

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

No.2024/Chairman &CEO-CC/04/21

New Delhi, Dated: 13.08.2024

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

Sub.: Empanelment to Level 16 & 17 posts of IRMS.

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

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Resolution under reference lays down the principles for making empanelment/appointments to Level 16 & 17 ex-cadre posts in the Railways and the selection norms to be followed thereof. Empanelment is to be done batch wise from amongst the eligible candidates, selecting the best officers through a comprehensive assessment by Ministry of Railways and approved by ACC. Ministry of Railways proposes to initiate the process for empanelment to Level 16 & 17 ex-cadre posts of IRMS for 1989 & 1990 Exam Batch officers.

2. Individual applications for empanelment to Level 16 & 17 ex-cadre posts of IRMS are invited from officers of 1989 & 1990 Exam Batch, belonging to the 8 organized services viz. IRAS, IRPS, IRTS IRSE, IRSEE, IRSSE, IRSME and IRSS who are working in Level 15 (HAG) or above posts, on regular basis, on date of this notification. Last date for receipt of applications (for posts in Level 16 and Level 17) will be 12.09.2024


3. 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 (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).

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 with individual links in their HRMS account for Level 16 and Level 17 posts respectively, through which they can access the IRMS application module for submitting online applications. This option is accessible under the Employee Self Service (ESS) menu, specifically under the sub-head "IRMS Empanelment Application". Application must be digitally signed for submission through the HRMS portal. Officers are therefore advised to ensure they have digital signature in place well in advance to facilitate the submission process.

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 [earlyboard@rb.railnet.gov.in](mailto:earlyboard@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



13.08.2024  
(Sanjiv Narain Mathur)  
Establishment Officer & AS  
Railway Board

## ANNEXURE

### PROCEDURE FOR SUBMITTING APPLICATION FOR LEVEL 16 & 17 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](mailto: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 2500 characters as the module will not accept any description beyond 2500 characters. Description so provided would be saved as draft only if it is restricted to 2500 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.