



**SOUTHERN RAILWAY**

Headquarters Office,  
Personnel Department,  
Chennai – 600 003.  
Date: 08.11.2024.

No.P(G)532/IV/AME/70% Selection/CCBT/2025-26

DGM/Co-ordination & Secretary to GM for kind information of GM,  
AGM, SDGM/CVO, PCME, CAO/Project, CWE, DGM/G  
CME/Plg., CME/DSL & DM, CWM/CW/PER, CWM/LW/PER,  
CWM/GOC, CRSE/Chg. CRSE/Frt.  
DRM/MAS, MDU, TPJ, TVC, PGT, SA,  
Sr.DME/DMEs/MAS, MDU, TPJ, TVC, PGT, SA,  
Sr.DME/DMEs/DSL/ED, ERS, GOC, TNP, Dy.CME/P/GOC LW/PER CW/PER  
Sr.DEEs/RS/AVD, TBM, VLCY, RPM, AJJ, ED, ELS/ED, DSL/ED, ERS, LS/ED,  
Sr.DPOs/DPO/ MAS, MDU, TPJ, TVC, PGT, SA,  
Dy.CPO/CW, LW & Electrical Workshop/PER, Dy.CPO/WS/GOC, CMT/LW/PER  
APO/TM/RPM & EWS/AJJ, APO/ CW, LW& Electrical Workshop/PER, APO/PTJ

Sub: 70% Selection for the Group “B” post of AME – Mechanical Department  
in Pay Matrix Level-8 – through CCBT – Reg.

Ref: 1) 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.

2) Railway Board’s Letter No.E(GP)2024/2/28 dated 27.09.2024 &  
dated 08.10.2024 (RBE 93/2024)

\* \* \* \* \*

1. (i) As advised by Railway Board vide references cited above and in terms of Para 203.4 of Indian Railways Establishment Manual Vol.I, the Zone of Consideration of eligible candidates for Selections for promotion to Group ‘B’ posts is determined in accordance with sliding scale in the order of seniority. It has been decided by Board that henceforth, in respect of Selections (70%) to Group “B” posts in all department, all employees who are eligible and who volunteer for the Selection, should be considered without any limitation of number, as is being done in case of Selection to the Group “B” post of Assistant Personnel Officer.
- (ii) Applications are hereby invited from employees who are eligible and who volunteer for the Selection (70%) for promotion from Group ‘C’ service to Group ‘B’ service in Mechanical Department for the post of AME through CCBT for the vacancy cycle 01.01.2025 to 31.12.2026 as per the schedule indicated below.

To apply online	Date and time of Opening	08.11.2024 – 18.00 hrs
	Date and time of Closing	22.11.2024 – 23.59 hrs
Last date for forwarding the online applications received by Personnel Officers concerned to Headquarters		27.11.2024 – 17.00 hrs

*[Handwritten Signature]*  
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2. (i) The number of vacancies to be filled up are as under:

UR	SC	ST	Total	PwBD
14	02	01	17*	01


\* The total vacancies include 01 (one) vacancy earmarked for PwBD which is a horizontal reservation.

- (ii) The PwBD vacancy is earmarked for Clause (c) as per DoP&Ts office Memorandum dated 17.05.2022 with functional classification as LD-OA/OL, Leprosy Cured, Acid Attack Victims in terms of Railway Board's Letter dated 14.11.2022 (PBC 242/2022) and any other related instructions, as detailed below.

Clause	Functional Classification	Physical Classification
(c)	LD-OA/OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

