



**SOUTHERN RAILWAY**

No. SR-HQ0HR(COML)/11/2025 (E-File No. 576565)

Headquarters Office,  
Personnel Branch,  
Chennai – 600 003  
Dated: 20.08.2025

**NOTIFICATION**

**Sub : Notification calling volunteers for drafting against the vacancies in IT Cell under Claims Office in PML-6 of the Pay Matrix of RSRP Rules, 2016 in HQ/Commercial Department-reg.**

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It is proposed to fill up six (6) vacancies in IT Cell of Commercial Brach/HQ in PML-6 (Ex-Cadre) of the Pay Matrix of RSRP Rules 2016, on lateral transfer basis by drafting.

The notification is open to the Group 'C' employees of Commercial Department in PML-5 & 6 of this Railway only.

**1. Eligibility Criteria**

- 1.1) Must possess a Degree in Computer/IT qualification (or) Staff possessing any Degree with Diploma in Computer Application from a recognized institute.
- 1.2) Staff with above qualification with experience in IT will be given preference.
- 1.1) Should be in Level-6 of the Pay Matrix (equivalent to GP ₹4200 in the 6<sup>th</sup> CPC) / in Level-5 of the Pay Matrix (equivalent to GP ₹2800 in the 6<sup>th</sup> CPC) and willing to serve in the same grade, as this is a lateral transfer basis on a tenure period not exceeding 4 years and the tenure may be extended for one year (maximum of 5 years only) in exceptional cases and drafting to IT Cell does not involve a promotion.
- 1.2) The employees in level-5 should have completed the minimum residency period of 2 years.
- 1.3) No upper age limit.
- 1.4) Employees working in ex-cadre post need not apply as they are bound by the terms in PBC No. 116/2023.

1.5) The lien and seniority of employees drafted will be maintained in their Parent Division/Cadre. All cadre-related or establishment matters should be routed through their Parent Division.

1.6) Staff should be free from DAR/SPE/Vigilance cases.

## **2. Selection Procedure:**

2.1) Drafting will be made based on the screening of Service Records (SRs), Annual Performance Appraisal Reports (APARs), and other criteria deemed appropriate by the competent authority from time to time.

2.2) Seniority will not be the determining factor.

## **3. General Instructions:**

3.1) The normal tenure for the post will be 4 years. The tenure period may be extended by 1 year in the exigencies of service. However, if the performance is found unsatisfactory, he/she is liable to be repatriated to the Parent Divisions even before the completion of the tenure period.

3.2) Applications should be submitted through online mode only from 26/08/2025 to 25/09/2025 in Personnel Branch notification website at <https://southernrailway.gov.in/srhqpb/home/NGaz/> duly adhering to the procedures and instructions envisaged in PBC No. 150/2022 dated 30.08.2022.

3.3) The link for the notification along with instructions/application form will be made available from 26/08/2025 in the Personnel Branch notification website at <https://southernrailway.gov.in/srhqpb/home/NGaz/> and also in the Railnet of Southern Railway.

3.4) The employees willing to apply for the above drafting have to submit their applications through the above-mentioned website in online mode only. **Application received from any other mode will be summarily rejected.**

3.5) The employees should upload the requisite documents in the above-mentioned website in PDF format as a **single file** only.

3.6) 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.

3.6.1.1 Certificate in support of Educational Qualification other than Qualification mentioned in Service Register.



3.6.1.2 Other relevant documents sought in the notification.

- 3.7) After the closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.
- 3.8) It should be ensured that while forwarding the application of volunteers, necessary conditions as indicated in PBC Nos. 116/2023 should be strictly followed.
- 3.9) 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, eligibility of each applicant has to be certified in the excel file in remarks column without fail. It is the responsibility of the respective Cadre Personnel Branch Officer at the Division to ensure that eligible candidates are forwarded and 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 30/09/2025
- 3.10) 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 30/09/2025 through e-office certainly to avoid delay in processing of the selection.
- 3.11 Wide publicity of this notification may be given by exhibiting in the Office/Station Notice Boards for information of all staff concerned.

For any enquiries, the applicants may contact the Railway Phone number for support - Ch.S&WI/C,M&E/HQ- 9003160626 and Ch.OS/NGS/Comml – 7845668488.

  
(S K Indusekar) 20/9

**Consultant (Personnel)/C,M&E  
for Principal Chief Personnel Officer**

**Copy to :** PCPO, CPO/G- for kind information.  
PCCM, CCM/PS. CCM/PM, CCM/FM, CCO, CPRO  
DRM/P/MAS, TPJ, MDU, TVC, PGT, SA  
Addl. Registrar/ MAS, ERS, PO/RCT/ERS  
Sr.DCM/MAS, TPJ, MDU, TVC, PGT, SA  
GS/SRMU DREU AISCTREA AIOBCA  
Notice Board.  
Ch. OS/Computer Section - for uploading the notification on the Railnet.