



दक्षिणरेलवे/ SOUTHERN RAILWAY

Headquarters Office,  
Personnel Department,  
Chennai - 600 003.  
Dated:04.10.2024.

No: P(G)532/XVI/LO/2024

DGM Co-ordination & Secretary to GM for kind information of GM,  
PS-I to AGM for kind information of AGMSDGM & CVO, GM/ICF, PCPO/ICF  
PFA, PCOM, PCCM, PCME, PCEE, PCE  
PCSTE, PCMD, PCMM, GM(P)/ICF CSTE/Proj./MAS, CPRO  
CAO/CN/MS, CAO/CN/ERS, CPM/RE/MS, CE/MTP/R/MS, CSTE/CN/MAS, ERS  
DRM/MAS, TPJ, MDU, PGT, TVC, SA  
DRM/P/MAS, TPJ, MDU, PGT, TVC, SA  
Principal/MDZTI/TPJ, MD/RH/PER,  
DGM/G, Dy.GM/Rajbhasha/HQrs.,  
Dy.CPO/CW & LW/PER, SPO/CN & RE/MS, S&AO/MMC/MAS  
LO/HQ, LO/CN & Claims, LO/MAS & PB/HQ, LO/TPJ,MDU & GOC, LO/TVC & SA,  
LO/ICF, APO/TM/RPM, EWS/AJJ, APO/CW&LW/PER, S&T/PTJ  
APO/Stores/PER, Electrical Workshop/PER  
The Secretary/RRT/MAS, No. 5, Dr. P.V. Cherian Crescent Road, Chennai-105

Sub: Selection for promotion from Group "C" to Group "B" Service for the post  
of Law Officer in Level-8 of VII PC – Legal Department.

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1. It is proposed to conduct a Selection for promotion from Group "C" to Group "B" service for the post of Law Officer in Level-8 of VII PC in Legal Department.
2. (i) The vacancies assessed are as follows:

| UR | SC | ST  | Total | PwBD                     |
|----|----|-----|-------|--------------------------|
| 2  | 1  | Nil | 3     | 1 (clause (a) VI- B, LV) |

- (ii) The PwBD vacancy is earmarked for PwBD clause (a) as per DoP&Ts Office Memorandum dated 17.05.2022 with functional classification as Visually Impaired – (Blindness and Low Vision) in terms of Railway Board's letter dated 14.11.2022 (PBC No.242/2022).

|  |                         |
|--|-------------------------|
| Registration of application online – Date of Opening   | 04.10.2024 @ 23:59hrs.  |
| Registration of application online – Date of Closing   | 18.10.2024 @ 23:59 hrs. |
| Last date for forwarding the online applications received by Personnel Officers concerned to Hqrs. | 25.10.2024 @ 17:00 hrs. |

- (iii) The Selection will be on the basis of written examination, Viva-Voce and assessment of Record of Service as followed in Group "B" Selections.

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**3. Eligibility:**

- (i) As per the Recruitment Rules 2017, vacancies shall be filled by promotion through selection (which shall include a written test and viva-voce) from Chief Law Assistant in Level 7 in the pay matrix (Rs.44900-142400) with two years regular service in the grade and having bachelor's degree in law from a recognized University with two years' experience of handling legal matters.
- (ii) Chief Law Assistants are eligible to appear for promotion as APO or ACM in Group "B" in addition to their normal avenue of promotion as Law Officer etc. depending upon the option they exercise. Such an option should be exercised within one month from the date of result of the selection by the employee in writing. The option once exercised is treated as final in terms of Board's letter No. E(NG) II/87/PO/Genl/8 dated 23.06.1989 and cannot be withdrawn/alterd subsequently.

4. Chief Law Assistants listed in **Annexure-"A"** should express their willingness/unwillingness for the Selection through "ONLINE" in the link [www.srhqpb.in](http://www.srhqpb.in) Failure to respond or to provide the intimation on or before **18.10.2024** will be treated as unwillingness, to take part in the above Selection and subsequent claim, if any, in this regard will not be entertained under any circumstances. The list of ineligible employees (retired or not completed two years as Law Assistants) are listed in **Annexure-"B"**

