

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.2023/SCC/04/18

New Delhi, Dated : 24.11.23

The General Managers/Director Generals
All Indian Railways/PUs/CTIs.

Sub.: Empanelment to Level 16 posts of IRMS

Ref.: Ministry of Railways Gazette Notification dated 27.05.22 – Resolution for creation of IRMS (ex-cadre Level 17 & ex-cadre Level 16 posts) in Railways and selection norms thereof

Resolution under reference lays down the principles for making appointments to Level 17 and Level 16 ex-cadre posts in the Railways and the selection norms to be followed. Ministry of Railways proposes to initiate the process for empanelment to Level 16 ex-cadre posts of IRMS for 1988 Exam Batch officers.

2. For being considered for empanelment, eligible officers will have to apply for empanelment indicating the following:-

- (i) Top three positions that the officer would like to be selected for (officer will be considered for all positions).
- (ii) Description of top five contributions to the organization in lifetime (can give more also)(to be restricted to a maximum of 500 words).
- (iii) Description of top five contributions that the officer will make in the top three positions that the officer is aspiring for in a given time frame (to be restricted to a maximum of 500 words).

3. Applications for empanelment to Level 16 ex-cadre posts of IRMS are invited from officers of 1988 Exam Batch, belonging to the 8 organized services viz. IRAS, IRPS, IRSE, IRSEE, IRSSE, IRSME, IRSS and IRTS, who are working in Level 15 (HAG) or above posts on regular basis as on 01.01.24. Last date for receipt of applications will be 01.01.24.

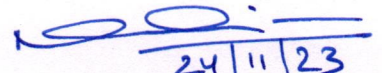
4. Provision for sending applications has been made in Human Resource Management System portal (<https://hrms.indianrail.gov.in/HRMS>) for Indian Railways. Eligible officers have been provided a link in their HRMS account through which they can access the IRMS application module for submitting online applications. This is made available in Employee Self Service (ESS) menu under the subhead IRMS Empanelment Application. Application has to be digitally signed for submission through the HRMS portal. Officers are therefore advised to make provision for digital signature well in advance for submitting applications. Copy of application submitted through HRMS portal shall also be sent to the Establishment Officer, at email id eorlybd@rb.railnet.gov.in.

5. The process for submission of applications has been detailed in the annexure enclosed with this letter. However, in case of any difficulty like non-availability of link etc., the same may be communicated to Establishment Officer, at email id eorlyboard@rb.railnet.gov.in along with mobile number and the same would be addressed in the shortest possible time.

6. This letter may be given wide publicity amongst all officers of the Railways belonging to the eight Organized Group 'A' services of Indian Railways.

7. This issues with the approval of Chairman & CEO.

Encl: As above


24/11/23
(Navin Kumar)
Establishment Officer
Railway Board

PROCEDURE FOR SUBMITTING APPLICATION FOR LEVEL 16 POSTS

- Link for HRMS application is <https://hrms.indianrail.gov.in/HRMS/login>.
- Login using your credentials i.e. username, password, captcha etc.
- From the dash board menu locate Employee Self Service (ESS).
- From the drop down menu under ESS locate the sub menu IRMS Empanelment Application.
- Clicking on the sub menu IRMS Empanelment Application will take you to the application link.
- Eligible officers as per the notification will find the notification for submission of application in IRMS module.
- In case of non receipt of link please immediately communicate with Establishment Officer via email eorlybd@rb.railnet.gov.in.
- Proceed to the link under the head 'Action' which would enable the process for application.
- The application would be populated with your basic data like name, date of birth, place of posting etc.
- Officers are advised to restrict their description to 3000 characters as the module will not accept any description beyond 3000 characters. Description so provided would be saved as draft only if it is restricted to 3000 characters.
- View area for contributions can be expanded by dragging the border of the box.
- At every stage the applicant is advised to save his application as draft for which an option is available at the bottom of the application.
- The final step is Preview, Digital Signature and Submit for which an option is provided at the bottom of the application.
- On clicking this option your application is shown for preview at which stage there is an option for downloading the application in PDF format as well as an option for taking a print out of the application.
- The application is now ready for submission and can be submitted after appending your digital signature. Appending digital signature to the application is similar to the digital signature for APARs in HRMS portal. As such, officers in Railways would already be conversant with the same. In case of any difficulty help may be sought from the HRMS Cell of your Railway/PU.
- In the rare case of difficulty in submitting digital signature, applicant is advised to take a print out and send a scanned signed copy of the same to the Establishment Officer through email.