



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600 003,

No. P(G)532/IX/CBT Selection (70%)2023-2024

Date:18.11.2022

**Secretary to GM for kind information of GM,
SDGM & CVO, PCMM, CAO/CN/MS, ERS, CMM/M/PER, CMM/CN/PER,
CMM/S/PER, CMM/GSD/PER, CPD/RE/MS, CWM/CW/PER, CWM/LW/PER,
CWM/GOC, DRM/P/MAS, TPJ, TVC, PGT, MDU, SA,
Principal/MDZTI/TPJ WPO/GOC
DGM/G, Sr.EDPM/MAS, Dy.CMM/CW/PER, Dy.CMM/GOC,
Dy.CMM/S&T/WS/PTJ, Sr.DMM/MAS, TPJ, TVC, SA, PGT, SMM/LW/PER
DMM/MDU, AMM/P&S/RPM, Secy. to PCMM, AMM/TSD/AVD, DSD/GOC,
BS/AJJ, CN/MS, APO/Stores/PER**

Sub: Selection for the Group-B post of AMM against 70% (Regular) for Stores Department in Pay Matrix Level-8 – through CBT-Reg.

Ref: Railway Board's letter No.E(GP)2022/2/4 dated 28.06.2022 (PBC 192/22) and other related letters circulated as PBC No. 203/2022, 213/2022, 236/2022, 241/2022 & 242/2022.

1. As advised by Railway Board vide reference cited above, it is proposed to conduct selection for the Group – B post of AMM against 70% (Regular) in Pay Matrix level-8 in Stores Department through CBT conducted by NAIR/Vadodara for the vacancy cycle from 01.01.2023 to 31.12.2024. **Eligibility & Method of Selection, Syllabus and Instructions regarding applying online is attached as Annexures “A”, “B” & “C” for guidance.**
2. In order to facilitate conduct of the written examination as per the schedule advised by Board, it has been decided to call for willingness or otherwise from the eligible employees in the integrated seniority list. The list of employees who are coming within the normal zone of consideration as Main List and Reserve List are attached as **Annexures “D” & “E”**. The employees in the Reserve List (**Annexures “E”**) may please note that they will be considered only to the extent of number of employees from the Main List who express unwillingness to attend the selection.
3. The Vacancies provisionally assessed are as follows:-

UR	SC	ST	TOTAL
1	Nil	1	2

4. It may be noted that the vacancies assessed are provisional and is likely to change with regard to the total number of vacancies and reservation for SC/ST/PwBD. The final vacancies assessed will be notified later. In view of the tight schedule for conducting the selection, it will not be possible to give any further chance to eligible employees to express willingness when the vacancies are finalized and notified. Therefore all eligible employees as per this notification are advised that they should express their willingness within the target dates fixed for this notification.

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5. Eligible employees whose name appear in Main List and also Reserve List (Annexure "D" & "E") should express their **willingness / unwillingness** for the selection to the post ONLINE in the link **www.srhqpb.in** on or before 30.11.2022. Employees are advised to carefully read all the related instructions and information available on the official websites of **sr.railnet.gov.in**, **sr.indianrailways.gov.in**, **srhqpb.in** and **nair.indianrailways.gov.in** before filling up the application online.

Registration of application online - Date of opening	19.11.2022 -14.00hrs
Registration of application online - Date of closing	02.12.2022-23.59hrs
Last date for forwarding the online applications received by Personnel Officer (concerned) to Headquarters.	05.12.2022-17.00hrs

6. It may be noted that those employees in the Main List and Reserve List who fail to express their willingness/ unwillingness on or before 02.12.2022, will be presumed to be unwilling to take part in the selection and subsequent claim if any in this regard will not be entertained at any circumstances.

7. Final list of employees eligible to appear for the written examination will be advised on receipt of willingness/unwillingness as called for above and also finalization of the provisional vacancies assessed.

8. As vacancies are also earmarked for "ST", Pre-Promotional Training (PPT) for employees belonging to ST community will be organized before written examination. The employees belonging to ST community who are willing to write the Written Examination without undergoing PPT may do so, duly exercising the ("NO") option in the online application form. Employees belonging to ST Community, who have expressed their willingness to attend PPT, if they fail to attend the PPT on the specified dates, will have to appear for the Written Examination without such PPT being imparted.

9. The employees who have not attended the written examination scheduled to be held on 22.01.2023 will be allowed for supplementary examination only on the following reasons:-

- (i) Those who could not be relieved due to Administrative Reason (or)
- (ii) Sickness of the employee supported by Railway Medical Certificate (or)
- (iii) Any other reason which is beyond the control of the employee.

10. **Wide publicity of this notification should be given to all staff including those who are on deputation, training, leave/sick.**

11. **How to apply: -**

Employees are advised to carefully read the entire instructions and information available on the official websites of **sr.railnet.gov.in**, **sr.indianrailways.gov.in**, **srhqpb.in** and **nair.indianrailways.gov.in** before filling up the application online. Employees should apply for the post ONLINE by visiting the official website **www.srhqpb.in**

The detailed instructions for filling up the online application is available in the web portal **www.srhqpb.in** and also enclosed herewith as **Annexure "C"**.

