



Southern Railway

Personnel Department  
Chennai Division  
Chennai 600 003.  
Date: As Signed.

E File No: 272849

Sr.Den/Co-ord  
Sr.DCM  
Sr.DEE/G

### **NOTIFICATION**

**Sub: Calling for willingness from Ministerial Staff of Electrical, Commercial and Engineering Departments to work under Law Officer/Chennai Division – Reg**

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Applications are invited from **willing and suitable Ministerial Staff working in Level-5 or above** in the **Electrical, Commercial and Engineering Departments of Chennai Division** for **deployment to work under the Law Officer on drafting basis**, for attending to the pending court cases and related work of Chennai Division.

At present, **593 court cases and 329 document vetting and opinion cases** pertaining to Chennai Division are pending, which require assistance in drafting and related legal documentation.

The break-up of case details is as follows:

SI.No.	Department	No.of cases pending
1	PB	393
2	Engineering	118
3	Commercial	51
4	Security	14
5	Medical	5
6	Others	12
<b>TOTAL</b>		<b>593</b>

The requirement is **one staff each from the Electrical, Commercial and Engineering Departments.**

#### **1. Eligibility Conditions:**

1. Should be free from DAR/vigilance cases.
2. Desirable attributes:
  - o Experience in Arbitration cases
  - o Knowledge of court cases/disciplinary cases
  - o Good drafting skills with sound English knowledge

## 2. Nature of Duties:

The drafted employees will be under the functional control of Law Officer/MAS Division. Their lien/seniority will continue to be maintained in the respective cadre. Selected staff will assist the Law Officer in handling court cases, arbitration matters, claims, coordination with departments, preparation of para-wise remarks, drafting correspondence, maintaining case registers, and other legal/administrative works as assigned.

CLA or Senior CSWI of Court section will be reporting directly to Law Officer for Personnel Departmental cases.

## 3. Terms and Conditions:

1. The drafted employee will continue to hold his/her lien in the parent department.
2. Pay and seniority will be protected as per extant rules.
3. The drafted employee will work initially for a period of 03 years, extendable/curtailed, on administrative requirement subject to satisfactory performance.

## 4. Mode of Application:

Willing employees may submit their applications forwarded by controlling through proper channel along with forwarded by controlling Gazetted Officer to Smt.V.PRAVITHA, OS/Admin (Ph No.23424).

The applications should reach this office on or before **27.03.2026**.

On being selected, withdrawal will not be entertained. Hence concerned branch officer should be ready to relieve the employee on being selected.

Kindly acknowledge receipt of this notification and circulate widely among eligible staff including those in other units under your control.

Encl: Format

Digitally signed by  
V K SIVAKUMAR  
Date: 2026.03.09  
16:43:11 +05'30'

**(V.K.SIVAKUMAR)**  
**Divl.Personnel Officer/MAS**

## Copy to:

PS to DRM – for kind information of DRM  
ADRM/I & II – for kind information  
Law Officer-for information

ANNEXURE

APPLICATION FOR WILLINGNESS FROM MINISTERIAL STAFF OF  
COMMERCIAL, ELECTRICAL AND ENGINEERING DEPARTMENTS IN CHENNAI  
DIVISION

1. Name :
2. PF No. :
3. Present Designation & Date of entry :
4. Department & Office :
5. Contact No.
  - a) Personal Mobile No:
  - b) Office Railway Phone No:

Please Affix  
Recent Passport  
Size Photograph  
(To be attested  
by the  
Controlling  
Supervisor)

6. Date of Birth :
7. Design.& Date of regular appointment:
8. Present Pay & Scale :
9. Educational Qualification:  
(copy of attested certificates should be attached)

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief

Date: \_\_\_\_\_ Signature of the Applicant::  
Place: \_\_\_\_\_ Name :  
Designation:

Certified and forwarded to.....

Date: \_\_\_\_\_ Signature of Supervisory Official  
Place: \_\_\_\_\_ Name:  
Designation:

**Forwarded to Sr.DPO/MAS by the personnel Officer**

It is hereby verified and certified that the particulars furnished by the employee are found correct.

Date: \_\_\_\_\_ Signature of the Personnel officer::  
Office seal: \_\_\_\_\_ Name :  
Designation :