

दक्षिण रेलवे Southern Railway

No:U/P.562/Re-engagement

मंडलकार्यालय/ Divisional Office,
कार्मिकशाखा/ Personnel Branch,
मदुरै/ Madurai-625 016,
दि. /Date: 09.10.2025.

NOTIFICATION

विषय/ Sub: Re-engagement of Retired Railway Staff against vacant posts on
Contractual basis in Commercial Departments – Reg.
संदर्भ/ Ref: 1. Railway Board's letter No.E(NG)II/2024/RC-419 dated 15.10.2024
(RBE 96/2024).
2. PCPO/MAS/MAS Lr.No.P(R)33/Re-engag./Vol.II dt 19.11.2024.

A applications are invited from willing and eligible Retired Railway employees for re-engagement against the vacancies in the following **specified categories only** on contractual basis ***on fixed monthly remuneration.***

Sl.No	Department	Category	Level	No. of Post
1	Commercial	Sr.CCTC- 22	5	22
		Sr.Clerk- 02	5	2
		Total		24

This scheme of re-engagement of Retired Railway Employees on contractual basis will remain in vogue for an initial period of 2 years from the date of issue of instruction or till further orders, whichever is earlier. Engagement period of an individual retired staff will be for a period of 01 year or till further orders, whichever is earlier. However, based on satisfactory performance of a re-engaged retired staff, his/her period of engagement can further be extended for a further period of one year or till attainment of 65 years of age, whichever is earlier. The Terms & conditions, Instructions for the same is enclosed as Annexures- A.

The duly filled in application (enclosed as Proforma) should be submitted to **DPO/O/MDU on or before 07.11.2025 (17.00 Hrs.) by hand or post.**

II Eligibility

1. **Retired Railway Employees those who worked in the Chief Commercial Clerk, Enquiry Cum Reservation Supervisor & Ticket Examiner categories alone are eligible to apply.** (Please refer terms and conditions mentioned below).
2. Maximum age limit for re-engagement shall be **65** years. Retired Employees having **less than one year to attain 65 years of age need not apply.**
3. Medical fitness should be fit in the appropriate categories.
4. Willing retired Railway Employees are advised to carefully read the entire instructions and information attached in Annexure-**A** before filling up the application.
5. The applications received will be treated as invalid /ineligible on the following ground.
 - i) Unsigned application.
 - ii) Application without affixing latest photograph and relevant documents.

Encl: Proforma, Annexures-A & B.

Encl: As above

(M.Esakki)
सहायक कार्मिक अधिकारी/या
Asst. Personnel Officer/T
कृते मंडल कार्मिक अधिकारी
/Divisional Personnel Officer/MDU

प्रतिलिपि Copy to: PCPO/MAS for kind information please.
PCCM/MAS for kind information please.
PS to DRM for kind information of DRM please.
PS to ADRM for kind information of ADRM please.
All Branch Officers for kind information please
Sr.DCM, DCM, ACM/MDU
Ch.OS/PB/Gnl, Ch.S&WI,
DS/SRMU, DS/DREU, DS/AISC&ST REA., DS/AIOBC REA.,
JE/IT may upload in sr.indianrailways.gov.in

PROFORM-A

**APPLICATIONS FOR RE-ENGAGEMENT OF RETIRED RAILWAY STAFF
FOR COMMERCIAL DEPARTMENTS IN SPECIFIED CATEGORIES OF
MADURAI DIVISION - 2025**

**DRM(P)
Southern Railway
Madurai Division**

**Affixing Recent
Passport size colour
photo**

EXPRESSION OF INTEREST

Sub: Application for Re-engagement of Retired Railway Employees
against vacant posts on contractual basis in Commercial Department
of MDU Division - Reg.

Ref: (1) Railway Board's letter NO. E(NG)II/2024/RC-419 dated 15.10.2024.

(2) PCPO/MAS/MAS Lr.No.P(R)33/Re-engag./Vol.II dt 19.11.2024.

1. Reference to the above, I hereby submit my application for re-engagement as against vacant post(s) on contractual basis in Southern Railway, Madurai Division on monthly remuneration, as per the terms and conditions laid down in the Board's letter dated 15.10.2024.
2. My preference of the units is as :- MDU Division.
3. My service particulars are as under :-

(i)	Name in Full (Block Letter)	
(ii)	Father's Name	
(iii)	Last Designation	
(iv)	Last Office/Unit/Division	
(v)	Department	
(vi)	Date of Birth (dd/mm/yyyy)	
(vii)	Date of Appointment	
(viii)	Date of Retirement /VR/Resignation etc.,	
(ix)	Community (SC/ST/OBC/UR) (attach Caste Certificate, if any)	

(x)	Age (maximum age limit shall be 65 years)	
(xi)	Educational / Professional Qualification	
(xii)	Last Pay drawn and Pay Level	
(xiii)	PPO No. & Date	
(xiv)	PF.No.:	
(xv)	Pension drawn as on DOR	
(xvi)	Permanent Address (In Block letters with pin code and Mobile Number.	
(xvii)	Address for correspondence (in Block letter with pin code)	
(xviii)	a) Aadhar No b) PAN No	
(xix)	Email ID	
(xx)	Mobile number	

4. Declaration regarding DAR status.

I hereby declare that I have not been taken up under DAR in the last five years of my service.