Applicant must note that, if any information furnished by him / her is found to be false at a later stage, the application/candidature is liable for rejection. Submission of false or misleading information by the applicant is liable for D&AR action against him/her.



The applications received will be treated as "Invalid/Ineligible" on the following grounds.

- (i) Unsigned application.
- (ii) Application without affixing latest photograph.
- (iii) Application without verification and certification by Supervisory/Controlling official.

12. Instructions to the forwarding Cadre controlling officials:-

The respective cadre dealer / controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, each online application has to be certified and forwarded online with remarks, if any. 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 srhqpb.in and also forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 05.12.2022.

The relevant data in Excel sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.

The community status of the employees belonging to SC/ST may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of the community certificate.

The details of court cases if any against the seniority or substantive status of the employees who have submitted their application for the above selection may be advised separately to this Office by the controlling Officer in e-office to APO/Gaz/HQ/MAS on or before 05.12.2022.

If any employee is undergoing penalty of reduction to lower grade or are under suspension or any departmental proceedings have been initiated for major penalty, the particulars of such employees should also be advised with details to Dy.CPO/Gaz/HQ in a sealed cover.

The SR/APARs of the employees who have volunteered must be kept in readiness by the controlling Officers concerned and should be sent immediately to this Office whenever called for.

13. All those eligible employees should be in readiness to appear for the written examination as per the schedule advised by NAIR/BRC and Railway Board. The CBT written examination is scheduled **to be held on 22.01.2023 by NAIR/BRC.**

14. The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time. They shall be in contact with their Headquarters office at frequent intervals for any updates. For inquiries, they may contact the following Railway phone numbers.

APO/Gaz. : 22533 Ch. OS/Gaz : 22710



Since, this CBT is being conducted by NAIR/BRC, the candidates who are applying in response to the notification are required to check the following websites for latest updates:

- (a) SR Railnet – sr.railnet.gov.in
- (b) SR Internet – sr.indianrailways.gov.in
- (c) SR HQ PB – srhqpb.in
- (d) NAIR – nair.indianrailways.gov.in

In addition to the above, candidates are instructed to check their email provided by them in the application for any updates.

15. For any assistance with regard to the above, the under mentioned Helpline Number may be contacted during office hours:

Name	Designation	Helpline Number
Shri. Krishna Naik	CSWI/Stores/PER	9030840182


16. The tentative selection calendar for the above selection:

Description	Date
Registration of application online - Date of opening	19.11.2022
Registration of application online - Date of closing	02.12.2022
Last date for receipt of online applications at Headquarters from respective Units	05.12.2022
Publication of eligibility list	10.12.2022
Pre- promotional training	12.12.2022- 22.12.2022
Date of Written Examination (Main) – CBT by NAIR/Vadodara	22.01.2023
Date of supplementary Written Examination (only if found necessary as per extant instructions)	29.01.2023
Publication of Results	10.02.2023
Date of Viva-Voce	22.02.2023
Publication of Panel	25.02.2023

17. Please acknowledge the receipt of this letter with date without fail.

Please note:- The last date for submitting application online by the employees is 02.12.2022 (Upto 23.59 hrs).

Encl: Annexures "A" to "E"


(M. SUNITHA)
Assistant Personnel Officer/Gaz
for General Manager

Copy to: PCPO, CPO/G, CPO/Admn, CPO/IR – for kind information please
APO/Stores/PER.
GS/SRMU, NFIR, AISC & STREA, AIOBCREA, SROA, SRPOA

Annexure – “A”

Eligibility and Method of Selection (70%) for promotion to Group 'B' post of AMM in Stores department

Employees who are holding the post in level – 6 (Rs.35400-112400) and above in the pay matrix with three years of regular service in level – 6 (Rs.35400-112400) and above in the pay matrix (including regular service rendered in the correspondence pre-revised grades) as on 01.01.2023 and who are coming within the zone of consideration from the integrated seniority lists attached to this letter will be eligible to apply for the selection.

The selection will be on the basis of written exam, viva-voce and record of service.

In terms of RBE No. 53/2019 dated 19.03.2019 (PBC No. 47/2019), the written examination will comprise of **one paper** which will have **100% Objective type Multiple Choice Questions with 2 hours duration**. The question paper will be in Hindi and English.

In terms of PBC No. 213/2022, the paper will be of **100 marks** and distribution will be as under:

Sl. No	Description	Maximum Marks	Qualifying Marks	
1	Written Examination: a) Professional subject including optional questions of 10 marks on Official language policy and Rules	70 Marks	100	60
	b) Establishment and Financial Rules	30 Marks		
2	Viva voce	25	30 (including at least 15 marks in record of service)	
3	Record of service	25		

There will be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

In terms of Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016, 10% of the marks out of total 100 marks for testing the Professional ability, should be set apart for questions on Official language policy and Official language rules.

The question paper for the written test will have a practical bias to test the ability of candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.