5. (i) In terms of RBE No. 53/2019 dt 19.03.2019, RBE No 115/2019 dt. 16.07.2019 and PBC No.46/2019 dated 18.03.2019, the written examination shall comprise of one Paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks and the distribution will be as under: -

| Sl. No       | Distribution of Marks                                |    | Maximum Marks | Qualifying Marks  |
|--------------|--|----|---------------|---|
| 1            | Technical Subject including Official Language Policy | 70 | 100           | 60  |
| 2            | Establishment and Financial Rules                    | 30 |               |   |
| 3            | Viva-Voce  |    | 25            | 30 (including at least 15 marks in the record of service) |
| 4            | Record of Service                                    |    | 25            |   |
| <b>Total</b> |  |    | <b>150</b>    | <b>90</b>   |

- (ii) In terms of Board's letter No. Hindi-2010/OL-1/10/4 dated 14.12.2016 and 03.07.2019, 10% of the 100 marks prescribed for Written Examination held as part of Selection should be set apart for questions on Official language policy and Official Language rules. While the employees should be encouraged to attempt the question on Official Language policy and Official Language rules, the questions should not be compulsory. Thus, there will be a total of 110 Questions in the written examination (including 10 optional questions related to the official language i.e. Rajbhasha).

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- (iii) There shall be negative marking for incorrect answer. One third of the marks allotted for each question will be deducted for every wrong answer.
- (iv) The employees may also be advised that the final list of employees who will be allowed for the written examination will be advised on receipt of willingness/ unwillingness from the Division/Unit.
- (v) Marks of record of service will be given on the basis of APARs and relevant service records. Integrity of character will receive special consideration.
- (vi) 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.
- (vii) The duration of Written examination will be 2 Hrs.
- (viii) Employees who qualify in the written examination, will be subject to Medical Examination as per Para 530 (b) of Indian Railway Medical Manual. Those who qualify in the written examination and declared medically fit for Group 'B' service will only be called for viva-voce test in terms of Railway Board's letter No. E(GP)80/2/8 dated 31.10.1991. The names of the qualified candidates will be arranged in order of seniority.
- (ix) The Syllabus for the written examination is enclosed as **Annexure-"C"**.

**6. Pre-promotional Training (PPT):**

As one vacancy is earmarked for "SC", Pre-promotional Training (PPT) for employees belonging to "SC" Community will be organized before written examination. The Reserved community (SC) employees who are willing to attend the written examination without undergoing PPT may do so, duly exercising their option in the online application form. Employees belonging to Reserved community (SC), who have expressed their willingness to attend PPT, if they fail to attend the Pre-promotional training on the specified dates, will have to appear for the written Examination without such PPT being imparted.

**7. How to apply:**

- (i) Employees should apply for the post ONLINE by visiting the official website [www.srhqpb.in](http://www.srhqpb.in), wherein detailed instructions are available and the same is also enclosed as **Annexure "D"** and they are advised to carefully read the entire instructions and information available on the official websites of [sr.railnet.gov.in](http://sr.railnet.gov.in) and [srhqpb.in](http://srhqpb.in) before filling up the application online.

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- (ii) 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.
- (iii) The applications received will be treated as "Invalid/Ineligible" on the following grounds.
  - (a) **Unsigned application.**
  - (b) **Application without affixing latest photograph.**
  - (c) **Application without verification and certification by Supervisory/Controlling official.**

**8. Instructions to the forwarding Cadre Controlling Officials:**

- (i) 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 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 srhqp.in and also forwarded in e-office to the undersigned as e- receipt on or before 17:00 hrs of 25.10.2024.
- (ii) 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.
- (iii) The Genuineness of the community certificate of the reserved community employees may be verified and certified by the controlling officer duly enclosing the attested copies of community certificate advising the details of the investigation about the false community certificate of the employee, if any. It is to be noted that without valid community certificate, no reserved community employees will be admitted for selection.
- (iv) In the event of any employee belonging to reserved community being promoted to Unreserved post, his promotion will be subject to the outcome of main SLP (C) 4831 of 2012 and Contempt Petition (C) No.314 of 2016 filed in the same SLP pending before the Hon'ble Apex Court.

**9. Other Important Instructions:**

- (i) In case any of the employees who are on leave/sick/training/deputation and or at present not working at the present station/division mentioned in the list, advice should be sent to their present address or present controlling office under clear acknowledgement and forwarded the same to this office.

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- (ii) If any of the employee are undergoing penalty or under suspension or any departmental proceedings have been initiated against him/her for imposition of a penalty, the particulars of such employee should also be advised to Dy.CPO/Gaz./HQ, with details in a sealed cover.
- (iii) The details of court cases if any, against the seniority or substantive status of the employees mentioned in Annexure "A" may be advised to this office by the controlling officer drawing the attention of APO/Gaz./HQ on or before **25.10.2024**.
- (iv) The updated SRs and APARs of employees those who have expressed their willingness, in original for the last five years with acknowledgement for having served the APARs to the employees and there is no further appeal pending, may be kept ready for immediate transmission to this office as and when called for.

