EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan,
Chandrasekharpur, Bhubaneswar.
Date: 02.01.2025

No. ECoR/Pers/09-D/Stores/Selection/Jr.Clerk/LDCE/101/PT-2

The Sr. Divisional Personnel Officer- KUR, WAT & SBP.
Workshop Personnel Officer/CRW/MCS.
Sr. DMM- KUR, SBP & WAT.
Dy.CMM/CRW/MCS, SMM-I/GSD& SD/MCS, AMM/WSD/VSKP, AMM/DLS/VSKP, AMM/ELS/VSKP & AMM/ELS/ANGL.

EAST COAST RAILWAY
O/o. the PFA/BBS
No. R/Z/F/G/I.2858 Dt. 3.1.25

NOTIFICATION

Sub: Selection for promotion to the post of Jr. Clerk-cum-Typist in Pay Matrix-2 against 16.67% LDCE Quota in Depot Cadre of Stores Department of East Coast Railway.

It is proposed to conduct a selection for promotion to the post of Jr. Clerk-cum-Typist in Pay Matrix Level-2 against 16.67% LDCE quota, inviting applications from amongst the serving erstwhile Group-D employees in Level-1 working as General Asst. (Office Peons/Jamadar Peons, Record Sorters), Asst. Depot-Stores (Helper/Khalasi), Material Checker, House Keeping Asst- Stores (Safaiwala) etc. in Depot Cadre of Stores Department of East Coast Railway.

1. **Vacancies:** Total vacancies to be filled up= 05 including 01 PwBD (VH) (03-UR, 01-SC & 01-ST).

2. **Eligibility**: All serving regular employees in Level-1 having lien in seniority groups of Depot Cadre of Stores Department of East Coast Railway viz . General Asst. (Office Peons/Jamadar Peons, Record Sorters), Asst. Depot-Stores (Helper/Khalasi), Material Checker, House Keeping Asst-Stores (Safaiwala) etc. with minimum 02 years regular service as on the date of notification irrespective of the fact whether GEN/OBC/SC/ST and in possession of Matriculation passed or equivalent educational qualification.

3. **Mode of Selection**:

(a) The posts in the category of Jr. Clerk-cum-Typist in Level-2 against 16.67% LDCE quota shall be filled on the basis of selection. The selection process shall consist of (i) Written examination (85 marks max.) & (ii) Record of Service (15 marks max.).

(b) The duration of the written examination will be of 120 minutes.

(c) The question paper will consist of 100% objective multiple type questions both in Hindi & English. The answers are to be marked on OMR answer sheets.

(d) There will be 110 multiple choice objective type questions with four answer options i.e. A, B, C & D and the candidates have to answer a maximum of 100 questions. In case, any candidate answers more than 100 questions, the first attempted 100 questions are to be taken for evaluation and rest will be ignored

(e) 10% of the total marks allotted, should be set on Rajbhasa on official language policy & Rules, which will be optional.

(f) In order to ensure authenticity cutting, overwriting, erasing or alteration of any type in the answers will not be accepted. Zero mark will be given for Answers having correction/overwriting and more than one answered.

(g) There shall be negative marking for incorrect Answers. One third of the marks allotted for each question will be deducted for every wrong Answer.

(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 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 the SC/ST vacancy in order of merit.

(i) Only those who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of Service/APAR for the last one year only.

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(j) The panel against 16.67% LDCE quota of Jr. Clerk-cum-Typist shall be drawn in the order of merit amongst the qualified employees.

4. **Other Conditions**: For promotion to the post of Jr. Clerk-cum-Typist in level-2, the employees will have 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 in the prescribed typewriting test for confirmation/regularization in Jr. Clerk-cum-Typist.

5. **Applications** in the prescribed proforma, are therefore, invited from employees fulfilling the prescribed eligibility conditions, which are to be submitted through proper channel. Applications should be submitted in Annexure-I format only (Copy enclosed).

6. **Last date for submission of application is 31.01.2025**. Applications should be routed by the volunteering employees through their controlling supervisors/officers to the Personnel Officer in charge of the unit. All the applications should be consolidated and verified by the Sr. DPOs/WPO and only eligible applications after preliminary scrutiny should be sent in a bunch together with the consolidated list of eligible/in-eligible candidates so as to reach this office **on or before 10.02.2025 positively**. The applications sent directly or in piece-meal to this office will not be entertained.

7. The volunteering staff who satisfy the prescribed conditions of eligibility will be given alert notice to appear in the written examination which will be held at short notice. However, the exact date, time & venue of the written exam will be intimated later on.

