



दक्षिणरेलवे / SOUTHERN RAILWAY

सं.No.P(GS)608/XII/Instructor/ZRTI/Vol.II

प्रधानकार्यालय/Headquarters Office,
कार्मिकशाखा/Personnel Branch,
चेन्नै/Chennai-600 003
दि./Date: 10.09.2025

**CAO/CN/MS & ERS, SDGM& CVO, CPO/CN/MS,
Sr.DPOs & DPOs/MAS,TPJ, TVC,PGT,MDU & SA, Dy.CE/EWS/AJJ
DY.CPO/CW, LW&Elec WS, Dy.CPO/WS/GOC, Dy.CPO/CN/MS & ERS
APO/S&T/PTJ, APO/EWS&AJJ/TMRPM, APO/Stores & WS**

विषय/Sub : Selection for the post of Instructor (Estt.) in Ex-Cadre in
Pay Matrix Level-7 on tenure basis at MDZTI/TPJ - reg

It is proposed to invite applications **through online mode in the Personnel Branch online portal at URL <https://southernrailway.gov.in/srhqpb/home/NGaz/>** for filling up of **01 (UR)** vacancy of Instructor (Establishment) in Ex-cadre in Pay Matrix **Level-7** at MDZTI/TPJ through selection.

1) Eligibility Criteria

Employees/ Volunteers called from	Regular Staff and Welfare Inspectors and Ministerial staff of Personnel Branch (other than Typists, Stenos and Law Assistants) working in the same Level i.e., Level 7 of 7 th CPC Pay Matrix on regular basis. If no application is received from staff in identical Level (Level-7), then application of staff from next below level (Level-6) may be considered. (PBC 109/2019). Employees working in the upgraded post of Level-8 in terms of PBC 247/2022 (RBE 155/2022) are not eligible to apply.
Age limit	Upper Age limit as on the date of notification is 58 years. (PBC No.171/2023)
Tenure	The maximum tenure for Instructors in one consecutive spell is 5 years. The cooling off period between two tenures should be atleast 01 year (PBC 171/2023). They will be repatriated to parent cadre on completion of their tenure period or 3 months prior to the date of their retirement or when their performance is found to be not satisfactory at any time without assigning any reasons whatsoever, whichever is earlier.
Other Conditions	Employees already working in another Ex-Cadre post can also apply subject to the condition that their tenure period in both the Ex-Cadre posts taken together does not exceed a maximum of 05 years in total (PBC 116/2023).

2) **Selection procedure**

- (i) The selection consists of both written examination (75 marks) and Class Room Trial (25 marks) as laid down in PBC 109/2019.
- (ii) Only those candidates who secure 60% and above in the written examination will be eligible for Class Room Trial (PBC 89/2020).
- (iii) 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.
- (iv) In terms of PBC No.264/2019 (RBE 194/2019), there shall be negative marking in the written exam with 1/3rd mark reduced for every wrong answer.
- (v) 10% of the total marks will be set on Official Language Policy and Rules, which shall be optional and not compulsory in nature.
- (vi) All those employees who score not less than 60% marks in the written exam will be called for class room lecture trial, and the final panel will be drawn in the order of merit from amongst those who secure a minimum of 60% marks in the written exam and 60% marks in the aggregate (PBC 89/2020).
- (vii) The written examination will be conducted in Computer Based Test (CBT) mode. **The CBT is tentatively scheduled on 28.09.2025.** The time and venue will be intimated later.
- (viii) There will be no supplementary examination.

3) **General instructions**

- (i) The link for the notification along with instructions/application form will be made available from 11.09.2025 in Personnel Branch notification website <https://southernrailway.gov.in/srhqpb/home/NGaz/> and also in Railnet website of Southern Railway.
- (ii) The employees willing to apply for the above selection have to submit their application through the above mentioned website in online mode only. Applications received from any other mode will be summarily rejected.
- (iii) 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) Community Certificate
 - (b) Certificate in support of Educational Qualification
 - (c) Other relevant documents sought for in the notification.
- (iv) It should be ensured by the respective Personnel Officers concerned that the service particulars of the employees/eligibility conditions entered in the Application form are **verified and certified** with the details available in the Service Records before forwarding the applications to this Office.

- (v) The employees who are selected are liable to be posted anywhere in Southern Railway and those who are not willing for promotion involving transfer need not apply.
- (vi) The link for the web portal for submitting the on-line applications will be made available from 11.09.2025 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	11.09.2025
Closing of online registration of application	18.09.2025
Last date for Division/Units to forward applications to PB/Headquarters.	19.09.2025

- (vii) The employees who are eligible to apply for the above selection 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**.
- (viii) 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 and also forwarded in e-office to the undersigned as e-receipt on or before **19.09.2025**.
- (ix) In case no application is received in your Office/Unit, a NIL report should be submitted to this Office on or before **19.09.2025**.
- (x) If any of the details furnished by the applicant is found to be false at a later date, he/she will be liable for action under R S (D&A)Rules, 1968.
- (xi) Wide publicity of this notification may be given by exhibiting in the Office Notice Boards for information of all staff concerned.

