

SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003.
Dated: 21 /11/2022.

P(S)608/II/45/Vol.V

PCE, PCME, PCOM, PCCMM, PCSTE PCEE, PCEESE, PCSO, CAO/CN/MS
CCM/Marketing , CCM/Rates/MAS, TPJ, SDGM & CVO
COS/PER. CMD/MMC/MAS, MD/RH/PER, CSC, CPRO.
AFA/MAS, CN/MS, MTP/MS
CE/MTP, CPM/RE/MS, CWM/LW/PER, CW/PER, GOC & S&T/PTJ
CEWE/PER, CSTE/CN/MS, GM/ST/MMC/MAS, TPJ
DRM/P/MAS, MDU, SA, PGT, TVC, PGT, Sr.AFA/TPJ/GOC
DSC/MAS, TPJ, SA, PGT, TVC, Sr.EDPM/MMC/MAS
Dy.CP/Lo/Hqrs., Dy.CEO/HQrs/MAS., Secy. to GM
Dy.CE/EWS/AJJ, MPS/RPM, Dy.CMM/GSD/PER, MSD/PER,
Dy.CPO/CN/MS, Dy.CPO/CW/PER, SPO/Stores/PER,
WPO/LW/PER, GOC, S&T/PTJ, SPO/RE/MAS, SPO/MTP, APO/EWS/AJJ
WPO/CEWE/PER, Dy.CMM/GSD/PER, SPO/S&T/Proj/MMC/MAS
DGM/OL/MAS, Chairman/RRB/MAS, TVC, GGM/IRCTC/Chennai
Chairman/RCT/MAS, ERS. RRT/MAS, RRC/MAS,
AGM/RVNL/Chennai, Principal/Zrti/TPJ

NOTIFICATION

Sub:- Filling the post of Hostel Superintendent at MDZTI/TPJ with
PML-6 [Ex-Cadre]-Reg.

It is proposed to conduct a selection for filling up of 2 vacancies of Hostel Superintendent by calling volunteers from eligible employees in PML5 & PML-6.

1) Eligibility Criteria:

Employees/Volunteers from	called	Staff in PML-6 of all Departments who are working on regular measure. Staff in PML-5 of all Department with minimum 2 years of service may also apply. However, their candidature will be considered only if sufficient number of volunteers are not available in PML-6.
Age Limit		Upper Age limit is 52 years on the date of notification.
Conditions for application		Employees already working in another Ex-Cadre post need not apply. It should be ensured that while forwarding the application of volunteers, necessary conditions as indicated in PBC Nos. 169/2001 & 72/2005 are strictly completed.
Tenure		8 years

2) Selection Procedure:

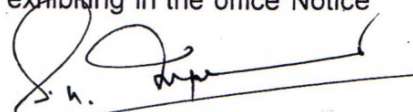
- 100% objective type Written examination with negative marking followed by Viva Voce in respect of qualified candidates in the written examination.



- ii) In terms of PBC No.263/2018 and 46/2019 the Written examination shall comprises of 100 objective of 100 Objective type multiple choice questions.
- iii) In terms of PBC No.264/2019, there shall be negative marking 1/3rd mark reduced for every wrong answer.
- iv) Selection will be based on merit as per the instructions contained in RBE/No.113/2009 and PBC 121/2009.

3) **General Instructions:**

- i) Applications should be submitted through online mode only from 30/11/2022 to 20/12/2022 <https://notifications.srhqpb.in> duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated 30/08/2022.
- ii) The link for the notification along with instructions/application made available form will be made available from 30/11/2022 in the Personnel Branch notification website at <https://notifications.srhqpb.in> and also in the Railnet website of Southern Railway.
- iii) The employees willing to apply for the above selection have to submit their applications through the above mentioned website in online mode only. Applications received from any other mode will be summary rejected.
- iv) The instructions to applicants briefing the procedures/registration of applications through online mode will be included in the website notifications for information and guidance.
- v) After submission of the application by the employees, Cadre Personnel Officer of the Division/Unit concerned will download the application and certify the correctness of the application and upload it for further processing in HQ.
- vi) The syllabus are annexed herewith for information to the applicants.
- vii) If there are no volunteers for the proposed selection of Hostel Superintendent then the Cadre controlling officer/Personnel Officer concerned shall send a NIL report on or before 20/12/2022 through e-office certainly to avoid delay in processing of the selections.
- viii) Wide publicity of this notifications may be given by exhibiting in the office Notice Boards for information of all staff concerned.



(S.K. INDUSEKAR)

Assistant Personnel Officer/T, M&E
For Principal Chief Personnel Officer

Copy to: COM/GI for information
The Principal, MDZTI/TPJ
All Cadre Officers/HQrs.
GS/SRMU.

(15)

**PROPOSE SYLLABUS FOR THE WRITTEN EXAMINATION TO BE
CONDUCTED FOR THE SELECTION OF HOSTEL SUPERINTENDENT AT
ZRTI/TPJ**

General

1. Administrative set up – Indian Railways.
2. Safety Organisation and its functions.
3. Computer and its applications in Railways
4. Afforestation and its impact on environment.
5. Customer service
6. Official Language Implementation Policy (OLIC).

ESTABLISHMENT

1. HOER
2. Pass Rules
3. Leave Rules
4. WCA
5. Conduct Rules
6. DAR

STORES & ACCOUNTS

1. Tender – Types
2. Stock & Non Stock items – Procurement Procedure
3. Inventory Control
4. Stock Verification – Maintenance of T & P Register, DBR Stock sheet
5. Consumable Stores.
6. Condemnation of Stores.
7. Imprest Cash.
8. Schedule of Power.
9. Budget.

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 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 (for SC & ST only) & 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. M. Karthik, Ch.S&WI May be contacted in the mobile number 22766 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 same 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 20/12/2022.
- (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.