दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,
कार्मिक विभाग/Personnel Department,
पालक्काड/Palakkad
दिनांक/Date 25.01.2023

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 Six post of General Assistant (Ex-Cadre post) in PML -1 at General Branch/HQrs/MAS : Reg

Ref : PCPO/MAS letter No P(GS)677/XII/A/Vol.XVII dated 11.01.2023.

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A copy of PCPO/MAS letter cited is enlosed, for filling up of Six ex-cadre post of General Assistant in Pay Matrix Level-1 (GP 1800/-) at General Branch/Headquarters on five years tenure basis from willing regular serving employees in PML-1 (GP-1800/-). The conditions & details are specified in PCPO/MAS letters.

Eligible/willing employees should apply through online mode on or before 01.02.2023 https://notifications.Srhqpb.in.

संलग्नक/Encl: As above.

B Jayabharathy

(B. Jayabharathy)
सहायक कार्मिक अधिकारी-/Asst. Personnel Officer
कृते व.मंडल कार्मिक अधिकारी /**Sr Divisional Personnel Officer**
द. रेलवे / पालक्काड /**S. Railway, Palakkad**

File No.SR-HQ0HR(ADMN)/63/2021-O/o Ch OS/Admn/Pers/HQ/SR

दक्षिणरेलवे / SOUTHERN RAILWAY

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

सं.पी.No.P(GS)677/XII/A/Vol.XVII

दि./Dt : 11.01.2023.

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.

संदर्भ/Ref : 1. Railway Board's letter No.PC.III/2003/CRC/6 dated.09.10.2003.
2. Railway Boards Letter No.E(NG)I-2008/PM1/15 dated.03.09.2009, 09.02.2016 and 03.03.2017.

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It is proposed to fill up 06 (Six) posts of General Assistant (Ex-Cadre) in Pay Matrix Level - 1 (GP Rs.1800/-) in General Branch/Headquarters/MAS through online mode in the PB Online portal at URL https://notifications.srhqpb.in 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 the 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 **through online mode only, in the Personnel Branch online portal at URL** https://notifications.srhqpb.in. Applications received from any other mode will not be considered. The certification by the Divisional cadre controlling Personnel Officer and instructions regarding applying online for the above selection is enclosed herewith as **Annexure A** and **Annexure B** respectively.

The link for the web portal will be made available from 18.01.2023 @ 12.00 hrs in the Personnel Department internet website (srhqpb.in) and also in the Railnet website of Southern Railway.

Opening of online registration of application	18.01.2023 @ 12.00 hrs
Closing of online registration of application	01.02.2023 @ 17.00 hrs
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters.	10.02.2023

The applicants has to upload the Signed Online Application along with Annexure– A (Certification done by the controlling Personnel Officer) without fail. Incomplete Applications will not be entertained under any circumstances.

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 10.02.2023.

This may be given wide publicity.

S.SANGEETHA

(S. Sangeetha)
Asst. Personnel Officer/GI & HQrs
for Principal Chief Personnel Officer

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

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Annexure 'A'

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

1	Attendance	Regular / Irregular
2	Conduct	Good / Very Good / Outstanding
3	Performance Report	Average / Good / Very Good / Outstanding
4	Integrity	Beyond Doubt / Doubtful
5	Whether free from DAR/SPE/Vigilance cases	

Date:

Place: Signature & designation of the Supervisory /Forwarding Officer

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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 – B

INSTRUCTIONS FOR APPLYING ONLINE

Link for applying online-www.srhqpb.in

Instructions to Candidates:-

- The candidate who desires to apply will have to click on the appropriate link. The link will lead to a application format in which the candidate needs to fill up the required particulars.
- The application format has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, he/she should download the filled up application, from the portal in PDF format and print out of the same should be taken.
- In the print out, the photograph of the candidate should be affixed in the space provided and the candidate should affix his/her signature, wherever the space is provided. The affixed photograph should be duly attested by the controlling supervisor/official.
- After affixing the signature and photograph, the candidate should get the signature in the columns/space provided for forwarding the application filled by the controlling supervisor/ official by making appropriate entries including the name and seal of the forwarding supervisor/official. Annexure – A should also be filled by the cadre controlling personnel officer.
- The completed application, duly forwarded by the controlling supervisor/official and the Annexure–A should be scanned and uploaded in the portal in PDF format by the candidate.
- Once the scanned PDF format of the application is submitted, the candidate has to click on the 'SUBMIT" button and submit the application.
- Once the scanned copy of the application is submitted, the candidate will not be able to make any change in the application already submitted.
- On submitting the completed application as above, a unique application number will be allotted to the candidate, who will be specific for each candidate with respect to each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for further reference.
- The candidate can check the status of his application by entering the unique application number and other relevant details.

Instructions to Personnel Branch: -

- 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 and Divisional Officer etc.
- The details of user rights and passwords will be issued.
- The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division / Unit for recommendation. If required, they may be forwarded along with reasons/remarks to the personnel officer of the unit.
- The concerned Personnel Officer will accept the application and forward the same to Headquarters.

- The concerned Personnel Officer can also reject the application duly specifying the reason for rejections.
- In case there is a need for the applications to be forwarded with the approval of the concerned departmental Officer, then a print out of the eligible / non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel Officer, before forwarding the same to Headquarters.
- The Dealer(s) and the Personnel officer at Headquarters level will have the facility to verify the applications and accept or reject the same duly indicating the reasons.
- Thereafter, the list of eligible candidates will be generated through the online portal by the concerned officer and the process of selection will be further processed as per the extant instructions.

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Digitally Signed by
S.sangeetha
Date: 11-01-2023 15:16:20
Reason: Approved