**10. The tentative Selection calendar:**

| S. No. | Particulars   | Date                     |
|--------|---|--------------------------|
| 1      | Registration of application online – Date of Opening  | 04.10.2024 – 23:59 hrs.  |
| 2      | Registration of application online – Date of Closing  | 18.10.2024- 23.59 hrs    |
| 3      | Last date for receipt of online applications at Headquarters from the respective units      | 25.10.2024 – 17.00 hrs   |
| 4      | Publication of Alert Notice   | 28.10.2024               |
| 5      | Date of Pre Promotional Training  | 01.11.2024 to 15.11.2024 |
| 6      | Date of Written Examination (Main)  | 23.11.2024               |
| 7      | Date of Supplementary Examination (only on authentication subject to fulfilling conditions) | 29.11.2024               |
| 8      | Publication of Results  | 16.12.2024               |
| 9      | Date of Viva Voce   | 20.12.2024               |
| 10     | Publication of Panel  | 31.12.2024               |

The Date, Time and Venue for the written examination will be advised in due course.

Wide publicity of this notification should be given to the staff concerned.

**11. Supplementary Examination:**

The employees, who have not attended the written examination (Main), 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.

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**12. Note:**

- (i) 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**

**Help Desk:**

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

| Name      | Designation | Helpline Number |
|-----------|-------------|-----------------|
| M.Karthik | Ch.S&WI     | 9003160626      |


They can also visit Rail net web site address.

<https://sr.railnet.gov.in/newhome/cpogaz/pb/index.aspx> at frequent interval to know their status, date and time for written Examination etc.

- (ii) The last date viz. **18.10.2024** for applying through online by employee is sacrosanct.
- (iii) In terms of instructions contained in Railway Board's letter No.E(NG)I/2018/PM1/4 dated 14.12.2018, the examination is likely to be conducted **through Computer Based Test (CBT)**.

Please acknowledge the receipt.

Encl.: Annexures "A to D"

  
(M. Sunitha)

Assistant Personnel Officer/Gaz  
for General Manager

Copy to: PCPO, CPO/A, CPO/G, CPO/IR – For kind information please  
Dy. CPO/Gaz, Trg & Chairman RRC/MS, Dy.CPO/Co-ord, Dy.CPO/HQ,  
Dy.CPO/IR &W, Dy. Chief Enquiry Officer, Dy.CPLO/HQ  
SPO/Co-ord & RP, APO/ Gaz, Welfare, C,M&E , SMO, IR &Trg, Genl.  
GS/SRMU, NFIR, SROA, SRPOA, AISCSTREA, AIOBCREA



## Annexure "A"

**Provisional Main List of eligible employees based on the provisional Seniority list of Chief Law Assistant in L-7 of the pay matrix as on 01.01.2024 circulated vide APO/T,M&E letter dated 10.01.2024.**

| Sl. No. | Name S/Shri/Smt. | Com. | Designation / Station | DOB      | DOA      | DOE into present grade | Educational qualification |
|---------|------------------|------|-----------------------|----------|----------|------------------------|---------------------------|
| 1       | Sivalingam A     | ST   | CLA/Law Branch/HQ     | 05.02.65 | 30.09.91 | 14.05.07               | M.A, B.L                  |
| 2       | Sundararaman S.N | UR   | CLA/MAS               | 06.01.69 | 14.09.90 | 02.02.15               | M.A, B.L                  |
| 3       | Manjur Alam      | UR   | CLA/Claim Office/HQ   | 16.03.76 | 13.11.15 | 13.11.15               | B.A, B.L, L.L.M           |
| 4       | Sunny T.M        | UR   | CLA/ Law Branch/HQ    | 10.03.68 | 02.03.94 | 30.12.15               | B.A, L.L.B                |
| 5       | Prabhu T         | SC   | CLA/Law Branch/HQ     | 13.05.68 | 15.07.93 | 23.05.16               | B.Com., B.L MBA           |

