दक्षिण रेलवे/ SOUTHERN RAILWAY

No.SA/P(G)532/XII/APO/70%/2023-2024

Divisional Office,
Personnel Branch,
Salem, 636 005
Date. 16.11.2022

All Branch Officers/SA/Divn

Sub: Selection for the Group -B post of APO against 70% (Regular) for Personnel Department in Pay Matrix Level-8- through CBT-Reg

Ref: PCPO/MAS letter No. P(G) 532/XII/APO70%/2023-2024 dtd14.11.2022

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The copy of Notification vide above reference received from PCPO/ MAS for the Selection for the Group -B post of APO against 70% (Regular) for Personnel Department in Pay Matrix Level-8- through CBT is enclosed herewith for kind information and necessary action.

The applicant may please go through the guide lines such as eligibility criteria, Selection Procedure, General instructions for filling up the same through "**ONLINE MODE" from 15.11.2022 to 28.11.2022**

Wide publicity may be given to the staff working under your control.

Encl: As above

Digitally Signed by
Anjanikumar C
Date: 16-11-2022 15:06:29
Reason: Approved

Assistant Personnel Officer/Infra
For Sr. Divisional Personnel Officer/SA

Copy to:

All Supervisors/SA/Divn for information and n.a. pls.
DSs/SRMU/SA, AI SC/ ST/SA, AIOBC REA/SA, AIRPFA/SA

2456564/2022/O/o Ch.OS/CORD/SA/SR

SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai - 600 003.

No: P(G)532/XII/APO 70%/2023-2024

Date: 14.11.2022.

Secretary to GM for kind information of GM,
GM/ICF, GM/P/ICF, AGM, SDGM, CVO, DGM/G, Dy. Secy. to GM, ADGM,
PFA, PCOM, PCCM, PCME, PCEE, PCE
PCSTE, PCMD, CPRO, PCSC, PCSO, PCMM/PER, CSTE/Proj./MAS,
CAO/CN/MS, CAO/CN/ERS, CPM/RE/MS, CE/MTP/R/MS, CSTE/CN/MAS,
DRM/MAS, PGT, TPJ, MDU, TVC, SA,
DRM/P/MAS, PGT, TPJ, MDU, TVC, SA,
CWMs/GOC, LW/PER, CW/PER, S&T/PTJ, CE/CN/ERS,
CEWE/PER, MD/RH/PER, Dy.CMM/GOC, GSD/PER, MSD/PER, S&AO/MMC,
PRINCIPAL/ZRTI/TPJ, Dy. CE/EWS/AJJ, Dy.CPO/CN/MS,
Dy. GM/Rajbhasha/HQ, Sr.LO/MMC/MAS, Sr. MPS/RPM, SMM/SSD/PTJ,
Dy.CPO/C&LW, SPO/TM/RPM, EWS/AJJ, APO/CN&RE/MS, WPO/GOC,
APO/CW&LW/PER, S&T/PTJ,
APO/Stores/PER, EWS/AJJ, Electrical Workshop/PER
Additional Registrar/RCT/MAS, ERS, Chairman/RRB/MAS, TVC,
Chairman/RRC/S. Rly, No.5, Dr.P.V.Cherian Crescent Road, Chennai-105.
The General Manager/ RITES, Anna Salai, Chennai-600 006.
Managing Director /IRCON, No.13, Palika Bhavan, R.K. Puram, New Delhi – 66.
Director/IRCTC, 6-A, The Rain Tree Place, No.9, Mac Nicholas Road, Chennai 600 031,
The Managing Director, KRCL and CRIS.

Sub: Selection for the Group-B post of APO against 70% (Regular) for Personnel Department in Pay Matrix Level-8 –through CBT - Reg.

Ref: Railway Board's Letter No.E(GP)2022/2/4 dated 28.06.2022 (PBC 192/22) and other related letters circulated as PBC No. 203/2022, 213/22 , 236/22 & 241/22.

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1. As advised by Railway board vide references cited above, it is proposed to conduct selection for the Group-B posts of APO against 70% (Regular) in Pay Matrix Level-8 in Personnel Department through Centralised Computer based test conducted by NAIR/ Vadodara for the vacancy cycle from 01.01.2023 to 31.12.2024. **Eligibility, Method of Selection, Syllabus and Instructions regarding applying online is attached as Annexures "A", "B" ,"C" & "D" for guidance.**

2. In order to facilitate conduct of the written examination as per the schedule advised by Board, it has been decided to call for applications from willing and eligible employees immediately.