Those who qualify in the written exam by securing 60 marks and above out of 100 will be sent for Medical Examination as per Para 530 (a) of IRMM duly invoking Railway Board's letter No.2006/E(GR)I/15/4/RR dated 30.08.2018 and only those who qualify in the written examination and declared fit for Group “B” service only will be called for the viva-voce to the extent required in terms of Railway Board's letter No.E(GP)80/2/8 dated 31.10.1991.

Personality, Address and Qualities of Leadership will be assessed at the Viva-Voce test. Marks of record of service will be given on the basis of APARs and relevant service records. Integrity of character will receive special consideration.

The Panel will be formed consisting of employees who qualify in the selection, corresponding to the number of vacancies for which selection is held. Employees securing grading as 'Outstanding' will be placed on top followed by those securing grading as 'Good' inter-se seniority within each group being maintained.



Syllabus for Selection (70%) for promotion to Group 'B' post of AMM/ADMM in Stores department (Circulated as PBC No. 236/2022)

Part-A

Professional Subject :

1. Organization of Stores Dept. on Zonal Railway & Production Units.
2. Objectives of Stores Dept. in brief.
3. Functions of the Principal Chief Material Manager (PCMM) & other officers assisting him.
4. Canons of Financial Propriety & its application to Stores Matters.
5. Delegation of Powers:
 - i) Its need & necessary safeguards
 - ii) Powers of PCMM & other officers for:
 - (a) Purchase, (b) Sale, (c) Write off, (d) Other misc. matters
6. Purchase of stores:
 - i) Important Stages in purchase cycle
 - ii) Purchase Policy & Rules of IR and GFR Provisions
 - iii) Channels & Procedures of purchase of indigenous stores
 - iv) Modes of tendering [including PAC purchase] & their limitations
 - v) Tender consideration;
 - a) Price determination (Reasonability/Workability)
 - b) Negotiations, Cartel Formation & related instructions
 - c) Concept & constitution of Tender Committee
 - vi) Purchase of M&P/RSP items including CMC
 - vii) Emergency Purchases
 - viii) Basics of iMMS & e-Procurement
 - ix) Procedures/Manuals related to iMMS and IREPS
 - x) Procurement through GeM
 - xi) Reverse auction
 - xii) Price variation clause and its operation
 - xiii) Buy back system of purchase
 - xiv) Green procurement
 - xv) Composite contracts and strategic procurement
7. Purchase through Centralized agencies like:
Railway Board, BLW, CLW, etc.
8. Procedure of purchase from other Govt. Dept. in brief.
9. Govt. Policy of Preference:
 - a) Purchase/Price Preference
 - i) Micro & Small Enterprises
 - ii) Items reserved for procurement from MSEs
 - b) Purchase Preference as per Make in India Policy
 - c) Special benefits available to MSEs
10. Supply Contracts:
 - i) Important provisions of Indian Contract Act, Sale of Goods Act and GST Act
 - ii) IRS Conditions of Contract, General Conditions of Contract
 - iii) Force Majeure Clause
 - iv) Preparation of bid documents, special conditions, price variation and eligibility criterion etc for
 - a) Rate/Running & Fixed quantity/Long term contracts
 - b) Service Contract
 - c) Annual maintenance Contract
 - d) EPC Contract
 - v) Online submission of EMD & SD
 - vi) PO Draft/Numbering Scheme & vetting considerations

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- vii) Contract Management
 - (a) Extension of DD/Modification of PO
 - (b) Penalties for breach of contracts (LD, GD, RP)
- viii) Settlement of Disputes
 - (a) Arbitration Clause in IRS Conditions
 - (b) Arbitration & Conciliation Act 1996 including Amendment Act, 2019
 - (c) Dispute resolution between two Govt. Deptt. Or (CPSU)
- 11. Import of Material:
 - i) Direct import by Zonal Railways/Production Units
 - ii) Import through Railway Board
 - iii) Types of Import Contracts: FOB, CFR, CIF & DDP etc.
 - iv) Modes of Payment, Letter of Credit & its types
 - v) Sea & Air freighting of Railway Materials & Insurance Covers
 - vi) Port clearance of imported consignments
 - vii) Claims settlement
 - viii) INCOTERMS (latest edition)
- 12. Strategic Sourcing (Rational Source Selection):
 - a) Registration of firms on Railways and IREPS
 - b) Vendor performance evaluation; Vendor rating; Penal Action against vendors; Alternatives available with Railways, PUs
 - c) Registration by RDSO
 - d) Supply chain concept — relevance to Railways especially PUs
- 13. Important Statistics on Stores matters:
 - a) Submitted to Railway Board, periodically
 - b) Included in Railway Board's annual report & GM's Narrative Report
 - c) Yardsticks to measure efficiency of Stores Deptt.
- 14. Stores Budget:
 - a) Compilation & various review/amendments to the budget during the financial year
 - b) Controls to adhere to the budget provisions, Exchequer control
 - c) Control over stores expenditure to minimize working expenses
 - d) Purchase Grant
 - e) Zero Base Budgeting (ZBB)
- 15. ISO Certification/ 5S Certification/ 6 Sigma Certification:
 - Procedure for obtaining the certification & subsequent compliance for continuation of the same:
 - a) For Purchase Office,
 - b) For stores depot
- 16. Paperless Working:
 - a) e-Office
 - b) Digitally signed electronic reports in iMMS and IREPS
- 17. Online acceptance of tenders:
 - Technical Scrutiny, Tender Committee Minutes preparation & Tender acceptance/Direct acceptance, Letter of Acceptance generation and auto-generation of Purchase order
- 18. Procedure for keeping/retention/destruction of official records
- 19. Stores Depots:
 - a) Location
 - b) Functions
 - c) Typical Layout of a stores depot
- 20. Design Aspects of a Typical Stores Depot/Warehouse:
 - a) Important parameters to be considered for design
 - b) Space Management
 - i) Buildings, Yards, Roads
 - ii) Various types of storage arrangements
 - c) Materials Handling:
 - i) Equipment
 - ii) Unit piling, container/pallet systems
 - iii) Vertical storage system
 - d) Important Fire Safety aspects & Latest fire fighting Techniques

