



दक्षिणरेलवे/SOUTHERN RAILWAY

No.P(GS) 608/XII/8/Ch.WSI/Vol.III

प्रधानकार्यालय/Headquarters Office  
कार्मिकशाखा/Personnel Branch,  
चेन्नै/Chennai-600 003  
दि./ Date: 29.08.2025.

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's/DPO's/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,EDPM/PGT  
Dy.CPLO/Hqrs, Secy to GM, Dy.CE/EWS/AJJ, Dy.CEE/CW/PER,Sr.MPS/RPM,  
Dy.CMM/GSD/PER,MSD/PER,Dy.CPO/C,L&E/PER,Dy.CPO/WS/GOC,Dy.CPO/CN&ERS,  
Sr. EO/HQ/MAS,Sr.LO/MMC, Chairman - RRB/MAS & RRB/TVC, GM/IRCTC/Chennai,  
APO/EWS/AJJ&TMRPM, APO/C&LW/PER,APO/S&T/PTJ,APO/Stores/PER,  
Addl. Registrar/RCT/MAS, ERS, The Chairman/RRC/MAS,  
AGM/RVNL/Chennai, Principal/MDZTI/TPJ

**Sub:** Selections for filling up Ex-cadre posts in Planning Branch/HQ -  
(i) Chief Planning Inspector (PML-7) (ii) Chief Work Study  
Inspector (PML-7) and (iii) Work Study Inspector (PML-6).

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- 1) It is proposed to conduct selections for filling up the vacancies in the Ex-cadre posts of
  - a. Chief Planning Inspector (PML-7)
  - b. Chief Work Study Inspector (PML-7) and
  - c. Work Study Inspector (PML-6) - in the Planning Branch of Headquarters.
- 2) Volunteers from Group-C staff of Personnel, Stores, Accounts, Mechanical, Electrical, S&T, Operating, Commercial, Medical& Engineering departments are eligible to apply.
- 3) Eligible volunteers should submit their applications through online mode in the Personnel Branch/HQrs. online portal available at the URL <https://southernrailway.gov.in/srhqpb/home/NGaz/> for the above selections.

4) The break-up of vacancies and pay-level of volunteers eligible are detailed below:-

Sl. No.	Category/PML	No. of vacancies	Com.	Eligible volunteers
(i)	<b>Chief Planning Inspector</b> Level-7	02	2-UR	<ul style="list-style-type: none"> <li>Volunteers from Group C in equivalent grade of PML-7 or one grade below from PML-6 [who have rendered a minimum of 2 years' service in the immediate lower grade <b>(i.e. Level-6)</b>] in which they should be working on a regular basis - PBC 116/2023.</li> </ul>
(ii)	<b>Chief Work Study Inspector</b> Level-7	10	9-UR 1-SC	<ul style="list-style-type: none"> <li>Volunteers from Group C in equivalent grade of PML-7 or one grade below from PML-6 [who have rendered a minimum of 2 years' service in the immediate lower grade <b>(i.e. Level-6)</b>] in which they should be working on a regular basis - PBC 116/2023.</li> </ul>
(iii)	<b>Work Study Inspector</b> Level-6	01	1-UR	<ul style="list-style-type: none"> <li>Volunteers from Group C in equivalent grade of PML-6 or one grade below from PML-5 [who have rendered a minimum of 2 years' service in the immediate lower grade <b>(i.e. Level-5)</b>] in which they should be working on a regular basis - PBC 116/2023.</li> </ul>
<b>Employees who are working on upgraded posts in Pay Level-8 and Level-9 are not eligible to apply for the above posts.</b>				

5) **General Conditions**

(i)	Staff should have put in at least 10 years of regular service in Railways as on the date of notification i.e. on 29.08.2025
(ii)	Staff should have a flair for analysing problems critically and coming to independent conclusions.
(iii)	The Age should be below 55 years as on date of notification.
(iv)	Fluent in English and capable of writing reports independently.
(v)	Should be prepared to proceed on tour extensive whenever required.
(vi)	Should have a reasonably good knowledge on the working of all Departments and have ability to collect, compile and put up the report individually.
(vii)	Preference will be given to graduate/diploma holders in Engineering Disciplines and those who have successfully undergone training in Work Study in recognized School/Institutions.
(viii)	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)
(ix)	The normal tenure of Ch.WSI/Ch.PLI/WSI is 4 years and shall not exceed 5 years (PBC 116/2023). 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.
(x)	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).

**6) Mode of Selection:-**

*The selection consists of written examination and perusal of record of service for each category separately.* The written examination will be conducted in CBT mode. A candidate should obtain a minimum of 60% marks in the written examination to consider for further selection process of Record of Service. The panel will be arranged as per merit (PBC 14/2014). An employee should secure a minimum of 60% marks in the professional ability (written examination) and 60% in aggregate for considering eligible for placement in the panel, subject to usual relaxation for employees belonging to SC/ST.

