EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan, Chandrasekharpur,
Bhubaneswar-751017.

No. ECoR/Pers/NG(Admn)/02/Selection/Jr. Clerk/33.⅓ % DPQ/22, Date : 18.02.2022.

The

SDGM, PCE, PCEE, PCOM, PCCM, PCME, PCSTE, PCMM, PCSO, PCMD, Dy.CCM(Claims), PO/RCT & DAO/ECoR/BBS, CWM/CRW/MCS.

Sub: Selection for promotion to the post of Jr.Clerk-cum-Typist in Pay Matrix Level- 2 against 33⅓% Departmental Promotion Quota in ECoR/HQ & WPO/MCS.

Applications are invited from amongst the eligible serving regular employees (as per details in para 2 below) working in Level-1 and borne in seniority group of ECoR/HQ/BBS and Office Assistants in personnel department of CRW/MCS to conduct a selection for promotion to the posts of Jr. Clerk-cum-Typist in Pay Matrix Level 2 against 33⅓ % promotion quota in all departments of ECoR/HQ/BBS and Personnel department of CRW/MCS(except Accounts and Security/RPF Deptt).The vacancy position, eligibility conditions mode of selection etc. are detailed below.

1. Vacancies: Total vacancies to be filled= **13** (UR - 06, SC - 05 & ST - 02).

2. Eligibility conditions:

2.1. All serving regular employees in Level-1 having lien in combined cadre of Office Assistant and General Assistant in ECoR/HQ/BBS,(except Accounts and Security/RPF Deptt). Record Sorters, Ferro Typers, Helpers, Chowkidars, Assistant Depot (Stores) etc. of HQ/BBS seniority unit who are not having Separate Avenue channel for promotion/Career advancement, (except Accounts and Security/RPF Deptt), and Office Assistants of personnel department of CRW/MCS.

AND

Having minimum of 02 years regular service as on **Date of Notification**.

However, no person will be eligible to appear in the selection unless he/she has completed probation period of 02 years in Level-1 satisfactorily. The period of 02 years probation is to be counted from the date of regularization. The educational qualification as entered in the service record only will be accepted.

2.2. Level-1 staff of Security (RPF) and Finance department (s) are not eligible to appear in this selection.

3. Mode of Selection: The selection shall consist of a written examination and assessment of Record of Service.

While 85% weightage will be given to the performance in the written examination, 15% weightage will be given ON "Record of service" .

a. The duration of the written examination will be of 120 minutes.
b. Written examination shall be aimed to test the working knowledge of the railway employees in English language, General standard of intelligence and proficiency through question in Arithmetic, General knowledge mainly pertaining to railway matters and matters immediately pertaining to the work he/she has been acquainted with during his/her railway service. The question paper shall also contain 10 questions on official language policy and rules.
c. The question paper will consist of 100% objective multiple choice type questions and to be printed in bilingual from i.e. both in English & Hindi. The answers are to be marked on OMR answer sheets. There will be four answer options A,B,C & D.
d. There will be 110 objective multiple choice type questions with four answer options and the candidates have to answer a maximum of 100 questions. In case a candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation & rest will be ignored.
e. For Cutting, overwriting, erasing or alteration of any type in the answers will not be accepted. Zero mark will be given for answer having correction/overwriting.
f. There shall be no negative marking for incorrect Answers. Each Correct answers will fetch 1(One) mark and no credit will be given to unattempted questions and wrong answers.

h. Candidates who attend the selection and secured minimum prescribed percentage of the qualifying marks i.e. 50% in the written test and 50% in the aggregate will be empanelled against available UR vacancies and the SC/ST candidates, who secure 40% marks in the written test and 40% marks on the aggregate will be empanelled against available SC/ST vacancies in order of seniority.

i. Only those candidates who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of Service/APAR.

j. The panel shall be drawn in the order of seniority amongst the qualified employees taking into account the notified vacancies.

