE(OP),Sr.DSTE, ,Sr.DOM, Sr.DEE/TRD, Sr.DSO,Sr.DMM/PGT

विषय/Sub: Filling up of vacancies in Railway Recruitment Board/TVC : Reg

संदर्भ/Ref: 1. PCPO/MAS letters No P (GS)167/XII/Vol.XII dated 20.06.2022.

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A copy of PCPO/MAS letter cited is enclosed. Applications are called to filling up of the following vacancies in RRB/TVC on tunure basis by calling volunteers from serving regular employees. The conditions & details are specified in PCPO/MAS letter.

S/No	Name of post	Pay Level	Vacancy
1	Sr.Clerk	5 (GP 2800)	02
2	Jr. Clerk	2 (GP 1900)	02
3	Hindi Typist	2 (GP 1900)	01
4	General Assistant	1 (GP 1800)	01

Applications from eligible/willing employees may be obtained in duplicate and forwarded to this office in one bunch on or before 05.07.2022 certain, duly forwarded by concerned Branch officers. Applications received after 05.07.2022 will not be entertained under any circumstances.

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

संलग्नक/Encl: As above.



(बी लावण्या /B.Lavanya)

मंडल कार्मिक अधिकारी/ पघट/ Divisional Personnel Officer/PGT

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

 दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(GS)167/XII/Vol.XII

 प्रधानकार्यालय/Headquarters Office,
 मिकशाखा/Personnel Branch,
 चेन्नै/Chennai - 600 003.
 दि. Dated: 20.06.2022

GM(PY/SCR, SWR & GM/ICF
 PGE, PCME, PCOM, PCCM, PCSTE, PCEE, PCSO, PCSC,
 PFA/MAS, CCO, CCM/PM, CCM/Rates/MAS, CCM/Claims/TPJ,
 SDGM&CVO, PCMM/PER, PCMD/MMC/MAS, CAO/CN/MS, MTP/MS,
 CE/MTP, CPD/RE/MS, CWM/LW/PER, CW/PER, GOC & S&T/PTJ,
 CEWE/PER, CSTE/CN/MS, FA&CAO/T/MAS, GM/ST/MMC/MAS, TPJ
 MD/RH/PER, CPRO, Sr.DPO's/DPO's/MAS, TPJ, MDU, PGT, TVC, SA
 Sr.DFM/MAS, TPJ, MDU, SA, PGT, TVC, Sr.AFA/TPJ, GOC&PTJ
 Sr.DSC/MAS, TPJ, MDU, SA, PGT, TVC, Sr.EDPM/MMC/MAS, MDU, EDPM/PGT
 Dy.CPLO/Hqrs, Secy to GM, Dy.CE/EWS/AJJ, Sr.MPS/RPM,
 Dy.CMM/GSD/PER, MSD/PER, Dy.CPO/CN/MS, Dy.CPO/CW/PER,
 APO/Stores/PER, WPO/LW/PER, GOC, S&T/PTJ, SPO/RE/MS, Sr.EO/HQ/MAS,
 SFC/EWS/AJJ, APO/CEWE/PER, CSTE/Pro/MMC/MAS
 DGM/Law/MAS, Chairman/RRB/MAS, TVC, GGM/RCTC/Chennai,
 Addl Registrar/RCT/MAS, ERS, The Chairman/RRC/MAS,
 AGM/RVNL/Chennai, Principal/ZRTI/TPJ

विषय/Sub: Filling up of vacancies in Railway Recruitment Board/TVC-reg.
 संदर्भ/Ref: Chairman/RRB/TVC Letter No.RRB/TVC/E-2/Vol.XI dated 10.06.2022

Chairman/RRB/TVC vide notification cited above, invited applications for filling up the following vacancies in RRB/TVC on tenure basis by calling volunteers from serving regular Railway employees of SR, ICF, S.C.R & S.W.R. The Notification and Application Pro-forma is uploaded in Railnet @ <http://10.5.2.32/HQRS/personnel/PBC/Website/HqpbMain.htm>.