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- e) Security Arrangements to prevent & action called for by the Depot Officer in case of incidence of the following:
 - i) Theft
 - ii) Pilferage
 - iii) Misappropriation
 - iv) Provision of CCTV in Stores Depots/Divisional Depots
- f) Procedure for locking & sealing of wards/go-downs in a depot and depositing/collecting the keys
- g) Gate Pass
- 21. Depot Organization:
 - a) Functions/Responsibilities of Depot Officer & Subordinate Staff
 - b) Various sections of stores depot, its functions & working procedures
- 22. Receipt & Accountal of materials:
 - a) Procedure for receipt & accountal, in a depot
 - b) Consequent clearance of purchase suspense
 - c) Accounts checks on suppliers' bills
 - d) Purchase Suspense/Sales Suspense
- 23. Inspection of Stores:
 - a) Inspection Techniques
 - b) Various Agencies for Inspection of Railway Materials
 - c) Acceptance of material against WTC
 - d) Inspection at firm's premises & Inspection at Depot
 - e) Rejection of pre-inspected materials and procedure for joint inspection
 - f) Disposal of rejected materials
 - g) Warranty Claim Procedure
- 24. Sampling for Inspection:
 - a) Sampling Methods
 - b) Indian Standards relating to Sampling
- 25. Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items
- 26. Receipt & Issue of Stores on iMMS:
 - a) FIFO Method of Receipt and Issue
 - b) Procedure of issue of materials from stores depot to consumers other than attached workshops & debiting the indentors for stores issued
- 27. Properties & Preservation of stores such as: Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.
- 28. Imprest Stores:
 - a) Procedure for issue and supply of Imprest Stores
 - b) Road contract and its Management
- 29. Returned Stores through iMMS:
 - a) Its receipt & accountal in the depot
 - b) Valuation of returned stores
 - c) Monthly Credit Summaries
- 30. Sale of Railway Materials:
 - a) SAG Committee Recommendations
 - b) Survey Committee & its functions for various categories of stores
 - c) Procedure for condemnation of an asset (M&P items including Motor Vehicle)
 - d) Procedure for sale by tender
 - e) Procedure for disposal of scrap by e-auction
 - f) General & Special conditions of sale
 - g) On-line payment of BSV
 - h) On-line payment of EMD
 - i) Payment Gateway
- 31. Purchase by Depot/Divisional Officers:
 - a) Purchase Powers- Local & Cash Purchases
 - b) Digital recoupment of cash imprest
- 32. Important Components & its usages:
In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs

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33. Dispatch of Railway Materials:
 - a) By Rail, Road
 - b) By Sea & Air
 - c) Safeguards against loss/damage in transit
 - d) Settlement of claims with carriers
34. Inter-depot transfers & Clearance of SINT suspense
35. Stock Verification:
 - a) By Accounts
 - b) Departmental
 - c) Disposal of Stock Sheets
36. Classification of Heads of Accounting & Various Suspense Heads relating to Stores
37. Codification:
 - i) Stores nomenclature & price lists (Unified & Non-unified)
 - ii) Unified Vendor Code
 - iii) Consignee Code
 - iv) Advantages of codification
38. Standardization & Variety reduction
39. Provisioning & Recoupment of Stores:
 - a) Maxima Minima Method
 - b) Annual Review Method
 - c) Main Depot-Sub depot arrangement
 - d) Economic Order Quantity (EOQ)
 - e) Lead time & Safety/Buffer Stock
 - f) Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
 - g) Various forecasting statistical techniques
40. Inventory Management:
 - a) Types of inventories
 - b) Various Inventory models:
 - i) The Basic (EOQ) Model: Constant Demand & Lead Time
 - ii) Variable Demand but constant Lead Time
 - iii) JIT Inventory Model
 - c) Computer as an aid to inventory control & inventory management
 - d) Inventory reports in iMMS & its use for inventory control
 - e) Selective Control Techniques:
 - i) ABC, VED, FSN & XYZ analysis for inventory control & improvement in service levels
 - ii) Related multi-criteria matrix
 - f) Inventory performance indices on IR
 - g) Over stock, Inactive & Surplus Stores
 - i) Definitions
 - ii) Reasons for accrual & its disposal
 - iii) Steps for prevention
41. Computerized Price Ledgers:
 - a) Preparation of Price Ledgers: Role of Stores Depot
 - b) Book Average Rates
 - c) Debiting the indentors for cost of materials issued & preparation of Debit Summaries
42. Audit:

Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.
43. Accounts:

Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II.
44. M&P, RSP and Works Program
45. Features of MS-Word, Excel, PPT
46. Exception Reports and Action Documents generated on iMMS.
47. Computerisation of User Depot and Integration with iMMS/IREPS (User Depot Module)

II-Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure – Re-appropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

III – Establishment Rules

- 1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work-charged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bonus Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

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 (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 with regard to the above, the under mentioned Helpline Number may be contacted during office hours :

Name	Designation	Helpline Number
Shri. Krishna Naik	CSWI/Stores/PER	9030840182

Instructions to Personnel Department Officer:-

- (i) 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/ Divisional Officer etc.
- (ii) The user rights and passwords already provided may be utilized.
- (iii) The respective cadre dealer / controlling Personnel Officer should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, **each online** application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 05.12.2022.
- (iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.
- (v) Divisions and units may set up **suitable helpline and give wide publicity** to the same along with details including mobile number of the person who can be contacted for any assistance.

ANNEXURE-"D"**Main List- Based on Integrated Seniority List (Stores Department) published
vide No.P(S)612/V/Seniority/Vol.II dt.18.11.2022**

S.No	NAME S/SHRI-SMT-	COMM	DESIG	STATION	DOB	DOA	DOE in to		REMARKS
							LEVEL -6 GP-RS- 4200	LEVEL-7 GP-RS - 4600	
1	K.DURAISAMY	ST	CH.OS	GOC	05-04-1963	08-04-1985	11-10-1995	01-11-2003	
2	S.DURAIRAJ	UR	CDMS	AVD	20-05-1964	18-01-1989	29-06-1995	08-09-2005	
3	V.RAJAGOPALAN	UR	CDMS	GOC	14-03-1963	03-04-1985	09-08-1995	03-09-2005	
4	R.SURESH	UR	CDMS	CSD/PER	28-02-1963	22-07-1981	22-01-1990	14-02-1996	
5	M.PATCHIAPPAN	ST	CDMS	GSD/PER	11-05-1965	24-09-1987	24-12-1990	11-07-1996	
6	S.SIVASUBRAMANIAN	UR	CDMS	GOC	25-05-1963	12-12-1986	09-01-1991	01-11-2003	
7	MANOHAR TOPNO	ST	CH.OS	MSD/PER	27-10-1963	26-03-1985	13-12-1988	08-08-1997	
8	DAYAMANI KUMARI TIRKEY	ST	CH.OS	PCMM/O/PER	10-12-1968	18-09-1991	14-11-1996	03-04-2002	
9	C.S. BIJUKUMAR	UR	CDMS	QLN	07-06-1969	17-09-1990	18-03-1991	01-11-2003	
10	K.SARAVANAN	UR	CDMS	Ds/ED	14-06-1970	29-08-1990	01-03-1991	01-11-2003	
11	G.R.SRINIVASAN	SC	CDMS	GSD/PER	30-12-1966	27-03-1985	25-06-1991	01-11-2003	



Annexure-“E”

**Reserve List- Based on Integrated Seniority List (Stores Department) published
Vide No.P(S)612/V/Seniority/Vol.II dt.18.11.2022**

