

I/217356/2023



दक्षिणरेलवे / SOUTHERN RAILWAY

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

सं.पी.No.P(GS)159/XII/SCD/Vol.VII

दि./Dt : 05.05.2023.

All Concerned,

विषय/Sub : Filling up of vacancies for the post of Staff Car Driver Gr III in
Pay Matrix Level -2 in Headquarters Office/General Branch – 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.

It is proposed to fill up 08 (Eight) (1-SC, 1-ST, 6-UR) posts of Staff Car Driver Gr.III in
Pay Matrix Level- 2 in Headquarters Office / General Branch / Southern Railway.

1. ELIGIBILITY CRITERIA

- i) The employees in Pay Matrix Level - 1 and Level - 2 with minimum 3 years of regular service as on 05.05.2023 (i.e.) date of notification, are eligible to apply.
- ii) Applicants should be free from D&AR/SPE/Vigilance cases.
- iii) The employees who are willing to apply for the above post should have a valid **Driving License for Heavy Vehicles** (four wheeler) issued by the Regional Transport Authority of the State Government and **First Aid Certificate** obtained recently.

2. SELECTION PROCEDURE

- i) Selection is based on passing of trade test which will be conducted by CWM/RT/CW/PER.

3. GENERAL INSTRUCTIONS

- i) The list of supporting documents 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.

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- ii) Only those application of the employee, where in the event of selection, who can be relieved, should be forwarded by the Supervisory / Controlling / Cadre officer.
- iii) Withdrawal of candidature after selection will not be entertained under any circumstances.
- iv) For any inquires, the applicants may contact the Railway Phone number for support **Ch.OS/Admin Section/PCPO/O/MAS - 23016**.
- v) The willing employees should apply only **through online, in the Personnel Branch portal at URL <https://notifications.srhqpb.in>**. Applications received from other than on-line mode will not be considered. The instructions regarding applying in online for the above selection is enclosed herewith as **Annexure A**.
- vi) The link for the web portal will be made available from 08.05.2023 @ 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	08.05.2023 @ 12.00 hrs
Closing of online registration of application	23.05.2023 @ 17.00 hrs
Last date for forwarding applications received from concerned PB officials to Headquarters.	30.05.2023

- vii) The applicant has to upload the Signed Online Application, duly certified by the controlling Personnel Officer without fail. Incomplete applications will not be entertained under any circumstances.
- viii) 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 respective Divisions/Units should also be downloaded.
- ix) 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 the same has to be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 30.05.2023.
- x) If there are no volunteers for the proposed selection of Staff Car Driver in PML -2, then the Cadre controlling officer/Personnel Officer concerned shall send a **NIL report on or before 30/05/2023 through e-office** certainly, in order to avoid delay in processing of the selections.

This may be given wide publicity.

(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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GS/SRMU, GS/NFIR, GS/AIOBC, GS/AISCST.

Annexure – A**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, in the appropriate place. 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. **The same 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.
- The scanned copy of the application, once submitted by 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, which 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.

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- 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.
