

East Coast Railway

Office of the
Divisional Railway Manager (P)
Khurda Road

No P/Pers/ Sr Clerk(LDCE)/13 1/3%/selection/KUR

Date:14.06.2024

NOTIFICATION

To
All the Branch Officers
East Coast Railway
Khurda Road.

Sub: Selection for promotion to the post of Senior Clerk-Cum-Typist in Pay Matrix Level-5 against 13 1/3 % LDCE quota in KUR division.

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It is proposed to conduct a selection for promotion to the posts of Sr Clerk-Cum-Typist in Pay Matrix Level-5 against 13 1/3% LDCE quota of KUR division combining all departments of KUR division. Applications are invited from the serving Graduate Jr. Clerks-Cum-typist of all departments (Except Accounts and RPF department) holding lien in KUR division.

1. **Vacancies:** Total vacancies to be filled = 09 (UR=04, SC=02 & ST=03) (Out of 09 vacancies 01(one) vacancy is earmarked for PwBD Quota

Department wise vacancy position is appended below.

Department	Total Vacancy	Communal Break up		
		UR	SC	ST
Commercial	01	01	--	--
Operating	00	--	--	--
Mechanical	01	--	--	01
Engineering	01	--	--	01
S&T	01	--	01	--
Elect.(G,TRD,TRS,ELS)	01	01	--	--
Elect.(OP)	01	01	--	--
Personnel & Medical	03	01	01	01
Total Vacancy	09	04	02	03

2. **Eligibility Conditions:** (a) All serving Graduates as Jr Clerks-Cum-Typist in Level-2 having minimum two years regular service of all departments (except Accounts and RPF department) and holding lien in KUR division.
(b) **Educational Qualification-** Any Graduate Degree from a recognised University or its equivalent.

Contd.Pg(2)



3. Mode of Selections:

- i) The willing staff who satisfy the prescribed conditions of eligibility will be subjected to a written examination and Scrutiny of Service Records.
- ii) The standard of questions will be of graduate level and the question booklet shall contain questions from **General Awareness, Arithmetic, General intelligence and Reasoning** .
- iii) The questions will be of objective type with multiple answers. OMR Sheets shall be used for answering the questions. (RBE 196/2018 & 97/2019).
 - a. All objective type questions should carry equal marks. Every question should have four options numbered A,B,C,D (Only capital letters) and answers to such questions by the candidates should invariable be given in Capital letters only.
 - b. To ensure the authenticity of the answer, cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for Answer having correction/Overwriting.
 - c. There shall be negative marking for incorrect answer; 1/3rd of the marks will be deducted for each wrong answer.
 - d. There will be 110 Questions(Out of 110 questions, 10 questions(optional) will be asked from Rajbhasa as per RBE No.97/2019) of objective multiple choice type with four answer options and the candidates have to answers not more than 100 questions, if candidate answer more than 100 questions, first 100 attempted questions are to be taken for evaluation.
 - e. Duration of the examination will be for 120 minutes.
 - f. The written examination is to be conducted in one stage.
4. The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination, service records and APARs for last three years. Subject to usual relaxation for SC/ST candidates, general category candidates securing less than 60% marks and SC/ST candidates securing less than 50% marks in aggregate will not be considered eligible for inclusion in the panel. Further, the service records of only those candidates who secure a minimum of 60% marks (50% in case of SC/ST candidates) in the written examination shall be assessed. **There will be no classification of candidates as "Outstanding" (RBE No.113/2009)**
5. Selection shall consist of written Examination and assessment of records on service with 85% weightage given for the performance in the written examination and 15% weightage for Service Records.

6. In case of successful empanelment based on the selection and candidate who have not passed Typewriting in the category of Jr. Clerk-Cum-Typist such candidates will be promoted on provisional basis and they may be given 02 years time from the date of promotion to qualify the prescribed typewriting test. In case, a provisionally promoted candidate to the post of Sr.Clerk does not qualify the prescribed Typewriting Test i.e 30 w.p.m in English or 25 w.p.m in Hindi, his/her annual increment will be held up till he/she qualifies in the typing test or till exemption on attaining 45 years age, whichever is earlier vide RBE No. 09/2023.
7. The panel shall be drawn strictly in order of merit from amongst qualified candidates taking in to account the community wise vacancies as per Notification.
8. Since this is a general selection, there would not be any supplementary selection for non-attending candidates.
7. Applications in the prescribed Performa are therefore sought from employees fulfilling the prescribed eligibility conditions, which are to be submitted through proper channel.
8. In case, service particulars furnished by the applicants are found incorrect/ false, the candidature of the staff will be liable to be cancelled at any stage of the selection process.
9. Candidates should be in the readiness to appear for the written examination for which a separate notification shall be issued indicating the date, time and venue of the examination.
10. Applications should be submitted in Annexure "A" format only (Copy enclosed)
11. **Last date for submission of application is 12.07.2024.** Applications should be routed by the volunteering employee through their controlling supervisors/officers to the Personnel Officer in charge of the Unit. All the applications should be verified by the concerning controlling supervisors/Officers and only valid applications after scrutiny should be sent in a bunch together with the consolidated statement so as to reach the undersigned **latest by 19.07.2024 positively**. No application will be entertained after the stipulated date i.e **19.07.2024** under any circumstances
12. The controlling Officer/Supervisors shall give wide publicity of the notification to all the eligible staff under their control to avoid any complaints at a later date, and notification should be displayed at "**NOTICE BOARD**". It is the responsibility of the controlling Officer/Supervisor to circulate the notification among the staff concerned.
13. The notification details and the application form can be downloaded from the website address given.
(Path: East Coast Railway >About us > Division >Khurda Road Division
>Selection/Suitability)



