



आधुनिक रेल डिब्बा कारखाना , रायबरेली
MODERN COACH FACTORY, RAEBARELI
(Personnel Department)

कार्यालय,
महाप्रबंधक (कार्मिक),
आरेडिका, रायबरेली-229120

NOTE

Sub: Calling option from permanent Non-gazetted Railway employees for joining Jammu Division with HQ at Jammu Tawi of Northern Railway.

Ref:- Dy.CPO/MPP & Co-ord, Northern Railway letter No.NR-HQ0PERS(MPP) /18/2025 (Computer No.307966) Dt.11.06.2025 (copy enclosed)

Northern Railway, Baroda Houser, New Delhi has invited Notice for calling of willingness for joining Jammu Division HQ, vide letter under reference.

2. List of Categories for options are called is elucidated in the notification referred above.

3. In view of the above, all willing and eligible employees may submit their options for the posts notified by Northern Railway/New Delhi through transfer module of HRMS only by 27.06.2025 positively. Option for joining Jammu Division HQ for specific posts is enabled in HRMS-ESS. It may be noted that employees opting their option for aforesaid notification are subject to approval of respective PHODs/CHODs and cadre controlling Officer of P.Branch for Ministerial staff (OTS) and Steno.

No. E/MCF/RBL/Policy/Pt-II(Part)

Date: .06.2025

DARB SINGH
MEENA

Digitally signed by
DARB SINGH MEENA
Date: 2025.06.13
18:04:46 +05'30'

**Assistant Personnel Officer/Staff
For General Manager (P)**

Copy to:

1. Secy. to GM/MCF/RBL
2. All PHODs/HODs, Dy. HODs/MCF/RBL
3. PS to PCPO for uploading on MCF website please.
4. The General Secretary, OBC & SC/ST Association/MCF/RBL
5. Ch. OS/NG-I , NG-II, NG-III, Ch.OS(Cor.) & All Dealer /P. Branch/MCF/RBL.
6. All Notice Board of shop Floor/MCF/RBL

**NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)**

Headquarter office
Baroda House, New Delhi -110002

NOTICE FOR CALLING WILLINGNESS FOR POSTING IN JAMMU DIVISION/HQ
(NOTICE NO. 01/2025)

No. NR-HQOPERS(MPP)/18/2025 (Computer No.307966)

Dt. 11.06.2025

All concerned (through HRMS)

Sub: Calling option from permanent Non-gazetted Railway employees for joining Jammu Division HQ of Northern Railway.

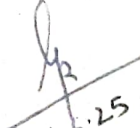
1. Jammu Division with HQ at Jammu Tawi under Northern Railway has been notified by Railway Board vide Notification No.2023/E&R/1(1)/2 (Pt.) dated 29.05.2025 with effect from 01.06.2025. The aforesaid new Division shall have jurisdiction in respect of the areas as indicated in the Table below:

Name of the Division/Zone	Sections (Area of Jurisdiction)	Route KMs	To be transferred from
Jammu Division/ Northern Railway	• Pathankot – Jammu – Martyr Captain Tushar Mahajan – Srinagar – Baramulla	423	Firozpur Division
	• Bhogpur Sirwal – Pathankot	87	Firozpur Division
	• Batala (excl.) – Pathankot	68	Firozpur Division
	• Pathankot–Joginder Nagar (NG section)	164	Firozpur Division
	Total	742	

2. This notice is hereby issued for calling of willingness from permanent Non-gazetted Railway employees for joining Jammu Division HQ.

Last date for submitting willingness: 04.07.2025 on HRMS only.

- i. A) Format for submitting option is available in HRMS (**Annexure-I**);
B) List of categories from which option is being called, is attached as **Annexure –II**.
- ii. Willing permanent employees from Indian Railways are requested to apply for joining Jammu Division HQ through HRMS only. Last date for submitting options is 4th July 2025.
- iii. Options, if accepted will be for posting only in that grade of the category in which optee is already working on regular basis.
- iv. **OPTION ONCE EXERCISED SHALL BE TREATED AS FINAL IF NOT WITHDRAWN BY THE LAST DATE of submission of option form i.e. 04.07.2025.**
- v. **NOTE: THERE MAY BE SOME EMPLOYEES WHO HAVE ALREADY SUBMITTED A PHYSICAL APPLICATION FOR THEIR WILLINGNESS TO JOIN JAMMU DIVISION AT FIROZPUR DIVISION. ALL SUCH EMPLOYEES ARE ADVISED TO SUBMIT THEIR WILLINGNESS ONCE AGAIN THROUGH HRMS ONLY. THEIR EARLIER WILLINGNESS WILL NOT BE TAKEN INTO CONGNIZANCE.**


11.6.25

3. **Order of preference:**

Among the employees who opt for joining at Jammu Division HQ, following order of preference for posting will be maintained-

- (i) From existing Firozpur division – optees from Firozpur division shall be given **first preference**.
- (ii) From rest of the divisions/units of Northern Railway – optees from rest of the Northern Railway (including zonal headquarter) shall be given **second preference**.
- (iii) From other units of the Indian Railways – optees from units other than Northern Railway shall be given **third preference**.

