



SOUTHERN RAILWAY

E File no. 319850

Personnel Department
Chennai Division,
Chennai-600 003,
Date As Signed.

NOTIFICATION

Sub: Calling Volunteers for filling up of General Assistant Posts in MAS Division

Applications are invited from the regular employees belonging to **Non-Safety Category in Level -1 of all Departments of MAS Division** for filling up of the vacant posts in General Assistant category. Before applying, the following points may be noted: -

1. Employee should submit the application for Change of Category in the prescribed format as per the enclosure.
2. The Employees borne in the seniority of MAS Division but working in other offices are also eligible to apply. However, on being found suitable they are liable for repatriation to their parent unit to any office in MAS Division jurisdiction on administrative grounds.
3. Applicants should be free from D&AR/SPE/Vigilance cases till final joining.
4. Only the application of those employees who can be relieved should be forwarded by the Supervisory/Controlling Officer.
5. Withdrawal of candidature after selection will not be entertained under any circumstances. However, if the performance of the employee is not satisfactory during probation period, he/she will be repatriated to the parent Category /Department.
6. The employees will be entitled for transfer privileges as per the extant rules.
7. The Volunteers shall be screened by a committee of officers nominated for the purpose. Therecommendations of the committee shall be treated as final for all purposes.
8. The applications that are duly forwarded by the concerned supervisor shall be sent as e-office receipt to **V.SUBADEVI-JUNIOR CLERK/ADMIN/CADRE/SR.DPO/MAS/SR/VSD-O/o Sr.DPO/MAS/SR** or can be handed over to dispatch section of PB/MAS with due acknowledgement. Last date of receipt of applications is **30.07.2025**.

This may be given wide publicity.

Encl: Format of Application

Digitally Signed by V K
Sivakumar
Date: 11-07-2025 17:37:35
Reason: Approved

APO/MAS

DS SRMU
DS DREU
DS AI OBC REA
DS AI SC/ST REA

SOUTHERN RAILWAY: CHENNAI DIVISION**APPLICATION FOR THE POST OF GENERAL ASSISTANT
UNDER CHANGE OF CATEGORY**Date of Notification: **11.07.2025**Last date for Application: **30.07.2025**

1	Name of the Employee (in Block Letters)	
2	HRMS ID & P.F. No.	
3	Present Designation/Office	
4	Community- SC/ST/OBC/UR	
5	Whether PwBD? If Yes, Pl mention type of disability	
6	Educational Qualification	
7	Details of added Qualification where certificates are issued like Computer, Typing, Stenography etc.,	
8	Details of Award received since Appointment	
9	Details of Penalty in last 3 years (Since Jan 2022)	
10	Languages known	

DECLARATION

I declare that the details furnished above are true to the best of my knowledge and I am aware that I shall not withdraw my candidature at a later date. I also declare that I am willing to join the new post on bottom seniority as per the rules and I don't come under the category of substitute which is under adjudication.

Date:

Place:

Signature of the Applicant

Certification by Controlling Supervisor/Officer

I am aware that the above candidate shall be relieved even without a reliever on his/her final selection. The general contact of the employee is
forwarded to Sr. DPO/MAS for further action.

Date:

Place:

**Signature & Designation
of the Supervisory / Forwarding Officer**