



SOUTHERN RAILWAY

No. P(S)535/III/CI/HQ/Vol.4

Headquarters Office,
Personnel Branch,
Chennai - 600 003
Dated: 04/12/2025

PCCM, CCM/PS, CCM/PM, CCM/FM, CCO
DRM/P/MAS, TPJ, MDU, TVC, PGT, SA

NOTIFICATION

Sub : Notification calling volunteers for drafting against the post of Commercial Inspectors in Level-7 of the Pay Matrix of RSRP Rules, 2016 in HQ/Commercial Department.

Ref: This office memorandum of even no. dated 31.01.2017.

It is proposed to fill up seven posts (7) of Commercial Inspector in HQ/Commercial Department in Level-7 (Ex-Cadre) of the Pay Matrix of RSRP Rules 2016, on drafting, lateral transfer on tenure basis.

The notification is open to the employees of Commercial Department from the categories of CC/TE/ECRC/CCTC of this Railway only.

1) Eligibility Criteria

Employees / Volunteers called from	Such of those employees who have worked for at least TWO YEARS in Level-7 of the Pay Matrix of RSRP Rules, 2016 can apply. Employees in one grade below, viz. in Level-6 of the Pay Matrix of RSRP Rules, 2016 can also apply. However, employees one grade below should be willing to work in the same grade in the event of their being drafted, as this is a lateral transfer on tenure basis and not involving promotion. Employees working in Level-5 who have been granted Financial Upgradation to Level-6 under MACPS are not eligible to apply.
Conditions for applications	In terms of PBC No. 116/2023, employees already working in another ex-cadre post for more 5 years and who have not completed the cooling off

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	period on completion of their tenure in ex-cadre post need not apply. Employees upgraded to Level-8 as per RBE No. 155/2022 are not eligible to apply.
Tenure	Five years

2) Selection procedure

Drafting will be done on the basis of screening and perusal of SRs, APARs and any other process that the competent authority may deem fit to shortlist the volunteers for drafting. Seniority may not be the criterion for the drafting.

3) General Instructions

- i) The normal tenure of posting of CI/HQ will be 5 years. The tenure period may be extended in the exigencies of service. However, if the performance is found unsatisfactory, he/she is liable to be repatriated to the parent Division even before the completion of the tenure period.
- ii) Applications should be submitted through online mode only from 05/12/2025 to 04/01/2026 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.
- iii) The link for the notification along with instructions/application form will be made available from 05/12/2025 in the Personnel Branch notification website at <https://southernrailway.gov.in/srhqpb/home/NGaz/> and also on the Railnet of Southern Railway.
- iv) The employees willing to apply for the above drafting have to submit their applications through the above-mentioned website in online mode only. **Applications received from any other mode will be summarily rejected.**
- v) The employees should upload the requisite documents in the above-mentioned website in PDF format as a single file only.
- vi) 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
 - a) Certificate in support of Educational Qualification other than Qualification mentioned in Service Register.
 - b) Other relevant documents sought in the notification.
- vii) After the closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.
- viii) It should be ensured that while forwarding the application of volunteers, necessary conditions as indicated in PBC Nos. 116/2023 should be strictly followed.

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- ix) 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 12/01/2026.
- x) 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 12/01/2026 through e-office certainly to avoid delay in processing of the selection.
- xi) Wide publicity of this notification may be given by exhibiting in the Office/Station Notice Boards for information of all staff concerned.
- xii) For any enquiries, the applicants may contact the Railway Phone number for support - Ch.S&W/C,M&E/HQ- 9003160626 and Ch.OS/NGS/Comml – 7845668488.


(R. RAJESH KUMAR)
APO/T,M&E

for Principal Chief Personnel Officer

Copy to : PCPO, CPO/G- for kind information.
Sr. DPO/DPO MAS, TPJ, SA, MDU, PGT, TVC
Sr.DCM/MAS, TPJ, MDU, TVC, PGT, SA
General Secretary/SRMU
General Secretary/DREU
General Secretary/NFIR
General Secretary/AISCTREA
General Secretary/AIOBCA
Notice Board.
Ch. OS/Computer Section - for uploading the notification on the Railnet.