

Office of the
Principal Chief Personnel Officer
2nd Floor, South Block, Rail Sadan,
Bhubaneswar-751017 (Odisha)

Date: 30.12.2021

No. ECoR/Pers/06/Suitability/Sr.Clerk/S-6

The Principal Chief Commercial Manager,
East Coast Railway,
Bhubaneswar.

Sub: Notification for promotion for the post of Sr.Clerk in Level-5 against 66.67% DPQ
in Commercial department of ECoR/HQ/BBS.

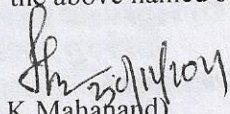
1. It has been decided to fill up 05 vacancies (i.e. UR-3, SC-1 & ST-1) of Sr.Clerk -Cum-Typist in Level-5 in Commercial department of ECoR/HQ/BBS against 66.67% departmental promotion quota.
2. The suitability will be adjudged through written test and scrutiny of last three years APARs of written passed candidates only.
3. As per the seniority list the following Jr.Clerks are coming under zone of consideration:
 1. Smt.Subhasmita Ratha - Jr.Clerk, Level-2 (UR).
 2. Smt.Pushpanjali Sathapathy - Jr.Clerk, Level - 2 (UR).
 3. Smt.Sasmita Naik - Jr.Clerk, Level - 2 (UR).

N.B: No reserved community (SC/ST) candidate is available in the feeder grade i.e. of Jr.Clerk-Cum-Typist in Commercial department of HQ/BBS for consideration. Therefore 01-SC & 1-ST vacancy will remain unfilled.

4. The above staff may be alerted to be in readiness to appear in the written examination which will be held at short notice. The exact date, Time & Venue of the written examination will be intimated later on.

5. **Mode of Suitability:** The vacancy of Sr.Clerk against 66.67% departmental promotion quota will be filled up by non selection process on the basis of Seniority-cum-Suitability and the suitability will be adjudged by written test and assessment of three years APARs. The questions of written examination will be 100% objective multiple choice type. The answers are to be marked on OMR answer sheets and the OMR answer sheets will be evaluated manually. The candidates have to darken the correct option by the candidates circles in the OMR answer sheets properly. There will be 110 questions (including 10 questions on Rajbhasa) of objective multiple choice type with four answer options and the candidates has to 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, over-writing, erasing or alteration of any type in answer will not be accepted and zero marks will be awarded for answers having correction/over-writing or more than one correct. There shall be no negative marking for incorrect answers. The written examination will be of 120 minutes duration.
6. In case, any of the candidates is in leave or sick, he/she may be intimated at their leave/sick address regarding this notification along with the syllabus and mode of examination and evaluation.
7. If any of the above mentioned staff prefers to write the examination in Hindi, he/she may intimate in writing to this office through his/her controlling officer within 10 days of issue of this notification otherwise it will be presumed that they will write the examination in ENGLISH.
8. If any of the above mentioned staff is unwilling to appear in the written examination she may submit unwillingness in writing through her controlling officer within 10 days of publication of this notification.
9. This notification along with the syllabus for written examination should be circulated to the above mentioned staff with proper acknowledgement.
10. APARs for the last 3 years (i.e. for the year 2018-19, 2019-20 & 2020-21) of the above named staff along with their D&AR clearance should be sent to the undersigned

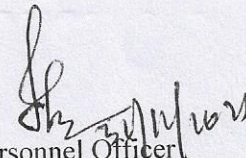
Encl: Syllabus.


(H.K. Mahanand)

Dy. Chief Personnel Officer-Gaz
For Principal Chief Personnel Officer

Copy for information and necessary action to:

1. SDGM/ECoR/BBS.
2. CCM(PM)/ECoR/BBS.
3. APO-II /ECoR/BBSBBS . The SRs of the above named staff should be kept in ready & updated.
4. Notice Boars of PCPO's office.


For Principal Chief Personnel Officer

165

124

6

Syllabus for Sr.Clerk

1. Various types of leave
2. ZRUCC & DRUCC
3. Various types of concessions granted to passenger for their journey
4. HOER & DAR
5. General knowledge about Indian Railways.
6. Various freight Incentive schemes
7. Passenger amenity works.
8. Store activity
9. General English
10. Simple arithmetic
11. General Knowledge & current event.
12. Implementation of Raj bhasa.
13. Earning contracts in commercial department
14. Private siding policy
15. Station outstanding.

29.8.07

वरिष्ठ वाणिज्य प्रबंधक (सा)
Sr. Commercial Manager (G)
पुर्बतट रेलवे, भुवनेश्वर
East Coast Railway, Bhubaneswar-23