



दक्षिणरेलवे/SOUTHERN RAILWAY

प्रधानकार्यालय/Headquarters Office

कार्मिकशाखा/Personnel Branch,

चेन्नै/Chennai-600 003

दि./Date: 20.08.2025

No.P(GS) 608/XII/Inspector Scouts&Guides/Vol.II

PCE, PCME, PCOM, PCCM, PCSTE, PCEE, PCSO, PCSC  
PFA/MAS, CCO, CCM/PM, CCM//Rates/MAS, CCM/Claims/TPJ,  
SDGM&CVO, PCMM/PER, PCMD/MMC/MAS, CAO/CN/MS, MTP/MS,  
CE/MTP, CPD/RE/MS, CWM/LW/PER, CW/PER, GOC & S&T/PTJ,  
CSTE/CN/MS, CSTE/Proj/MMC/MAS, FA&CAO/IT/MAS,  
GM/ST/MMC/MAS & TPJ, MD/RH/PER, CPO/CN/MS, CPRO,  
Sr.DPO/DPO/MAS, TPJ, MDU, PGT, TVC, SA  
Sr.DFM/MAS, TPJ, MDU, SA, PGT, TVC, Sr.AFA/TPJ, GOC & PTJ  
Sr.DSC/MAS, TPJ, MDU, SA, PGT, TVC, Sr.EDPM/MMC/MAS, MDU, PGT  
Dy.CPLO/Hqrs, Secy to GM, Dy.CE/EWS/AJJ, Dy.CEE/CW/PER  
Dy.CMM/GSD/PER, MSD/PER, Dy.CPO/C&LW/PER, Dy.CPO/GOC, Dy.CPO/CN/MS & ERS  
Sr. EO/HQ/MAS, SPO/EWS/AJJ, APO/C&LW/PER, APO/S&T/PTJ, APO/Stores/PER,  
Sr.LO/MMC, Chairman - RRB/MAS & RRB/TVC, GM/IRCTC/Chennai,  
Addl. Registrar/RCT/MAS, ERS, The Chairman/RRC/MAS,  
AGM/RVNL/Chennai, Principal/MDZTI/TPJ

**Sub:** Selection for filling up the post of Inspector/Guides/HQ  
(ex-cadre) in PML-5 – reg.

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- (1) It is proposed to conduct selection to fill up **ONE (01)** post of Inspector/Guides (ex-cadre) in Pay Matrix Level-5 in HQ.
- (2) The selection will be based on viva-voce and assessment of service records.
- (3) Employees of all departments in the same grade (Level-5) or one grade below [who have rendered a minimum of 2 years service in the immediate lower grade i.e. Level-4 in which the employee should be working on a regular basis (PBC 116/2023)] and who fulfill the following criteria are eligible to volunteer.

(4) **ELIGIBILITY CONDITIONS**

4.1 **Mandatory**

- (i) Should be an Assistant Leader Trainer.
- (ii) Should have served as Asst. State Organising Commissioner/Asst. State Training Commissioner/District Organising Commissioner/District Training Commissioner/Assistant District Commissioner.

**4.2 Desirable**

- (i) Should have experience in conducting / assisting camps at District level, State level & National level.
  - (ii) Should have participated actively in major guide activities at the Unit/District/State level.
- (5) The normal tenure of Inspector/Guides is **5** years. However, if the selected staff do not come up to the standard required they will be repatriated at any time, to their parent department without assigning any reason thereof.
- (6) A minimum cooling off period of two years is mandatory for consideration of an employee in one ex-cadre for posting to another ex-cadre post. (PBC 116/2023).
- (7) Employees working in an ex-cadre post can be considered for another ex-cadre post subject to the condition that the total period of tenure in such ex-cadre posts taken together shall not exceed five years in total (PBC 116/2023).
- (8) The distribution of marks for selection criteria (PBC 50/2006) is as under:-

SN	Factors	Maximum marks	Qualifying marks
1.	Professional Ability (Viva-voce)	50	30
2.	Record of Service	30	
	<b>Total</b>	<b>80</b>	<b>48</b>

The panel will be drawn in the order of merit as followed in the case of general posts.

