

EAST COAST RAILWAY

No. WPY/441/Jr.Clerk 16 2/3%/Engg./2022

Office of the DRM (P)/WAT

Dt. 10.05.2022

To
The Sr. DEN (Co.Ord.)/WAT,
CAO (Con.)/BBS, CPM/RE/BBS,

NOTIFICATION

Sub: Selection for promotion to the post of Jr. Clerk cum Typist in Level-2 against 16 $\frac{2}{3}$ % quota in Civil Engineering Department of Waltair Division.

It is decided by the Competent Authority to call options from amongst the serving eligible erstwhile Group-D employees of Civil Engineering Department fulfilling the eligibility conditions mentioned below so as to conduct a selection to fill up 8 vacancies of **Jr. Clerk cum Typist in Level-2 against 16 $\frac{2}{3}$ % quota** following the instructions contained in PCPO/ECOR/BBS's EPS-7/2005&Estt. Srl. No. 05/2020. The Proforma of Application is enclosed overleaf as Annexure 'A'.

1. **Panel required** : The size of the required panel for the post of Jr. Clerk cum Typist in Level-2 against 16 $\frac{2}{3}$ % quota is 8 (UR-4+SC-1+ST-3) including higher grade and anticipated vacancies.

Sl. No.	Department	Category	Size of Panel			
			UR	SC	ST	Total
1	Civil Engineering	Jr. Clerk cum Typist in Level-2 against 16 $\frac{2}{3}$ % quota	4	1	3	8

2. **Eligibility condition**:
- All serving regular employees working in erstwhile Group-D categories in Level-1 of Civil Engineering Department and holding lien in Civil Engineering Department of Waltair Division for whom no other regular avenue channel of promotion in Group-C categories existing in Civil Engineering Department are only eligible to apply. (ECOR's Estt. Srl.No. 145/2003, EPS-7/2004 & RBE No. 13/2013).
 - In terms of PCPO/BBS Estt.Srl.No. 45/2017 & 35/2019, the staff must have put in a minimum of 2 years of regular service in the relevant category and have successfully completed their probation period in the recruitment grade, as on the date of issue of the notification, irrespective of the fact whether such staff belong to UR/OBC/SC/ST.
 - The cut-off date for determining the eligibility of the staff will be the date of issue of the notification.
3. **Educational Qualifications required**
As per RBE No. 157/2015, for selection of Jr. Clerk cum Typist in Level-2 against 16 $\frac{2}{3}$ % quota, staff should possess the qualification 12th (+2) stage or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-Servicemen. However the existing staff eligible otherwise as on 17.12.2014 with the pre revised qualification of Matriculation or equivalent are also eligible to apply. An attested copy of the certificate to this effect should be enclosed to the application.
- Note: Educational qualification as per service record entries will only be considered.

4. Mode of Selection:

The posts in the category of Jr. Clerk cum Typist in Level-2 against 16 ⅔% quota shall be filled on the basis of selection. The selection will consist of Professional ability determined by Written Examination followed by scrutiny of records to the candidates who qualified in the written test.

The Written test (100% objective multiple choice type questions) will consist of one paper of 2 hours (120 minutes) duration divided into two parts i.e. Part-A & Part-B.

Part'A' to test the working knowledge of the Railway servant of the English language and Part'B' his/her general standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertaining to the work he/she has been acquainted with during his Railway service.

The question paper shall also contain questions on Official Language Policy & rules to the extent of 10% of the total marks allotted, which will be optional.

The selection to Jr. Clerk cum Typist in Level-2 against 16 ⅔% quota is a **General selection** where all the eligible applicants will be called for the written test and the **final panel will be prepared as per merit** with reference to marks obtained by the candidates in 'Professional Ability' and 'Record of Service'. Since the final panel will be drawn on the basis of merit, there will be no classification of 'outstanding'.

The qualifying marks for selection of Gr.D employees to Gr.C posts is 50% in the written test and 50% on the aggregate for candidates to be empanelled against UR vacancies. 40% in the written test and 40% on the aggregate for SC/ST candidates against SC/ST vacancies. Only those who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of service. As per Para 189, IREM Vol.I Chapter 1, Section 'B' the factors of selection and their relative weight will be as follows;

Sl.No.	Factors/Headings	Maximum Marks
1	Written Test	85
2	Record of Service	15
	Total	100

In terms of S.E. Rly. Estt. Srl.No. 145/2003 & PCPO/BBS's Estt.Srl.No. 98/2018, in case of successful empanelment based on the selection such staff on promotion to the Group-C post of Jr. Clerk cum Typist in Level-2 will be required to possess a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi. Promotion may however be allowed on provisional basis and the staff concerned may be given 02 years time from the date of promotion to qualify the prescribed typewriting test in prescribed chances for confirmation/regularization in Jr. Clerk cum Typist. However, physically handicapped persons (orthopedically handicapped) who cannot acquire typing qualification are exempted for this purpose provided they are certified by prescribed Medical Authority in terms of PCPO/BBS's Estt. Srl. No. 1/2017.