It may be noted that the willingness is being called only for the posts which are under the control of Jammu Division.

4. **Shortlisting:** (i) Mere exercise of option does not necessarily imply and does not give a right to optees that transfer is automatically affected as it will require observing of due process for transfer on administrative grounds and is subject to the approval of administration.

(ii) It is made clear to the optees that they will be shortlisted as per the preference elaborated in para 3 above and also as per the requirement of Jammu division.

5. **Closure of cadre and promotion etc. upto closure date:** (i) The cadres under Jammu Division will remain open till it is formally closed.

(ii) Till then, the employees transferred and posted in Jammu Division will continue to hold their lien & seniority etc. in the respective parent cadre and will continue to get their progression there.

6. **Seniority in Jammu Division:** The seniority of employees in Jammu Division will be determined in each grade on the basis of their non-fortuitous length of service in that grade as on the date of closure of the cadre of Jammu Division which will be declared in due course. Final decision on inter-se seniority of employees posted in a cadre at Jammu Division will be taken by the administration based on extant rules.

This is issued with the approval of competent authority.

Encl: as above


11.6.25
(Gurjeet Kaur)

**Dy. Chief Personnel Officer/MPP & Co-ord
for General Manager (P)**

➤ **Copy for information to:**

- Secretary, Railway Board, New Delhi
- DG/HR, AM (Staff) & AM (HR), Railway Board, New Delhi
- Secretary to GM/NR – for kind information of GM, AGM/NR

➤ **Copy for information and wide circulation to:**

- All PHODs/NR; All DRMs/NR; All CWMs/NR; CAO/USBRL
- All General Managers of Zonal Railways & Production Units of Indian Rlys
- General Manager/HRMS/CRIS – **with request to make it live on HRMS**
- Sr DPO/Jammu & Firozpur
- Recognized Unions & Associations/Northern Railway.

ANNEXURE – I

PERSONNEL DEPARTMENT/ NORTHERN RAILWAY NOTICE NO. 01/2025, CALLING WILLINGNESS FOR POSTING IN JAMMU DIVISION/HQ

FORMAT FOR CALLING WILLINGNESS FOR POSTING IN JAMMU DIVISION/HQ

Notification Details			
Notification ID		Date of issue	
Last Date of submission		Click to view notification	
Employee Current Details		Employee photo	
HRMS ID		IPAS ID	
Name		Designation	
Pay Level		Current Org Unit	
Lien Cadre Code		Lien Cadre ID	
Lien Cadre Level ID		Lien Department/ Sub Deptt	
Lien Unit		Lien Zone	
Working Cadre Code		Working Cadre ID	
Working Cadre Level ID		Working Deptt/Sub Deptt	
Working Unit		Working Zone	
Employee Personal Details			
Date of Birth		Community	
Mobile No.		Email ID	
Present Address Details		Permanent Address Details	

Employee Initial Appointment Details:

***Same as emp master**

Employee Educational Qualification Details:

***Same as emp master**

Willingness Details

YES, I am willing for posting to: Not selected (default)/ Jammu Division (NR)

Declarations:

1. I have gone through the information contained in NOTICE No. 01/2025 dated 11.06.2025 issued by Northern Railway (Personnel Department) calling for willingness for posting in Jammu Division;

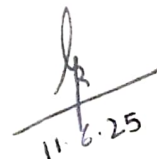
2. I have also gone through the information shown above and found it true to my knowledge;

3. I am willing to join Jammu Division/ Northern Railway as per the conditions notified vide NOTICE No. 01/2025 dated 11.06.2025;

4. I am willing to join Jammu Division/ Northern Railway on permanent lien basis;

5. I understand that **after** the cadre in Jammu Division is formally closed through a formal notice mentioning date of closure, all my request for my transfer elsewhere, will be on 'Own Request Basis'.

SUBMIT

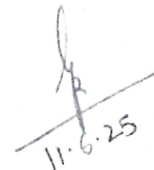

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ANNEXURE – II

PERSONNEL DEPARTMENT/ NORTHERN RAILWAY NOTICE NO. 01/2025, CALLING WILLINGNESS FOR POSTING IN JAMMU DIVISION/HQ

List of categories for which options are being called for posting at Jammu Division/HQ:

Sl. No.	Department	Category
1	All departments	Ministerial staff: Chief Office Superintendent, Office Superintendent, Senior Clerk, Junior Clerk Stenographers Erstwhile Group D staff in Pay Level-1: General Assistant
2	Electrical & Civil	SSE & JE
3	S&T and Mechanical	SSE, JE & Tech
4	Operating	TNC, Controller, TI/WMI
5	Commercial	CMI/CCTC & Commercial Controller
6	Stores	CDMS & DMS
7	Safety	Safety Counsellors
8	Personnel	Chief Law Assistant, SWLI, CWLI
9	Accounts	SSO, Sr.ISA, SSV/SV, SE/IT, JE/IT, Accounts Assistant, Junior Accounts Assistant, Accounts Clerks


11.6.25