Sl.No	Name of the post	Level with GP	No.of post	Eligibility Criteria
1	Sr. Clerk	Level - 5 (Rs. 2800)	2	Graduate and well conversant with MS Office (Word, Access, Excel). Employees with IT background or undergone computer training in MS Office Word, Access & Excel would be given preference.
2	Jr. Clerk	Level - 2 (Rs. 1900)	2	Graduate and well conversant with MS Office (Word, Access, Excel). Employees with IT background or undergone computer training in MS Office Word, Access & Excel would be given preference. In case Jr. Clerk is not available, Graduate Level - 1 employees with the above qualification will be considered.
3	Hindi Typist	Level - 2 (Rs. 1900)	1	Graduate and well conversant with MS Office (Word, Access, Excel). Employees with IT background or undergone computer training in MS Office Word, Access & Excel would be given preference. In case Hindi Typist is not available, Jr. Clerk & Level - 1 employees with Hindi typing knowledge will be considered.
4	General Assistant	Level - 1 (Rs. 1800)	1	All staff working in Level - 1 post.



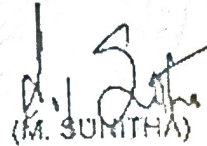


Applicants may visit the above website and download the application.

1. Applications of only those employees who can be spared/relieved should be forwarded by the Personnel Department and once the employee has been shortlisted, they should be relieved to join RRB/O/TVC immediately.
2. Applicants should not have any pending DAR/Vigilance/SPE cases against them.
3. Normal period of tenure is for FIVE years. However, the Railway Recruitment Board reserves the right to repatriate without assigning any reason before the expiry of period of tenure.
4. During the period of tenure at RRB office, the Lien of the staff will continue to be maintained in their parent unit and they are eligible for consideration for promotion & selection in their Parent units.
5. The volunteers will be considered for posting after screening and fulfillment of eligibility criteria alone does not guarantee posting. In case the number of applications is more, the RRB retains the right to call only those who are found suitable in the initial screening based on their qualifications and supporting documentary evidence in support of their IT qualifications or knowledge of MS Office Word, Excel & Access.
6. The application(s) of Volunteer(s) should be forwarded through concerned Personnel department only. Applications received directly will not be considered.
7. The employees selected will be entitled for transfer privileges as per extant rules.

The applications as per the enclosed pro-forma from the willing/eligible volunteers along with attested copy of updated Service Register and DAR/SPE/Vigilance Clearances should be forwarded through concerned Personnel Branch Officer directly to The Chairman, Railway Recruitment Board, Tampanoor, Thiruvananthapuram - 695 001 on or before 09.07.2021.

संलग्न: Encl: As above

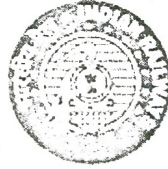

(M. SUNITHA)

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

प्रतिनिधि/Copy to:

PCPO/SR, SCR, SWR & ICF, CPO/IR,
The Chairman/RRB/TVC
GS/SRMU, GS/NFIR, GS/AIOBCREA, GS/SC/STREA
Ch.OS/Systems - to upload in the railnet please

भारत सरकार
रेल मंत्रालय
रेल भर्ती बोर्ड
तम्पानूर, तिरुवनन्तपुरम -695001
दूरभाष:0471-2323357
वेबसाइट:
www.rrbthiruvananthapuram.gov.in



GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY RECRUITMENT BOARD
Thampanoor, Thiruvananthapuram-
695001.
Tel:0471-2323357
Website:www.rrbthiruvananthapuram.gov.in

रे.भ.बो/ तिर/ No.RRB/ TVC/E-2/Vol.XI

दिनांक/Date:10/06/2022

प्रधान मुख्य कार्मिक अधिकारी,
दक्षिण रेलवे, चेन्नै.
The Principal Chief Personnel Officer
Southern Railway, Chennai.

विषय/Sub:- Calling for volunteers for filling up of vacancies-reg.

संदर्भ/Ref:- (i) This office letters dated 22.11.2019, 20.01.2020, 21.07.2020,
21.06.2021,
(ii) HQrs circular No. P(GS)167/XII/Vol.XII dated 12.07.2021

Attention is invited to your office earlier circulars dated 10.12.2019, 11.02.2020 & 29.07.2020 calling for volunteers resting with the latest one dated 12.07.2021 referred above.