3. **Eligibility Criteria:**

- (i) Group "C" employees working in Level - 6 (Rs.35400-112400) and above in Pay Matrix with 3 years of non-fortuitous service in Level - 6 (Rs.35400-112400) and above in Pay matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) **as on 01.01.2025** will be eligible to apply for the selection to the post of Assistant Mechanical Engineer (AME).
- (ii) **In terms of Railway Board's letter No.E(GP) 2005/2/87 dated 18.08.2015 (RBE No. 92/2015, PBC No.123/2015), the Running Staff in Grade Pay Rs.2400 (Level-4) which is equated to the stationary post of Grade Pay Rs.4200 (Level-6) and above, are also eligible to be considered for promotion to Group "B" service in Mechanical Department as per extant rules. However, Sr. ALP (NF) (80%) who are not equated to stationary post in Grade Pay Rs. 4200 (Level-6) are not eligible to apply for the selection.**
- (iii) Running staff who have been trained in Electrical Traction are not eligible for apply for the AME selection.
- (iv) As per extant policy in Southern Railway, employees trained in dual traction 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. Only those employees who are trained in dual traction & have not exercised their option earlier for either AME or AEE may exercise their option now by clicking "YES" in online application to take part in the selection for the post of AME or by clicking "NO" in the case they do not desire to take part in the selection for the post of AME.
- (v) Running staff who have opted for AEE selection in Electrical Department in the earlier selection are not eligible for apply for the AME selection

  
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**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 Selection may submit their online application through proper channel i.e. through their 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 will be applicable only if 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.

  
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- (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 3 years of Non-fortuitous service in the current seniority unit of the cadre as on 01.01.2025 are only eligible to apply. The same may be verified and ensured by the Personnel Officer concerned while forwarding the applications.
- (g) **The instructions contained in RBE No. 40/2023 are not applicable while determining eligibility for promotions from Group "C" to Group "B" posts, as clarified by Railway Board and circulated vide PBC No.108/2024 & 235/2024. Accordingly, employee(s) should have rendered the requisite eligibility service in the relevant grade(s) after absorption in the alternate post for being eligible to apply for the post of AME.**
- v) Eligible volunteers should apply online in the link **www.srhqpb.in** and submit their application.
- vi) As vacancies earmarked for 'SC/ST', Pre Promotional Training (PPT) for employees belonging to SC/ST community will be organized before CCBT. The Reserved community (SC/ST) employees who are willing to appear for CCBT without undergoing PPT may do so by exercising their option in the online application form. Employees belonging to Reserved Community (SC/ST) 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 CCBT without such PPT being imparted.

#### 4. How to apply:-

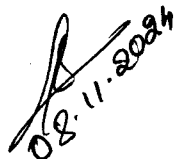
- i) Detailed instructions for filling up the online application is available in the web portal and also enclosed herewith as **Annexure "B"**.
- ii) Volunteers should apply for the post **ONLINE** by visiting the official website **www.srhqpb.in**
- iii) Volunteers are advised to carefully read the 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.

  
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- iv) 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.**
- v) 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.

**5. Instructions to the forwarding Cadre Controlling Officials:-**

- i) The respective cadre dealer / controlling Personnel Officer of Division/Unit concerned has to verify the correctness of the particulars of the application with the Service Register, Seniority Lists and other available relevant records. Note (iv) under Para 3 of this Notification must be strictly adhered to. The application of the employees who have been transferred on or after **01.01.2022** on IRMT/IDMT or IRT/IDT may be thoroughly scrutinized regarding their eligibility duly verifying the seniority assigned in the newly joined unit. The details regarding the date of seniority assigned in the new unit, seniority assigned to the immediate senior in the new unit etc., may also be indicated while forwarding the application, if found eligible. After due verification, only applications of the employees who have completed 3 years in the present seniority unit as on **01.01.2025** should only be forwarded.
- ii) 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 27.11.2024.**
- iii) **It may be strictly ensured that only the applications which are found eligible to be forwarded to Headquarters.**
- iv) **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.**
- v) 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.
- vi) 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 Office drawing the attention of APO/Gaz/HQ/MAS **on or before 27.11.2024** through e-office.

  
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- vii) 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.
- viii) 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.

#### 6. Method of Selection:

- i) CCBT – In terms of Railway Boards lt. No. E(GP)2022/2/4 dated 28.06.2022, Board had introduced Centralized Computer Based Objective Type examination.
- ii) The selection will be on the basis of written exam, viva-voce and assessment of record of service.
- iii) In terms of PBC 213/2022, the paper will be of 100 marks and the distribution is as under:

Sl. No.	Description	Maximum Marks	Qualifying Marks
1	Written Examination: a) Professional subject including optional questions of 10 marks on Official language Policy & Rules	70	60
	b) Establishment and Financial Rules	30	
2	Viva Voce	25	30 (including at least 15 marks in record of service)
3	Record of Service	25	
	<b>Total</b>	<b>150</b>	<b>90</b>

- iv) Duration of the CCBT examination will be 2 hours.
- v) In terms of Railway Board's letter No.E(GP)2022/2/4 dated 11/11/2022 (PBC No.241/2022) 10% of the marks out of total 100 marks for testing the Professional ability, should be set apart for questions on Official language policy and Official language rules.