3. The Vacancies provisionally assessed are as follows:-

UR	SC	ST	Total
4	1	1	6

4. Eligible employees should submit their application online in the link **www.srhqpb.in** Employees are advised to carefully read all the related instructions and information available on the official websites of **sr.railnet.gov.in, sr.indianrailways.gov.in, srhqpb.in and nair.indianrailways.gov.in** before filling up the application online.

Registration of application online – Date of Opening	15.11.2022 – 10.00 hrs
Registration of application online – Date of Closing	28.11.2022 – 23.59 hrs
Last date for forwarding the online applications received by Personnel Officers (concerned) to Headquarters.	30.11.2022 – 17.00 hrs

5. The Ministerial Staff who have the avenue of promotion in their parent departments in addition to the avenue of promotion for the post of APOs (for example - ALO, Private Secretary- Gr.I) should exercise their option for promotion to the Group "B" post of APO in Personnel department within one month from the date of declaration of Panel and the option once exercised is treated as final in terms of Board's letter No.E(GP)92/2/9 dated 25.03.1992, and cannot be withdrawn/altered subsequently.

6. As vacancies are also earmarked for 'SC/ST' employees, Pre Promotional Training (PPT) for employees belonging to SC/ST community will be organized before written examination. The Reserved community (SC/ST) employees who are willing to write the written examination without undergoing PPT may do so, duly exercising their option in the online application form. Employees belonging to Reserved Community (SC/ST), who have expressed their willingness to attend PPT, if they fail to attend the PPT on the specified dates, will have to appear for the Written Examination without such PPT being imparted.

7. The employees, who have not attended the written examination (Main), will be allowed for supplementary examination only on the following reasons:-.

(i) Those who could not be relieved due to Administrative Reason (or)
(ii) Sickness of the employee supported by Railway Medical Certificate (or)
(iii) Any other reason which is beyond the control of the employee.

8. Wide publicity of this notification should be given to all staff including those who are on deputation, training, leave/sick.

9. How to apply: -

Employees are advised to carefully read the entire instructions and information available on the official websites of **sr.railnet.gov.in, sr.indianrailways.gov.in, srhqpb.in and nair.indianrailways.gov.in** before filling up the application online. Employees should apply for the post ONLINE by visiting the official website **www.srhqpb.in**

The detailed instructions for filling up the online application is available in the web portal **www.srhqpb.in** and also enclosed herewith as **Annexure "D"**.

Applicant must note that, if any information furnished by him / her is found to be false at a later stage, the application/candidature is liable for rejection. Submission of false or misleading information by the applicant is liable for D&AR action against him/her.

The applications received will be treated as "Invalid/Ineligible" on the following grounds.

(i) Unsigned application.
(ii) Application without affixing latest photograph.
(iii) Application without verification and certification by Supervisory/Controlling official.

10. Instructions to the forwarding Cadre controlling officials:-

The respective cadre dealer / controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, each online application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file also should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website **srhqpb.in** and also forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 30.11.2022.

The relevant data in Excel sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.

The community status of the employees belonging to SC/ST may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of the community certificate.

The details of court cases if any against the seniority or substantive status of the employees who have submitted their application for the above selection may be advised separately to this Office by the controlling Officer in e-office to APO/Gaz/HQ/MAS on or before 30.11.2022.

If volunteers are undergoing penalty of reduction to lower grade or are under suspension or any departmental proceedings have been initiated for major penalty, the particulars of such employees should also be advised with details to Dy.CPO/Gaz/HQ in a sealed cover.

The SR/APARs of the employees who have volunteered must be kept in readiness by the controlling Officers concerned and should be sent immediately to this Office whenever called for.

11. All those eligible volunteers should be in readiness to appear for the written examination as per the schedule advised by NAIR/BRC and Railway Board. The CBT written examination is scheduled **to be held on 22.01.2023 by NAIR/BRC**.

12. The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time. They shall be in contact with their Headquarters office at frequent intervals for any updates. For inquiries, they may contact the following Railway phone numbers.

