दक्षिणरेलवे SOUTHERN RAILWAY

प्रधानकार्यालयHeadquarters Office
कार्मिकशाखा/Personnel Branch
चेन्नै/Chennai - 600 003

File No: SR-HQ0HR(ELEC)/34/2026 **Computer No:** 671154 **Dated:** 18.11.2026

Sr.DPO/MAS, TPJ, SA, MDU,PGT & TVC

Sub :- Filling up of the post of CLI/Hqrs (Level -7) in PCEE/O/MAS
Ref :- This Office Notification of even no dated 17.11.2026.

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Further to this Office Notification cited above, the following corrections are made.

	As per Notification	May be read as
Para (i) and (ii) of General Instructions	https://notifications.srhqpb.in	https://southernrailway.gov.in/srhqpb/home/
Para(xii) Railway Phone	23695	22766
Annexure A Link	www.sr.hqpb.in	https://southernrailway.gov.in/srhqpb/home/

18/11/2026

(एम. कंथास्वामी/M.Kanthaswamy)
सहायक कार्मिकअधिकारी/ टी
Assistant Personnel officer/T
कृते उप मुख्य कार्मिक अधिकारी/प्र का
For Dy Chief Personnel Officer /Hqrs

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Sr.DPO/MAS, TPJ, MDU,PGT & TVC & SA

Sub :- Filling up of the post of CLI/Hqrs in PCEE/O/MAS
Ref :- PCPO's Memorandum No. 2671 dated 29/08/2025

It is proposed to fill up two (2) HQ controlled post of CLI in Level-7 in PCEE /O/MAS on tenure basis by calling volunteers from the existing CLIs of all Divisions who have completed a minimum of 2 years services as CLI.

I **Methodology for filling up of the vacancy**:

Filling up will be done on the basis of "Drafting", on the basis of screening and perusal of Service Record and APARs by the Competent Authority to shortlist the volunteers. Seniority may not be the criterion for the drafting process.

II **Terms and conditions:**

1) CLIs who are posted as CLI on 'Drafting basis' to perform the stationery duties in the HQrs will be eligible for payment of 'Allowance in lieu of kilometerage' (ALK) @ 120 km per day as applicable in terms of Railway Board's letter dated 03.07.2019 (RBE No. 108/2019).

2) CLIs drafted will be subjected to all the terms and conditions of service as applicable to the CLI, including periodical examinations.

3) The tenure of posting of such drafted CLIs to perform duties for a period of 4(Four) years with a cooling off period of equal duration.

4) For such drafting of CLIs, screening will be done by the Officer controlling the post of CLIs/Hqrs in Level -7.

III **General Instructions:**

i) Applications should be submitted through online mode in the Personnel Branch notification website **https://notifications.srhqpb.in** duly adhering to the procedure and instructions envisaged in PBC No .150/2022 dated 30.08.2022

Application Opening Date : 25.11.2026
Application Closing date : 16.12.2026

ii) The link for the notification along with instructions/application form will be made available from **25.11.2026** in the Personnel Branch notification website at **https://notifications.srhqpb.in** and also in the Railnet website of Southern Railway.

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iii) The employee willing to apply for the above post have to submit their applications through the above mentioned website in ONLINE mode ONLY. Applications received from any other mode will be summarily rejected.

iv) The employees should apply through the above online mode and upload the requisite documents.

v) After submission of the application, the Cadre Dealer/Personnel Officer will download the application and certify the correctness of the application and upload it for further processing at Hqrs.

vi) After closing date of the application the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.

vii) 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 , each application has to be certified in the Excel File in remarks column without fail.
The same has to be uploaded in the website along with the covering letter.

viii) If there are no volunteers for the above post, then the Cadre Controlling Officer/Personnel Officer concerned shall send a "NIL" report on or before 28.12.2026. through e-Office certainly to avoid delay in processing of the said drafting.

ix) Wide publicity may be given to this letter, duly exhibiting it in the office notice boards for the information of all staff concerned.

x) In case if any data given by the employee is found to be incorrect or false at a later date, disciplinary action will be initiated under D&A Rules against the employee.

xi) It is the responsibility of the respective Personnel Branch to verify / ensure the eligibility of the employees to participate in the screening for the above post and ensure that ONLY applications of the eligible employees are forwarded to this Office by the respective Personnel Branch.

xii) For any other queries , the applicants may contact the Chief S&WI, C,M&E/Hqrs in Mobile Phone No 9003160626 or Railway Phone No 23695.

17/11/2026

(एम. कंथास्वामी/M.Kanthaswamy)
सहायक कार्मिकअधिकारी / टी
Assistant Personnel officer/T
कृते उप मुख्य कार्मिक अधिकारी/प्र का
For Dy Chief Personnel Officer /Hqrs

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CELE – For Kind information
Dy CEE/Loco & OP/Hqrs
Sr DEE/OP/MAS,TPJ,MDU,PGT,TVC, SA
GS/SRMU
GS/DREU
GS/AISCSTREA
GS/AIOBCREA

Annexure –' A'

INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online -**www.sr.hqpb.in**

Instructions to Candidates: -

(i) The willing employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.

(ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.

(iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.

(iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.

(v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.

(vi) The application completed in all respect duly forwarded by the Controlling supervisor / official, community certificate (for SC & ST only) & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.

(vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.

(viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/ instructions later on.

(ix) For any assistance required with regard to the above, **Ch S&WI** may be contacted in the mobile number 9003160626 or Railway phone **22766** during office hours.