SOUTHERN RAILWAY

No.SR-HQ0ACCT(ADMN)/16/244326/Ex-cadre1

Office of the PFA
Chennai – 600 003
Date:01.10.2026.

PFA/CN/MS,
FA&CAO - CN/I/MS, S&W/PER, T/MAS & CPD/RE/MS ,
Dy.CAO/T/MAS , Dy.FA&CAO – W&S/GOC & CN/ERS ,
Sr.DFM – MAS, TVC, PGT, TPJ,SA & MDU,
AFA – Admn/HQ, W&S/PTJ, T/TPJ, RCT/MAS, Proj/MAS, CN/MDU,CN/TPJ & RCT/ERS
Principal/ MDZTI/TPJ.

Sub : Notification - Selection for the post of Instructor (Accounts) in Ex-Cadre in Pay Matrix Level-8 on tenure basis at MDZTI/TPJ – reg.,

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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 (Accounts) in Ex-cadre in Pay Matrix Level-8 at MDZTI/TPJ through selection.

I) Eligibility Criteria

Employees/ Volunteers called from	Sr.SO(A)/Sr.TIA working in the Level 8 of 7th CPC Pay Matrix on regular basis. If staff in identical Grade Pay are not available, then staff in next below GP i.e. 4200, Level-6, Sr.Accountants may be considered. (PBC 109/2019) Employees should have rendered a minimum of 2 years' service in the immediate lower grade (i.e. Level-6) in which they should be working on a regular basis - PBC 116/2023. The eligibility conditions will be reckoned as on date of notification.
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 at least 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.

K.V. Balapangu

2) Selection procedure

(i) The selection consists of both written examination (75 marks) and Class Room lecture 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 details of written examination and the date, 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 **01.10.2026** 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 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
(b) Other relevant documents sought for in the notification.

(iv) It should be ensured by the respective Unit Accounts Officers that the service particulars of the employees/eligibility conditions entered in the Application form are verified and eligibility is certified with the details available in the Service Records before forwarding the applications to this Office.

K.V. Balaraj

(v) The link for the web portal for submitting the on-line applications will be made available from **01.10.2026** in the Personnel Department Internet website https://southernrailway.gov.in/srhqpb/home/NGaz/ and also in the Rail net website of Southern Railway.

Opening of online registration of application	**01.10.2026**
Closing of online registration and uploading of application	**15.10.2026**
Last date for Division/Units to forward applications to	**26.10.2026**

(vi) 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.

(vii) 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 with the approval of the Unit in-charge as e-receipt on or before **26.10.2026**.

(viii) In case no application is received in your Office/Unit, a NIL report should be submitted to this Office on or before **26.10.2026**.

(ix) 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.

(x) Wide publicity of this notification may be given by exhibiting in the Office Notice Boards for information of all staff concerned.

Encl: Syllabus for the Examination(Annexure-I)
Application form(Annexure-II)
Instructions to Candidates (Annexure B)

K.V. Balaparvathy

(के वी. बालपार्वती / K.V BALAPARVATHY)
वरि. सविस / प्रशासन / Sr.AFA/Admn
कृते प्रविस/चेन्नै / for PFA/MAS

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Sr.DFM - MAS, TVC, PGT, TPJ,SA & MDU,
AFA - W&S/PTJ, MDZTI/TPJ, T/TPJ, RCT/MAS, Proj/MAS, CN/MDU CN/TPJ & RCT/ERS.
Principal, MDZTI/TPJ.

ANNEXURE-I

SYLLABUS

INDIAN RAILWAYS - RULES, CODES & MANUAL

Indian Railway Finance Code II,Indian Railway Accounts Code Vol. I & II, Indian Railway Commercial Manual, IRCA Tariffs.Indian Railways - Commercial Circulars, Freight Marketing Circulars, Rate Master Circulars.

IT SYSTEMS IN TRAFFIC ACCOUNTS

TAMS, FOIS, TMS, RMS, PRS, UTS, PMS, PRIMES, RBS, FBD, AIMS/IPAS interface, e-payments, e-CR, e-RR, ESM etc.,

TRAFFIC ACCOUNTS

Duties and functions of Traffic Accounts Office, Internal Check, Accountal and reconciliation of Traffic Earnings, Checking of Returns, Apportionment of Earnings, Admitted& DisputedDebits, Error sheets, AOB, Demands recoverable, Cash in Transit, Traffic Suspense, Budget Estimates/Revised, Revenue forecasting, Financial review.

TRAFFIC EARNINGS

Railway Revenue, (Passenger, Other Coaching, Goods & Sundry), Abstract X,Y,Z. Originating Earnings, Apportioned Earnings, Miscellaneous & Loss of earnings.

APPORTIONMENT OF EARNINGS

Principles &Methodology of Apportionment, Local, Retained, through &Cross traffic, Intra/Inter-Railway transactions, CDA, Apportionment Matrix, Sitesum, Distribution of Earnings and Reconciliation.