5. APAR copies (mandatory).

I hereby enclose self attested copies of the APARs for the last five years viz

- (a)
- (b)
- (c)
- (d)
- (e)

6. I declare that the information furnished above is true to the best of my knowledge and I am liable for punitive action, if found false/incorrect. I also declare that I have gone through the terms and conditions laid down in the Board's letter dated 15.10.2024. I am aware that I may be posted anywhere in the division on reengagement.

Place :

Date :

(Signature of the Retd. employee)

TERMS & CONDITIONS

1. The re-engagement of retired railway employees from **Pay Matrix Level 5 to 8** for re-engagement to the post held at the time of retirement to fill up vacant post(s) on contractual basis in Commercial Department of Madurai Division on monthly remuneration. . However, vacant non-gazetted posts in Pay Level-5 to Level 8 may be filled by re-engagement of retired employees by calling volunteers who retired from posts in the same cadre / category upto three Level higher than the post against which re-engagement is being considered subject to the condition that the volunteers retired from the same Pay Level and found suitable will be given preference over those retired from higher Pay Level.
- 2.
3. **Remuneration:-** A fixed monthly remuneration shall be admissible arrived at by detecting the basic pay pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the terms of the contract. Annual increment/percentage increase and Dearness Allowance shall not be allowed during the contract period. (Example for determining remuneration shall be as given in DoE's OM No.F No.3-25/2020-E.IIIA,dated 09.12.2020).
4. **Maximum age limit of the re-engagement shall be 65 years.**
5. Suitability competency of the retired Railway employees shall be adjudged on the basis of the last five APAR's as per established norms for a DPC, before such re-engagement by a three member committee at an appropriate level before such re-engagement duly taking into account safety and other operational requirement. The level of the said committee shall be decided by the General Manger. While re-engaging such employees, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
6. **The period of re-engagement shall be initially for a period of ONE year and further extendable as per requirement. No retired employees shall be engaged beyond the validity of the scheme.**

7. The re-engagement of retired employees shall not be considered as a case of re-employment.
8. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed nor carried forward in case the engagement is extended. Also, no payment in lieu of unutilized leaves will be paid at the time of discharge / expiry of the contract.
9. The Re-engaged employee shall not be entitled for HRA and residential accommodation. However, Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment; they may be allowed TA/DA or official tour, if any, as per their entitlement at the time of retirement.
10. The re-engaged employees shall be given responsibilities like inspections, supervisions, etc.
11. Each engagement should be decided on merits of the requirement and the suitability for the person for the job. The committee should take in account working experience of staff so that they are useful for the purpose for which they are selected.
12. The re-engaged staff shall not be made in-charge of units in the Division or in the Construction unit. They shall not be given Financial and D&AR powers and shall not be authorized to issue any safety certificate. However, they may recommend their suggestions on financial and other matters to regular or in – service staff/Officer.
13. The re-engaged employees shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same and maintained on Ethics and Integrity at all time.
14. The re-engaged staff should be **discharged immediately** on joining of Selected Candidate(s) from RRBs or through departmental Selection or to any other reason as per administrative convenience based on the recommendation of PHOD/CHOD/DRM concerned.

Re-engagement of Retired Employees of Various Department- Terms of Reference.

As advised by Railway Board vide letter No. E(NG)II/2024/RC-419 dated 15.10.2024. The **Terms of Reference (TOR)** of the work to be assigned for the re-engaged Employees in Commercial Departments is as under :-

All the work normally assigned to the post held at the time of retirement in exigencies of the Services for Madurai Division (e.g. Sr.CCTC/Sr.Clerk) including any other works assigned by the competent authority except as follows:-

1. The re-engaged employees shall not be made in-charge of sections / depots/ stations / units in the Division.
2. The re-engaged employees shall not be nominated in Selection committee.
3. The re-engaged employees shall not be given the Financial and D&AR Powers and shall not be authorized to issue any safety certificate. However, they may recommend their suggestions on financial and other matters to regular or in –service staff/Officer.