



दक्षिणरेलवे/Southern Railway

महाप्रबंधककार्यालय/General Managers Office,  
कार्मिकविभाग/ Personnel Department,  
चेन्नै/Chennai – 600 003.

सं.पी(जी)/. No. P(G)/532/VII/APhO/2023

दि/Date : 17.10.2024

**GM/ICF, PCPO, PCMD MD/RH/PER  
DRM/P/MAS, SA, MDU, TPJ, PGT, TVC**

**Sub:** Selection for Promotion from Group “C” to Group “B” service for the post of APhO in Level-8 of VII PC - Medical 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 Assistant Pharmacy Officer in Level-8 in Medical Department.
- 2) (i) The vacancies assessed are as follows:

UR	SC	ST	Total	PwBD
1	Nil	Nil	*1	1

\* The total vacancies include one vacancy earmarked for PwBD which is a horizontal reservation.

- (ii) The PwBD vacancy is earmarked for Clause (b) as per DoP&Ts Office Memorandum dated 17.05.2022 and any other related instructions, with functional classification as detailed below

Clause	Functional Classification
(b) D, HH	Deaf, Hard of Hearing

Registration of application online – Date of Opening	22.10.2024 – 17:00 hrs
Registration of application online – Date of Closing	04.11.2024 – 23:59 hrs
Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters	08.11.2024 – 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 normal Group “B” Selections.

*(Handwritten Signature)*

- 3) (i) In terms of RBE No. 53/2019 dtd. 19.03.2019, RBE No 115/2019 dtd. 16.07.2019 and PBCNo. 46/2019.dtd.18.03.2019, (i) 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 of marks will be as under: -

S.No	Distribution of Marks		Maximum Marks	Qualifying Marks
1	Technical/Professional Subject	70	100	60
2	Establishment and Financial Rules (including official language policy)	30		
3	Viva-Voce		25	30(including atleast 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 03.07.2019, 10% of marks out of total 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., Rajbasha).
- (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 duration of written examination will be 2 hours.
- (v) 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.
- (vi) Employees who qualify in the written examination, will be subjected 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.
- (vii) 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.
- (viii) The Syllabus for the written examination is enclosed as **Annexure-"C"**.

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4) **Eligibility:**

- (i) As per the Railway Board's Letter No.E(GP)99/2/69 dated 27.12.2010, the Group "C" employees working as Chief Pharmacists in Level-7 (GP-4600) with two (2) years of regular service in the grade as on 01.07.2023 and who are coming within the zone of consideration from the seniority list provided vide Letter No. SR-HQoHR(MEDL)/113/2023(198297) dtd.24.07.2024, will be eligible to apply for the Selection.
- (ii) The name of employees who are coming within the normal zone of consideration are listed in the Main list and attached as **Annexure "A"**, Reserve list is attached as **Annexure "B"**.
- (iii) Eligible employees whose name appear in the Main List or in the ReserveList(Annexure - "A" & "B") 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 04.11.2024** 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.
- (iv) The employees in the Reserve list (Annexure "B") 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.

5) **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.
  - (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.**
- 6) **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 [srhqpb.in](http://srhqpb.in) and also forwarded in e-office to the undersigned as e- receipt **on or before 17:00 hrs of 08.11.2024.**



- (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 (Main/Reserve list) belonging to reserved community being promoted to Unreserved post, his/her 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.

7) **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.
- (ii) If any of the employees 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 08.11.2024.**
- (iv) The updated SRs and APARs of employees who expressed 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.

8) **Supplementary Examination:**

The employees who have not attended the written examination (Main) on the following reasons will be allowed for supplementary examination provided if they apply for the same.

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

9) **Pre Promotional Training:**

No Pre Promotional training will be organized, as the vacancy is notified for unreserved.

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10) **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
Smt. R. Pushpalatha	S&WI/Co-ordination	7845662947

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. **04.11.2024** 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)**.

