



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600 003.

No: P (G)532/XII/APO/30%/LDCE/Spl Drive/CCBT/ 2023-24 Date: 21.02.2024

DGM Co-ordination & Secretary to GM for kind information of GM,
GM/ICF, GM/P/ICF, AGM, SDGM, CVO, DGM/G, Dy. Secy. to GM, ADGM,
PFA, PCOM, PCCM, PCME, PCEE, PCE
PCSTE, PCMD, CPRO, PCSC, PCSO, PCMM/PER, CSTE/Proj./MAS,
CAO/CN/MS, CAO/CN/ERS, CPM/RE/MS, CE/MTP/R/MS, CSTE/CN/MAS,
DRM/MAS, PGT, TPJ, MDU, TVC, SA,
DRM/P/MAS, PGT, TPJ, MDU, TVC, SA,
CWMS/GOC, LW/PER, CW/PER, S&T/PTJ, CE/CN/ERS,
CEWE/PER, MD/RH/PER, Dy.CMM/GOC, GSD/PER, MSD/PER, S&AO/MMC,
Principal/MDZTI/TPJ, MDDTI/PTJ, Dy. CE/EWS/AJJ, Dy.CPO/CN/MS,
Dy. GM/Rajbhasha/HQ, Sr.LO/MMC/MAS, Sr. MPS/RPM, SMM/SSD/PTJ,
Dy.CPO/C&LW, SPO/CN & RE/MS, WPO/GOC,
APO/TM/RPM, EWS/AJJ, APO/CW&LW/PER, S&T/PTJ,
APO/Stores/PER, EWS/AJJ, Electrical Workshop/PER
Additional Registrar/RCT/MAS, ERS, Chairman/RRB/MAS, TVC,
Chairman/RRC/S. Rly, No.5, Dr.P.V.Cherien Crescent Road, Chennai-105.
The General Manager/ RITES, Anna Salai, Chennai-600 006.
Managing Director /IRCON, No.13, PaliḱaBhavan, R.K. Puram, New Delhi – 66.
Director/IRCTC, 6-A, The Rain Tree Place, No.9, Mac Nicholas Road, Chennai 600 031,
The Managing Director, KRCL and CRIS.

Sub: 30% LDCE for the Group-B post of APO -Personnel Department in Pay Matrix Level-8 –through Centralized Computer Based Objective Type examination (CCBT) - Special Drive – Reg.

Ref: Railway Board's Letter No.E(GP)2022/2/4 dated 14.12.2023 circulated as PBC No.247/2023 and other related letters circulated as PBC No.162/2022 203/22, 213/22 , 236/22, 241/22& 242/22 & 01/24

I. Railway Board vide letter dated.14.12.2023 have decided that a Special Group "B" Selection drive shall be carried out to fill up the Gazetted vacancies prevailing on the Railways. Accordingly, it has been decided to fill up these vacancies by holding another round of 70% Selection and 30% LDCE through Centralized CBT for promotion to Group 'B' posts by NAIR vide Board's letter dated 14.12.2023 and circulated as PBC No.247/2023, subject to other conditions specified therein. Accordingly, it is proposed to conduct 30%LDCE for the Group-B posts of APO in this Special Drive, in Pay Matrix Level –8 in Personnel Department through Centralized Computer Based test to be conducted by NAIR/Vadodara. **Eligibility, Method of Selection, Syllabus (PBC circulated vide No. 236/2022) and Instructions regarding applying online is attached as Annexures "A", "B", "C" & "D" for guidance.**

Applications are hereby invited for promotion from Group 'C' service to Group 'B' service in Personnel Department for the post of APO through Limited Department Competitive Examination against 30% of the vacancies as per the schedule indicated below:-

Registration of application online	Date and time of Opening	23.02.2024 at 10.00 hrs
	Date and time of Closing	14.03.2024 at 23.59 hrs
Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters.		26.03.2024 at 17.00 hrs

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II. The Vacancies notified are as under:

UR	SC	ST	Total	PwBD
01	Nil	Nil	01	Nil

III. How to apply: -

1. Detailed instructions for filling up the online application is available in the web portal and also enclosed herewith as **Annexure "D"**.
2. Volunteers should apply for the post **ONLINE** by visiting the official website **www.srhqpb.in**
3. Volunteers are advised to carefully read the entire instructions and information available on the official websites of **sr.railnet.gov.in, sr.indianrailways.gov.in, srhqpb.in and nair.indianrailways.gov.in** before filling up the application online.
4. **The applications received will be treated as "Invalid/Ineligible" on the following grounds:**
 - (i) **Unsigned application.**
 - (ii) **Application without affixing latest photograph.**
 - (iii) **Application without verification and certification by Supervisory /Controlling official.**
5. Applicant must note that, if any information furnished by him/her is false or misleading, the application/candidature is liable for rejection and action will be initiated under D&AR rules.

IV. Instructions to the forwarding Cadre Controlling Officials:-

The respective cadre dealer / controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register, Seniority Lists and other available relevant records. After due verification, each online application has to be certified regarding the eligibility and forwarded online with remarks, if any.

In addition, an excel file containing all the relevant details of all applications should also be downloaded. The downloaded excel data file should also be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website and also forwarded in e-office to the undersigned as e-receipt **on or before 17.00 hrs of 26.03.2024.**

It may be strictly ensured that only the applications which are found eligible to be forwarded to Headquarters.

The relevant data in Excel sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.

The Genuineness of the community certificate of the reserved community employees may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of the community certificate failing which the candidature will be summarily rejected.

The details of court cases, if any, against the seniority or substantive status of the employees who have submitted their application for the above selection may be advised separately to this Office by the controlling Officer drawing the attention of APO/Gaz/HQ/MAS **on or before 17.00 hrs of 26.03.2024** through e-office.

If volunteers are undergoing penalty of reduction to lower grade etc. or under suspension or any departmental proceedings have been initiated for major penalty or any RPUP cases are pending, the particulars of such employees should also be advised with details to Dy.CPO/Gaz/HQ in a sealed cover.



It is observed from the applications received from volunteers in the past that the date of entry into Grade Rs.5000-8000 in V PC/Rs.9300-34800+GP Rs.4200 (Level-6) in VI PC and above on regular basis for assessing the non-fortuitous service has not been indicated in several cases due to which it becomes difficult to decide their eligibility or otherwise at this end. This aspect may specifically be scrutinized and specified before forwarding the application to this office by the forwarding Officer of the unit concerned.

When an employee is holding an ex-cadre post, details of his post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned.

It is the responsibility of the Personnel Officer of Division/Unit concerned to certify the correctness of the eligibility of candidates for admission to the examination as per the Service Register, Seniority List and other documents maintained by them and as per the conditions laid down in the notification.

V. There will be no Supplementary Examination.

VI. No Pre-Promotional training would be organized as all the vacancies are earmarked for "UR" only.

VI. **Syllabus**—Copy of the syllabus for the selection is enclosed as "**Annexure C**".

VII. General Instructions:

1. All those eligible volunteers should be in readiness to appear for the CCBT at short notice as per the schedule advised by NAIR/BRC/ Railway Board.
2. The volunteers who have responded to this notification are also equally responsible to attend the CCBT on the scheduled date and time. They shall be in touch with their Headquarters office at frequent intervals for any updates. For inquiries, they may contact the following Railway phone numbers.

APO/Gaz. : 22533 Ch. OS/Gaz : 22710

Since, this selection is being conducted through CBT by NAIR, the candidates who are applying in response to the notification are required to check the following websites for latest updates:

- (a) **SR Railnet – sr.railnet.gov.in**
- (b) **SR Internet – sr.indianrailways.gov.in**
- (c) **SR HQ PB – srhqpb.in**
- (d) **NAIR – nair.indianrailways.gov.in**

In addition to the above, candidates are instructed to check their email provided in the application for any updates.

