



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600 003,

No. P(G)532/IV/AME Selection (30%/LDCE)/CBT/ 2023 - 2024

Date: 22.02.2023

Secretary to GM for kind information of GM,
PCME, SDGM/CVO, CWE, CRSE/C, CME/Plg., CMPE/Dsl., CRSE/Frt.,
CEnHM/HQ, CWM/CW/PER, CWM/LW/PER, CWM/GOC,
DRM/ MAS, MDU, TPJ, TVC, PGT, SA,
Sr.DME/DMEs/MAS, MDU, TPJ, TVC, PGT, SA,
Sr.DME/DMEs/DSL/ED, ERS, GOC, TNP,
Sr.DEE/RS/AVD, TBM, VLCY, RPM, AJJ, ED, ELS/RPM,
Sr.DPOs/DPO/ MAS, MDU, TPJ, TVC, PGT, SA,
Dy.CPO/C&LW/PER, SPO/EWS/AJJ,
CMT/LW/PER, WPO/GOC, APO/C&LW/PER, APO/S&TWS/PTJ

Sub: Selection for the Group-B post of AME through LDCE against 30% of the vacancies for Mechanical Engineering Department in Pay Matrix Level-8 – Centralized Computer Based Objective Type examination (CBT)-Reg.

Ref: Railway Board's letter No.E(GP)2022/2/4 dated 28.06.2022 (PBC No.162/2022) and other related letters circulated as PBC No.203/2022, 213/2022, 236/2022 & 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 for the post of AME in Mechanical Engineering Department 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 15.00 hrs
	Date and time of Closing	13.03.2023 at 23.59 hrs
Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters		19.03.2023 at 17.00 hrs

I. The number of vacancies to be filled up are as under:

Post	UR	SC	ST	Total	PwBD
AME	4	1	Nil	5	Nil

II. Eligibility Criteria:

Staff holding the post in level-6 (Rs.35400-112400) and above in pay matrix with 5 years regular service in level-6 (Rs.35400-112400) and above (including regular service rendered in the corresponding pre-revised grade) including initial training period, as on **01.01.2023** from the following categories will be eligible to apply (Ref: The Indian Railways, AXME/ADME Group "B", Gazetted Recruitment Rules, 2022 dated 14.03.2022):

a) Non-Ministerial Group "C" staff of Mechanical Engineering department

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- b) Running staff holding the post in level - 4 (equated with level-6 of stationary post) and above. However, Running staff holding the post of Sr. ALP(NF) (80%) in level-4 which is not equated with level-6 of stationary post are not eligible to apply for the Group "B" selection Ref: RBE No.92/2015 issued under letter No. E(GP)2005/2/87 dt.18.08.2015).
- c) As per extant policy in Southern Railway, Running staff trained in dual traction (Diesel & Electric) are eligible to opt for either of the Group "B" posts of AME or AEE in Mechanical or Electrical departments respectively. Option once exercised will be final for all future notifications. They can seek further promotion to Gazetted cadre in Mechanical or Electrical departments as per their option. It may be noted that employees who have not exercised their option earlier for either AME or AEE may exercise their option and those who opted earlier for AEE post (70% or 30% or both) in Electrical department should not apply for AME post in Mechanical department.

Note:

- i) Eligible staff holding the post in the aforesaid categories whose lien and seniority is maintained in the relevant cadres of Mechanical department of Southern Railway are only eligible to apply.
- ii) Eligible staff holding the post in the aforesaid categories of Mechanical department and working in the Construction/Project Organization & any Ex-cadre Organization, on deputation and training may submit their application online through proper channel i.e. through their respective Personnel Department Officer, where they last worked.
- iii) **Employees working in Level-6 on ad-hoc 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 (Regular) 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.

v) Eligible volunteers should apply online in the link **www.srhqpb.in** and submit their application.

vi) As vacancy earmarked for 'SC' community, Pre Promotional Training (PPT) for employees belonging to 'SC' community will be organized before CBT. The 'SC' community employees who are willing to appear for CBT without undergoing PPT may do so by exercising their option in the online application form. Employees belonging to 'SC' community who have expressed their willingness to attend PPT and if they fail to attend the PPT, on the specified dates, will have to appear for CBT without such PPT being imparted.