11) **Tentative Selection Calendar:**

S.No.	Particulars	Date
1	Registration of application online – Date of Opening	22.10.2024 – 11:00 hrs
2	Registration of application online – Date of Closing	04.11.2024 – 23:59 hrs
3	Last date for receipt of online applications at Headquarters from the respective units	08.11.2024 – 17:00 hrs
4	Publication of Alert Notice	15.11.2024
5	Date of Written Examination (Main)	06.12.2024
6	Date of Supplementary Examination (only on authentication subject to fulfilling conditions)	13.12.2024
7	Publication of Results	27.12.2024
8	Date of Viva Voce	31.12..2024
9	Publication of Panel	07.01.2025

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.

Encl.: Annexures "A to D."

  
(M. Sunitha)

Assistant Personnel Officer/Gaz.  
for General Manager

Copy to:ACMD/&TA to PCMD, ACMD/H & FW/MMC  
Dy.CPO/Co-ord, APO/G  
OS/NGS.Medical

**Annexure 'A'****Main List – Based on Letter No. SR-HQoHR(MEDL) /113/2023(198297) dt. 24.07.2024**

S. No	Name S/Shri/Smt/Kum	Com	Unit/ Division	DOB	DOA	DOE to the present grade (L-7)	PwBD category
1	S. Radhakrishnan	ST	MDU	06.05.71	26.05.94	17.08.10	-
2	G. Amsalakshmi	ST	MDU	10.04.69	01.06.94	07.04.11	-
3	A P Arul Pandian	SC	TPJ	05.06.66	08.03.88	07.04.11	-
4	J.Kalpana	ST	PER	02.06.77	30.07.04	03.05.12	-
5	C. Ashokan	SC	SA	15.05.66	13.03.89	01.11.13	-

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## Annexure 'B'

## Reserve List – Based on Letter No. SR-HQoHR(MEDL) /113/2023(198297) dt. 24.07.2024

S. No	Name S/Shri/Smt/Kum	Com	Unit/ Division	DOB	DOA	DOE to the present grade (L-7)	PwBD category
1	P.V.Sunil Kumar	SC	PGT	14.04.65	28.11.90	01.11.13	
2	S. Malarvizhi	SC	TPJ	01.01.69	20.03.91	01.11.13	
3	K.R.Sasidaran	SC	PGT	26.02.66	05.02.91	01.11.13	
4	K. Ranganathan	UR	PER	01.06.65	06.08.86	25.06.14	
5	GurubertVedamanickam	UR	TPJ	25.02.65	22.07.86	15.07.15	
6	N.Mani	UR	TPJ	30.07.65	03.02.87	11.07.15	
7	M. Arulmozhi	UR	MDU	02.06.65	09.06.87	24.11.15	
8	R. Murali	UR	TPJ	04.04.65	20.02.89	02.12.15	
9	M. SajithaBegam	UR	TPJ	03.02.66	10.08.87	02.12.15	
10	V.R. Shanthi	UR	MDU	26.01.66	15.02.89	24.11.15	
11	P. Lalitha	UR	TPJ	25.01.67	10.02.89	02.12.15	
12	K. VijayalakshmiDharmalingam	UR	TPJ	20.04.66	15.02.89	30.12.16	
13	Mary Kutty George	UR	PGT	28.05.67	09.03.89	09.01.17	
14	R. Shivakumar	UR	TPJ	29.06.65	06.04.89	15.09.17	
15	K.Jayaraman	SC	PER	01.05.66	15.02.93	15.09.17	
16	S. Thangaraj	SC	MAS	01.04.70	02.11.95	16.04.18	
17	E. Thilagavathy	UR	MDU	15.04.68	26.06.90	10.10.18	
18	D. Arunachalam	UR	PER	26.03.66	05.11.90	10.10.18	
19	T.V. Jayaprakash	UR	PGT	15.05.67	27.06.90	28.11.18	
20	T. Karthikeyan	UR	ICF	03.12.67	17.07.90	22.07.19	
21	V.Sivaprakasam	UR	PGT	08.04.67	13.08.88	05.08.19	
22	Vinston Joe	UR	TVC	21.05.66	09.09.91	05.07.19	
23	P Panneerselvam	UR	SA	30.04.65	21.10.91	17.02.21	
24	G Ravikumar	UR	TPJ	10.08.67	03.01.89	18.02.21	
25	J Malathy	UR	PER	03.09.69	06.03.92	11.02.21	

