



दक्षिणरेलवे/ SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai - 600 003.
Dt.01.10.2024.

No.P[G]532/XVI/PS Gr.I (2023-25)

DGM Co-ordination & Secretary to GM for kind information of GM,
PS-I to AGM for kind information to AGM.
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/CW&LW/PER, Dy.CPO/WS/GOC, SPO/CN & RE/MS,
APO/TM/RPM, EWS/AJJ, APO/CW&LW/PER, S&T/PTJ,
APO/Stores & Workshop/PER, 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.

विषय/ **Sub:** Selection for promotion from Group "C" to Group "B" Service for the post of Private Secretary Grade-I in Pay Level- 8 of VII PC.

- 1) It is proposed to conduct a Selection for promotion from Group "C" to Group "B" Service for the post of Private Secretary- Gr.I in Pay Level – 8 in Misc Cadre.
- 2) (i) The vacancies assessed are as follows:-

UR	SC	ST	Total	PwBD
05	Nil	Nil	05	01 {clause (a) VI-(B,LV)}

- (ii) The PwBD vacancy is earmarked for under clause (a) as per DoP&Ts Office Memorandum dated 17.05.2022 with functional classification as Visually impaired - (Blindness, Low Vision) in terms of Railway Board's letter dated 14.11.2022 (PBC No.242/2022).

Registration of online application – Date of Opening.	01.10.2024
Registration of online application – Date of Closing.	15.10.2024
Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters.	22.10.2024

- (iii) The selection will consist of written Examination, Viva-Voce and assessment of record of service as followed in normal Group 'B' selections.

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- 3) (i) In terms of RBE No.53/2019 dated 19.03.2019(PBC.No.47/2019), the written examination shall comprise of one paper which shall have 100% Objective type Multiple choice Questions on Professional subject, Establishment Rules, Financial Rules and Official language policy as per the syllabus enclosed and duration of the examination is 2 hours. The papers will be of 100 marks and the qualifying marks for written and viva-voce and record of service is as under:-

No.	Description	Maximum Marks	Qualifying Marks
a)	Technical Subject including Official language policy	70 marks	60
	Establishment and Financial Rules.	30 marks	
b)	Viva voce	25	30
c)	Record of service	25	(including at least 15 marks in record of service)
Total		150	90

- (ii) One third of the marks allotted for each question will be deducted for every wrong answer.
- (iii) In terms of Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016, 10% of marks out of total 100 marks for testing the Professional ability should be set apart for questions on official language policy and official language rules. While the employees should be encouraged to attempt questions on official language policy and official language rules, the questions on official language should not be compulsory. This implies that the question paper would have 110 questions, out of which, 10 would be on official language policy and official language rules—out of these 110 questions, the candidates should attempt only 100 questions.
- (iv) The Syllabus for the written examination is enclosed as **Annexure "B"**.

4) Eligibility:-

- (i) Private Secretary/II who have completed two years of regular service as on **01.02.2023 in level -7** of VII PC.
- (ii) Stenographers who are eligible to appear in the selection for promotion as APO in Group 'B' in accordance with the provisions of Recruitment Rules for APO in terms of RBE No.17/2001 dated 30/01/2001 should exercise an option within one month of their empanelment, whether they will take up the promotion as either PS Gr. I in Level-8 or as APO. The option exercised is final and further progression to Group 'A'/IRPS will be allowed only for those opted for empanelment as APO.
- (iii) The list of PS/II who are eligible to appear for the above selection as on **01.02.2023** is enclosed as **Annexure - 'A'** (Main & reserve list).
- (iv) Eligible employees whose name appear in Main List and also Reserve List (Annexure "A") **should express their willingness/unwillingness for the Selection to the post ONLINE in the link www.srhqpb.in on or before 15.10.2024.**