**7) Procedure of written examination**

- (i) In terms of PBC 263/2018 (RBE 196/ 2018), the question paper of written examination will be 100% Objective type. All the questions will be of multiple choices only.
  - (ii) 10% of the total marks will be set on **Official Language Policy and Rules**, which shall be optional and not compulsory in nature.
  - (iii) In terms of PBC 264/2019 (RBE 194/2019) **there will be negative marking @ 1/3 mark for a wrong answer** for all selections, including LDCE, where panel is arranged in the order of merit from those qualified.
  - (iv) In terms of PBC No.46/2019, the duration of the written examination will be 120 Minutes.
  - (v) The candidates will have the option of writing the examination either in English or in Hindi language and they are required to indicate the same in the application form itself.
- 8)** There will be no supplementary examination.
- 9)** If any of the volunteer is undergoing penalty or under suspension or any departmental proceedings have been initiated for major penalty or any RPUP cases pending, the particulars of such employees should be advised with details, along with the forwarding letter.
- 10)** The link for the web portal will be made available from 01.09.2025 in the Personnel Department internet website (<https://southernrailway.gov.in/srhqpb/home/NGaz/>) and also in the Railnet website of Southern Railway.

Opening of online registration of application	01.09.2025
Closing of online registration of application	15.09.2025
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters.	17.09.2025

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-B**.

- 11) 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. 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 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.b.in and also forwarded in e-office to the undersigned as e-receipt on or before 17.09.2025
- 12) After scrutiny the list of eligible employees to appear in the selections will be notified in the <https://southernrailway.gov.in/srhqp.b/home/NGaz/> website. The employee is equally responsible for ascertaining his eligibility for appearing in the written examination, if eligible. Hence, they have to keep a constant watch on the updates about the subject-selections at frequent intervals, which will be posted in this website.
- 13) A copy of the syllabus for the written examination is enclosed as **Annexure – A**.  
  
Wide publicity of this notification may please be given among all staff working under your control. In case no application is received in your Office/Unit, a 'NIL' report should be submitted on or 17.09.2025.

**Encl: Annexure 'A' & 'B'**

Digitally Signed by J Jarna  
Singer  
Date: 29-08-2025 18:04:53  
Reason: Approved  
(जे झरना सिंगर J.Jarna Singer)  
स.का.अ./सा. APO/GL/HQ  
कृतेप्र.मु.का.अ. for PCPO/SR

Copy to-

PCPO, CPO/Admin, CPO/G, CPO/IR-for kind information please  
CVO/MS - for kind information please  
All HQ-PB Officers, Dy.CPLO/HQ  
GS/SRMU,GS/DREU, GS/NFIR,GS/AISCTREA, GS/AIOBCREA,  
IT Section/PB/HQ – to upload in the Railnet and in Online portal

**ANNEXURE-A**

**SYLLABUS FOR THE POST OF CHIEFWORK STUDY INSPECTOR IN PML-7/  
CHIEF PLANNING INSPECTOR IN PML-7/WORKSTUDY INSPECTOR IN PML-6  
(Ex-Cadre)/Planning/HQRS.**

**A. GENERAL**

- 1) Hierarchical set up and line of control of planning Department at Zonal level and at Railway Board.
- 2) Man power planning
- 3) Work Study
- 4) Staff Bank
- 5) Bench Marking
- 6) Operating Ratio

**B. ESTABLISHMENT RULES**

- 1) HOER
- 2) Leave Rules
- 3) PNM, Industrial Relations
- 4) Retirement Benefits

**C. FINANCIAL RULES**

- 1) Parliamentary control over Railway Finance - Public accountability Cannons of financial propriety
- 2) Financial Planning, budgeting, budgetary and financial reviews.
- 3) Works Programme – financial justification of works Surveys, preparation of Estimates
- 4) Purchase and stores keeping procedure - inventory control and A B C Analysis
- 5) Financial and cost control in Railway Workshops.

**D. ENGLISH**

General English - Questions should be set so as to test the vocabulary and assess the ability of the candidate to conduct a study independently and prepare a report properly.

**E. Official Language Policy & Rules**

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**INSTRUCTIONS FOR APPLYING ONLINE**

**Annexure – B**

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

**Instructions to Candidates:-**

- The candidate who desires to apply will have to click on the appropriate link. The link will lead to an application format in which the candidate needs to fill up the required particulars.
- The application format has to be filled up carefully and after the candidate 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 candidate should be affixed in the space provided and the candidate 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 candidate 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 candidate.
- Once the scanned PDF format of the application is submitted, the candidate has to click on the 'SUBMIT" button and submit the application.
- Once the scanned copy of the application is submitted, the candidate 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 candidate specific for each with respect to each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for further reference.
- The candidate 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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