



Headquarter Office
Personnel Department
Rail Sadan, Chandrasekharpur
Bhubaneswar - 751017

No. ECoR/Pers/NG/02/Admn./Selection/Jr. Clerk/LDCE/24

Date :31.01.2025

To

SDGM, PCPO, PCE, PCEE, PCOM, PCME, PCMD, PCCM, PCSTE, PCOS, PCSO, CAO/Con/BBS,
Chairman/RRB/BBS, Dy. CCM (Claims), DAO/BBS.

Sub: Selection to fill up the post of Jr.Clerk-cum-Typist in Level-2 against 16.67% LDCE Quota of Combine Ministerial cadre of HQs & CRW/MCS, TMO and Civil Engineering cadre of HQs office.

It is proposed to conduct a selection to fill up the post of Jr. Clerk-cum-Typist in Level-2 against 16.67% LDCE Quota of Combine Ministerial cadre of HQs & CRW/MCS, TMO, Civil Engineering cadre of HQs office (other than offices controlled by FA&CAO and PCSC).

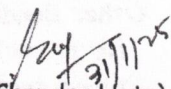
1. **Vacancies:** Total vacancies is 06 (03-UR, & 03-SC).
2. **Eligibility for Applying:** All serving Matriculate Level-1 Employees having lien in seniority groups of Office Assistant/General Assistant, Record Sorters, Ferro Typers, Gestener Operator in scale of Level-1 in the offices of ECoR/HQs (other than offices controlled by FA&CAO and PCSC) with minimum 02 years' continuous service as on 31.01.2025 .
In addition to above, in terms of the minutes of the Joint Meeting held on 03.8.2012 with both the recognized labour unions of ECoRly, circulated vide this office letter No. ECoR/Pers/04/AVC/RHCT/LAB/WAT/16 dated 06.9.2012, staff working in Headquarters Offices as Office Khalasis, Chowkidars etc. not having any specific channel of promotion are also eligible for the post of Jr. Clerk-cum-Typist having requisite educational qualification and length of service.
3. **Other Conditions:** In case of successful empanelment based on the selection, such staff for promotion to the Gr.'C' post of Jr. Clerk-cum-Typist in Level-2 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 the prescribed typewriting test. If they fail to qualify within the said period, they will be liable to be reverted.
4. **Mode of Selection:**(a) The posts in the category of Jr. Clerk-cum-Typist in Level-2 shall be filled by promotion entirely on merit on the basis of a competitive examination consisting of Written Test and Record of Service of 85 and 15 marks respectively.
(b) Candidates who attend the selection and secure 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 vacancies in the order of merit and Community Reservation Rules to the extent of notified vacancies.
5. Applications in the prescribed proforma only (Copy enclosed) are therefore sought from employees fulfilling the eligibility conditions.

[Handwritten signature]
31/1/25

6. Last date of submission of application to their concerned department is 25.02.2025 and applications so received by the departments should be submitted to this office with a consolidated list of applicants latest by 03.03.2025 (up to 18:15 hrs) and acknowledgement obtained for the same. No application will be entertained after the closing date and time.
7. Only those who apply in response to this notification in the prescribed Annexure-1 format (Copy enclosed) duly filling all columns and within the target date will be considered, provided they are otherwise eligible.
8. Written test (The OMR based written test 100 % objective type multiple choice questions) will consist of one paper of 02 hrs duration divided into two parts. Part-A to test the working knowledge of the Railway Servant of the English Language and Part-B is General Standard of intelligence and proficiency through question in Arithmetic, General Knowledge pertaining to Railway Matters and Matter immediately pertaining to the work he/she has been acquainted with during his/her Railway Service.
9. There will be no provision of Supplementary Examination
10. Objection Tracker: After the written examination is over, provisional answer key of the question paper will be uploaded in the East Coast Railway 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.
11. Wide publicity may be given at your end and ensure that the notification reaches all the eligible staff.

Copies of the Notice may be placed on Office Notice Board also.

Encl: (1) Annexure-1 Application Format.


(Subash Chandra Hota)
Asst. Personnel Officer (HQ-I)
For Principal Chief Personnel Officer

Copy to:

1. Genl Secy- ECoRSU, ECoRSC, Branch Secretary/AISCSTREA.
2. APO/Con/BBS,
3. PCPO's Notice Board





ANNEXURE - 1

PROFORMA APPLICATION:

I do hereby volunteer for selection to the post of Jr.Clerk-cum-Typist in Level - 1 against 16.67% LDCE Quota from Gr.'D' to Gr.'C' as notified by PCPO/BBS's office letter No. ECoR/Pers/NG/02/Admn./Selection/Jr. Clerk/LDCE/24 dated 31.01.2025 duly accepting all the terms & conditions and other details mentioned in the Notification. I confirm that my personal/service details are as follows:

Name:	
Father's Name:	
Date of Birth:	
Date of Appointment:	
Community(UR/SC/ST):	
Present Designation	
Department/HQrs where working	
Present Scale of Pay (Not ad hoc) (Substantive Pay):	
Date of regular entry to present grade/scale of pay (not ad-hoc) (Substantive only).	
Date of completion of 02 yrs probation period from the date of regularization in eligible categories (i.e. in Peons, Record Sorters, Ferro Typers etc.) in Hqs seniority unit controlled by PCPO/BBS.	

Date of Application:

Signature of the Applicant

Ray
31/1/24