  
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- vi) **One mark will be awarded for every correct answer. In terms of RBE 93/2024, there shall be no negative marking in the written examination held as part of Selections (70%) where the final panels are made on seniority basis.**
- vii) **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 as per Railway Board's letter No.E(GP)80/2/8 dated 31/10/1991.
- viii) **Supplementary Examination:** There will be 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
- (a) Those who could not be relieved due to Administrative Reason (or)
  - (b) Sickness (RMC) of the employee (or)
  - (c) Any other reason which is beyond the control of the employee.

7. **Syllabus** – Enclosed as "**Annexure A**".

8. **General Instructions:**

- i) All those eligible volunteers should be in readiness to appear for the CCBT at short notice as per the schedule advised by NAIR/BRC/Railway Board.
- ii) The volunteers who have responded to this notification are also equally responsible to attend the CCBT 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**

- iii) Since, this selection is being conducted by CCBT byb 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.

  
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- iv) For any assistance with regard to the above – the under mentioned **Helpline Number** may be contacted during office hours:

Name	Designation	Helpline Number
Shri N. Sandesh Kumar	S&WI	9790852863

**9. The tentative selection calendar:**

Particulars	Date
To apply online – Date and time of Opening.	08.11.2024 – 18.00 hrs.
To apply online – Date and time of Closing.	22.11.2024 – 23.59 hrs
Last date for receipt of online applications at Headquarters form respective units	27.11.2024 – 17.00 hrs
Publication of eligibility list	20.12.2024
Pre Promotional Training commence from	04.01.2025
Date of CCBT by NAIR/Vadodara	Will be intimated later

**10. Important instruction to the Controlling Officers / Personnel Officers:**

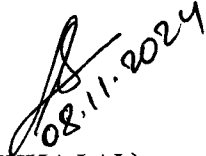
The original updated SRs and APARs for the last five years (along with the acknowledgement of the employee for having received the copies of APAR for each year) may be kept ready by concerned Controlling Officer for immediate transmission to this office whenever called for.

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

12. **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.**

**The last date for applying through online by employees is 22.11.2024 at 23.59 hrs.**

Encl.: Annexure "A" & "B"

  
(SHIKHA LAL)  
Dy. Chief Personnel Officer/Gaz  
For General Manager

Copy to: PCPO, CPO/Admin., CPO/G, CPO/IR,  
Dy.CPO/Gaz, HQ,  
SPO/Co-Ord., APO/Genl., APO/C, M&E,  
Ch.OS/NGS/Mech,  
GS/SRMU, NFIR, SROA, SRPOA, AISCSTREA, AIOBCREA



**SYLLABUS FOR PROMOTION TO GROUP 'B' POST OF ADME/AWM THROUGH  
70 % SELECTION IN MECHANICAL DEPARTMENT**

Paper will be of two parts one part comprising of questions from establishment, Financial Rules and Stores which will be mandatory for all. Other part will be of 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

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

Part-B Contains Professional portion in Four sections representing various streams of Mechanical Branch – Divisional working and Disaster management, Diesel Locomotives, Carriage & Wagon, Workshops and PU,

**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**

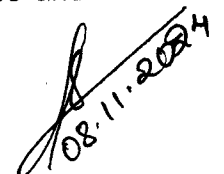
**DIVISIONAL WORKING & OPERATIONS MANAGEMENT**

**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

  
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- 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 pine. 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

  
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- 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

**Official Language Policy and Rules**

  
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**Syllabus for promotion to Group- B posts - 70% selection**

**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.

  
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**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

  
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**INSTRUCTIONS FOR ONLINE APPLICATION**

Link for applying online – [www.sr.hqpb.in](http://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 form 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), Disability Certificate issued by the Competent Authority & 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. N. Sandesh Kumar, S&WI** may be contacted in the mobile number **9790852863** 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 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 27.11.2024**.
- iv) The Personnel Office 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.

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