



SOUTHERN RAILWAY

No.P(S)535/III/CI/HQ/Vol.2

Headquarters Office,
Personnel Branch,
Chennai - 3
Dated: 16/12/2022

**PCCM, CCM/PS, CCM/PM, CCM/FM, CCO, CCM/Systems
DRM/P/MAS, TPJ, MDU, TVC, PGT, SA**

NOTIFICATION

Sub : Notification calling volunteers for drafting against the post of Commercial Inspectors in Level-7 of the Pay Matrix of RSRP Rules, 2016 in HQ/Commercial Department.

Ref: This office memorandum of even no. dated 31.01.2017.

It is proposed to fill **SIX (6)** posts of Commercial Inspector in HQ/Commercial Department in Level-7 of the Pay Matrix of RSRP Rules, 2016 on drafting tenure lateral transfer basis.

The notification is open to employees of Commercial Department from the categories of CC/TE/ECRC of this Railway only.

1) Eligibility Criteria

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| Employees / Volunteers called from | Such of those employees who have worked for at least TWO YEARS in Level-7 of the Pay Matrix of RSRP Rules, 2016 can apply. Employees in one grade below, viz. in Level-6 of the Pay Matrix of RSRP Rules, 2016 can also apply. However, employees one grade below should be willing to work in the same grade in the event of their being drafted, as this is a lateral transfer on tenure basis and not involving promotion. Employees working in Level-5 who have been granted Financial Upgradation to Level-6 under MACPS are not eligible to apply. |
| Conditions for applications | Employees already working in another ex-cadre post need not apply. It should be ensured that while forwarding the application of volunteers, necessary |

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| | <p>conditions as indicated in PBC Nos. 169/2001 & 72/2005 are strictly complied.</p> <p>A minimum of 2-year cooling-off period is mandatory between two tenures as Commercial Inspector. Any relaxation with regard to cooling-off period between two tenures as Commercial Inspector should have the personal approval of PCCM/MAS.</p> |
| Tenure | Five years |

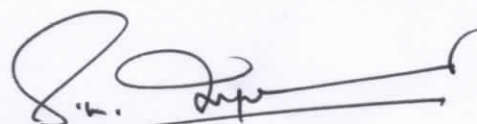
2) Selection procedure

Drafting will be done on the basis of screening and perusal of SRs, APARs and any other process that the competent authority may deem fit to shortlist the volunteers for drafting. Seniority may not be the criterion for the drafting.

3) General Instructions

- i) The normal tenure of posting of CI/HQ will be 5 years. The tenure period may be extended in the exigencies of service. However, if the performance is found unsatisfactory, he/she is liable to be repatriated to the parent Division even before the completion of the tenure period.
- ii) Applications should be submitted through online mode only from 30.12.2022 to 18.01.2023 in Personnel Branch notification website at <https://notifications.srhqpb.in> duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated 30.08.2022.
- iii) The link for the notification along with instructions/application form will be made available from 30.12.2022 in the Personnel Branch notification website at <https://notifications.srhqpb.in> and also in the Railnet website of Southern Railway.
- iv) The employees willing to apply for the above drafting have to submit their applications through the above mentioned website in online mode only. Applications received from any other mode will be summarily rejected.
- v) The employees should upload the requisite documents in the above mentioned website in PDF format as a single file only.
- vi) The list of supporting document as detailed below should be kept in PDF format (to be attached along with the application) as the case may be
 - a) Community Certificate in the case of reserved community employees.
 - b) Certificate in support of Educational Qualification other than Qualification mentioned in Service Register.
 - c) Other relevant documents sought in the notification.

- vii) After the closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.
- viii) The respective cadre dealer/controlling Personnel Officer should verify the correctness of the particulars of each applicant in the downloaded excel file with the Service Register and other available relevant records. After due verification, each applicant has to be certified in the excel file in remarks column without fail. The same has to be uploaded in the website along with the covering letter. A copy of the same should also be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs. of 19.01.2023.
- i) If there are no volunteers for the proposed selection, then the Cadre controlling officer/Personnel Officer concerned shall send a NIL report on or before 19.01.2023 through e-office certainly to avoid delay in processing of the selection.
- ii) Wide publicity of this notification may be given by exhibiting in the Office/Station Notice Boards for information of all staff concerned.
- iii) For any inquires, the applicants may contact the Railway Phone number for support - Ch.S&WI/T,M&E/HQ- 9003160626 and Ch.OS/Comml - 23538



(S. K. Indusekar)
Asst. Personnel Officer/T,M&E
for Principal Chief Personnel Officer

Copy to : PCPO, CPO/Admn for kind information.
Sr.DCM/MAS, TPJ, MDU, TVC, PGT, SA
General Secretary/SRMU
General Secretary/NFIR
General Secretary/AISCSTREA
General Secretary/AIOBC Assn
Notice Board
CS&WI/Computer Section for uploading the notification on the Railnet

INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online -www.srhqpb.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 _____ & 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.