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 Board's letter. No.E(GP)2022/2/4 dated 28.06.2022 (PBC No. 162/2022), Board have decided to introduced Centralized Computer Based Objective Type examination.

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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.

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 CBT 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.

VI. Syllabus as prescribed by Railway Board vide letter No.E(GP)2022/2/4 dated 07.11.2022 (PBC No.236/2022) 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
- (b) SR HQ PB – srhqpb.in
- (c) NAIR – nair.indianrailways.gov.in

In addition to the above, candidates are instructed to check their e-mail 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
Smt Bhagyalakshmi Selvakumar	CS&WI	9003160629

VIII. The tentative selection calendar.

Particulars	Date
To apply online– Date and time of Opening.	23.02.2023 at 15.00 hrs
To apply online– Date and time of Closing.	13.03.2023 at 23.59 hrs
Last date for receipt of online applications at Headquarters from respective units	19.03.2023 at 17.00 hrs
Publication of eligibility list	06.04.2023
Pre Promotional Training	10.04.2023
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 (along with the acknowledgement of the employee for having received the copies of APAR for each year) may be kept ready by concerned Controlling Officer for immediate transmission to this office whenever called for.

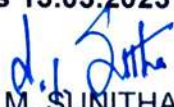
X. This Selection is subject to the provision contained in IREC, IREM & any other instruction issued by Railway Board from time to time.

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)
Assistant Personnel Officer/Gaz.
for General Manager

Copy to: PCPO, CPO/Admn, CPO/G, CPO/IR – for kind information please
Dy.CPO/Co-ordination/HQ, APO/T, M&E , APO/Genl
GS/SRMU, NFIR, AISC & STREA, AIOBCREA, SROA, SRPOA

**SYLLABUS FOR PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH
30% LDCE IN MECHANICAL DEPARTMENT**

Paper will be of two parts one part will be of General questions comprising questions from General Knowledge, Quantitative aptitude, Applied Mechanics, General Science Information Technology and EnHM. and other sections comprising of questions from establishment, financial rules and Stores will be and Technical questions from four streams of Mechanical Department. Questions on PU are included in workshop segment. Question on Rajbhasha will be of optional nature of fifteen marks

Section A

GENERAL PORTION-

GENERAL KNOWLEDGE

This section would contain questions of general interest and importance which is acquired by general observation and reading without specific text book study. Subjects of national importance as well as achievements of railways will also be covered. The standard of General Knowledge shall not be more rigorous than Matriculation.

Quantitative Aptitude

- Arithmetic & Statistical Operations Graphs, Fractions, Percentage, Sampling & Averages
- Geometry-Area & volume upon Higher Secondary/Class 12 Standard
- Algebra, simultaneous equations etc upon Higher Secondary/Class 12 Standard
- Questions on General quantitative aptitude

Applied Mechanics

Various Engineering materials and their properties, Bearings, Stress & Strain, Fatigue, Hardness, Corrosion & Surface finish.

General Science

- Mechanics: Newton's Laws of Motion, Velocity & Acceleration, work, energy, power, Archimedes Principle etc.
- Temperature & its measurement
- Mechanics Velocity & Acceleration, work done & horse power etc upon Higher Secondary/Class 12 standard
- Heat & Work, Expansion of Solids Liquids & Gases
- IC Engines, Gas Turbines, Heat Recovery & Thermal Efficiency, Supercharging & Intercooling
- Ohm's Law, Coulombs Law, Faraday's Laws, Voltage, Current & Resistance, wet & dry batteries, power factor
- Simple Motors & Dynamos-Principle & working, transformer, relay, fuse, circuit breakers
- Power Supply, AC & DC, Rectification

INFORMATION TECHNOLOGY

Familiarity with Personal Computer Specs- Processor, RAM, Hard Disk, Floppy, CD, Multimedia etc.

- Basic MS Word, Excel and Power Point

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- Basic Local Area Networks: Servers, Hubs, Switches, Structured Cabling, Nodes, Network applications
- Using Internet: Email, Browsing, Searching
- General Information on various portals used in Indian Railways including GEM,UDM,IREPS,FMM,E Office etc.

EnHM

- Environment, Quality Management Systems ISO 9000 & ISO 14000
- Environment management system (ISO 14001),
- solid waste management rules
- CTE (Consent to Establish) CTO, (Consent to operate)
- Water act, air act,
- hazardous waste management act
- water policy of Indian Railways

Section B

Part-A consists of questions from Establishment ,Financial rules & Stores.

