



SOUTHERN RAILWAY

SALEM/ DIV

Digitally Signed.
Name: SATHEESH M (AJPIPB)
Date: 12-May-2026 19:19:12
Location: SAD/SR



ID: 2026632213

Office Order No. : NO. SA/32/2026/MINIST/GENL ADMN
APPOINTMENT

Office Of: मंडलकार्यालय / Divisional
Office, मिकशाखा/ Personnel
Branch, सेलम/ Salem – 636 005

Date : 12-05-2026

Sub: Appointment as Office Assistant in Pay Matrix Level-1 through Compassionate ground at CMS/O/SA– reg.

Ref: Offer of Appointment Lr. No.SA/P.268/XII/Peon/CGA/E-427374 Dated 30.04.2026.

The under mentioned candidate has been considered for appointment on Compassionate Ground as Office Assistant in Pay Matrix Level-1 vide ref. above and approval of DRM/SA communicated through DPO/SA Lr. No. SA/P.175/XII/CS/Gr. D/Vol.II dt. 29.04.2026. Having accepted the offer of appointment issued vide this office Lr. No.SA/P.268/XII/Peon/CGA/E-427374 Dated 30.04.2026 on the terms and conditions for such appointment, Smt. Renuga Devi R is appointed as Office Assistant on Compassionate Ground in Pay Matrix Level-1, Salem Division on Pay Rs.18000/- per month in Pay Matrix Level-1 plus other allowances admissible under Rules from time to time and she is posted at CMS/O/SA.

Sr No.	Employee Details Name, Community, DOB	Appointment Details	Posting Details Unit, BU, Department, Station	ID-Marks	W.E.F	Mode of Appointment	Employee Signature	Employee Photo
1	Renuga Devi R SC DOB: 15-04-1991 MEDICAL: Fit in C1 (Cert No: 048354) PAN: HRAPP6401A HRMS ID: WTBKGJ	GENERAL ASSISTANT Level: 1 Basic: 18000	SALEM / DIV 0606501 MEDICAL SA	1. A Black Mole on Right hand little finger 2. A cut mark on left cheek	12-05-2026	CGA		

The appointment of the above-named candidate is subject to the following terms and conditions:

1. The appointment is made on probation for two years.
2. Her service is temporary and terminable on 14 days notice on either side except that no such notice is required, if the termination of service is due to the expiry of sanction of post she holds or on return to duty of the absentee in whose place she may be engaged in which case her service will be automatically terminated from the date of expiry of the sanction or from the date the former resumes duty as the case may be. Also no such notice will be required if the termination of service is due to her mental or physical incapacity or to her removal or dismissal as disciplinary measure after compliance with provisions of clause 2 of Article 311 of the constitution of India.
3. She will be held responsible for the charge and care of Government money, goods and stores and all other property that may be entrusted to her.
4. Her continuing in service is subject to :

- a) Qualifying for the duties prescribed for the post she holds.
 - b) Fulfilling such other general conditions of service as may be laid from time to time.
 - c) Being prepared to serve anywhere on Salem Division of the Southern Railway and
 - d) Compliance to all rules and regulations as applicable to her appointment.
5. She will if so, required be liable for Military service in the Railway Engineering units, in the territorial Army service for a period of 7 years and 8 years in the Territorial Army reserve or for such period as may be laid down in this behalf from time to time.
6. The appointment is provisional and is subject to the correctness of the scheduled caste/Scheduled Tribe/Other Backward community certificates being verified through proper channel and if the verification reveals that the claim belongs to Schedule Caste /Scheduled Tribe/other Backward Community, as the case may be, is false, the service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false community certificates.
7. She is required to serve in field in allied or different from the one she is appointed and for this purpose necessary training will also be imparted. Till such time, in the exigencies of service, the job requirement will also be altered covering different skills and fields in which she should be ready to serve, refusal to perform duty in this manner will make her liable for termination of service.
8. She will not be considered for Inter Divisional Transfer and Inter Railway Transfer before completion of required period of regular service in the working post.
9. New pension system would be mandatory for all new recruits to the Central Government Services with effect from First January 2004. A new recruit to the Central Government services joining on or after 1st April 2025, the existing process of enrolment under NPS shall continue. However, she can choose UPS as an option under NPS, she shall submit an application to the concerned DDO in Form A1 to enroll in UPS option under NPS within thirty days from the date of joining Railway service or within such extended timelines, if any allowed by the Central Government.
10. In all other matters not specifically provided herein or on the Recruitment Rules, she will be governed by Indian Railway Establishment Code and other extant orders issued and amended from time to time.
11. The appointment is provisional and subject to verification of character and antecedents and in the case of any adverse report received later on the services will be terminated.

This has the approval of Competent Authority.

(M. Satheesh)
Assistant Personnel Officer/III/SA

File Reference No. : Computer No: 427374

Copy forwarded for information and necessary action to:

PS to DRM/SA for kind information to DRM/SA
CMS/SA, Sr. DFM/SA for kind information
Ch. OS/CMS/O/SA, Ch. OS/G/PB/SA, Ch. OS/Bills, Confdl. Section, OS/System/SA, Employee,
DSs/SRMU, DREU, AI SC&ST REA & AIOBC REA/SA division

(M. Satheesh)
Assistant Personnel Officer/III/SA

Annexure attached : 0 Pages