COACHING TRAFFIC

Passenger Earnings Classification, Fares, Concessions, Season tickets, Platform tickets, E-ticket/PRS/UTS, EFT, Luggage, Parcels, Miscellaneous Coaching earnings, Cancellation, ROPD, Ticket stock, Unaccounted tickets,Short remittance and related Internal checks& Refunds, MUTS, PUTS,JTBS,STBS.

GOODS TRAFFIC EARNINGS

Goods TrafficBooking and Delivery, Railway Receipt (RR/e-RR), Invoices, FOIS, Freight collection, Paid/To-Pay traffic, Freight Rates, FAUC/FAOC, Error Sheets, Diversion, Rebooking, Transhipment, Siding, Shunting/Engine haulage, Stacking, Demurrage, Wharfage, Terminal Charges, Freight Incentives, Wagon Registration, Container Traffic, Haulage, Busy Season, Credit Advice Notes, Compensation claims, RMC auditing & Refunds.

SUNDRY EARNINGS

Sundry Earnings, Non-Fare revenue, Catering, Advertising, Parking, Leasing, Stalls, Retiring Rooms, Other Miscellaneous receipts and refunds.

STATION BALANCE SHEET

Station Balance Sheet, Coaching& Goods Balance Sheet, Cash/Vouchers, Remittances, Station Outstanding, Opening & Closing balance, Accountal of earnings, Station returns, verification and reconciliation of balances, AOB, Verification of station records, Preparation of TAMS Balance Sheet, Balance Advice, Special Debit & Credit, Accountal and verification of WRF.

TRAFFIC BOOK & ACCOUNT CURRENT

Traffic Book - Part-A, Part-B, Part-C & Part-D, Posting and Compilation of Earnings,Preparation and maintenance of Account Current, AOB, DMR/T, CIT, DR and Traffic Suspense.

TRAFFIC SUSPENSE & INTERNAL CHECK

Components of Traffic Suspense, Station Outstanding, AOB, Cash-in-transit, Demands Recoverable, clearance&Reconciliation of Suspense, RB Targets, Age-wise analysis, Review and control of long outstanding items.

INSPECTION OF STATION ACCOUNTS

Duties of TIAs, Preparation of Inspection Programme, Inspection of Stations, PRS/UTS, Booking Offices, Goods Sheds, Sidings, Out-Agencies, Ticket checking, Cash Verification, Ticket Stock Verification, Detection of Irregularities and revenue leakage, Inspection of Travel Agents Post Office (PRS), NRH PRS, Inspectionof initial records, Instruction to Commercial staffs, Main items to be checked by TIA, Surprise/Intensive checks, Inspection reports& Follow up action of inspection observations.

TRAFFIC STATISTICS

Passenger Statistics, Goods Statistics, Originating Traffic, Passenger Kilometres, Tonne Kilometres, GTKM/NTKM, Lead & Rate, Earnings Statistics.

EARNINGS/CONSESSION SCHEMES

Freight Incentive Schemes, Station to Station Rates, Merry-Go-Round, Traditional Empty Flow Directions, YatriSevaAnubandh, Wagon Investment Scheme, Premium Indent, Container Traffic, Catering Policy, Earnings Proposal related to NINFRIS - Non-Fare earnings, Parcel Rationalisation Scheme, AIEHC.

ANNEXURE- II

APPLICATION FORM

FOR THE POST OF INSTRUCTOR/ACCOUNTS/MDZTI/TPJ (EX-CADRE) in Level-8 in VIIth PC (Pay Band Rs.9300-34800 + GP 4800/- in VI PC)/Level 6 in VIIth PC.

Please paste (Not older than one month Passport size photograph

(Photo should be attested by the controlling Officers)

1	Name				
2	P.F.No				
3	Date of Birth				
4	a)Date of Initial Appointment				
	b) Date of Regular Appointment				
5	Present Pay Level				
6	Date of Entry into the Present Pay level (on regular basis)				
7	Present Designation and Station & Date of entry				
8	Division/Workshop/Unit Name				
9	Lien Maintained in	Dept:		Diviision/Unit:	
10	Educational Qualification (Enclose Self Attested Xerox copies)	Graduate Post Graduate			
11	Knowledge of Computer & Hindi (Enclose self f Attested Xerox copies)				
12	Community (Tick mark indicating SCor ST or UR)	SC	ST	UR	
		Number of years of service completed as on			
13	CATEGORY	Years & Months		Remarks	
14	Indicate the Option for writing exam (Write Hindi or English)				
15	Contact Phone/Mobile No.	Rly		CUG/Personal	

4/2026/O/o Sr.AFA/Admn/Acts/HQ/SR

DECLARATION BY THE APPLICANT

I hereby declare that all the particulars given in the application are true and correct to the best of my knowledge and belief. I am having the qualification ——— ——————— (quote the qualification) and I belong to—— (quote the Community SC/ST Only-Others NIL). I am aware that in the event of particulars or information given herein on my Educational Qualification, community , designation etc, being found false or incorrect, I know that I am liable to be taken up under D&AR for major penalty proceedings, apart from my application being rejected.

*Signature of the employee:

Name:

Place:

Desgn:

Date:

Division/Unit:

*If not signed, the application will *be* rejected

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.