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S. No	Name S/Shri/Smt/Kum	Com	Unit/ Division	DOB	DOA	DOE to the present grade (L-7)	PwBD category
26	P.L.A.S. Usha	UR	ICF	15.08.64	16.04.92	25.02.21	
27	M Ravi	SC	PER	14.05.69	03.06.93	11.02.21	
28	V S Praveen Kumar	UR	PER	08.05.68	05.03.92	21.04.21	
29	E R Krishnadasan	UR	PGT	22.03.67	11.02.92	21.04.21	
30	P H Mohammed	UR	PGT	20.05.68	09.09.92	14.05.21	
31	N.K. Rajesh	UR	TVC	21.01.68	04.03.93	07.12.21	
32	A.K. Dellibabu	UR	MAS	19.04.67	15.02.93	08.12.21	
33	E. Abdul Sukoor	UR	TVC	17.03.68	05.03.93	07.12.21	
34	M. Ganesan	UR	TPJ	07.03.67	13.07.93	25.04.22	
35	G. Lakshmi	UR	SA	04.10.70	12.07.93	28.04.22	
36	B. Venugopal	UR	TVC	31.05.67	09.11.90	26.04.22	
37	SuraiMarndi	ST	MDU	02.10.80	25.10.12	25.04.22	
38	Karunanidhi	SC	TPJ	15.05.80	30.09.03	08.09.22	
39	N. Saigeetha	UR	ICF	19.03.67	19.10.95	06.06.23	
40	B.P. Sudhakar	UR	MAS	01.06.68	09.01.95	06.06.23	
41	S.Usha	UR	PER	27.03.72	07.12.95	06.06.23	
42	Sherly James	UR	TVC	09.02.69	30.06.94	06.06.23	
43	D.S. Biju	UR	TVC	31.05.68	21.07.94	06.06.23	
44	G.M Paarthasarathy	UR	ICF	11.05.84	01.12.10	06.06.23	LD/BL
45	S. Puvaneswari	OBC	MDU	19.06.79	21.03.02	03.01.24	
46	K. Balaji	UR	ICF	02.07.68	01.10.992 4.02.03	07.05.24	
47	K.R. Saravanan	UR	TPJ	01.04.73	05.02.99 23.07.03	05.06.24	
48	P. Singaravelu	UR	TPJ	24.05.72	24.04.97	06.06.24	
49	S. Rajeswari	UR	PER	22.05.86	06.06.08	05.06.24	

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**SYLLABUS –APhO**

**I. Professional Subject:**

1. Knowledge of Indian Railway Pharmacopoeia.
2. Pharmacological classification of drugs.
3. Indications, dosages, mechanism of action, side effects and adverse effects of all drugs and medicines. Routes of administration, absorption, metabolism, distribution and excretion of drugs, drug interactions, Bio-availability of drugs.
4. Defects in tablets and capsules, evaluation of tablets and capsules.
5. Aseptic Techniques-application of sterilization process with specific reference to surgical dressing and IV fluids.
6. Immunological products – sera, vaccines, toxoids.
7. Reading and understanding of prescriptions, latin terms commonly used.
8. Dispensing medicines – dosage forms, drug delivery system, labeling requirements, storage conditions, patient counseling and advice etc.,
9. Pharmacy Act – 1948.
10. Inventory Control – objectivities and importance, modern techniques like ABC, VED analysis, lead time, inventory carrying cost, safety stock. Minimum and maximum stock levels, surplus disposal, annual indents, elementary knowledge of computers.
11. Planning of hospital pharmacy.
12. Drug dependency, drug abuse, addictive drugs.
13. Local purchase, schedule of powers.
14. Record maintenance.
15. Elementary knowledge of human anatomy and physiology.
16. Elementary knowledge of communicable and non-communicable diseases.
17. FW and MCH, National Health Programs, AIDS.
18. First aid to the injured.
19. Procedure of equipment, their maintenance, repair and condemnation.
20. Contract and tenders.

**II. Establishment, Financial Rules and Official Language Policy.**

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**INSTRUCTIONS FOR ONLINE APPLICATION**Link for applying online - [www.sr.hqpb.in](http://www.sr.hqpb.in)**I. 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
Smt. R. Pushpalatha	S&WI/Co-Ordination	7845662947

**II. 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 08.11.2024**.
- (iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections. 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.