NB:

1. The selected candidates may be posted anywhere over the KUR division i.e, any departments according to the availability of vacancies.
2. Any malpractice by the candidates in the written examination may be liable to have Disciplinary proceeding against them.
3. If any provision of IREM or guidelines issued by the Railway Board regarding the selection for the post of Sr Clerk against 13 1/3% LDCE quota and any other conditions applicable is omitted in the notification, that should be treated as valid and operative.
4. Competent authority reserves the right to cancel/modify the selection process at any stage without assigning any reason thereof.
- 5.

Tentative Schedule of the selection will be as follows		
1	Last date for submission of application to the respective controlling Officers by the applicant	12.07.2024
2	Last date for receipt of Applications at Personnel Office (Sr.DPO/KUR) .	19.07.2024
3	Date of Publishing the final eligible list of employees	05.08.2024
4	Date of written examination	15.09.2024

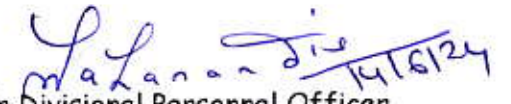
Encl: Annexure "A" (Application Format) , "B"(Hall Ticket)


 Assistant Personnel Officer
 For Sr Divisional Personnel Officer

No P/20/Pers/ Sr Clerk(LDCE)/selection/KUR

Date: 14.06.2024

1. Copy to PCPO/ECOR/BBS & CAO(cons)/BBS, Chairman/RRB/BBS.
2. Copy to All Branch Officers/KUR Division ,Ch.OS(P), all Ch.OS under Sr.DPO/KUR.
3. Copy to Ch.OS/HRMS Cell for uploading on above website.
4. Copy to DCECoRSC, DCECoRSU, /KUR for information.


 For Sr Divisional Personnel Officer

**Proforma of application for selection to the post of Sr.Clerk-Cum-Typist in
Pay Matrix level-5 against 13 1/3% LDCE in KUR division.**

Date of Notification-14.06.2024

Last Date for submission-12.07.2024

Affix recent passport
size photograph duly
attested by controlling
supervisor

1	Name		
2	Father's name		
3	Date of Birth		
4	Community (UR/SC/ST)(attached Caste Certificate)		
5	Employee No. and HRMS ID		
6	Date of initial Appointment & Category		
7	Date of entry into present grade (on regular basis)		
8	Department/Office		
9	Academic Qualification (Copy of Graduation Certificate to be enclosed)		
10	Date of regular entry as Jr.Clerk		
11	Total length of service as Jr Clerk as on date of notification.		
12	Lien maintained in the Department & Division.		
13	Whether joined present unit by own request transfer (Y/N).If "Yes" the date of joining & Pay level		
14	Whether belongs to PwBD category (if yes , percentage/Type of handicapped category)	Yes or No (Please Tick)	
15	Indicate the language option	Hindi	English
16	Phone No.		

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled or / and I may be taken up under D&A Rules.

Date

Signature of the Applicant

Certified that the above employee submitted the application before the cutoff date in this office and the above service particulars are found correct as per the record available in this office.

Date

Signature of the controlling officer.

Selection to the post of Sr.Clerk-Cum-Typist(LDCE) (13 1/3%)**HALL TICKET**

(To be filled by the employee)

Please paste recent
photograph
(To be attested by
Controlling
Officer/Supervisory
Official with seal)

Name	
Date of Birth	
Employee No/HRMS ID	
Present Designation and Station	

Signature of the employee

Signature of Controlling Officer/Supervisor(with Seal)

Name:

Designation:

Office:

(For Official Use)

Letter No.P/Sparing/Sr.Clerk/13 1/3%%LDCE/Exam/KUR/24

Date:

The employee has attended the examination for the post of Sr.Clerk (LDCE) at _____ hrs
on _____ at _____

Signature

Name

Designation