

भारतसरकार/Government of India
दक्षिणरेलवे/Southern Railway

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मुख्यालय/Headquarters Office
कार्मिकशाखा/Personnel Branch
अयनावरम/Ayanavaram, चेन्नै/Chennai -600 023

स:No.P(S)608/V/3/Insp/Vol.V

दिनांक:Date30-07-2026

CMM/Hqrs,Dy.CMM/C/PER, Dy.CPO/C&LW/PER,Dy.CPO/GOC,Dy.CMM/GSD/PER
SPO/CN,Dy.CMM/GOC, Dy.CMM/PTJ, Sr.DMM/DMM/MAS,TPJ,TVC,SA&PGT,Secy to PCMM,
SPO/RE/MS, SPO/Project/MMC,SMM/MSD/PER,AMM/TNP,AMM/ERS,AMM/ELSD/ED,
AMM/DSD/ED,AMM/BS/AJJ,AMM/AVD, AMM/TBM& Principal/ZRTI/TPJ.

विषय:/Sub: Selection for the post of Chasing Inspector Gr.I
(Ex-Cadre) in Level 7 in 7th PC at PCMM/O/PER - reg.

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1.0. It is proposed to conduct selection to fill up 01 UR vacancy in the post of Chasing Inspector Gr.I(Ex-cadre)in PM Level 7 in 7th PC (GP Rs.4600/-) at PCMM/O/PER.

1.1 The vacancies assessed for the above selection of Chasing Inspector Gr.I (Ex-cadre) in PM Level 7 (GP Rs.4600/-)

SANCTION	ACTUAL	VACANCY	Communal Break-up
01	0	01	1(UR)

1.2 Employees from Stores Department working in Level 6 (GP Rs.4200/-) and Level 7 (GP Rs.4600/-) in 7thPC on regular basis and who have completed 2 years of service in level 6 or level-7 in the cadre post need to apply for the selection, in the proforma enclosed.

1.3 The selection consists of written test(CBT) and perusal of Record of service. The syllabus for the written test is enclosed .The Question paper will be 100% Objective Type and all the terms and conditions referred in the Board's letter No.E(NG)1/2018/PM1/4 dated 14.12.2018(RBE No.196/2018) will be strictly adhered to.

1.4 As per PBC.No.176/2025 ,the selection to the post of Chasing Inspector Gr.I (Ex-cadre) in PM Level 7 shall be conducted under through Computer Based Test (CBT) mode. The Question Paper will be prepared only in bilingual format(Hindi & English).

a) CBT Examination;- The CBT Examination will be 100% objective type consisting of 110 Questions(Including 10 questions of Official Languages Rules) of which candidates are required to answer any 100 questions

b) If the Candidate answers more than 100 questions, the first attempted 100 question will be evaluated

1.5 There shall be a negative marking for incorrect answer. 1/3rd of the marks allotted for each question will be deducted for wrong answers.(RBE NO.194/2019)

1.6 This being a selection against Ex-Cadre post, there will be no supplementary written examination. The date, time and venue of the written examination will be notified later.

1.7

Opening of online registration of application	01-08-2026
Closing of online registration of application	25-08-2026
Last date of forwarding received application by concerned personnel branch officials to HQrs.	30-08-2026

1.8 How to apply:

- a) Candidates can apply for the notified post ONLINE by visiting the official website www.southernrailway.gov.in/srhqpb/home/NGaz. The link for the web portal is available in personnel department in the railnet website of Southern Railway.
- b) The detailed instructions for the online application is available in the web portal.

1.9 In the event of selection and posting of the candidates as Chasing Inspector Gr.IEx-cadre) in PM Level 7(GP Rs.4600/-), no replacement will be provided immediately. The Controlling Officers should relieve the selected employee immediately to carry out the posting orders without requesting for posting of a reliever and only the Controlling Officers who accept this condition need to forward the applications of the willing employees working under their control.

2.0 Employees volunteering for this post, on being selected should be prepared to proceed on duty to distant places like Kolkata, Delhi and Mumbai and various places at regular intervals. Selected employees should not express their unwillingness to work against the post or to go back to their parent cadre before completion of the tenure period of four years. However, if the performance of the employee is not satisfactory they are liable to be reverted to their parent cadre before completion of the tenure period.

2.1 The applications of the volunteers may be forwarded to this office duly advising if there are any DAR/SPE/VIG, case is pending, the particulars of such employees should be mentioned while forwarding the application through online. Wide publicity should be given for staff who are on deputation/leave/sick to enable them to submit online applications through proper channel in time. Application should reach this office 30 .08.2026.

2.2 The employee who volunteers for the above post should be in readiness to appear for the written examination as indicated above. On being selected, withdrawal of applications will not be entertained. Hence, concerned Branch Officer should be ready to relieve the employee, on being selected.

Application received after the target date will not be entertained.

If there are no volunteers, a **NIL** statement may be sent to this office by due date i.e 30-08-2026.

Kindly acknowledge the receipt of this notification and circulate widely among eligible staff including those working in other units and lien maintained under your control.

The application should be forward by concerned supervisor and same has to be certified by personnel branch officials.

Digitally Signed by M Syed
Sirajuddin
(M.SYED SIRAJUDDIN)
SPO/SM/HQrs
Date: 30-07-2026 22:02:25
Reason: Approved

Encl: Syllabus

Copy to: Genl. Secy/SRMU, DREU, AISCSTREA, AIOBCREA, Notice Board

SYLLABUS FOR CHASING INSPECTOR GR.I IN PM Level 6 in 7th PC (with GP ₹ 4600/-)**1. GENERAL**

- a. Functions of the Stores Department.
- b. Organization of the COS Office and Depots.
- c. Receipt of letters, registration, method of filing, cross referencing, maintenance of case files, correspondence, summarizing, noting and drafting replies, dispatch of letters, procedure for reminding, single file system.

2. RECEIPT AND DESPATCH

- a. Control over receipt and despatch of tapals.
- b. Receipt of inward correspondence.
- c. Despatch of outward correspondence.
- d. Recoupment and accountal of postage stamps.
- e. File circulating center.

3. SHIPPING

- a. Contracts of ISD/London etc.
- b. Shipping documents and invoices.
- c. Packing accounts.
- d. Ships manifest.
- e. Bills of loadings and delivery orders.
- f. Bills of entry.
- g. Customs duty.
- h. Counting of Original Certificates.
- i. Port dues.
- j. Import applications.
- k. Survey reports – short landed certificates and claims.
- l. Wharf-age and rents.
- m. Contractors handling bills.

4. MISCELLANEOUS

- a. Stock returns.
- b. Tools and plant.
- c. Write off.
- d. Inspection reports and drafts paras.
- e. Depots and administration.
- f. Demurrage charges on wagons.
- g. Advertisement charges.
- h. Consumable stores and revenue bills.
- i. Market value of stores.
- j. Budget and revised estimates, August Review and final modification.
- k. Policy matters – Meetings – Rationalization of stores – RREAC.
- l. Adoption of metric system of weights and measures.
- m. Reference books, Office Orders, old records, Cycles, Typewriters, clothing for Class-IV staff.
- n. Imp-rest cash.

5. CHASING

- a. Procedure for sending chasing reports to Headquarters by the Depots.
- b. Candidates should have some idea regarding the organisation and functioning of the DGS&D with its Regional Directorates and Inspection Wings.

6. Official Language Policy and Rules.