2. Unfortunately, based on the earlier circulars, no employees had applied for posting to the vacant posts in this RRB. However, against HQrs circular dated 12.07.2021, Jr Clerks and Level 1 employees had applied and this RRB vide its letter dated 30.09.2021 had shortlisted the following two Jr Clerks from SA Division and requested your office to issue their transfer orders.

S. No.	Name of the employee shortlisted	Designation/ Office	Pay Level	Remarks
1.	Smt Manjuma C U	Jr Clerk, Sr DPO/O/SA	2	Transfer order not issued by HQrs Office
2.	Shri Hari M	Jr Clerk, Sr DEE/O/DSL/ED	2	Transfer order to RRB/TVC issued vide Order No. ADMN (HQ/PB) dated 13.10.2021

3. However, your office issued orders only for one employee on 13.10.2021, but the staff is yet to report to this office. The undersigned had spoken to you, DRM & Sr DPO/SA and is hopeful that he would be relieved very shortly to join this office. It is requested that your office may also kindly take up the matter with SA Division and have the employee who has recently being promoted as Sr Clerk relieved to join this office at the earliest.

4. In this connection, it is also highlighted that two staff from this office, namely, Smt Sheeba S.J, OS/MDU & Shri Anoop R.M., Jr Clerk, MDU, have got IDT to TVC Division in May 2020 and due to major examinations being planned this office and failure to get volunteers vide circulars mentioned above, this office had requested TVC Division to take them on their rolls and permit them to continue working in this RRB till suitable replacements are received. As TVC Division was not taking them on their roles, the issue was taken up with your office and your office vide letter No. P(G)167/XII/Vol.XII dated 04.12.2020 had directed the TVC Division to take them on their lien and permit them to continue working in this RRB. Subsequently, TVC Division vide its letter No. VIP.676/XII/IRT/Vol.XX(Pilot) dated 16.02.2021 took them on 'Deputation Reserve' with the condition that they will be given permanent department only when they actually report for joining. Even though these employees were

deputed to TVC Division for one day on 14.07.2021 and again on 25.10.2021 to enable TVC Division to complete formalities, if any, to take them on their role and assign them seniority in the Division, the issue is still remaining unresolved. It would be pertinent to add here that your office vide letter No. P(GS)167/XII/Vol.XII dated 17.03.2022 had directed the TVC Division to comply with your office directions given vide your office letter dated 21.12.2021 and assign seniority to these employees at TVC Division without any further delay, but still no action has been taken in this matter.

5. In addition to the above two employees mentioned in Para 4 above, one more staff working in this office from TPJ Division, namely Smt Srige V R, OS, has also got IDT to TVC Division and based on the letter No. V/P.676/XII/IDT/IRT/Vol-XX dated 03.06.2022, the employee's willingness letter and this office's consent to relieve her on IDT to TVC Division on getting suitable replacement has been issued vide this office letter of even number dated 09.06.2022. A copy of this letter along with its enclosures are attached for information please.

6. As the employees named in Paras 4 & 5 have to be relieved on IDT to TVC Division, it is proposed to call for fresh volunteers against the existing vacancies and also as replacements for staff to be relieved on IDT to TVC Division.

7. Accordingly, the staff requirement have been consolidated and given below. It is requested that volunteers may kindly be called for so as to relieve the staff on IDT to TVC Division and also to fill the existing vacant posts in this office.

Sl. No.	Post	Level with Grade Pay	No. of posts	Eligibility criteria
1.	Sr. Clerk	5 (Rs. 2800/-)	1*	Should be a Graduate well conversant with MS Office (Word, Excel and Access). Employees with IT background or undergone computer training in MS Office Word, Excel & Access would be given preference.
2.	Jr. Clerk	2 (Rs. 1900/-)	02	Should be a Graduate well conversant with MS Office (Word, Excel and Access). Employees with IT background or undergone computer training in MS Office Word, Excel & Access would be given preference. In case Jr Clerk is not available, Graduate Level 1 employees with above qualification would also be considered.
3.	Hindi Typist	2 (Rs. 1900/-)	01	Should be a Graduate well conversant with MS Office (Word, Excel and Access). Employees with IT background or undergone computer training in MS Office Word, Excel & Access would be given preference. In case Hindi Typist is not available, Jr Clerk & Level 1 employees with Hindi Typing Knowledge would also be considered.
3.	General Assistant	1 (Rs. 1800/-)	01	All staff working in Level 1 posts.

