



दक्षिणरेलवे / SOUTHERN RAILWAY

प्रधानकार्यालय / Headquarters Office,
कार्मिकशाखा / Personnel Branch,
चेन्नै / Chennai - 600 003.

File No: SR-HQ0HR(ELEC)/52/2023 [Computer No: 406282]

Dated: 31.12.2024.
02.01.2025

Sr.DPO/MAS TPJ SA PGT & TVC
DPO/MDU

Sub: Filling up of post of one CLI (CTLC) in Level-7 at Central Control / HQrs.
Ref: This office notification of even No. dated 02.12.2024.

Further to the notification cited above, the following instructions may please be notified to all concerned under clear acknowledgment.

Schedule for submission of ONLINE application			
Already notified under letter cited above		Now, revised	
Opening Date	Closing Date	Opening Date	Closing Date
16.12.2024	08.01.2025	09.01.2025	31.01.2025

The existing instructions to be followed are reiterated as under:

- 1) Applications should be submitted through ONLINE mode in the Personnel Branch notification website <https://notifications.srhqpb.in> duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated 30.08.2022.
- 2) The link for the notification along with instructions / application form will be made available from 09.01.2025 in the Personnel Branch notification website at <https://notifications.srhqpb.in> and also, in the Railnet website of Southern Railway.
- 3) The respective Cadre Dealer/Controlling Personnel Officer should verify the correctness of the particulars of each applicant in the downloaded Excel File with the Service Register and other available relevant records.
After due verification, certification to this effect should be made against each applicant in remarks column of Excel File.
The same has to be uploaded in the website along with the covering letter by the respective Divisions.
A copy of the same should also be forwarded in e-Office to the APO/C,M&E/HQrs. as e-receipt on or before 17.00 hours of 10.02.2025.
- 4) If there are no volunteers for the above post, the Cadre Controlling Officer/Personnel Officer concerned shall send a 'NIL' report on or before 10.02.2025 through e-Office certainly to avoid delay in processing of the said drafting.

Apart from the above, the required details for the post of CLI/CTLC in Pay Matrix Level-7 should be furnished by the applicant in the enclosed 'FORMAT' duly certified by the Supervisory Official concerned and respective Controlling Personnel Officer without fail and the same has to be uploaded by each applicant along with application.

Encl.: Format


(R. Rajesh Kumar)

Asst. Personnel Officer/C,M&E
for Principal Chief Personnel Officer

Copy to: CELE - For kind information please

Dy.CEE/Loco & OP/HQrs. Sr.DEE/OP/MAS TPJ MDU SA PGT & TVC
Secy. to PCEE
GS/SRMU
GS/AISCSTREA
GS/AIOBCREA

'FORMAT' – To be uploaded by the applicant with required details.

[PCPO/MAS' Notification under File No:SR-HQ0HR(ELEC)/ 52/ 2023 (Comp No 406282) dated 02.12.2024]

1	Name [Shri/Smt/Kum.]	
2	Present Designation / Station / Division	
3	Trained in Loco Types	
4	Previous work experience as CCC / CTLC/ CPRC	

Signature of the applicant with Date :

Certified that the particulars furnished above have been verified and found correct and forwarded to Sr.DPO/DPOs.

Signature of the Supervisory Official :
with Designation/Seal

Certified and forwarded to PCPO/MAS.

Signature of the Personnel Officer :
with Designation/Seal



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प्रधानकार्यालय / Headquarters Office,
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चेन्नै / Chennai - 600 003.

File No: SR-HQ0HR(ELEC)/52/2023 [Computer No: 406282] Dated: 02.12.2024.

Sr.DPO/MAS TPJ SA PGT & TVC
DPO/MDU

Sub: Filling up of post of one CLI (CTLC) in Level-7 at Central Control /HQrs.

Ref: 1) Railway Board's letter No.E(P&A)II-2009/RS-17 dated 03.07.2019
(RBE No.108/2019 & PBC No. 143/2019).