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Division & Workshop Management, Diesel Locomotives, Carriage & Wagon and Workshops,

PART-A (Stores Rules)

STORES

- Classification of Stores
- Procedure of drawal of Stores
- Indenting Procedures
- Procurement methods-Local purchase, Spot purchase, Bulletin tender, Advertised tender, Limited tender, Tender Committee, Direct Purchasing
- Schedule of Powers
- Incoming inspection requirements
- Scrap disposal

PART-B-Professional Portion-

DIVISIONAL WORKING & OPERATIONS MANAGEMENT

- Working Time Table
- Working in Control Office including Passanger grievance redressal portals e.g. Rail Madad
- Accident Classification, definitions, ART Ordering, Role of Supervisors & officers at accident site Management. ,Accident investigation including proforma for measurement
- 140 ton Crane Construction & safety in operations

DIESEL LOCOMOTIVES

- Basic Features and troubleshooting of HHP locomotives
- Preventive maintenance schedules
- Latest design improvements in diesel locomotives to reduce failures on line.
- Features of GE Locomotives
- Design improvements in bogies to make them fit for high speed operation
- Air Brake system of diesel locos including working of compressors and vigilance control devices and their maintenance
- Cooling water system of diesel engines
- Fuel oil system of diesel engines
- Control of lubricating oil consumption
- Safety devices used on diesel engines and locomotives
- Trouble shooting on locomotives running on the railways
- Fuel Economy on diesel locomotives
- Thermal loading of engine components
- Under gear maintenance
- Suspension bearings, wheels
- Electric Systems of Diesel Locomotive
- Load Box Testing
- MEMU , DEMUs-types, systems & trouble shooting
- Basics of DPRS (Distributed Power Rolling Stock)
- Introduction to GM Locomotives and its systems

CARRIAGE & WAGON

Coaching stock- preventive maintenance schedules in Coaching Depots including IOH.POH, SS2, SS3 Schedules in shops

- Wagon Stock-preventive maintenance including ROH in depots and POH Schedule in shops , Ride Index, Anti Telescopic features
- IRCA Rules for reject able defects
- ICF & LHB Coach Bodies and their maintenance in sick line/shops
- Generic details of train set
- Casnub Bogie & its modifications for high speed
- Corrosion repairs to caching and goods stock
- Couplers & Draw gear, Train Parting , Brake Binding & measures to avoid the same
- Water availability in coaches
- Fire prevention on Trains
- Air Brake System-Twin Pipe & single pipe. Under frame & bogie mounted brake system, Test rig, Checking timings, trouble shooting, DV defects, slack adjustment methods. Brake Binding, WSP system, FIBA, Air spring suspension in LHB coaches
- Passenger amenity items
- OBHS , CTS and other coach cleaning systems

- Maintenance Pattern of freight trains including CC Rakes & Coaching stock maintenance including Revised Policy Circular-4
- Neutral Train Examination
- Maintenance of various components like DV, SAB, PEASD
- Latest design improvements of Carriage & Wagons to improve their performance and speed potential
- LHB Coaches & BLC Wagons
- Construction, Design & Maintenance of special purpose Wagons

WORKSHOPS and Production Units

- System of labour accountal GA Cards for time keeping documents, tally sheets, Job/Route Cards, inspection & rate fixing
- Rules & Calculations under incentive scheme
- Paints & painting systems
- Different types of machine tools such as lathes, milling machines, shapers, planers, cutting tools & cutting speeds
- CNC machines
- CLW Pattern of Incentive Scheme, Group Incentive Scheme
- Different types of welding processes, welding defects
- Wheels, tyres & axles and their ultrasonic testing
- Heat treatment of ferrous items such as surface hardening, annealing, normalizing etc
- Roller Bearing & Cartridge Bearings
- Injury free features in coaches
- Material handling
- Design of coaches and wagons
- Basic concepts of casting and Heat treatment methods
- Manufacturing and Heat treatment process of wheels and axles
- Factory Layout
- Process flow chart of Production Units
- Machinery and Plant maintenance

Rajbhasha

Optional questions of 15 marks

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 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 **Smt Bhagyalakshmi Selvakumar, CS&WI/PCPO/O/MAS** may be contacted in the mobile number 9003160629 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.