4. Supplementary written examination will not be conducted without sufficient and valid reasons.

5 . **Other Conditions**: The employees will be required to possess a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi for promotion to the post of Jr. Clerk-cum-Typist in level-2. Promotion may however be allowed on provisional basis and the staff concerned may be allowed 02 years time from the date of promotion to qualify the prescribed typewriting test and if they fail to qualify the type writing test within the said period they will be liable to be reverted.

6. Submission of applications:

Last date for submission of applications by the willing employees **is 18.03.2022.** Applications of volunteering employees should be routed through their controlling supervisors /officers to the office of PCPO/BBS. All the applications should be consolidated and verified by the Controlling Supervisor/Officer-in charge of the unit. After preliminary scrutiny, only eligible applications, should be sent in a single bunch together with the consolidated statement (eligible/Ineligible) so as to reach at the office of PCPO/BBS **by 25.03.2022** positively. The applications sent directly or in piece-meal manner to this office will not be entertained.

7. Application pro-forma is enclosed at Annexure-I

8. Applications should be submitted as per format at Annexure –I only. It is requested that the controlling officers should make wide publicity of this notification amongst employees working under their control.

9. Any Representation on this notification should be submitted directly to the office of PCPO/BBS on or before **28.02.2022.**, which will be disposed of before the last date of receipt of Applications. Thereafter, no representation will be entertained.

10. The above notification is also available in East Coast Railway website:

www.eastcoastrail.indianrailways.gov.in.

Encl: Proforma Application (Annexure-I)

18/2/2022

(H.K.Mahanand)
Dy.Chief Personnel Officer(Gaz)
For Principal Chief Personnel Officer
Date: 18.02.2022.

No. ECoR/Pers/NG(P)/Selection/Jr. Clerk/DPQ/2022,

Copy forwarded for information and necessary action to:

1. CAO (Con)/BBS, CPD (RE)/BBS & Chairman/RRB/BBS.
2. Dy.CPO(Con)/BBS,SPO(Con)/VSKP, SPO/RE/BBS & WPO/CRW/MCS.
3. All Personnel Officers of HQ/BBS
4. General Secy. ECoRSC, ECoRSU, AIOBCREA, AISCSTREA/BBS
5. SSM/IT/BBS for uploading in the ECoR website.
6. Notice Board of PCPO's office/BBS.

18/2/2022

for Principal Chief Personnel Officer

ANNEXURE –I

PROFORMA APPLICATION:

I do hereby volunteer for selection to post of Jr. Clerk-cum-Typist in Pay Matrix Level-2 against 33.⅓% Departmental Promotion Quota in ECoR/HQ as notified by PCPO/BBS's office Notification No. ECoR/Pers/NG(Admn)/02/Selection/Jr.Clerk/33.⅓% DPQ/22 dated **18.02.2022** duly accepting all the terms & conditions and other details mentioned in the Notification. I confirm that my personal/service details are as follows:

1	Name of the employee in full (Block Letters)			
2	Father's / Husband's Name			
3	Date of Birth			
4	a) Date of Initial Appointment			
	b) Capacity on Initial Appointment			
	c) Scale of Pay on Initial Appointment			
5	Community (UR/SC/ST/OBC)			
6	Present Department/HQ/Unit in which working			
7	Working under (Controlling Officer)			
8	Present Designation	a) Substantive		
		b) Officiating		
9	Date of Regular Entry as Level-1			
10	Educational Qualification (As per entry in SR)			
11	Other Qualification, if any.			
12	Lien Department / Unit			
13	PF Account No			

(Contd. Page-02)

14	a) Contact Number/Mobile No		
	b) Email ID		

I do hereby declare that I have gone through the above referred notification and I am volunteering for the post of Jr.Clerk-cum-Typist after agreeing to abide all the conditions in the said notification. I am aware that my application will not be considered if it is deficient in any form or incorrect or not forwarded by the controlling officer/department/division/unit to PCPOs' office. In case, anything is found to be incorrect, I shall be responsible and my candidature may be cancelled.

Date

Place

(Signature of the employee)

Certified that the above employee submitted the application before the cutoff date in this office.

Date:

(Signature of Controlling Officer)

With seal

Certified that the above service particulars are found correct as per the service record maintained in this office.

(Signature of Cadre Personnel Officer)

With seal