3. For any assistance with regard to the above – the under mentioned Helpline Number may be contacted during office hours:

Name	Designation	Helpline Number
Shri. I. Rajasekaran	S&WI/PCPO/O/MAS	9003160637

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IX. The tentative selection calendar.

Particulars	Date
To apply online– Date and time of Opening.	23.02.2024 at 10.00 hrs
To apply online– Date and time of Closing.	14.03.2024 at 23.59 hrs
Last date for receipt of online applications at Headquarters from respective units	26.03.2024 at 17.00 hrs
Publication of eligibility list	24.04.2024
Date of CCBT by NAIR/Vadodara	Will be intimated in due course.

X. Important instruction to the Controlling Officers / Personnel Officers:

The original updated SRs and APARs for the last five years of all the applicants (along with the acknowledgement of the employee for having received the copies of APAR for each year) may be kept ready by concerned Controlling Officer for immediate transmission to this office whenever called for.

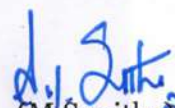
X. This Selection is subject to the provision contained in IREC, IREM & any other instruction issued by Railway Board from time to time.

XI. Wide publicity of this notification should be given to all staff including those who are on Deputation, Ex-cadre, training, leave/sick, etc., so as to enable them to submit their application through proper channel in time and staff may contact their Headquarter Office at frequent intervals.

Please acknowledge the receipt of this letter with date without fail.

The last date for applying through online by employee is 14.03.2024 at 23.59 hrs.

Encl.: Annexure "A", "B", "C" & "D"


(M. Sunitha)
APO/Gaz.
for General Manager

Copy to : PCPO, CPO/Admn., CPO/G, CPO/IR
Dy.CPO/Gaz., R&W, IR &Trg., Co-ord,
SPO/EMS, APOs/Welfare, Gaz, T,M&E, Genl.
All Chief OSs,/OSs of HQ/PB,
Dy. Chief Enquiry Officer/HQrs, Dy. CPLO/HQrs
GS/SRMU, NFIR, SROA, SRPOA, AISCSTREA, AIOBCREA

Eligibility for the selection for promotion from Group-'C' to Group-'B' service for the post of APO against 30% LDCE – Personnel Department:

Group 'C' employees who are working in substantive post of Ministerial Cadre in Pay Matrix Level-6 and above will be eligible to apply to the post of APO against 30% (LDCE), provided they have **rendered not less than 5 years of non-fortuitous regular service in Level-6 or rendered not less than 5 years of non-fortuitous regular service in Level-6 and above put together, including regular service rendered in the corresponding pre-revised grade (Ministerial cadre) as on 01.01.2023** from the categories as indicated below:

(i) Staff of Personnel Department consisting of Ministerial Staff, Staff & Welfare Inspectors excluding Teachers and Canteen Managers.

(ii) Stenographers & Ministerial Staff of:-

- a. General Administration
- b. Traffic and Commercial Department including PROs Office.
- c. Mechanical Engineering Department
- d. Civil Engineering Department
- e. Signal and Telecommunication Department
- f. Electrical Department
- g. Medical Department
- h. Security Department
- i. Stores Department
- j. Statistical and Compilation Branch

(iii) Staff of Cash & Pay and Time Office

(iv) Chief Law Assistant/Law Assistant, Cipher Instructor/Operator.

Special provisions for exercising option:

The Ministerial staff who have the avenue of promotion in the parent department in addition to the avenue of promotion for the post of APO (for example, Law Officer, Private Secretary/Gr.I) should exercise their option for promotion as APO within one month from the date of result of the selection. The option once exercised is treated as final in terms of Board's letter No.E(GP)92/2/19 dated 25.03.1992 and cannot be withdrawn/alterd subsequently.