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- (v) Employees are advised to carefully read all the related instructions and information available on the official websites of sr.railnet.gov.in, sr.indianrailways.-gov.in, srhqpb.in before filling up the application online.
- (vi) The respective cadre dealer/ controlling Personnel Officers should download (Excel Sheet) the particulars of the applicants and verify the correctness of the particulars with the Service Registers and other available relevant records. After due verification, the corrected data in Excel format duly indicating the corrections carried out in the remarks column and certified by the cadre controlling Personnel Officers may be uploaded in the website and the same may also be forwarded to the undersigned as e-receipt on or before **22.10.2024**.
- (vii) The Excel sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.
- (viii) Staff who are on deputation, Training, Leave/Sick should also be notified of the selection. Representations received on late receipt should not be entertained and the same should be disposed of at the Divisional /Unit level, rejecting them and no need to correspond with Headquarters. Sr. DPOs/DPOs/WPOs/APOs are advised to take special efforts to obtain the online willingness/unwillingness of the employees working under their control.
- (ix) The genuineness of the Community Certificate of the reserved community employees attached with the application may be verified by the cadre controlling Personnel Officer before forwarding the online application to Headquarters. If any of the community certificate, is under investigation the details of such cases may be advised to this office.
- (x) The details of court cases, if any, against the seniority of the substantive status of the employees mentioned in **Annexure- 'A'** may be advised separately to this office drawing the attention of APO/Gaz./HQ/MAS on or before **22.10.2024**.
- (xi) Particulars of employees who are under suspension or undergoing Penalty of reduction to lower grade or any departmental proceedings have been initiated for major penalty, should be sent in a sealed cover addressed to APO/Gaz./HQrs.
- (xii) The employees may also be advised that the final list of employees who will be allowed for the written examination will be advised on receipt of willingness/unwillingness from the Division/Unit.
- (xiii) In the event of any employee (Main/Reserve list) belonging to reserved community happens to be promoted against unreserved post, his/her promotion will be subject to the outcome of main SLP(C)4831 of 2012 and Contempt Petition (C) No.314 of 2016 filed in the same SLP pending before the Hon'ble Apex Court.
- (xiv) The controlling Personnel Officers are advised to keep the updated SRs and APARs ready, for the last five years, of the employees who have expressed their willingness and forward the same to the undersigned as and when called for.

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- (xv) Those who qualify in the written examination will be subject to Medical Examination as per Para 530 (b) of Indian Railway Medical Manual before Viva-Voce test and only those who qualify in the written examination and declared medically **FIT** for Group 'B' service will be called for Viva-Voce in terms of Railway Board's letter No. E(GP)80/2/8 dated 31.10.1991.
- (xvi) Personality, Address and Qualities of Leadership will be assessed at the Viva-Voce test. Marks of record of service will be given on the basis of APARs and relevant service records. Integrity of character will receive special consideration.
- (xvii) The panel will be formed consisting of employees who qualify in the selection, corresponding to the number of vacancies for which selection is held. Employees securing grading as Outstanding will be placed on top followed by those securing grading as Good inter-se-seniority within each group being maintained.

5) How to apply :-

- (i) Employees are advised to thoroughly read the entire instructions and information available on the official websites before filling up the online application.
- (ii) Employees listed in Annexure "A" should apply for the post through ONLINE by visiting the official website **www.srhqpb.in**.
- (iii) The detailed instructions for filling up the online application is available in the web portal and also enclosed herewith as **Annexure 'C'**.
- (iv) Applicants must note that, if any information furnished by them is found to be false at later stage, the application/candidature is liable to be rejected. Submission of false or misleading information by the applicant is liable for D&AR action against him/her.
- (v) The applications received will be treated as "Invalid/Ineligible" on the following grounds.
- (a) **Application unsigned.**
- (b) **Application without affixing latest photo.**
- (c) **Application without verification and certification by Supervisory/Controlling officials.**

6) Tentative Selection Calendar:-

Particulars	Date
Registration of online application – Date of Opening.	01.10.2024 16.00 hrs
Registration of online application – Date of Closing.	15.10.2024-23.59 hrs
Last date for receipt of online applications at Headquarters from respective units	22.10.2024
Alert notice	28.10..2024
Date of Written examination (Main)	23.11.2024
Date of Supplementary Examination (only on authentication subject to fulfilling conditions)	30.11.2024
Publication of Results	16.12.2024
Date of Viva Voce	20.12.2024
Publication of Panel	31.12 .2024

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7) **Supplementary Examination:-**

The employees who have not attended the written examination (Main), will be allowed for supplementary examination only on the following reasons:-

- (i) Those who could not be relieved due to Administrative Reason (or)
- (ii) Sickness (RMC) of the employee (or)
- (iii) Any other reason which is beyond the control of the employee.