S.No	NAME S/SHRI-SMT.	COMM	DESIG	STATION	DOB	DOA	DOE in to		REMARKS
							LEVEL -6 GP-RS- 4200	LEVEL-7 GP-RS - 4600	
1	R.RAJAMOHANKUMAR	ST	CDMS	GOC	10-04-1964	03-10-1986	18-01-1991	01-11-2003	
2	KATAMUJJEVAKUMAR	SC	CDMS	GOC	12-08-1967	16-02-1991	17-08-1991	01-11-2003	
3	B.M.LAKSHMIPATHY RAO	ST	CH.OS	PCMM/OPER	21-02-1969	05-10-1990	03.02.1999	01-11-2003	
4	P.RAVICHANDRAN	UR	CDMS	SA	13-03-1963	24-09-1987	15.07.1991	15-12-2004	
5	M.BHASKAR	UR	CH.OS	GSD/PER	08-03-1964	10-01-1983	12-02-2005	28-02-2005	
6	R.VIVEKANANDAN	UR	CDMS	BBQ	20-10-1963	29-11-1985	11-01-1996	14-03-2005	
7	M.SAKTHIVEL	SC	CDMS	GOC	11-01-1963	18-05-1987	11-01-1996	03-08-2005/ 10-12-2010	
8	G.JAYASHANKAR	UR	CDMS	GM/BR	12-07-1970	02-08-1988	06-01-1996	19-09-2005	
9	N.NEHRU	SC	CDMS	GOC	13-05-1968	09-12-1987	28-10-1992	19-12-2005	
10	R.KAMARAJ	SC	CDMS	GOC	03-11-1975	14-06-2006	-	14-06-2006/ 14-12-2006	DRQ
11	B.LATHAKUMARI	UR	CH.OS	RE/MS	08-01-1963	11-04-1985	21-04-1994	20-04-2007	
12	M.R.SUDHI	UR	CDMS	ERS	23-05-1967	16-02-1991	18-08-1991	20-08-2007	
13	D.PASUPATHI	UR	CH.OS	GSD/PER	20-05-1964	10-11-1982	27-04-1994	23-08-2007	
14	R.MURALIDHARAN	UR	CDMS	RPM	26-03-1965	07-08-1987	10-01-1996	09-01-2008	
15	S.SANKAR BABU	UR	CDMS	RE/TEN	06-10-1969	04-02-1993	17-02-1996	06-06-2008	
16	M.K.VIJEESH	UR	CDMS	SSD/PTJ	05-11-1983	19-05-2008	-	23-04-2009	DRQ
17	M.VENUGOPAL	UR	CDMS	TSD/AVD	27-03-1983	03-10-2008	-	23-04-2009	DRQ
18	V.RAMESH	UR	CDMS	GOC	09-03-1985	03-10-2008	-	23-04-2009	DRQ
19	THEODAR MUNDU	ST	CDMS	ELSD/AJJ	02-02-1968	08-02-1993	16-12-1996	20-01-2012	
20	R.MARAN	SC	CDMS	TSD/TBM	12-05-1969	14-12-1989/ 08-02-1993	02-02-1999	05-03-2012	
21	S.BHUVANESWARI	SC	CH.OS	GSD/PER	30-12-1969	07-06-1988	06-12-1996	18-03-2013	
22	G.RAJENDRAN	SC	CH.OS	PCMMO/PER	31-03-1967	08-07-1986	14-11-1996	08-03-2013	
23	V.SIVAKUMAR	UR	CDMS	GOC	26-08-1969	04-02-1993	17-02-1996	01-11-2013	
24	R.VIJAYAPRABATH	UR	CDMS	CSD/PER	16-04-1965	07-08-1987	21-11-1996	01-11-2013	
25	N. BADARUL HASSAN	UR	CDMS	GOC	19-01-1966	07-08-1987	15-11-1996	01-11-2013	
26	R. RAMU	SC	CH.OS	BBQ	30-05-1964	13-09-1990	27-11-1996	01-11-2013	
27	K. JAYARAM KUMAR	UR	CDMS	GOC	05-04-1969	07-08-1987	15-11-1996	01-11-2013	
28	R. MOORTHY	UR	CH.OS	GSD/PER	07-06-1963	03-05-1982	29-09-1997	01-11-2013	

