



**SOUTHERN RAILWAY**

No: P(S)535/I/1/Driver Vol.V

Headquarters Office,  
Personnel Branch,  
Chennai -600 003.  
Dated: 10.01.2023

PCE, CAO/CN/MS, MTP/MS, CPM/RE/MS,  
Dy.CE&Secy to PCE, Sr.DEN/Co-ordn./MAS,  
Sr.DPO/MAS, SPO/RE/MS, APO/CN/MS, MTP/MS

Sub: Filling up of the vacancies of Staff Car Driver / Tech Gr.III  
in level-2 in HQ. Engg. Dept.

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The applications (**Online only**) are invited to fill up **two (02) vacancies** (SC-01 & UR-01) of Staff Car Driver/Tech. Gr. III in Level-2 Civil Engineering Department at HQ.

Volunteers are therefore called for from employees of Works Branch/HQ, Chennai Division and RE/MTP/CN-MS Organizations having lien at Works Branch of Headquarters & Chennai Division and working in Level-1 subject to the following conditions:

1. The attested copy of qualification, Community Certificate (In case of SC/ST employees) valid **Driving License for Heavy vehicles and first Aid certificate** are to be uploaded in the online portal as a single PDF file.

2. Adequate knowledge of day to day maintenance of four wheelers.

3. Should have completed Three years of regular service in **Level-1** as on **01/02/2024**.

4. Should be prepared to appear for the medical examination in class "**BEE ONE**".

5. Suitability being assessed by necessary **Trade Test** for the post of Staff Car Driver/Tech.

Gr. III.

6. In the event of being found suitable for the post of Staff Car Driver/Tech. Gr. III, the employees will be posted at PCE/O/HQ/MAS.

Volunteers should ensure that they possess / fulfill all the eligibility conditions prescribed for the post as on **01/02/2024**

Before filling up of the online application, candidates are advised to thoroughly read the entire instructions and information available on the official websites.

While forwarding the Applications the controlling officers should certify that the employee is free from **DAR/SPE/Vig cases**.

<b>Opening of online registration of application</b>	- 24.01.2024
<b>Closing of online registration of application</b>	- 23.02.2024
<b>Last date of forwarding received application by Concerned Personnel Branch officials to HQrs.</b>	- 04.03.2024

The applications received will be treated as "Invalid / ineligible" on the following grounds:

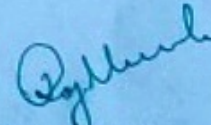
1. Application unsigned.
2. Application without affixing latest photo.
3. Application without verification and certification of Supervisory officials



Link for applying online [www.srhqpb.in](http://www.srhqpb.in)

**Instructions to Candidates:-**

- The candidate who desires to apply will have to click on the appropriate link (<https://notifications.srhqpb.in>). The link will lead to an 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 for this purpose. The affixed photograph should be duly attested by the controlling supervisor/official.
- After affixing the signature and photograph as above, the candidate should get the columns/space provided for forwarding the application filled by the controlling supervisor/official by making appropriate entries including the name, signature and seal of the forwarding supervisor/official, in the space provided in the print out for this purpose.
- The completed application, duly forwarded by the controlling supervisor / official 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 who 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.



(Roja Murali)

Asst. Personnel Officer/Welfare & IR  
for Principal Chief Personnel officer

Copy to: All Personnel officers / HQ/PB All Ch.OS/PB/HQ/PB,  
Ch.OS/Genl. for necessary action  
CSWI/System to upload website.  
GS/SRMU,GS/NFIR, GS/AIOBC, GS/AISCST