Note: * Sr Clerk vacancy has been shown as 1 with the hope that Shri Hari M, who has since been promoted in the cadre as Sr Clerk in SA Division will be relieved shortly to join this RRB. Otherwise, the vacancy would be 2 (two) Sr Clerks.

8. As your office earlier circulars dated 10.12.2019, 11.02.2020 & 29.07.2020 had not resulted in any employees applying, and since filling up existing vacancies and also to get replacements for staff to be relieved on IDT, it is recommended that this time the circular calling for volunteers may be issued to include willing employees from ICF, South Western and South Central Railways.

9. Also, since the candidates who were shortlisted against your office circular dated 12.07.2021 were not relieved in spite of their applications being forwarded through the Personnel Department of the concerned Divisions, it may please be reiterated in the circular calling for volunteers that applications of only those employees who can be relieved should be forwarded by the Personnel Department to this office and once the employees have been shortlisted by this office, they should be relieved to join this office immediately.

10. If no applications received from Jr.Clerk/Hindi Typist posts, in Pay matrix Level-2, then the applications submitted by employees in Pay Matrix Level-1 will be considered. Such employees, if any, shall be considered for ad-hoc promotion to the post of Jr.Clerk in this RRB. Like wise in the absence of Sr. Clerk, the suitable Jr.Clerk shall be considered for ad-hoc promotion to Sr.Clerk in this RRB.

11. The main conditions for posting of staff to RRB are:-

- i. The application(s) of volunteers(a) who can be relieved only to be forwarded.
- ii. Applicants should not have any DAR/SPE/Vigilance cases pending against them.
- iii. Normal period of tenure is for 5(five) years. However, the Railway Recruitment Board reserves the right to repatriate without assigning any reason before the expiry of the tenure period.
- iv. During the period of tenure in RRB office, their lien will be maintained in the Parent Unit and they are eligible for consideration for selection/promotion in their Parent units.
- v. The volunteers will be considered for posting after screening and fulfilment of eligibility criteria alone does not guarantee posting. In case the number of applications are high, the RRB retains the right to call only those who are found suitable in the initial screening based on their qualifications and supporting documentary evidence in support of their IT qualification or knowledge of MS Office Word, Excel & Access.
- vi. The application(s) of Volunteer(s) should be forwarded through concerned Personnel Branch only. Applications received directly will not be considered.
- vii. The employees selected will be entitled for transfer privileges as per extant rules.

12. Wide publicity may kindly be given and applications of volunteers may be sent in the enclosed format along with attested copy of Service Register to The Chairman, Railway Recruitment Board, Thampanoor, Thiruvananthapuram 695001 within three weeks from the date of issue of Circular by HQrs office.

(संजय कुमार/Sanjay Kumar)

अध्यक्ष/रे.भ.वो.तिरु.

Chairman/RRB/TVC

Application for the post(s) of

(In case applying for more than one post, then mention them all in their order of preference)

APPLICATION FORMAT

(To be routed through the Personnel Department concerned)

1.	Name	:	
2.	PF Number	:	
3.	Designation/Station	:	
4.	Working in Safety/Non-Safety Category	:	
5.	Date of Birth	:	
6.	Pay in Pay Band & Grade Pay	:	
7.	Date of appointment	:	
8.	Educational Qualification	:	
9.	Computer Knowledge (If Degree/Diploma or Course certificate available, copy should be enclosed)	:	
9.	Post for applied	:	
10.	Mobile Number	:	
11.	Reasons for applying	:	
12.	Previous Experience in RRB, if any	:	

Signature :

Name of the Employee :

Designation :

Office :

Date :

Certified and forwarded to

Signature and Designation
of the Controlling Officer

Date :