Note:

- i) Staff whose lien and seniority is maintained in the relevant cadres of Southern Railway are only eligible to apply.
- ii) Eligible staff working in the Construction/Project Organization on deputation, training & any Ex-cadre Organization and having lien & seniority in the relevant cadres of Southern Railway, who desire to volunteer for the above LDCE may submit their online application through proper channel i.e. through their respective Personnel Department Officer, where they hold lien.
- iii) Employees working in Level-6 on ad hoc basis are not eligible to apply. Employees who have been granted financial upgradation in Level-6 under MACPs are also not eligible to apply.
- (iv) For assessing the period of Non Fortuitous service, the following may be Kept in view.



- (a) As per RBE 55/1997 dated 17.04.1997, regarding counting of service rendered in the old unit on "**own request transfer**", the service rendered in the absorbing unit alone will count for eligibility wherever a minimum length of service is specified as a condition for consideration for promotion including promotion to general selection posts.
 - (b) The above instructions were partially modified vide RBE 34/2006 dated 21.03.2006. In terms of RBE 34/2006, on counting of service rendered in the old unit on "**own request transfer**" for the purpose of qualifying service for promotion in new unit, the service rendered by them in the old unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion including promotion to general post in the new unit subject to the conditions that the service so allowed to be counted does not exceed the length of service of the immediate senior in the new unit and the benefit of counting of service will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts.
 - (c) In terms of RBE 40/2008 dated 13.03.2008, those instructions were made applicable for reckoning the minimum qualifying service of Group "C" employees, in case of own request transfer to a new unit in the same category of posts, for determining their eligibility for promotion to Group "B" posts also.
 - (d) Regarding counting of service rendered in the old unit before **mutual transfer** of the employee for the purpose of determining eligibility for promotion to Group 'B' post, Board has clarified that instructions contained in Para 310 of IREM Vol.I governing the seniority of Railway servant transferred on mutual transfer will prevail.
 - (e) As advised in RBE No.102/2019 dated 25.06.2019 the time spent by a Railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".
 - (f) The volunteers who have completed 5 years of Non-fortuitous service in the current seniority unit of the cadre as on 01.01.2023 are only eligible to apply. The same may be verified and ensured by the Personnel Officer concerned while forwarding the applications.
- v) Eligible volunteers should apply online in the link **www.srhqpb.in** and submit their application.



Method of Selection for promotion from Group-'C' to Group-'B' service for the post of APO against 30% LDCE – Personnel Department

1. The Selection will be on the basis of written exam (Objective type), viva-voce and record of service.
2. The examination for LDCE will be one stage only and will comprise of only 1 paper with the following distribution of marks:

Single paper of 150 marks comprising 100% objective type multiple choice		
Questions with the following distribution of marks		
(a)	Technical (Professional) subject	80 marks
(b)	General knowledge including optional Questions of 15 marks on Official language Policy & Rules	40 marks
(c)	Establishment and Financial Rules	30 marks
	Qualifying marks	90 marks

3. Duration of the CBT examination will be 3 hours.
4. Question Paper will have 175 Questions out of which 150 questions are to be attempted.
5. One mark will be awarded for every correct answer. There shall be negative marking for incorrect answers and one third of mark will be deducted for every wrong answer.
6. Medical Examination:

Those who qualify in the written examination will be subjected to Medical Examination as per Para 530 (b) of IRMM. Those qualified in the written examination and declared medically FIT for Group "B" service will only be called for Viva-Voce test as per Railway Board's letter No. E(GP)80/2/8 dated 31/10/1991.

7. Record of Service and Viva-voce:

	Max Marks	Qualifying Marks
1. Viva-voce	25	30 (including at least 15 marks in the record of service part)
2. Record of Service	25	

(Railway Board's letter No.E(GP)/2005/2/69 dated 05.01.2006)

In order to qualify, a candidate must secure the minimum prescribed qualifying marks in the written examination, in the viva-voce which include record of service separately and also in the aggregate. After the viva-voce test, the names of successful candidates will be arranged in the order of merit on the basis of aggregate marks obtained by each of the candidates.

