



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department
Chennai – 600 003.

No: P (G)532/II/ACM 30% (LDCE)/2023-24

Date: 22.02.2023

Secretary to GM for kind information of GM,
SDGM & CVO, PCOM, PCCM, CCM/PM, CCM/PS & Catg CCO,
CTPM, CPTM, CFTM, CCM/FM, CCM/Plg PCSO
CPRO, PCSC, CAO/CN/MS & ERS, MTP(R)MS
CE/CN/MS, CPM/RE/MS,
DRM/MAS, TPJ, TVC, PGT, MDU, SA,
DRM/P/MAS, TPJ, TVC, PGT, MDU, SA,
Principal/MDZTI/TPJ, LO/MMC/MAS
Sr.DOM/DOMs MAS, TPJ, TVC, PGT, MDU, SA,
Sr.DCM/DCMs MAS, TPJ, TVC, PGT, MDU, SA,
Additional Registrar/RCT/MAS, ERS.

Sub:- Selection for the Group "B" post of ACM against 30% LDCE for Commercial 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 No.162/2022) and other related circulars circulated as PBC No.203/2022, 213/2022, 236/2022 and 241/2022.

As advised by Railway Board vide references cited above, it has been decided to conduct LDCE and applications are hereby invited for promotion from Group 'C' service to Group 'B' service in Commercial Department for the post of ACM through Limited Department Competitive Examination against 30% of the vacancies as per the schedule indicated below.

To apply online	Date and time of Opening	23.02.2023 at 15.00hrs
	Date and time of Closing	13.03.2023 at 23.59hrs
Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters.		19.03.2023 at 17.00 hrs

II) The number of vacancies to be filled up are as under:

Post	UR	SC	ST	Total	PwBD
ACM – 30% LDCE	02	Nil	Nil	02	Nil

II) Eligibility Criteria:

1. Group 'C' employees of Commercial Department working in Level-6 and above who have **rendered not less than 5 years of non-fortuitous regular service in Level-6 or rendered not less than 5 years of non-fortuitous regular service in Level-6 and above put together, including regular service rendered in the corresponding pre-revised grade** including initial training period as on 01.01.2023 are eligible to apply.

Contd.

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2.Special provisions for exercising option:

In case of Ministerial Staff of Commercial Department/Chief Law Assistants, who can opt for advancement for promotion to Group 'B' as APO on being selected to the post of ACM, they should exercise an option within one month of publication of the result of the selection/LDCE in writing. The option once exercised is treated as final in terms of Board's letter No.E(GP)92/2/19 dated 25.03.1992 and cannot be withdrawn/alterd subsequently.

Note:

- i. Staff whose lien and seniority is maintained in the relevant cadres of Southern Railway are only eligible to apply.
- ii. Eligible staff working in the Construction/Project Organization on deputation, training & any Ex-cadre Organization and having lien & seniority in the relevant cadres of Southern Railway, who desire to volunteer for the above LDCE may submit their online application through proper channel i.e. through their respective Personnel Department Officer, where they hold lien.
- iii. Employees working in Level-6 on adhoc basis are not eligible to apply. Employees who have been granted financial upgradation in Level-6 under MACPs are also not eligible to apply.
- iv. For assessing the period of Non Fortuitous service , the following may be kept in view.

(a) As per RBE 55/1997 dated 17.04.1997, regarding counting of service rendered in the old unit on "**own request transfer**", the service rendered in the absorbing unit alone will count for eligibility wherever a minimum length of service is specified as a condition for consideration for promotion including promotion to general selection posts.

(b)The above instructions were partially modified vide RBE 34/2006 dated 21.03.2006. In terms of RBE 34/2006, on counting of service rendered in the old unit on "**own request transfer**" for the purpose of qualifying service for promotion in new unit, the service rendered by them in the old unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion including promotion to general post in the new unit subject to the conditions that the service so allowed to be counted does not exceed the length of service of the immediate senior in the new unit and the benefit of counting of service will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts.

(c)In terms of RBE 40/2008 dated 13.03.2008, those instructions were made applicable for reckoning the minimum qualifying service of Group "C" employees, in case of own request transfer to a new unit in the same category of posts, for determining their eligibility for promotion to Group "B" posts also.

(d)Regarding counting of service rendered in the old unit before **mutual transfer** of the employee for the purpose of determining eligibility for promotion to Group 'B' post, Board has clarified that instructions contained in Para 310 of IREM Vol.I governing the seniority of Railway servant transferred on mutual transfer will prevail.

(e)As advised in RBE No.102/2019 dated 25.06.2019 the time spent by a Railway servant under training immediately before appointment to service is to be counted as service for the purpose of appearing in Departmental Examination including LDCE for promotion to Group "B".

(f)The volunteers who have completed 5 years of Non-fortuitous service in the current seniority unit of the cadre as on 01.01.2023 are only eligible to apply. The same may be verified and ensured by the Personnel Officer concerned while forwarding the applications.

4. Eligible volunteers should apply online in the link www.srhqpb.in and submit their application

III. How to apply: -

1.Detailed instructions for filling up the online application is available in the web portal and also enclosed herewith as **Annexure "B"**.

2.Volunteers should apply for the post **ONLINE** by visiting the official website www.srhqpb.in

3.Volunteers 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.

4.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.**

5.Applicant must note that, if any information furnished by him/her is false or misleading , the application/candidature is liable for rejection and action will be initiated under D&AR rules.

IV. 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, Seniority Lists and other available relevant records. After due verification, each online application has to be certified regarding the eligibility and forwarded online with remarks, if any.

