

## SOUTHERN RAILWAY

Headquarter Office,  
Personnel Branch,  
Chennai – 600 003.  
Dated:- 23/11/2022

No.P(S) 535/II/11/Vol.XXII

DRM/P/MAS, SA, PGT, TPJ, MDU, TVC

### NOTIFICATION

Sub:- Notification for filling up of vacancies of Sr.Trains Clerk in PCOM/O/MAS in Level 4 of VII PC on Tenure basis.

\*\*\*\*\*

It is proposed to conduct a selection for filling up of **1** vacancies of ~~4(ONE)~~ Sr.Trains Clerk in PML-4 of 7<sup>th</sup> CPC in Headquarters Office at PCOM/O/MAS, by calling volunteers from eligible employees in PML-4.

#### **1.0 Eligibility Criteria:**

Employees/Volunteers called from	Staff working as Train Clerk in PML-4 on regular measure in Divisions (not MACP) may be considered.
Age Limit	Upper Age limit as on the date of notification is 55 years.
Conditions for applications	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 PBC169/2001 & 72/2005 are strictly complied.
Tenure	Tenure period is 4 years. They will be repatriated to parent cadre on completion of their tenure period or 3 months prior to the date of their retirement or when their performance is found to be not satisfactory at any time without assigning any reasons whatsoever, whichever is earlier.

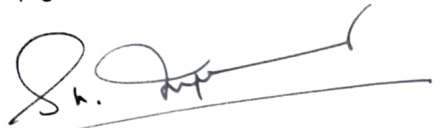
#### **2.0 SELECTION PROCEDURE:**

Selection will be based on assessment of Service Records, Performance and Experience etc., as reflected in the APARs and SR entries and drafting will be at the discretion of the Competent Authority.

#### **3.0 GENERAL INSTRUCTIONS:**

- Applications should be submitted through online mode only from 07/12/2022 To 21/12/2022 at <https://notifications.srhqpb.in> duly adhering to the procedures and instructions envisage in PBC No. 150/2022 dated: 30/08/2022.
- The link for the notification will be made available from 07/12/2022 in the Personnel Department internet website <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 summarily 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 the closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.
- vi) The respective cadre dealer/controlling Personnel Officer should verify the correctness of the particulars of each applicant in the downloaded excel file with Service Register and other available relevant records. After due, verification, each applicant has to be certified in the excel file in remarks column without fail. The same has to be uploaded in the Website along with the covering letter, and a copy should also be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs. 21/12/2022.
- vii) The list of supporting downloaded as detailed below should be kept in PDF format (to be attached along with the application) as the case may be
- d) Community Certificate in the case of reserved community employees.
  - e) Certificate in support of Educational Qualification other than Qualification mentioned in Service Register.
  - f) Other relevant documents sought in the notification.
- viii) If there are no volunteers for the proposed selection of Trains Clerk then the Cadre controlling officer/Personnel Officer concerned shall send a NIL report on or before 21/12/2022 through e-office certainly to avoid delay in processing of the selections.
- ix) Wide publicity of this notification may be given by exhibiting in the office Notice Boards for information of all staff concerned.
- x) For any inquires, the applicants may contact the Railway Phone number for support Ch.SWI/T&ME/HQ-9003160626 and Ch.OS/Optg. 23676.



(S.K. Indusekar)  
Assistant Personnel Officer/T, M&E  
For Principal Chief Personnel Officer.

Copy to: PCOM, COM/GI for information please.



## INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online –[www.srhqpb.in](http://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 **9003160626** 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.