



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai-600 003
Dated: 31.07.2023

No.P(W)608/XIV/RS/Lab Asst.

**Sr.DPO/DPO/MAS, PGT, MDU, SA
WPO/GOC, APO/S&T/PTJ,**

Sub: Selection for the post of Lab Assistant (66 2/3) in Pay Matrix Level-4 (2400) –
Railway Schools.

It is proposed to conduct a selection to fill up three vacancies (2-UR & 1-SC) of Lab Assistant in Pay Matrix Level-4 (2400) in Railway Schools against 66 2/3% promotional quota.

As per the instructions contained in Railway Board's letter No.E(NG)1-2003/CFP/11 dated 22.09.2003 RBE No.165/2003), the selection will be based on the written examination and scrutiny of Record of Service (SR & APAR).

The suitability of the employees will be adjudged based on the performance in the Written Test and Record of Service. The employees should obtain 60% marks in the written test and 60% in aggregate for being placed on the panel. There will be 10% relaxation in qualifying marks for SC/ST candidates.

WRITTEN EXAMINATION:

1. The question paper for the written examination will be 100% Objective type of Multiple choice only. (RBE No.196/2018);
2. The written examination shall not be less than 120 minutes duration (PBC No.46/2019), to test the knowledge of the Railway servant in English language and Science subject at the standard of matriculation level.
3. There will be negative marking of 1/3rd mark for each wrong answer (RBE No.196/2019).
4. In terms of Para 204.3 IREM Vol.I questions for 10% of total marks will be set apart for Official Language Policy and Rules, answering which will not be compulsory. (PBC 46/2019).

Condition of eligibility:

- a) The existing erstwhile Group 'D' employees and Lab Attendants of Railway Schools and other erstwhile Group 'D' employees of the same seniority unit maintained by the Administrative Offices of the Divisions/Units in which the Railway Schools are located, with a minimum of three years regular service as on date of notification. However, no employee will be eligible to appear in the selection unless he/she has satisfactorily completed the two years period of probation in the recruitment grade.
- b) Educational Qualification: Matriculation with Science as subject.

- c) 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 **07.08.2023 @ 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	07.08.2023 @ 12.00 hrs
Closing of online registration of application	07.09.2023 @ 17.00 hrs
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters	19.09.2023

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 **19.09.2023**.

Employees undergoing penalty or placed under suspension or any departmental proceedings initiated for Major penalty or any RPUP case is pending, the particulars of such employees should be advised with details along with applications to HQrs.

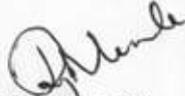
In case no application is received in your Office/Unit, a "NIL" report should also be sent on or **before 19.09.2023**.

The cadre controlling officers including Personnel Officer should ensure that the notification is brought to the notice of concerned erstwhile Group 'D' employees/Lab Attendant.

The employees may also be advised that the eligible employees to be admitted to the written examination forming part of the above selection will be advised after scrutiny of the applications.

The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time, provided they are found eligible. The eligible employees shall get in touch with their Headquarters Office or with this office, at frequent intervals to know the date of written examination. For enquiry, if any, they may contact the Ch.OS/Welfare Section/HQ/MAS Rly.No.22305.

The APARs and Service Registers of the applicants should be updated and kept ready for immediate transmission to this office whenever called for.


(Roja Murali)

Asst. Personnel Officer/Welfare
for Principal Chief Personnel Officer

Copy to : Principals/HMs/RHSS/RHS/PER, } for information & necessary action
MDU, PGT, ED, GOC, AJJ, PTJ. }

Ch.OS/Systems - to upload in the Railnet.

PROFORMA

**APPLICATION FOR THE POST OF LAB ASSISTANT IN PAY MATRIX LEVEL-4 (2400)
AGAINST 66 2/3% PROMOTIONAL QUOTA FROM ERSTWHILE GROUP 'D'/
LAB ATTENDANT - RAILWAY SCHOOLS**

1. Name :
2. PF. No. :
3. Designation :
4. Office :
5. Community (Attach proof) :
6. Date of Birth :
7. Date of Appointment :
8. Present Pay Level (GP) :
9. Educational Qualification
(Attach proof) :
10. Indicate the option for writing :
Examination in Hindi or English :
11. Any other information :

Please affix recent
passport size
photograph. Photo
should be attested
by the Controlling
Officer

DECLARATION:

I hereby declare that all the particulars given in this application are true correct to the best of my knowledge and belief. I understand that in the event of particulars of information given herein being found false, of incorrect, I am liable to be taken up under D&AR for major penalty, apart from my application is being rejected.

Date :
Place :

Signature :
Name :
Designation :

Certified and forwarded to:

Date :
Place :

Signature of Supervisory Official:
Name :
Designation :

The service particulars furnished by the employee are verified with the entries available in the SR. and found correct.

It is also certified that they are fulfilling the eligibility conditions prescribed for this selection.

Date :

Signature of Personnel Officer :
Designation :

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 photograph and signature, 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 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/her 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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