



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003.

No.P(GS)535/XII/General Branch/HQrs (e-office file No. 229475)

Date: 22.05.2023.

CAO/CN/MS&ERS, CPD/RE,
PCE, PCME,PCOM,PCCM,PCSTE,PCEE,PCMM/PER, PCMD,
Chairman/RRB/MAS,TVC, RRC/MAS,
CVO/MS,CMD/MMC/MAS , DRM/P/MAS,TPJ,MDU,PGT,TVC,SA
CWM/LW/PER,CW/PER,GOC &PTJ ,
Dy.CPLO/Plg/Hqrs, Dy.CEO/Hqrs/MS
Dy.CE/EWS/AJJ, SMM(P&S)/RPM, Dy.CMM/GSD/PER ,MSD/PER,
S &AO/MAS, APO/Stores/PER,
WPO/C & LW/PER, WPO/GOC, S&T/PTJ,

Sub : Filling up of Ministerial Staff in General Branch/Southern
Railway on ex. cadre basis – reg.

It is proposed to post 5 Ministerial Staff at HQrs./General Branch/O/MAS on ex. cadre basis. Ministerial Staff i.e Jr.Clerk/Sr.Cerk/OS from all departments except Security & Accounts who are working on regular basis are eligible to apply subject to the following conditions: -

In the event of selection, **the selected employees will be transferred and posted to HQ/General Branch along with their post.**

- 1) The tenure is 5 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.
- 2) The employees who are already working in ex-cadre posts need not apply.
- 3) The applicants should be free from DAR/SPE/Vigilance cases.
- 4) Applications of the volunteers, whose services can be spared along with the post in the event of their selection, may be forwarded to this office with the approval of the Competent Authority to this office.
- 5) If any of the volunteer is undergoing penalty or under suspension or any departmental proceedings have been initiated for major penalty or any RPUP cases pending, the particulars of such employees should be advised with details, along with the applications.
- 6) During the period of tenure in General Branch, their lien will be maintained in the 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) **The Supervisory /Controlling officer / Cadre officer are requested to forward only the applications of those employees who can be relieved if selected.**

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- 8) Withdrawal of candidature after selection will not be entertained under any circumstances.
- 9) The employees will be entitled for transfer privileges as per extant rules.

10) General instructions

- I. Applications should be submitted through online mode only from **30.05.2023** to **20.06.2023** 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.
- II. The link for the notification along with instructions/application form will be made available from .05.2023 in Personnel Branch notification website <https://notifications.srhqpb.in> and also in Railnet website of Southern Railway.
- III. The employees who are willing to apply for the above post have to submit their application along with annexure enclosed in the notification duly certified by their supervisory through the above mention website in online mode only. Applications received from any other mode will be summarily rejected.
- III. The employees should upload the requisite documents in the above mentioned website in PDF format as a single file only.
- IV. 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.
- V. After the closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.
- VI. 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 **20.06.2023**.
- VII. 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 **20.06.2023** through e-office certainly to avoid delay in processing of the selection.

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- VIII. Wide publicity of this notification may be given by exhibiting in the Office Notice Boards for information of all staff concerned.

Encl:

Annexure

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

Copy to : SDGM & CVO/MS for kind information please
DGM/G, ADGM,
All Ch.Oss/PB/HQrs, Ch.OS/General Branch
Ch.S&WI/System to upload in the Railnet please.
NOTICE BOARD
GS/SRMU, GS/SC/STREA, GS/AIOBC & GS/NFIR..

Annexure

I certify that, Shri. _____ Designation _____ office _____ is
suitable to post of _____ at GM/G/O/MAS on ex.cadre basis.

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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