In addition, an excel file containing all the relevant details of all applications should also be downloaded. The downloaded excel data file should also be verified and corrections, if any, has to 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 as e-receipt **on or before 17.00 hrs of 19 .03.2023.**

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 Genuineness of the community certificate of the reserved community employees may be verified and certified by the cadre controlling Personnel Officer duly enclosing the attested copies of the **community certificate** failing which the candidature will be summarily rejected.

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 drawing the attention of APO/Gaz/HQ/MAS **on or before 19.03.2023** through e-office.

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

It is observed from the applications received from volunteers in the past that the date of entry into Grade Rs.5000-8000 in V PC/Rs.9300-34800+GP Rs.4200 (Level-6) in VI PC and above on regular basis for assessing the non-fortuitous service has not been indicated in several cases due to which it becomes difficult to decide their eligibility or otherwise at this end. This aspect may specifically be scrutinized and specified before forwarding the application to this office by the forwarding Officer of the unit concerned.

When an employee is holding an ex-cadre post, details of his post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned.

It is the responsibility of the Personnel Officer of Division/Unit concerned to certify the correctness of the eligibility of candidates for admission to the examination as per the Service Register, Seniority List and other documents maintained by them and as per the conditions laid down in the notification.

V) Method of Selection:

1. CBT – In terms of Railway Boards Lt. No.E(GP)2022/2/4 dated 28.06.2022, Board has decided to introduced Centralized Computer Based Objective Type examination.
2. The examination for LDCE will be one stage only and will comprise of only 1 paper with the following distribution of marks:

Single paper of 150 marks comprising 100% objective type multiple choice Questions with the following distribution of marks		
(a)	Technical (Professional) subject	80 marks
(b)	General knowledge including optional Questions of 15 marks on Official language Policy & Rules	40 marks
(c)	Establishment and Financial Rules	30 marks
	Qualifying marks	90 marks

3. Duration of the CBT examination will be 3 hours.
4. Question Paper will have 175 Questions out of which 150 questions are to be attempted.
5. One mark will be awarded for every correct answer. There shall be negative marking for incorrect answers and one third of mark will be deducted for every wrong answer.

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6. Record of Service and Viva-voce:

	Max Marks	Qualifying Marks
1. Viva-voce	25	30 (including at least 15 marks in the record of service part)
2. Record of Service	25	

(Railway Board's letter No.E(GP)/2005/2/69 dated 05.01.2006)

7. Medical Examination:

Those who qualify in the written examination will be subjected to Medical Examination as per Para 530 (a) of IRMM. Those qualified in the written examination and declared medically FIT for Group "B" service will only be called for Viva-Voce test as per Railway Board's letter No. E(GP)80/2/8 dated 31/10/1991.

8. There will be no supplementary examination.

9. No Pre-Promotional training would be organized for SC/ST community employees as the 2 vacancies are earmarked for UR community.

VI.Syllabus—Copy of the syllabus for the selection is enclosed as "**Annexure A**".

VII. General Instructions:

1. All those eligible volunteers should be in readiness to appear for the CBT at short notice as per the schedule advised by NAIR/BRC/ Railway Board. The CBT is scheduled to be held on 14.05.2023 (tentatively).

2. The volunteers who have responded to this notification are also equally responsible to attend the CBT on the scheduled date and time. They shall be in touch 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 selection is being conducted by CBT by NAIR, 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 in the application for any updates.

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

Name	Designation	Helpline Number
Shri. M.Karthick	CS&WI/Traffic	9003160626

[Handwritten signature]

VIII. The tentative selection calendar.

Particulars	Date
To apply online– Date and time of Opening.	23.02.2023 at 15.00hrs
To apply online– Date and time of Closing.	13.03.2023 at 23.59hrs
Last date for receipt of online applications at Headquarters from respective units	19.03.2023 at 17.00hrs
Publication of eligibility list	03.04.2023
Final Alert notice	10.05.2023
Date of CBT by NAIR/Vadodara	14.05.2023 (tentative)

IX. Important instruction to the Controlling Officers / Personnel Officers:

The original updated SRs and APARs for the last five years (duly enclosing the acknowledgement for having received the copies of APAR for each year) of the employees may be kept ready by concerned Controlling Officer for immediate transmission to this office whenever called for.


X. This Selection is subject to the provision contained in IREC, IREM & any other instruction issued by Railway Board from time to time.

XI. Wide publicity of this notification should be given to all staff including those who are on Deputation, Ex-cadre, training, leave/sick, etc., so as to enable them to submit their application through proper channel in time and staff may contact their Headquarter Office at frequent intervals.

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

The last date for applying through online by employee is 13.03.2023 at 23.59 hrs.

Encl.: Annexure "A"& "B"


(M. Sunitha)
APO/Gaz.
for General Manager

Copy to : PCPO, CPO/Admn CPO/G, , CPO/IR – for kind information please
Dy.CPO/T, M&E/HQ APO/T, M&E /HQ
Ch.OS.NGS/Comml.
GS/SRMU, NFIR, AISC & STREA, AIOBCREA, SROA, SRPOA

Syllabus for Selection (30%) for promotion to Group "B" post of ACM in Commercial Department (Circulated as PBC No. 236/2022)

TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In- Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.

- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.

- MGR and Ro-Ro Policies.

- Out Agencies, City Booking Offices and other Ancillary Services.

- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.

- Dedicated Freight Corridor.

- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

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- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

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Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.

- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.

- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

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Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of Untoward Incidents and Accidents, Ex-gratia payments.**
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

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Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for 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 workcharged 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 Bouns 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.



Syllabus for 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 - Reappropriation 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



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 **Shri M.Karthick, Ch.S&WI/Traffic** may be contacted in the mobile number 9003160626 during office hours.

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 19.03.2023.
- (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.

