



## SOUTHERN RAILWAY

Headquarters Office,  
Personnel Branch,  
Chennai – 600 003.

Date: 06.06.2025.

No.P(GS)535/XII/VIG/HQ/Vol.XVII

CAO/CN/MS, CAO/CN/ERS, CPD/RE,  
PCE, PCME, PCOM, PCCM, PCSTE, PCEE, PCMM/PER, PCMD,  
Chairman/RRB/MAS, TVC, RRC/MAS,  
CVO/MS, CMD/MMC/MAS, DRM/P/MAS, TPJ, MDU, PGT, TVC, SA  
CWM/LW/PER, CW/PER, GOC & PTJ,  
Dy.CPLO/Plg/Hqrs, Dy.CEO/Hqrs/MS  
Dy.CE/EWS/AJJ, SMM(P&S)/RPM, Dy.CMM/GSD/PER, MSD/PER,  
S & AO/MAS, APO/Stores/PER,  
WPO/C & LW/PER, WPO/GOC, S&T/PTJ,

Sub : Filling up of Ministerial posts in Vigilance Branch/Southern Railway  
on ex. cadre basis – reg

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It is proposed to fill up the following Ministerial posts in Vigilance Department of Southern Railway/HQrs on ex. cadre basis subject to the following conditions:

Sl. No.	Name of the post	Pay Matrix Level	No. of posts	Ministerial Staff in pay matrix level can apply
1	Sr.Clerk-Cum-Typist	Level-5	02	Level-5

- 1) Volunteers are called from the Ministerial Staff working in all departments/units of Southern Railway in pay matrix level-5 with two years of regular service are eligible to apply.
- 2) The tenure is for a period of 3 (Three) years only. The employees are liable for repatriation to their parent unit at any time on administrative grounds, if the performance of the employee is not satisfactory.
- 3) The employees who are already working in Ex. Cadre posts are not eligible to apply.
- 4) Selection criteria:
  - a. Written examination will be conducted for testing the candidate's proficiency in drafting and followed by viva voce and computer knowledge test by duly constituted selection committee.
  - b. Confidential Reports and Service Register details and marks obtained by each candidate in written test and viva voce will be considered. Candidates who obtain atleast 60% and above marks in written test will be called for to appear in viva-voce. Three member committee will examine all the aspects for selecting the candidates and recommend the suitable candidates on rank basis for Competent Authority's approval.
- 5) The applicants should not have any D&AR/SPE/Vigilance cases pending/contemplated against them.
- 6) Only those applications in the event of selection, if they able to relieve the employees should be forwarded by the Controlling officers else they need not forward the application of the employees concerned.

- 7) During the period of tenure in Vigilance Branch, their lien will be maintained in the parent unit and in the event of vacancies being filled up on regular basis they would be repatriated at any time to their parent unit.
- 8) Withdrawal of candidature after selection will not be permitted.
- 9) The employees will be entitled for transfer privileges as per extant rules.

**10) General instructions**

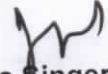
- I. Applications should be submitted through online mode only from **13.06.2025 to 14.07.2025** in Personnel Branch notification website at <https://notifications.srhqpb.in>, duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated:30.08.2022.
- II. The link for the notification along with instructions/application form will be made available from **13.06.2025** in Personnel Branch notification website <https://notifications.srhqpb.in> and also in Railnet website of Southern Railway.
- III. The employees willing to apply for the above post have to submit their application along with annexure enclosed in the notification duly certified by their supervisory through the above mention 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. The list of supporting document as detailed below should be kept in PDF format (to be attached along with the application) as the case may be
  - a) Certificate in support of Educational Qualification
  - b) Other relevant documents.
- VI. After the 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. The cadre controlling personnel officer should certify the eligibility of the application. 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 undersigned as e-receipt on or before 17.00 hrs of **21.07.2025**

- VIII. If there are no volunteers for the proposed selection, then the Cadre controlling officer/Personnel Officer concerned shall send a Nil report on or before **21.07.2025** through e-office certainly to avoid delay in processing of the selection.

Wide publicity of this notification may be given by exhibiting in the Office Notice Boards for information of all staff concerned

Encl:

Annexure

  
(J. Jarna Singer)

Assistant Personnel Officer/GI/HQrs  
for Principal Chief Personnel Officer.

Copy to :

SDGM & CVO/MS for kind information please  
All Ch.OS/PB/HQrs, Ch.OS/Vigilance Branch  
Ch.OS /System to upload in the Railnet please.  
GS/SRMU, GS/DREU, GS/NFIR, GS/AIOBC, GS/SCSTREA,  
Notice Board,





Annexure

I certify that, Shri. \_\_\_\_\_ Designation \_\_\_\_\_ office \_\_\_\_\_ is  
eligible to post of Sr.Clerk-cum-Typist in Level-5 at CVO/O/MS on ex.cadre basis.

1	Attendance	Regular / Irregular
2	Conduct	Good / Very Good / Outstanding
3	APAR grading	Average / Good / Very Good / Outstanding
4	Integrity	Beyond Doubt / Doubtful
5	Whether free from DAR/SPE/Vigilance cases	

Date:

Place:

Signature & designation of the Supervisory /Forwarding Officer

*[Handwritten Signature]*