APO/Gaz. : 22533 Ch. OS/Gaz : 22710

Since, this CBT is being conducted by NAIR/BRC, the candidates who are applying in response to the notification are required to check the following websites for latest updates:

(a) SR Railnet – sr.railnet.gov.in
(b) SR Internet – sr.indianrailways.gov.in
(c) SR HQ PB – srhqpb.in
(d) NAIR – nair.indianrailways.gov.in

In addition to the above, candidates are instructed to check their email provided by them in the application for any updates.

13. For any assistance with regard to the above – the under mentioned Helpline Number may be contacted during office hours:

Name	Designation	Helpline Number
Shri G. Asok Pandian	Steno Gr.I	7550052287

14. The tentative selection calendar for the above selection:

Particulars	Date
Registration of application online – Date of Opening.	15.11.2022 – 10.00 hrs
Registration of application online – Date of Closing.	28.11.2022 – 23.59 hrs
Last date for receipt of online applications at Headquarters from respective units	30.11.2022 – 17.00 hrs
Publication of eligibility list	07.12.2022
Pre Promotional Training	12.12.2022 - 22.12.2022
Publication of Final Alert notice	02.01.2023
Date of Written examination (Main) – CBT by NAIR/Vadodara	22.01.2023
Date of Supplementary Examination (only if found necessary as per extant instructions)	29.01.2023
Publication of Results	10.02.2023
Date of Viva Voce	22.02.2023
Publication of Panel	25.02.2023

15. Please acknowledge the receipt of this letter with date without fail.

Please Note: - The last date for applying online by employee is 28.11.2022.(Upto 23.59 hrs.)

Encl.: Annexures "A", "B", "C" & "D"

(M.Sunitha)
Assistant Personnel Officer/Gaz
for General Manager

Copy to : PCPO, CPO/Admn., CPO/G, CPO/IR
Dy.CPO/ R&W, IR & Trg, Co-ord, Gaz.
SPO/EMS, APOs/Welfare, Gaz, T,M&E, Genl.
All Chief OSs,/OSs of HQ/PB,
Dy. Chief Enquiry Officer/HQrs, Dy. CPLO/HQrs
GS/SRMU, NFIR, SROA, SRPOA, AISCSTREA, AIOBCREA

Annexure "A"

Eligibility for the selection for promotion from Group-'C' to Group-'B' service for the post of APO against 70%-Personnel Department:

Group 'C' employees who are working in substantive post in ministerial cadre and in Pay matrix Level-6 & in higher Group 'C' scales will be eligible to appear for the selection to the post of Assistant Personnel Officer (APO), provided they have rendered not less than 3 years of Non-fortuitous service in the Grade (Ministerial cadre) as on 01/01/2023 as indicated below:

I. Staff of Personnel Department consisting of Ministerial Staff, Staff & Welfare Inspectors excluding Teachers and Canteen Managers.

II. Ministerial Staff of:-

1. General Administration like Chief Law Assistant/Law Assistant, Cipher Instructor/Operator.
2. Traffic and Commercial Department including PROs Office.
3. Mechanical Engineering Department
4. Civil Engineering Department
5. Signal and Telecommunication Department
6. Electrical Department
7. Medical Department
8. Security Department
9. Stores Department
10. Statistical and Compilation Branch
11. Staff of Cash & Pay & Time Office

III. Employees working in Level -6 on ad-hoc basis and on MACP are not eligible to apply.

Annexure "B"

Method of Selection for promotion from Group-'C' to Group-'B' service for the post of APO against 70%-Personnel Department:

The selection will be on the basis of written exam, viva-voce and record of service.

In terms of RBE No. 53/2019 dated 19.03.2019 (PBC No. 47/2019), the written examination will comprise of **one paper** which will have **100% Objective type Multiple Choice Questions with 2 hours duration**. The question paper will be in Hindi and English.

In terms of PBC No. 213/2022, the paper will be of **100 marks** and distribution will be as under:

Sl. No	Description		Maximum Marks	Qualifying Marks
1	Written Examination: a) Professional subject including optional questions of 10 marks on Official language policy and Rules	70 Marks	100	60
	b) Establishment and Financial Rules	30 Marks		
2	Viva voce		25	30 (including at least 15 marks in record of service
3	Record of service		25	

There will be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

In terms of Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016, 10% of the marks out of total 100 marks for testing the Professional ability, should be set apart for questions on Official language policy and Official language rules.