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29	POTLURI SHANTHI	UR	CH.OS	PCMMO/PER	12-10-1965	05-01-1984	24-09-1997	01-11-2013	
30	P.S. SURYA KUMAR	UR	CH.OS	PCMMO/PER	28-06-1964	07-11-1983	26-09-1997	01-11-2013	
31	K. KARTHIKEYAN	SC	CH.OS	GOC	15-03-1969	05-02-1988	26-05-1994	01-11-2013	
32	G.V. LAKSHMANA RAO	ST	CH.OS	PCMMO/PER	22-11-1969	07-09-1990	03-02-1999	01-11-2013	
33	GRACELET SAMUEL	ST	CH.OS	TSD/AVD	05-01-1966	11-04-1991	28-01-1999	01-11-2013	
34	N.DEVENDRAKUMAR	SC	CDMS	GSD/PER	11-06-1966	14-09-1990	26-08-2000	01-11-2013	
35	V.VENKATESAN	UR	CDMS	PGT	12-03-1968	12-05-1987	23-03-2002	01-11-2013	
36	N.K. SALIM	UR	CDMS	ERS	04-02-1965	10-08-1992	30-04-2002	01-11-2013	
37	R..ANANTHAGANESAN	UR	CDMS	GSD/PER	23-05-1965	06-02-1993	09-08-1993	01-11-2013	
38	V.P. KUMAR	ST	CDMS	GSD/PER	30-07-1969	21-11-1992	21-03-2002	01-11-2013	
39	A. RAVI ELANGO	SC	CDMS	GOC	30-07-1974	26-07-2000/ 10-02-2001	28-02-2003	01-11-2013	
40	P. THIAGARAJAN	SC	CDMS	DSD/TBM	10-06-1974	26-07-2000/ 10-02-2001	26-02-2003	01-11-2013	
41	SYED RAHEEM BASHA	UR	CDMS	AVD	19-03-1969	08-02-1993	01-11-2003	01-11-2013	
42	GEETHA CHANDRASEKAR	UR	CDMS	CSD/PER	09-05-1970	04-07-1991	01-11-2003	02-11-2013/ 24-05-2016	
43	M.S. RAVI	ST	CH.OS	TSD/AVD	16-06-1966	17-09-1990/ 01-07-1992	22-05-2003	01-11-2013	
44	A.CHRISTOPHER DEVAPRASAD	UR	CDMS	MSD/PER	17-08-1966	01-07-1991	01-11-2003	05-02-2014	
45	NIRMALA NARAYANAN	UR	CH.OS	GSD/PER	15-03-1963	03-01-1981	01-11-2003	01-01-2014	
46	R. KALYANI	UR	CH.OS	PCMMO/PER	03-02-1963	04-02-1981	01-11-2003	01-01-2014	
47	R. SHANTHI	SC	CH.OS	GOC	08-06-1964	07-03-1988	01-11-2003	01-11-2013	
48	G. KOTHANDAPANI	SC	CDMS	GSD/PER	31-12-1963	25-03-1985	30-06-2005/ 09-03-2006	01-11-2013	
49	P. ARUNA DEVI	SC	CH.OS	GOC	25-05-1969	05-07-1991	28-12-2005/ 06-07-2006	01-11-2013	
50	T.A. TAMIZHNIITHI	SC	CDMS	RE/MS	01-02-1965	05-01-1984 05-09-1990	16-12-2005/ 28-07-2006	01-11-2013	
51	R.SURESH	ST	CDMS	MSD/PER	06-06-1968	30-04-1991	10-06-1996	01-11-2013	
52	M. ELANGO	SC	CDMS	SSD/PTJ	27-05-1967	04-09-1985	19-08-1997	01-11-2013	
53	MARITHIRUPALU	ST	CDMS	BS/AJJ	16-07-1974	07-01-2004	04-08-2004	01-11-2013	
54	R. RUSHENDRA BABU	SC	CH.OS	PCMMO/PER	10-05-1966	07-04-1986	02-06-1994	01-11-2013	
55	GOPI. S	SC	CH.OS	ELSD/RPM	30-07-1968	14-09-1990	05-04-1995	01-11-2013	
56	R.NAGARAJAN	SC	CH.OS	GOC	30-04-1963	31-06-1991	12-06-1995	01-11-2013	
57	C.BANU PRAKASH	UR	CDMS	ELSD/RPM	28-05-1990	07-06-2013/ 20-12-2013	-	07-06-2013/ 20-12-2013	DRQ
58	R.RAGHU RAMAN	OBC	CDMS	CSD/PER	12-01-1988	07-06-2013/ 20-12-2013	-	07-06-2013 20-12-2013	DRQ
59	S.VENKADESH	OBC	CDMS	CN/MDU	28-05-1990	07-06-2013 20-12-2013	-	07-06-2013 20-12-2013	DRQ
60	L. SUNDARARAJAN	UR	CDMS	MAS Divi	01-01-1966	19-08-1991	01-11-2003	01-08-2014	
61	S.BALAJI	UR	CDMS	GSD/PER	17-06-1967	14-09-1990	21-03-2005	02-09-2014	
62	K. MALATHI	SC	CH.OS	GSD/PER	30-03-1969	08-02-1991	16-11-1996	24-12-2014	
63	D. PARANTHAMAN	SC	CH.OS	PCMMO/PER	30-10-1963	25-09-1987	11-12-1996	18-12-2014	
64	S. RAJESWARI	SC	CH.OS	PCMMO/PER	14-12-1963	27-06-1990	11-12-1996	18-12-2014	
65	K.SHAFI AHMED	UR	CDMS	Dy.CSTE/OPT J	26-01-1982	11-01-2008	11-01-2008	11-06-2015	
66	N.RAJENDRA KUMAR	UR	CDMS	Div/ED	15-06-1979	25-09-2004	-	31-12-2015	IRT
67	R. RAMESH BABU	UR	CDMS	GOC	18-08-1987	29-04-2013	-	29-04-2013 / 15-07-2016	DRQ
68	RAMESH KUMAR	SC	CDMS	MAS/DVI	09-09-1981	25-06-2004	21.02.2005	18-08-2016	
69	M. POWNRAJ	SC	CDMS	GOC	01-07-1967	13-01-1990	19-08-2006	24-08-2016	
70	NAGA V DURGA RAO KOKKIRI	ST	CDMS	TBM	19-06-1981	05-01-2007	16-02-2012	18-08-2016	
71	S.SUKUMARAN	UR	CDMS	SSD/PTJ	15-04-1968	31-05-1991	31-01-1996	31-01-2017	
72	LOURD MARY KRIPLANI	UR	CH.OS	PCMMO/PER	04-06-1964	19-04-1982	18-03-1991	30-01-2017	
73	R. THAMARAISELVI	UR	CH.OS	GOC	26-03-1963	23-10-1981	12-04-1991	03-02-2017	
74	CHANDRASEKAR. R	SC	CH.OS	CSD/PER	18-05-1966	05-07-1991	12-03-1997	30-01-2017/ 31-01-2017	
75	ANANDARAJ.D.N	SC	CH.OS	QLN	30-05-1967	16-07-1991	08-03-1997	04-02-2017	
76	R.JAGANNATHAN	UR	CDMS	LSD/PER	05-01-1965	08-08-1991	31-10-1994	30-01-2017 / 20-03-2017	
77	R.PARI	UR	CDMS	CSD/PER	26-06-1964	08-08-1991	31-10-1994	30-01-2017 / 20-03-2017	