8. **There will be no supplementary examination for the absentees.**

9. Objection Tracker: After the written examination is over, provisional answer key of the question paper will be uploaded in the ECo.Rly. website: (www.eastcoastrail.indianrailways.gov.in - About us - HQ Departments – Personnel Department – Notifications). Candidates appeared in the written examination may submit their representations in respect of answer key/question paper, if any, through email ID: (ngcadrepersonnel@gmail.com) with documentary proof along with a soft copy of the release memo issued at the end of the written examination within seven days period from the date of uploading the answer key in the website. The decision of the Question Setter in publishing the Final Answer Key after disposal of representations, if any, submitted by the written appeared candidates within the stipulated period will be final and no further correspondence in this regard will be entertained.

10. Wide publicity may please be given at your end and it may be ensured that the notification reached all the eligible staff of Stores Depot Cadre to avoid complaints later on.

11. The syllabus is enclosed at Annexure-II for wide publication amongst the eligible staff.

12. The above notification is also available in East Coast Railway website: www.eastcoastrail.indianrailways.gov.in for information of all concerned.

NB: Representation if any against the aforesaid notification should be submitted to the Dy. CPO (Gaz)/BBS on or before 10.01.2025, so that the same will be put up to the competent authority for consideration. Representation received beyond 10.01.2025 will not be entertained.

Encl: (i) Proforma Application (Annexure-I)
(ii) A copy of Syllabus (Annexure-II)

02/01/25

(S.C. Hota)
Assistant Personnel officer-I
For Principal Chief Personnel Officer

No. ECoR/Pers/09-D/Stores/Selection/Jr. Clerk/LDCE/101/PT-2 Date: 02.01.2025

Copy for information & necessary action to:

1. PCMM, PFA, PCPO/ECoR/BBS
2. SSM (IT)/ECoR/HQ/BBS for uploading a copy of this notification in E.Co. Rly website.
3. General Secretary- ECoRSU, ECoRSC, AISCSTREA and AIOBCREA/ECoR/BBS.
4. Notice Board of PCPO's Office/ECoR/BBS.

DY FA(G)

For Principal Chief Personnel Officer

PFA/ECoR/BBS

SYLLABUS FOR THE WRITTEN EXAMINATION FOR SELECTION TO THE POST OF JR. CLERK-CUM-TYPIST AGAINST LDCE QUOTA IN STORES DEPARTMENT.

The written test shall consist of ONE PAPER divided into TWO PARTS, namely PART-A and PART-B. Total Marks will be 100 marks with 100% objective multiple choice type questions.

PART-A

GENERAL ENGLISH:

Meanings, Antonyms, Synonyms, Sentence correction, Spelling, preposition, conjunction, verb-tense usage.

PART-B

GENERAL KNOWLEDGE & ARITHMATIC:

I. **Basic General Knowledge & Current Affairs:**

(1) Indian Railways organization structure- Railway Board, Zonal Railways, Divisions, Production Units etc including organization of Stores Department.

(2) East Coast Railway Zone- Organization structure, geographical jurisdiction, important stations, important loading points, important tourist locations etc.

(3) Historical and current Personalities and Places of national importance.

(4) Current General Knowledge about Indian Government (e.g. important Offices, Ministers etc.) and Sports and Sports Personalities.

II. **Arithmetic** :

Multiplication, Division, Averages, Percentages, Profit and Loss, Time and Work, Speed and Distance and Simple Interest etc.

III. **Rajabhasa**:-(10 Marks)(Optional)- The question paper shall also contain questions on Official Language policy and Rules to the extent of 10% of the total marks allotted, which will be optional.

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EAST COAST RAILWAY
Release Memo

(Notification No: ECoR/Pers/09-D/Stores/selection/Jr.Clerk/LDCE/101 dated 02.01.2025)

1. Name of the Employee: .....

2. Father's Name ....

3. Designation..... 4. Place of posting.....

5. Pay level ..... 6. Date of Birth: __ __/__ __/

7. Educational Qualification:.....

8. Community [UR/SC/ST/OBC] .....

9. Visible Mark of Identification:

A)

B)

10. No incriminating material including electronic gadgets etc. are allowed in the examination hall during the written examination. If anything (except ball point pen and spare memo) is found in the examination hall with the candidate, his/her candidature will be cancelled and necessary D&A case will be initiated against him/her as per extant provisions.

I hereby declare that all the statements are true, complete and correct to the best of my knowledge and belief. In the event of any information being false or incorrect I will fully responsible for the same and will be abide by the disciplinary rules under RS (D&A) Rules, 1968.

Date. Phone No. Signature of the candidate

Specimen signature	Left Thumb Impression	Photo

Certified by the Controlling Officer

It is hereby certified that the statements mentioned above has been checked and verified. Specimen Signature, Left Thumb Impression and Photograph of the employee are also attested.

Office Seal

Signature of the Controlling Officer
Name & Designation of the Controlling Officer,
CUG Mob. No of the Controlling Officer