Note:-

- 8) (i) The employees, who have responded to this notification, are also equally responsible to attend the written examination on the scheduled date & time. They shall get in touch with their Headquarters or this office, at frequent intervals for inquiries, if any, they may also contact the following Rly. Nos.

APO/GAZ : 22533,
Ch.OS/GAZ : 22710.

Help Desk:- For any assistance the under mentioned number may be contacted during office hours:

Name	Designation	Helpline Number
Shri D. Sugumar	S&WI /PCPO/O/MAS	98947 46454

They can also visit Rail net web site address.

<https://sr.railnet.gov.in/newhome/cpogaz/pb/index.aspx> at frequent interval to know their status, date and time for written Examination etc.

- (ii) The last date viz. **15.10.2024** for applying through online by employee is sacrosanct.
- (iii) In terms of instructions contained in Railway Board's letter No.E(NG)I/2018/PM1/4 dated 14.12.2018, the examination is likely to be conducted **through Computer Based Test (CBT)**.

Please acknowledge receipt.

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


(M.Sunitha)

APO/Gaz.

for General Manager.

Copy to :

PCPO, CPO/A, CPO/G, CPO/IR
Dy.CPO/Gaz, Trg, HQ, Co-Ord, IR&W.
SPO/Co-ord, APOs/Gaz, Welfare, C, M&E, SMO, IR & Trg, Genl.
All Chief OSs, /OSs of HQ/PB,
Dy. Chief Enquiry Officer/HQrs, Dy. CPLO/HQrs
GS/SRMU NFIR SROA SRPOA AISCSTREA AIOBCREA

Annexure 'A'

Main List

List of Eligible Private Secretary Grade- II in PB 2, Rs. 9300-34800 + GP- Rs. 4600/- to be considered for selection to the post of Private secretary Grade – I in PB 2 Rs. 9300-34800 + GP Rs. 4800/- (Level – 8 in VII PC) based on provisional seniority list published vide letter No.P(GS)612/XII/Seniority Stenos dt.29.01.2024.

S. No	Name S/Shri/Smt.Ms	Present Station	Comm.	D.O.B	D.O.A	Date of entry in PS/II Level- 7	Remarks
1	C.Rajasekaran	DRM/O/TVC	SC	13.05.66	26.03.91	01.02.03	
2	Nirmala Srinivasan	CAO/CN/O/MS	ST	16.06.71	14.06.91	10.03.03	
3	J.P.Jayakanthan	CSTE/CN/O/MS	SC	02.07.69	25.08.93	02.07.07	
4	K.M. Gunasundari	PCEE/O/MAS	SC	30.06.67	07.08.92	02.07.07	
5	S.Navamani	CWM/O/LW/ PER	SC	07.05.66	04.03.92	03.05.10	
6	M.BharathaSelvi	RRB/SBC	SC	15.06.69	27.08.93	07.05.10	
7	Suchitra Sakthiraj	PCE/O/MAS	SC	10.08.76	04.06.99	10.11.10	
8	A.Olivalar Selvi	PCOM/O/MAS	SC	16.08.79	18.04.02	22.11.10	
9	S.Meena	DRM/P/MAS	UR	02.05.66	19.11.86	30.08.12	
10	A.Premalatha	DRM/P/TPJ	SC	10.05.67	18.08.93	05.11.13	
11	J.VedhandhaDesigan	DRM/O/SA	SC	14.02.81	13.03.02	18.10.13	
12	T.M.Tharabai	Sr.DPO/O/PGT	SC	11.12.65	30.03.92 / 08.07.02	01.02.16	
13	J.Narayanan	CSTE/Proj/O/MAS	UR	25.06.66	11.03.87	29.04.16	
14	T.Parthasarathy	PCME/O/MAS	UR	26.12.66	05.02.90	18.11.16	
15	K.UmaMaheswari	CWM/O/PTJ	SC	18.09.80	08.03.02	09.01.17	
16	Sujatha Srinivasan	PCOM/O/MAS	UR	27.01.70	11.01.91	18.05.17	
17	R.Neethi Mohan	CPD/RE/O/MS	SC	05.05.70	05.07.02	25.11.17	
18	P.Vidiyadharan	RCT/O/MAS	UR	29.05.69	18.05.92	22.12.17	
19	Sripriya Srikanth	DRM/P/MAS	UR	24.12.71	13.07.92	03.08.18	
20	Devaki Kandaswamy	PCOM/O/MAS	UR	01.06.65	19.06.85	19.06.18	
21	P.Jayalakshmi	PCE/O/MAS	UR	22.05.67	09.12.88	02.01.19	
22	B. Mohambal	PCCM/O/MAS	UR	11.06.66	0.01.93	16.12.19	
23	M. Sakthivel (ST)	CWM/O/GOC	ST	17.05.82	10.07.08	18.11.19	
24	S. Nagalakshmi	CWM/CW/O/ PER	UR	01.05.70	28.05.92	08.01.20	
Reserve list							
25	J. Sudhavalli	Sr.DPO/O/MAS	UR	27.07.69	16.01.90	06.01.20	
26	Umaselvaraj	PCSTE/O/MAS	UR	14.11.66	18.01.90	06.01.20	
27	Prabhavathy Amma P.P	CSTE/CN/O/ERS	UR	14.04.65	19.07.90	07.10.20	
28	R. Jayanthi	PCME/O/MAS	UR	22.01.68	09.03.92	01.10.20	
29	B. Suresh Kumar	PCMM/O/PER	UR	21.02.68	03.04.92	20.11.20	
30	N. Raghuraman	CAO/CN/O/MS	UR	03.06.68	03.09.90	12.10.20	