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78	D. RAVI SUNDARAM	UR	CDMS	TNP	24-04-1964	12-10-1990	07-11-1994	01-02-2017/ 31-01-2017	
79	P. PRINCE SURESH KUMAR	SC	CH.OS	GOC	19-07-1963	15-10-1990	15-11-1996	03-06-2017	
80	K.R. SARAVANAN	UR	CDMS	DSD/ED	10-10-1966	05-12-1994	05-02-1994	15-06-2017	
81	P.KRISHNA PRASAD	UR	CDMS	TVC	30-05-1967	16-07-1991	01-02-1995	01-06-2017	
82	P.SANKARESWARAN	UR	CDMS	GOC	20-03-1967	10-08-1991	09-08-2006	02-06-2017	
83	LATHA SENTHIL	UR	CH.OS	GSD/PER	29-09-1969	28-09-1987	30-10-1993	30-05-2017	
84	PURUSHOTHAMAN. A	UR	CH.OS	GSD/PER	23-03-1970	20-04-1988	01-12-1994	30-05-2017	
85	KRISHNAVENI.P	UR	CH.OS	RE/MS	28-11-1964	04-10-1985	01-02-1994	15-06-2017	
86	A.VIJAYAN	ST	CH.OS	BS/AJJ	10-05-1967	21-01-1990	13-11-1998	30-05-2017	
87	M.HEMAKUMAR	UR	CDMS	PGT	04-05-1968	15-09-1990	29-06-1996	07-11-2017	
88	S.M. RAMADOSS RAO	UR	CDMS	GOC	22-01-1968	02-02-1988	27-11-1994	02-06-2017	
89	P.K. BIJU	SC	CDMS	DSD/MDU	01-06-1964	15-10-1990	06-08-2007	05-06-2017	
90	S.SIVAPERUMAL	SC	CDMS	ELSD/RPM	14-01-1974	28-07-2012	28-07-2012	21-08-2017	
91	T.K. RAVINDRAN	UR	CH.OS	DSD/MDU	18-06-1963	03-10-1986	11-04-1994	09-08-2018	
92	SUJATHA VICTOR	UR	CH.OS	TPJ Division	21-12-1965	01-08-1986	27-03-1992	31-08-2018	
93	ASHOK. M	UR	CH.OS	GSD/PER	06-04-1963	24-12-1986	11-04-1994	09-08-2018	
94	LATHA JANARTHANAN	UR	CH.OS	SSD/PTJ	12-05-1963	16-07-1984	31-05-1994	09-08-2018	
95	REHANA BEGUM	UR	CH.OS	CSD/PER	22-05-1968	14-11-1987	21-04-1994	09-08-2018	
96	USHA KIRAN	UR	CH.OS	CSD/PER	07-12-1965	29-08-1987	26-05-1994	09-08-2018	
97	DHANALAKSHMI. V	UR	CH.OS	Press/RPM	13-12-1970	01-09-1989	30-04-1994	09-08-2018	
98	NANDAKUMAR.S	SC	CH.OS	CSD/PER	21-08-1969	28-02-1991	21-11-1997	04-02-2019 / 09-08-2018	
99	A. SENTHILKUMAR	UR	CDMS	GOC	03-05-1973	27-07-2000	05-02-2001	22-10-2018	
100	V.SRINIVASARAO	UR	CDMS	ELSD/RPM	06-06-1970	26-07-2000	10-02-2001	18-12-2018	
101	N.S.RAJESH KUMAR	UR	CDMS	PGT	03-04-1967	20-07-2000	10-02-2001	11-03-2019	
102	S.G..JAGAN	SC	CDMS	ELSD/ED	03-05-1975	22-12-2005	09-03-2007	10-05-2019	
103	JOHNY JOSEPH	UR	CH.OS	ERS	17-05-1964	13-09-1990	25-04-1994	16-09-2019	
104	CAROLYNE NELSON	UR	CH.OS	PCMM/O/PER	19-05-1965	06-03-1985	26-04-1994	13-09-2019	
105	B. BALAJI	UR	CH.OS	PCMM/O/PER	14-05-1966	23-12-1985	26-04-1994	13-09-2019	
106	T.S.NARAYANAN	UR	CH.OS	PCMM/O/PER	17-04-1963	22-01-1987	13-06-1994	13-09-2019	
107	GEORGE ABRAHAM	UR	CH.OS	TVC	25-05-1965	19-07-1991	19-06-1994	17-09-2019	
108	P.JOEL MANOJ KUMAR	UR	CH.OS	PCMM/O/PER	05-06-1965	24-09-1987	01-10-1994	13-09-2019	
109	A.THAMARAISELVI	UR	CH.OS	TPJ DIVISION	12-04-1964	07-08-1987	17-10-1994	26-09-2019	
110	L.AMALA	UR	CH.OS	DSSD/GOC	14-01-1965	07-08-1987	01-12-1994	25-09-2019	

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