Encl: Annexure A - Syllabus
Annexure B - Instructions for applying

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

प्रतिलिपि/Copy to :

PCPO, CPO/Admin, CPO/G, CPO/IR - for kind information.
CVO/MS - for kind information.
All PB Officers of HQ, Principal/MDZTI/TPJ
GS/SRMU, GS/DREU, GS/NFIR, GS/AISCSTREA, GS/AIOBCREA
IT Cell/PB/HQ - to upload in the Railnet.

SYLLABUS FOR THE POST OF INSTRUCTOR/ESTT. (EX-CADRE)
IN PAY MATRIX LEVEL 7

I. ORGANISATION SET UP OF RAILWAYS.

1. Present status of Railway as a Transport organization and social responsibilities evolving trends.
2. Organisation of Railways, various units, department. Role of Personnel Department vis-à-vis other Branches.
3. Manpower Planning, Benchmarking, Training.
4. Establishment Manual, Codes, Pension Manual, Training Manual, Provisions and Rules, Policy circulars, Schedule of Powers with respect to establishment matters.
5. Important registers & forms in office and at stations/depots, Files & their maintenance, Single File System& its advantages, Dak System, registration.
6. Computerization of Personnel Dept., PRIME & AFRES.
7. Budget, Parliamentary questions, VIP/CA iii reference, MP/MR reference.

II. ROLES AND DUTIES OF S&WIs

1. Grievance handling machinery on Railways.

III. ESTABLISHMENT RULES.

1. Seniority Rules and Reservation Rule applicability.
2. Promotion by selection & non-selection, suitability tests, trade tests, Adhoc and officiating, refusal of promotion and its effects.
3. Pay fixation on promotion in ex-cadre/under Pay Commission, stepping up of pay, regular and supplementary bills.
4. Increments, special increments.
5. Allowance particularly HRA, Transport Allowance, TA & DA, Composite transfer grant, dual charge and officiating allowance, honorarium, Running Allowance.
6. Advance from PF and other Advances / Loans.
7. Service matters – joining time, change in date of birth, Age Review.
8. Medical decategorisation and alternative employment.
9. Maintenance of service records and leave accounts, leave rule.
10. Pass rules, pass accounts.
11. Conduct Rules, Discipline and Appeal Rules.

IV. CASUAL LABOUR / SUBSTITUTES / ACT APPRENTICES.

1. Casual labour and substitutes – their engagement, rules and procedure.
2. Screening of casual labour and substitutes, verification of working days, casual labour cards.
3. Temporary status, benefits to casual labour/substitutes.
4. Training of Apprentices under Apprentices Acts.

V. LABOUR LAWS

1. Labour laws on Contract Labour.
2. Employees 's Compensation Act.
3. Payment of Wages Act.
4. Minimum Wages Act
5. I.D. Act.
6. Railway Servants (Hours of Work and Period or Rest) Rules, Job Analysis.
7. Meetings with LEO & Labour Commissioner, Labour Court, Industrial Tribunal cases.
8. CAT Act.
9. Trade Union Act.
10. Right to Information Act.

VI. INDUSTRIAL RELATIONS

1. Trade Unions – PNM, FNMs.
2. PREM
3. ZRUCC
4. Facilities to recognized unions.
5. Policy regarding unrecognized Unions, Worker's participation in Management.

VII. WELFARE ACTIVITIES.

1. SBF – Constitution, rules allocation of funds, meeting, Budget.
2. Mahila Samitis – Constitution and activities.
3. Railway Institutes and Clubs – Constitution and activities.
4. Recruitment against Scouts/Cultural/Sports quota.
5. Scouts and Guides activities.
6. Provision for handicapped.
7. Co-operative Societies, Industrial Training Centres, Housing Societies.
8. Canteens – Statutory & non-statutory, amenities, Policy.
9. Awards to staff, Relief Funds.
10. Holiday Homes, Holiday Camps and their organization.
11. Sports and Cultural activities.
12. Works Programme Proposals – Staff quarters and Staff Amenities.

VIII. EDUCATION AND TRAINING

1. Railway Schools – Types, Organization policy.
2. Subsidies, Reimbursement of fees.
3. Adult literacy - Literacy drive.
4. Scholarships.
5. Training Manual and Training Institutions.

IX. RESERVATION.

1. Facilities for SC, ST, OBC etc.
2. Reservation Rules.
3. Maintenance of Reservation Roster.

X. MEDICAL ASSISTANCE AND BENEFITS

1. Liberalised Health Schemes
2. Family Planning Incentives.
3. Medical Cards & their entitlement.
4. Hospital Visiting Committees.
5. Homeopathic/Ayurvedic Dispensaries, Subsidies.

XI. COMPASSIONATE APPOINTMENTS

1. Rules and procedure
2. Verification of certificates.

XII. SETTLEMENT

1. Normal settlement dues and their calculation.
3. Compassionate Allowance
4. Ex-gratia Payments.

XIII. INSPECTIONS.

1. Types of Inspection.
2. Registers maintained by various units viz. Grievance, attendance, overtime, Casual labour muster rolls etc.
3. Displaying of statutory notices.

XIV. BILLS WORKING.

Regular salary bills, supplementaries, statements to be attached to the bills, Deductions permissible, Arrears claims, Unpaid wages list, Procedures of disposal of them in Accounts Office & Cash Office, Internal checks – points of checking, Allowances, Advances & their recoveries.

XV. OFFICIAL LANGUAGE ACT AND RULES – IMPLEMENTATION THEREOF.

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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.