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Syllabus for 30% LDCE for Promotion to Group 'B' Post of APO in Personnel Department (Reference – PBC No. 236/2022)

I – Professional Subject

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

- a) Organization, objectives and functions of Personnel Department.
- b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.
- c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

- a) Classification of Services and Categories;
- b) General qualifications, conditions & rules for appointment; Medical fitness;
- c) Safety, Non-safety & Essential Categories;
- d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;
- e) Railway Recruitment Boards & Railway Recruitment Cells;
- f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

- a) Appointment, Seniority & Lien;
- b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;
- c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;
- d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;
- e) Procedures of Selection, Suitability and Trade Tests;
- f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;
- g) Rules of Transfer (Inter Railway & Inter Divisional);
- h) Deputation;
- i) Types of Leave; Rules & Joining Time; Encashment of leave;
- j) Pass Rules; AILTC;
- k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;
- l) HOER;
- m) PME & Mandatory Health Check-up;
- n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

- a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;
- b) Manpower planning; Book of Sanctions & Scale-check;
- c) Supernumerary posts & Redeployment;
- d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;
- e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;
- f) Duty Rosters; Link Diagram; Crew Link & Power Plan;
- g) Work-charged posts;
- h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;
- i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65
- j) Training Modules for different posts,
- k) Training under Apprentices Act, Online Training,
- l) Performance Appraisal - APARS & SPARROW.
- m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc.

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5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

- a) Formal & informal interaction with recognised trade unions and associations;
- b) PNMs, Staff Councils & PREM at various levels;
- c) Role of JCM and Labour Tribunals & Labour Commissioner;
- d) Facilities and privileges to trade unions & associations.
- e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

- a) Staff Grievances Redressal Mechanisms;
- b) SBF, Railway Institutes, Railway schools & colleges, scholarships,
- c) Ex-gratia payment,
- d) Incentive Bonus Scheme;
- e) Sports Incentives & cultural competitions, extra-curricular activities;
- f) Excursions, tours and holiday camps; co-operative Societies;
- g) Medical assistance;
- h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

- a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.
- b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

- a) Retirement rules, types & benefits;
- b) Old and New Pension schemes; Final Settlement rules under various circumstances;
- c) Qualifying Service;
- d) Pension & Family Pension, Provident Fund Rules;
- e) Commutation, Gratuity, GIS, Leave Salary;
- f) Other-than-Normal Retirement (ONR) cases;
- g) ARPAN, Pension Adalats & Pensioners' Associations & representations;
- h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

- a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;
- b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

- a) Service Law;
- b) Handling legal cases (in CATs and Courts);
- c) RTI & CIC matters; other statutory commissions / bodies;
- d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.


12. Any other matter related to any of the above-mentioned topics.

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II. Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Canons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Re-appropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

III – Establishment Rules

- 1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
 2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
 3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
 4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work-charged posts.
 5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
 6. The Railway Services (Conduct) Rules, 1966 and related instructions.
 7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
 8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bonus Scheme, Staff Grievances Redressal Mechanisms.
 9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
 10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
 11. The scope of Information Technology in Railway e – office. HRMS, IPAS, LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.
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INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online -www.srhqpb.in

Instructions to Candidates: -

- (i) The willing employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.
- (iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.
- (vi) The application completed in all respect duly forwarded by the Controlling supervisor / official, community certificate & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.**
- (vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- (viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/instructions later on.
- (ix) For any assistance required with regard to the above **Shri I Rajesekaran, S&WI/PCPO/O/MAS** may be contacted in the mobile number **9003160637** during office hours.

Instructions to Personnel Department Officer -

- (i) 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/ Divisional Officer etc.
- (ii) The user rights and passwords already provided may be utilized.
- (iii) The respective cadre dealer / controlling Personnel Officer 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 application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of **26.03.2024**.
- (iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.
- (v) Divisions and units may set up suitable helpline and give wide publicity to the same along with details including mobile number of the person who can be contacted for any assistance.

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