



## दक्षिण रेलवे / SOUTHERN RAILWAY

No. P(S) 535/II/SCD/Vol. III

प्रधान कार्यालय/Headquarters Office

कार्मिकशाखा/Personnel Branch,

चेन्नै/CHENNAI - 600 003

दि./Date 07.02.2023

All Concerned,

**Sub: Filling up of vacancies for the post of Staff Car Driver/Tech. Gr III in  
Pay Matrix Level -2 in Headquarters Office/Operating Department**

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It is proposed to fill up **one vacancy (UR)** of Staff Car Driver, Tech Gr.III in Pay Matrix Level- 2 in Headquarters Office/Operating Department/ Southern Railway/MAS.

### 1. ELIGIBILITY CRITERIA

- The employees in PML-1 and 2 with minimum 3 years of regular service as on 13.02.2023 i.e. the date of online notification are eligible to apply for the above mentioned post.
- The employees who are willing to apply for the above post should have a valid **Driving License for Heavy Vehicles** (four wheeler) issued by the Regional Transport Authority of the State Government and **First Aid Certificate** as on date of the notification.

### 2. SELECTION PROCEDURE

Selection is based on passing the trade test which will be conducted by CWM/RT/CW/PER.

### 3. GENERAL INSTRUCTIONS

- Applications should be submitted through online mode only duly adhering to the procedures and instructions envisaged in PBC No. 150/2022 dated 30/08/2022 the link for the same will be made available **from 13/02/2023 to 28/02/2023** in the Personnel Branch notification website at <https://notifications.srhqpb.in> and also in the Rail net website of Southern Railway.

**Opening date** - 13.02.2023

**Closing date** - 28.02.2023

- ii) The employees willing to apply for the above selection have to submit their application through the above mentioned website in online mode only. **Applications received from any other mode will be summarily rejected.**
- iii) The instructions to applicants briefing the procedures/registration of applications through online mode will be included in the website notifications for information and guidance.
- iv) The list of supporting documents as detailed below should be kept in PDF format (to be attached along with the application) as the case may be
  - a) Community Certificate in the case of reserved community employees.
  - b) Certificate in support of Educational Qualification other than Qualification mentioned in Service Register.
  - c) Other relevant documents sought in the notification.
- 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. 03/03/2023.**
- vii) If there are no volunteers for the proposed selection of Staff Car Driver in PML -2, then the Cadre controlling officer/Personnel Officer concerned shall send a **NIL report on or before 03/03/2023 through e-office** certainly to avoid delay in processing of the selections.
- viii) Wide publicity of this notification may be given by exhibiting in the office Notice Boards for information of all staff concerned.
- ix) For any inquiries, the applicants may contact the Railway Phone number for support **Ch.SWI/T&ME/HQ-9003160626 and Ch.OS/Optg. 23676.**

SOORATHI  
KOTEESWARIAH  
INDUSEKAR

Digitally signed by SOORATHI KOTEESWARIAH INDUSEKAR  
DN: c=IN, o=Personnel,  
serialNumber=5586026401026A93696433358540C055413940C10F  
985349956752B, postalCode=400021, st=TAMIL NADU,  
serialNumber=20707555407B8A9AC20655A6A810F33911714B666  
49A7591912048F6A, cn=SOORATHI KOTEESWARIAH INDUSEKAR  
Date: 2023.02.08 12:19:46 +05'30'

**(S.K. INDUSEKAR)**  
**Asst. Personnel Officer/T, M&E**  
**for Principal Chief Personnel Officer**

**Copy to: All Personnel Officers/Hqrs/PB**  
**All Ch. OS/PB/Hqrs, Ch. OS/General Branch for necessary action.**  
**Ch. SLWI/Systems to upload in the Rail net**  
**GS/SRMU, GS/NFIR, GS/AIOBC, GS/AISCST**



## INSTRUCTIONS FOR ONLINE APPLICATION

Annexure

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 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, HVDL, FAC & 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 Ch-SWI/T, M&E/HQ 9003160626 may be contacted in the mobile number Ch-AS/OPg. 23676 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 \_\_\_\_ hrs of
- (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.