Best among failed scheme for candidates belonging to reserved categories (SC/ST) in non-safety category posts will be applicable as per existing instructions.

Those who qualify in the written examination will be subjected to Medical Examination as per Para 530 (b) of Indian Railway Medical Manual duly invoking Railway Board's letter No. 2006/E(GR)I/15/4/RR dated 30.08.2018 and only those who qualify in the written examination and declared medically FIT for Group 'B' service will be called for viva-voce in terms of Railway Board's letter No. E(GP)80/2/8 dated 31.10.1991.

The Panel will be formed consisting of employees who qualify in the selection, corresponding to the number of vacancies for which selection is held. Employees securing grading as 'Outstanding' will be placed on the top followed by those securing grading as 'Good', inter-se seniority within each group being maintained.

Annexure –' C'

Syllabus for 70% Selection and 30% LDCE for Promotion to Group 'B' Post of APO in Personnel Department (Circulated as PBC No. 236/2022)

I – Professional Subject

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

a) Organization, objectives and functions of Personnel Department.
b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

a) Classification of Services and Categories;
b) General qualifications, conditions & rules for appointment; Medical fitness;
c) Safety, Non-safety & Essential Categories;
d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
e) Railway Recruitment Boards & Railway Recruitment Cells;
f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

a) Appointment, Seniority & Lien;
b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
e) Procedures of Selection, Suitability and Trade Tests;
f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
g) Rules of Transfer (Inter Railway & Inter Divisional);
h) Deputation;
i) Types of Leave; Rules & Joining Time; Encashment of leave;
j) Pass Rules; AILTC;
k) Reservation policy for SC, ST, OBC, PwBD, E.
SM & EWS; rules and rosters;
l) HOER;
m) PME & Mandatory Health Check-up;
n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
b) Manpower planning; Book of Sanctions & Scale-check;
c) Supernumerary posts & Redeployment;
d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
g) Work-charged posts;
h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
j) Training Modules for different posts,
k) Training under Apprentices Act, Online Training,
l) Performance Appraisal - APARS & SPARROW.
m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc.

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:
a) Formal & informal interaction with recognised trade unions and associations;
b) PNMs, Staff Councils & PREM at various levels;
c) Role of JCM and Labour Tribunals & Labour Commissioner;
d) Facilities and privileges to trade unions & associations.
e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:
a) Staff Grievances Redressal Mechanisms;
b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
c) Ex-gratia payment,
d) Incentive Bonus Scheme;
e) Sports Incentives & cultural competitions, extra-curricular activities;
f) Excursions, tours and holiday camps; co-operative Societies;
g) Medical assistance;
h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:
a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:
a) Retirement rules, types & benefits;
b) Old and New Pension schemes; Final Settlement rules under various circumstances;
c) Qualifying Service;
d) Pension & Family Pension, Provident Fund Rules;
e) Commutation, Gratuity, GIS, Leave Salary;
f) Other-than-Normal Retirement (ONR) cases;
g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:
a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:
a) Service Law;
b) Handling legal cases (in CATs and Courts);
c) RTI & CIC matters; other statutory commissions / bodies;
d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.

II. Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure – Re-appropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

III – Establishment Rules

1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work-charged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bonus Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

2456564/2022/O/o Ch.OS/CORD/SA/SR

Annexure –' D'

INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online -**www.sr.hqpb.in**

Instructions to Candidates: -

(i) The willing employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.

(ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.

(iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.

(iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.

(v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.

(vi) The application completed in all respect duly forwarded by the Controlling supervisor / official, community certificate (for SC & ST only) & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.

(vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.

(viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/ instructions later on.

(ix) For any assistance required with regard to the above **Shri G. Asok Pandian, Steno Gr.I** may be contacted in the mobile number **7550052287** during office hours.

Instructions to Personnel Department Officer -

(i) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer/ Divisional Officer etc.

(ii) The user rights and passwords already provided may be utilized.

(iii) The respective cadre dealer / controlling Personnel Officer should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, **each online** application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 30.11.2022.

(iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.

(v) Divisions and units may set up **suitable helpline and give wide publicity** to the same along with details including mobile number of the person who can be contacted for any assistance.