[Handwritten Signature]

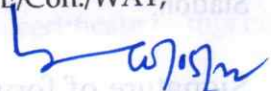
5. **Written examination:** The duration of the written examination will be 2 hours. The question paper will be 100% objective multiple choice type only as per Railway Board Letter.No. E(NG)I/2018/PM1/4, Dt. 14.12.2018 (RBE No. 196/2018) and the answer script will be OMR based. The OMR sheet will be evaluated manually. There shall be 110 questions of objective multiple choice type with four options including 10 questions for official language policy & rules, which are not compulsory but optional and the candidate will answer a maximum of 100 questions. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation. Cutting, overwriting, erasing or alteration of any type in answer will not be accepted and zero marks will be given for answer having correction/ overwriting. There shall be negative marking for incorrect answers. One third (1/3rd) of the mark allotted for each question will be deducted for wrong answers.
6. **Last Date for submission of application:**
Applications from the eligible categories of staff fulfilling the educational qualifications mentioned at Para 3 and the service conditions laid down in Para 2 may submit their applications on the prescribed proforma enclosed at Annexure-'A' of this Notification along with attested copies of their educational qualification so as to reach their respective Controlling Officers on or before 01.06.2022. The Controlling Officers may forward the applications in a single bunch so as to reach this Office on or before 09.06.2022. Applications received after the last date and applications received directly without routing the same through the respective Controlling Officers will be summarily rejected and no further communication will be allowed in this matter.
7. The Controlling Officer may please ensure that the contents of this Notification are brought to the notice of the eligible staff working under their jurisdiction clear acknowledgement so as to avoid future complaints. If any of the eligible staff in on leave/ sick/ training / deputation to other units, necessary advice should be sent his/her address or to the Medical authority concerned or the Authority with whom he is working as the case may be without fail and the acknowledgement obtained from the Authority/employee may be kept in record and sent to this office when asked for.
8. The Controlling Officers should ensure that the APARs/ Working Reports (as applicable) for the last 3 years are kept ready for sending to this Office at short notice.
9. No supplementary examination is permissible for the absentees under any circumstances.
10. As per instruction of Railway Board in RBE No. 91/2018, all promotions are treated as provisional and are subject to the outcome of SLP(C) No. 30621 of 2011 and other related court cases as per RBE No. 91/2018.
11. A copy of this Notification is also available in East Coast Railway website ([www. Eastcoastrail.Indianrailways.gov.in](http://www.Eastcoastrail.Indianrailways.gov.in)).

Encl. Application proforma (Annexure 'A')


(A. RAMA RAO)

Asst Personnel Officer (G&T)
for Sr. Divl. Personnel Officer /ECOR/WAT

Copy for information and necessary action to: Dy. CPO/Con./WAT, Dy.CE/Con./WAT,
All ADENs, SSE/P.Way Units, Works Units & Bridge units.


for Sr. Divl. Personnel Officer /ECOR/WAT

**PROFORMA OF APPLICATION FOR THE POST OF JR. CLERK CUM TYPIST IN
LEVEL-2 AGAINST 16 2/3% QUOTA IN CIVIL ENGINEERING DEPARTMENT OF
WALTAIR DIVISION.**

- 1) Name of the employee :
- 2) Father's Name :
- 3) Present Designation/PM Level/
Station/Unit/PF No. :
- 4) Department :
- 5) Date of Birth :
- 6) Date of initial Appointment/Desgn. :
- 7) Date of attaining Temporary status :
- 8) Date of Regularisation :
- 9) Date of promotion to present grade :
- 10) Whether belongs SC/ST :
- 11) Educational Qualification :
- 11) Technical Qualification :
- 12) Awards conferred during the last three Years :
 - a) Divisional Level(DRM level)
 - b) Headquarters level(PHOD/HOD)
 - c) GM/Rly.Bd's level.
- 13) Penalties imposed during the last three
Years :
- 14) Any other relevant information :

Declaration: I do hereby declare that the particulars furnished are true, complete and correct to the best of my knowledge and belief. I understand that, if any at any stage it is found that information furnished is false or incorrect or I do not satisfy/fulfill the eligibility criteria, my candidature/appointment on promotion is liable to be cancelled besides disciplinary action as per Rules. I have read the contents of the notification and agree to abide by the Rules, regulations and procedure prescribed for promotion to the post of Jr. Clerk cum Typist in Level-2 against 16 2/3% quota.

NOTE: ATTESTED TRUE COPIES IN SUPPORT OF CASTE; EDUCATION AND TECHNICAL QUALIFICATION SHOULD BE ENCLOSED.

Date:

Station:

Signature of the employee:

Signature of forwarding Officer
with stamp and date