*A. I. S. K.*

## Annexure "B"

**List of Employees not considered for selection to the post of Law Officer in L-8**

| Sl. No | Name S/Shri/Smt.   | Com | Designation /Station | DOB      | DOA      | DOE into present gra                            | Remarks                                   |
|--------|--------------------|-----|----------------------|----------|----------|---|---|
| 1      | Bhaskaran R        | UR  | CLA/CN/MS            | 03.06.64 | 05.03.92 | 16.02.2012<br>07.10.2013<br>(IRT from CR to SR) | Retired on 30.06.24                       |
| 2      | Meenakumari G      | UR  | CLA/CCO/HQ           | 01.07.64 | 20.11.92 | 02.02.2015                                      | Retired on 31.07.24                       |
| 3      | Srilatha Raghathan | UR  | CLA/CCO/HQ           | 10.01.64 | 18.09.86 | 06.11.2015                                      | Retired on 31.01.24                       |
| 4      | Jayakumar G        | UR  | CLA/TVC              | 31.05.64 | 16.05.90 | 28.04.2022                                      | Retired on 31.05.24                       |
| 5      | Ponnar K           | SC  | CLA/TPJ              | 04.02.76 | 24.03.15 | 18.11.2022                                      | Not completed 2 years in the present post |
| 6      | Vijaya R           | SC  | CLA/MDU              | 11.04.86 | 08.05.13 | 11.11.2022                                      | Not completed 2 years in the present post |

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## ANNEXURE "C"

## SYLLABUS FOR SELECTION TO THE POST OF LAW OFFICER:

- I Establishment Rules & Financial Rules
- II Professional Subject:
- 1 **Constitution of India**  
Part III (Article 12 to Article 35), Part IV (Article 36 to Article 51), Article 285, 299, 300, 309, 310 and 311, Part VII (Article 342 to 351)
- 2 **Indian Contract Act, 1872**  
The complete Act
- 3 **Arbitration & Conciliation Act, 1996 as amended in 2016**  
The complete Act
- 4 **The Right to Fair compensation and Transparency in Land Acquisition Rehabilitation and Resettlement Act, 2013**  
The complete Act
- 5 **The Railway Act, 1989**  
Chapter-II, Chapter-IV, Chapter-IVA, Chapter-VI, Chapter-VII, Chapter-IX, Chapter-XII, Chapter-XIII, Chapter-XIV and Section 137, 142, 143, 144, 145, 146, 147, 148, 149, 151, 156, 161, 164, 166, 167, 179, 192 and 193
- 6 **The Railway Claims Tribunal Act, 1987**  
The complete Act
- 7 **Civil Procedure Code**
1. Sections 9, 10, 11, 20, 60, 79, 80, 96, 97, 100, 113, 114 and 115.  
Order IV
  2. Order VI – Rules 1, 2, 3, 4 and 5
  3. Order VIII – Rules 1, 2, 3, 4 and 5
  4. Order XXVII – Rules 1 and 2
  5. Order XLI – Rules 1, 2 and 3 A
  6. Order XLIII – Rules 1 and 2
  7. Order XLVIII – Rules 1 and 3



8. **Administrative Tribunal Act, 1985**  
The complete Act & Rules
9. **Consumer Protection Act, 1986**  
The complete Act & Rules
10. **Personal Law & Provisions**  
Provisions for valid marriage, adoption, divorce, inheritance
11. **Environment Law & Provisions**
  - (i) Law pertaining to pollution of water and air.
  - (ii) Law relating to Forest and water bodies.
  - (iii) Jurisdiction and function of National Green Tribunal.
  - (iv) Functions of State Pollution Board.
  - (v) Disposal of Industrial Waster & Bio-waste.
12. **Labour Laws**  
Factories Act, Employees' compensation Act, Payment of wages Act, Minimum wages Act and Industrial Dispute Act & Rules therein.
13. **Other Provisions**  
Partnership Act, Limitation Act, Different types of Mortgages, General conditions of Contract (GCC), IRS conditions of contract for Stores Department amended from time to time, Motor Vehicles Act, MSME Act.
14. **Railway Servants (Discipline & Appeal) Rules, 1968 and Railway Services (Conduct) Rules, 1966**  
The complete Rules
15. **Right to Information Act, 2005**  
The complete Act and Rules
16. **The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal Act), 2013**  
Sections: 3, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 26, 27
17. **Workmen's Compensation Act, 1923**  
The complete Act & Rules.

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## Annexure –“D”

## INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online - [www.sr.hqpb.in](http://www.sr.hqpb.in)**1. 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's 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 |
|-----------|-------------|-----------------|
| M.Karthik | Ch.S&WI     | 9003160626      |



**2. 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 01.10.2024.
- (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.

