



दक्षिणरेलवे / SOUTHERN RAILWAY

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

सं.पी.No.P(GS)676/XII/Vig/Vol.II

दि./Dt : 29.08.2024.

**CAO/CN/MS&ERS,
PCE, PFA, PCME, PCOM, PCCM, PCSTE, PCEE, PCMM/PER,
CSO, CVO/MS, CMD/MMC/MAS, CSC, CPRO,
DRM/P/MAS, TPJ, MDU, PGT, TVC, SA,
CWM/LW/PER, CW/PER, GOC & PTJ, CEWE/PER, CSTE/CN/MS,
Dy.CPLO/PIg/HQrs, Dy.CEO/HQrs/MS
Dy.CE/EWS/AJJ, MPS/RPM, Dy.CMM/GSD/PER, MSD/PER,
S&AO/MAS, Dy.CPO/CN/MS, APO/Stores/PER,
WPO/CW/PER, WPO/CEWE/PER, WPO/LW/PER, GOC, S&T/PTJ,
SPO/CN/MS, SPO/EWS/AJJ, Chairman/RRB/MAS & TVC, RRC/MAS,
GGM/IRCTC/Chennai, AGM/RVNL/Chennai.**

विषय/Sub : Filling up of General Assistant (Ex-Cadre Post) in Pay Matrix
Level - 1 in Vigilance Branch/HQrs/MAS – 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 02 (two) posts of General Assistant (Ex-Cadre) in Pay Matrix Level - 1 in Vigilance Branch/MS subject to the following conditions:

1. Volunteers are called from the existing regular employees working in Pay Matrix Level - 1 of all departments over Southern Railway.
2. The tenure is 5 (five) 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.
3. The employees who are already working in ex-cadre posts need not apply.
4. Applicants should be free from D&AR/SPE/Vigilance cases.
5. 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.
6. During the period of tenure in Vigilance Branch, lien will be maintained in the respective 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.

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

The willing employees should apply **through online mode only, in the Personnel Branch online portal at URL <https://notifications.srhqpb.in>**. Applications received other than online mode will not be considered. The instructions to the candidates regarding applying for the above selection in the online portal and instructions for the Personnel Branch of the Divisions/Units for forwarding the application along with Annexure – A to this office is herewith enclosed as **Annexure - B**.

The link for the web portal will be made available from 02.09.2024 @ 12.00 hrs in the Personnel Department internet website (srhqpb.in) and also in the Rail net website of Southern Railway.

Opening of online registration of application	02.09.2024 @ 12.00 hrs
Closing of online registration of application	16.09.2024 @ 17.00 hrs
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters.	23.09.2024

The applicants has to upload the Signed Online Application along with Annexure – A (Certification done by Supervisory / Forwarding Officer) without fail. Incomplete applications will not be entertained under any circumstances. Application and annexure duly filled should be scanned and uploaded. Incomplete application, incomplete annexure and application without annexure will summarily be rejected.

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.

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 is should be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 23.09.2024.

This may be given wide publicity.

एस.संगीताS. Sangeetha
सहायक कार्मिक अधिकारी /सा/प्र.का
(Asst. Personnel Officer/GI&Hqrs)
कृते प्रधान मुख्य कार्मिक अधिकारी
(for Principal Chief Personnel Officer)

प्रतिलिपि/Copy to : SDGM & CVO/MS, PCPO, CPO/Admin,
All Ch.OS/PB/Hqrs,
Ch.OS/Systems - to upload in the Railnet.

Annexure 'A'

Certified and forwarded to Divisional Cadre Controlling Personnel Officer

I certify that, Shri/Smt. _____ Designation _____ Office _____ is
suitable for the General Assistant (Ex.Cadre) post in GM/G/O/MAS

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

* The name and designation of the candidate should be filled without fail

Annexure – B

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 the application format in which the candidate needs to fill 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 signature and photograph, the candidate should get the signature in the columns / space provided for forwarding the application filled by the controlling supervisor / forwarding official by making appropriate entries including the name and seal of the supervisor / forwarding official.
- **The name and designation of the candidate has to be specified in the “Annexure-A” and other details from Sl. No.1 to 5 has to be filled and signed by the Supervisory / Forwarding official. The Annexure – A has to be uploaded along with the application.**
- **The application, completed in all aspects, duly forwarded by the Supervisory / Forwarding Official with seal and the Annexure – A duly filled by the Supervisory / Forwarding Official should be scanned into a single pdf file and uploaded in the online portal by the candidate. The candidates are advised to check thoroughly whether the application and Annexure-A are filled in all aspects, before uploading it in the online portal. Incomplete application will not be entertained under any circumstances.**
- 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 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.