2) PCPO/MAS's Memorandum No.P(S)135/III/ACR/2022-2023 dated
13/14.09.2023 (ACR of Running staff for the year 2022-2023)

In terms of Board's letter cited above, the post of Chief Traction Loco Controller has been merged with the post of Chief Loco Inspector (CLI) and re-designated as CLI (CTLC). Hence it is proposed to fill up one post of CLI (CTLC) in Level-7 at Central Control / HQrs. by screening from among the existing CLIs of all Divisions on "Drafting" basis.

I. Selection Procedure :

Drafting will be done on the basis of screening and perusal of Service Record and APARs by the Competent Authority to shortlist the volunteers for drafting. Seniority may not be the criterion for the drafting process.

II. Terms and Conditions :

- 1) CLIs, who are posted as CLI (CTLC) on 'drafting basis' to perform the stationary duties in the HQrs. will be eligible for payment of 'allowance in lieu of kilometerage' (ALK) of 120 Km. per day at the rate applicable to them in terms of Railway Board's letter dated 03.07.2019 (RBE No.108/2019). And, they will be eligible for the pay and allowances as permissible.
- 2) CLIs drafted will be subjected to all the terms and conditions of service as applicable to the CLI, including periodical examinations.
- 3) The tenure of posting of such drafted CLIs to perform duties for a period of 3 (three) years with a cooling off period of equal duration.
- 4) For such drafting of CLIs, screening will be done by the Officer controlling the post of CLI (CTLC) / HQrs. in Level-7.

III. GENERAL INSTRUCTIONS :

- i) Applications should be submitted through online mode in the Personnel Branch notification website <https://notifications.srhqpb.in> duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated 30.08.2022.

(a) Application opening date : 16.12.2024

(b) Application closing date : 08.01.2025

- ii) The link for the notification along with instructions/application form will be made available from 16.12.2024 in the Personnel Branch notification website at <https://notifications.srhqpb.in> and also, in the Railnet website of Southern Railway.

: 2 :


- iii) The employees willing to apply for the above post 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 employees should upload the requisite documents in the above mentioned **website in PDF format as a single file only.**
- v) After submission of the application by the employee, Cadre Personnel Officer will download the application and certify the correctness of the application and upload it for further processing at HQrs.
- vi) **After closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.**
- vii) **The respective Cadre Dealer/Controlling Personnel Officer should verify the correctness of the particulars of each applicant in the downloaded Excel File with the 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.

A copy of the same should also be forwarded in e-Office to the APO/C,M&E/ HQrs. as e-receipt on or before 17.00 hours of **15.01.2025**.

- viii) If there are no volunteers for the above post, then the **Cadre Controlling Officer/ Personnel Officer concerned shall send a 'NIL' report on or before 15.01.2025** through e-Office certainly to avoid delay in processing of the said drafting.
- ix) Wide publicity may be given to this letter, duly exhibiting in the office notice boards for information of all staff concerned.
- x) In case if any data given by the employee is found to be incorrect or false at a later date, **disciplinary action will be initiated** under D&A Rules against the employee.
- xi) **It is the responsibility of the respective Personnel Branch to verify / ensure the eligibility of the employees to participate in the screening for the above post and ensure that ONLY applications of the eligible employees are forwarded to this Office by the respective Personnel Branch.**
- xii) For any other queries, the applicants may contact the Chief S&WI/C,M&E/ HQrs. in Mobile Phone No. 9003160626 or Railway Phone No. 23695.

 29/11/2024
(M.Syed Sirajuddin)

Asst. Personnel Officer/SMO
for Principal Chief Personnel Officer

Copy to: CELE – For kind information please

Dy.CEE/Loco & OP/HQrs.

Sr.DEE/OP/MAS TPJ MDU SA PGT & TVC

Secy. to PCEE

GS/SRMU

GS/AISCSTREA

GS/AIOBCREA

INSTRUCTIONS TO THE CANDIDATES FOR "ONLINE APPLICATION"

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

- (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 (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 **Chief S&WI/C,M&E/ HQrs. may be contacted in Mobile Phone No. 9003160626 or Railway Phone No. 23695 in the mobile number 22766 during office hours.**