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Annexure - "B"**SYLLABUS FOR THE WRITTEN EXAMINATION FOR SELECTION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY GRADE -I IN PAY Level - 8.****Qualifying Marks – 60****Total Marks - 100**

- 1) Maintenance of records, Service Book, Personal Files etc.
- 2) Office procedure- Receipt and Despatch, Docketing, Noting and Drafting.
- 3) Writing and Maintenance of Confidential Reports.
- 4) Monitoring and Disposal of VIP reference from Ministries, MP's, MLA's etc.
- 5) Grievance handling Machinery and Redressal of Grievances.
- 6) Official Language Policy and Rules.
- 7) Leave Rules.
- 8) Classification of Services.
- 9) Pay Scales and Principles of Pay Fixation.
- 10) Recruitment Policy
- 11) Rules of Reservation for SC/ST/OBC
- 12) Compassionate Appointment
- 13) Policy of Promotion
- 14) Types of Pay, types of allowances, TA Rules.
- 15) Pass Rules
- 16) Various types of Advances and their eligibility conditions.
- 17) Training of Officers and staff, Training Institutes, Zonal Training Schools.
- 18) Railway Servants (Discipline and Appeal) Rules, Railway Service Conduct Rules, Scheduled for Disciplinary Powers.
- 19) Schedule of Powers in Establishment matters.
- 20) Staff Welfare- Staff Benefit Fund, Consumer Co-operative Societies, Medical Assistance, Educational Assistance, Housing etc.
- 21) Retirement benefits under SRPF and Pension Rules.
- 22) Right to Information Act, 2005.



INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online - www.sr.hqpb.in

Instructions to Candidates: -

- The **willing & unwilling** employees will have to click on the 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 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.
- 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.
- In the print out, latest photograph of the employee should be affixed in the space provided and should affix his/her signature in the space is provided for this purpose.
- In the above application, the photograph has to be attested by the controlling supervisor / official, and forwarded affixing signature duly mentioning the name, designation and seal of the forwarding supervisor / official.
- The application completed in all respect duly forwarded by the Controlling supervisor / official, community certificate (for SC & ST only) & any other relevant documents, should be scanned as a **single PDF** and upload in the portal.
- Employee can 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.
- Employee can also download the copy of the submitted application. The employee may use the unique application number to check the status of his application/ instructions.
- For any assistance required, **Shri D. Sugumar, S&WI/PCPO/O/MAS** may be contacted in the mobile number **98947 46454** during office hours.

Instructions to Personnel Department Officer -

- 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 respective dealer should download (Excel Sheet) the particulars of the applicants and verify the correctness of the particulars with the Service Registers and other available relevant records. After due verification, the corrected data in Excel format duly indicating the corrections carried out in the remarks column and certified by the cadre controlling Personnel Officers may be uploaded in the website and the same may also be forwarded to the undersigned as e-receipt on or before **22.10.2024**
- The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.

D. Sugumar