- (9) The volunteers if selected should take up the posting as Inspector/Guides without fail. Unwillingness to take up the posting as Inspector/Guides after being selected will not be entertained. The controlling Officers should relieve the selected employee in time to join the new post.
- (10) The link for the web portal will be made available from 22.08.2025 in the Personnel Department internet website (srhqp.b.in) and also in the Railnet website of Southern Railway.

Opening of online registration of application	<b>22.08.2025</b>
Closing of online registration of application	<b>12.09.2025</b>
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters.	<b>17.09.2025</b>

- (11) The employees who are eligible to apply for the above selections should submit their application through the above said website in **online mode only**. Applications received from any other mode will not be considered. The Instructions for applying online for the above selection is enclosed herewith as **Annexure**.
- (12) The respective cadre dealer/Cadre-controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records and **certify the eligibility** of the employee for the subject selection.
- (13) In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file also should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website srhqp.in and also forwarded in e-office to the undersigned as e-receipt on or before the dates specified.
- (14) The notification may be given wide publicity. In case no application is received in your Office/Unit, a NIL report should be submitted on or before **17.09.2025**.
- (15) The volunteers should enclose attested copies of Qualification (Guides) Certificates along with their applications.

Encl: Instructions for applying online (Annexure)

(जे झरना सिंगर J. Jarna Singer)  
स.का.अ./सा. APO/GL/HQ  
कृते प्र.मु.का.अ. for PCPO/SR

Copy to :-

PCPO/SR, SCC&PCME/SR-for kind information please  
CPO/Admin, CPO/G, CPO/IR – for kind information please.  
All Hqrs PB Officers,  
GS/SRMU, GS/DREU,GS/NFIR,GS/SC/STREA,GS/AIOBCREA,  
IT section/PB/HQ to upload in the railnet please and in online portal.

**Annexure**

**INSTRUCTIONS FOR APPLYING ONLINE**

Link for applying online-<https://southernrailway.gov.in/srhqpb/home/NGaz/>

- The employee who desires to apply will have to click on the appropriate link. The link will lead to an application format in which the employee needs to fill up the required particulars.
- 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 download the filled up application from the portal in PDF format and print out of the same should be taken.
- In the print out, the photograph of the employee should be affixed in the space provided and the employee should affix his/her signature wherever the space is provided for this purpose. The affixed photograph should be duly attested by the controlling supervisor/official.
- After affixing the signature and photograph as above, the employee should get the columns/space provided for forwarding the application filled by the controlling supervisor/official by making appropriate entries including the name, signature and seal of the forwarding supervisor/official, in the space provided in the print out for this purpose.
- The completed application, duly forwarded by the controlling supervisor / official should be scanned and uploaded in the portal in PDF format by the employee.
- Once the scanned PDF format of the application is submitted, the employee has to click on the 'SUBMIT' button and submit the application.
- Once the scanned copy of the application is submitted, the employee will not be able to make any change in the application already submitted.
- On submitting the completed application as above, a unique application number will be allotted to the employee who will be specific for each employee with respect to each notification. Employee can also download the copy of submitted application bearing the unique application number. The employee may note the unique application number for further reference.
- The employee can check the status of his application by entering the unique application number and other relevant details.

**Instructions to Personnel Branch: -**

- 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 and Divisional Officer etc.
- The details of user rights and passwords will be issued.
- The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division / Unit for recommendation. If required, they may be forwarded along with reasons/remarks to the personnel officer of the unit.
- The concerned Personnel Officer will accept the application and forward the same to Headquarters.
- The concerned Personnel Officer can also reject the application duly specifying the reason for rejections.
- In case there is a need for the applications to be forwarded with the approval of the concerned departmental Officer, then a print out of the eligible / non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel Officer, before forwarding the same to Headquarters.
- The Dealer(s) and the Personnel officer at Headquarters level will have the facility to verify the applications and accept or reject the same duly indicating the reasons.
- Thereafter, the list of eligible candidates will be generated through the online portal by the concerned officer and the process of selection will be further processed as per the extant instructions.

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