


CENTRAL RAILWAY		Headquarters Office Personnel Branch CSMT Mumbai
No: P/CR/HQ/EP209/9/staff Car Driver-III Notification		Date: 21.05.2024

CAO(C), PCE, PCME, PCOM, PCCM, PCEE, PCSTE, PCCO, CCM (PRS),
AGM, SDGM, PCMD, CPRO, SR.EDPM, DGM (RAJBHASHA),
SR. S&AO, CEE (C), CSTE (C), DY. CE (C) DR, DY. CEE(C) DR, MRVC-CCG,
RCT- Mumbai, RRB-BCT, DRM (P)BB, CMS (KYN), CWM PR, MTN,
(S&T) BY, PCETI (THK)

Sub :Filling up the vacancies of Staff Car Driver-III, Matrix Level 2 in GM's Pool of Staff Car Drivers from Staff having valid driving licence (LMV/HMV).

A notification is hereby issued for filling up of vacancies of Staff Car Driver-III, ML-2 in GM's Pool from Gr. 'D ' staff working in HQ's Offices and all offices located in Mumbai region i.e. Mumbai Division, CWM PR, CWM MTN, CWM (S&T) Workshop/ Byculla etc.

Assessment of vacancies :-

UR	SC	ST	TOTAL
0	2	4	06

Eligibility Criteria:-

1. Regular Gr. 'D' employees, working in PML-1, whose lien / seniority is maintained in HQ's offices/ units, Mumbai Division, CWM PR, CWM MTN, CWM (S&T) Workshop/ Byculla. Gr. 'D' employees working in Construction Organisations, whose lien / seniority is maintained in HQ's /Mumbai Divn against substantive post also can apply.
2. Minimum 2 years of service as on date of notification i.e. on 21.05.2024.
3. The maximum age is 45 years as on date of notification i.e. on 21.05.2024
4. Minimum educational qualification of 'SSC' Passed from recognized Boards.
5. Possessing valid driving license (HVM/LMV) and
6. Medically fit in Bee One (B-1) category and above

The candidates should also fulfil the following conditions.

1. Must have good knowledge of parts of motor cars.
2. Must have good knowledge of Fuel /Combustion and steering control. Must be able to know the conditions of steering /Gear.
3. Must be able to undertake maintenance of vehicles, such as greasing, oiling, cleaning,

change of wheels , repairing tubes, and inflate tyres.

4. Must have good knowledge of Lubricating Oil, Radiator water, Hydraulic Brakes, Battery and oils used in the vehicles.
5. Ability to read and write English or Hindi and be able to read road maps.
6. possessing knowledge of traffic regulations recommended by the RTO.
7. Conversant with various routes / roads in the city of Mumbai.

Selection Procedure: -

The eligible candidates will be called as per the inter-se seniority for Trade Test conducted at Parel Loco Workshop as per 1:1 basis.

It may please be ensured that the employees, who qualify in the Trade Test should be relieved immediately for their posting as Staff Car Driver-III PML-2. The applications of only such candidates are to be forwarded.

The selected candidates will be posted in any office under GM's pool of Staff Car Drivers.

It is instructed to display this notification on notice board and give wide publicity amongst the serving employees in their depot / units / stations.

The schedule of above selection is as under:

1	Date of Issue of Notification	21.05.2024
2.	Date to open PRONNATI window	27.05.2024
3	Last date to apply by the employee	18.06.2024
4	Last date to forward the application by respective units to their Bill preparing Unit.	24.06.2024
5	Last date to forward the application after verification by Bill preparing Unit to HQ's office.	28.06.2024
6	Date of issue of Eligibility list.	05.07.2024
7	Tentative Date of Trade test	15.07.2024

MODE OF APPLICATION :

(I) HOW TO APPLY

The eligible staff should submit their application through **ONLINE MODE** only for which following steps should be followed.

1. Visit the Railnet site 10.31.3.98/pronnati link and then Click onto **PRONNATI**.
2. Go through the **NOTIFICATION**.

3. Click on **REGISTER**. Select Exam Code: **Personnel/Admn/Staff Car Driver Sel /SCD-II,ML-2/2024**
4. Fill up **PF No as User ID**, Your Mobile no and Registered Email and **Submit**.
5. You will get a default **Password** generated and display as 12345, immediately on another screen will show for change of password.
6. Now go to **Home Page** and select **APPLY/LOGIN**
7. Again use your **PF No. as User ID** and **Password** which you have received on computer screen (i.e. 12345).
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab. (Before logout it should be conformed that it is clicked on Submit tap)
9. Take a print out and keep it for your record.

This will complete the submission of application for the candidate.

(II) **HOW TO FORWARD APPLICATION.**

For login, **each division/workshop/ Construction Unit** Incharge will obtain User ID and password from **APO(Admn.)**. After login **division/workshop/ Construction Unit Incharge** can view the details of applicants working under his control. To forward the application, just Click on **FORWARD** of each of the application. On Last date of submission of application by the candidate, respective **division/workshop/ Construction Unit Incharge** can get a summary of the applications which he has forwarded. He should take a print and keep it for the record with the signature of the Establishment Incharge.

(III) **HOW TO VERIFY THE APPLICATIONS**

For login, Office Superintendent of the divisional personnel deptt / workshop / Construction unit with whom Service Registers are maintained will obtain User ID and password from **APO(Admn)**. After login, OS can **View** as well as **Edit** the details of all applicants whose Service Registers are maintained in that office. After verifying Service Particulars of each employee from Service Record, OS can change it in Edit application, if any deviation. He should put **sign ü in the box** if he made any change in the particulars filled by the applicant and same remarks should add in the remarks column. After verification to forward the application just Click on **FORWARD BUTTON** of each of the application.

(IV) **HOW TO VALIDATE THE APPLICATIONS**

For login, APO/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password **from APO(Admn)**. After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the post APO/Head of the Construction Unit will valid or invalid the application by clicking on the **Valid/Invalid**. Then all the applications will be automatically forwarded to Headquarter for further scrutiny. On Last date of submission

of application in Headquarter, Divisional Personnel Deptt / Workshop / Construction unit can get a summary of the applications he has forwarded. He should take a print and keep it for his record.

For any queries regarding login/ forwarding/Editing/Validating application please contact on **Mobile No.- 8873579349 S&WI(Admn), & 7798387220 Sr. Clerk(Admn).**

After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level and the list of eligible volunteers will be published later.

The final eligibility list will also be notified on RAILNET site 10.31.3.3/pronnati on 10.06.2024.

To ensure that the eligible staff avail the opportunity for appearing for selection, wide publicity should be given. Supervisor / In-charge should bring to the notice of the staff working under them about this selection.

As per para 1 of PCPO's letter No.P/CR/HQ/RP/601-policy dated 05.08.2022, " Person belonging to reserved communities, who are appointed against selection on merit and not owing to reservation, will occupy the unreserved points and they should not be shown against reserved points".

(Manohar K Mali)
APO (Admin)
-CPO(A)

Copy to:
PCPO, CPO (G) ,CPO(A),
DY CPO(HRD) ,HQ,NG,GAZ
SPO(ELET/RP),
Secy to PCPO
ALL APOs OF HQ's OFFICE.