



**SOUTHERN RAILWAY**

No. P(S)535/III/CI/HQ/Vol.3

Headquarters Office,  
Personnel Branch,  
Chennai – 600 003  
Dated: 07/12/2023

PCCM, CCM/PS, CCM/PM, CCM/FM, CCO  
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.**

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It is proposed to fill **FOUR (04)** 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**

Employees / Volunteers called from	<p>Such of those employees who have worked for <b>at least TWO YEARS</b> 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.</p> <p>Employees working in Level-5 who have been granted Financial Upgradation to Level-6 under MACPS are not eligible to apply.</p>
Conditions for applications	<p>Employees already working in another ex-cadre post need not apply. It should be ensured that while forwarding the application of volunteers, necessary</p>



	<p>conditions as indicated in PBC No. 116/2023 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.

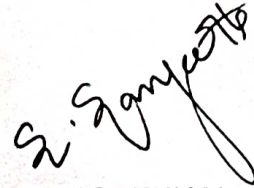
## 3) General Instructions

- 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 22.12.2023 to 22.01.2024 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 22.12.2023 in the Personnel Branch notification website at <https://notifications.srhqpb.in> and also on the Railnet 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 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.
- 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 APO/T,M&E/HQ/MAS as e-receipt on or before 17.00 hrs. of 23.01.2024.
- 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 23.01.2024 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 enquiries, the applicants may contact the Railway Phone number for support - Ch.S&WI/T,M&E/HQ- 9003160626 and Ch.OS/Comml - 23538.



(S. SANGEETHA)  
APO/HQ & Genl/HQ/MAS  
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.

OS/Computer Section - for uploading the notification on the Railnet.