



पूर्व तट रेलवे/ EAST COAST RAILWAY

कार्यालय मंडल रेल प्रबंधक (का.) खोर्धा रोड़/Divisional Railway Manager(P)/Khurda Road
जटनी -752050 / Jatni -752050

No.P/Pers/ Jr.Clerk/16 2/3%(LDCE)/Selection/KUR/25

Date: -20.11.2025

NOTIFICATION

Sub: Notification for filling up of Junior Clerk-cum-Typist post in Level-2 against 16 2/3% LDCE quota of all departments in KUR Division of ECoRly. The details of which is given below.

1	No of Vacancy	Sl. No	Deptt	Vacancy	UR	SC	ST
		01	Operating	00	--	--	--
		02	Commercial	00	--	--	--
		03	Mechanical	00	--	--	--
		04	Engineering	00	--	--	--
		05	S&T	00	--	--	--
		06	Elect.(G,TRD,TRS,ELS)	00	--	--	--
		07	Elect (op)	00	--	--	--
		08	Pers., Edu & Med.	04	03	01	00
<p>Since there is no vacancy in any other department except Personnel deptt, hence the selection to the post of Jr.Clerk-cum-Typist in L-2 against 16 2/3% LDCE Quota will be conducted only for Personnel department and <u>only the staff of Personnel, Education & Medical deptt. of KUR Divn. can apply.</u> Total No. of vacancies is 04 (UR-03, SC-01, ST-00) (including 01 PwBD vacancy as per RBE No.74/2022).</p>							
2	Pay Scale	Level-2 with GP 1900/-					
3	Eligibility Conditions	<p>i) Candidates should be a regular Group "D" employee having minimum 02 years regular service in the concerned seniority unit as on date of notification and also who are working/whose liens are maintained in office group of Personnel, Education, Medical Department. The applicant who are in higher grade pay on account of MACP, are also eligible to apply.</p> <p>ii) Further those who have not having regular avenue of promotion into Group "C" categories in their own or other department are eligible to apply subject to fulfilling the condition mentioned in (i) above.</p> <p>iii) As per R.B. Estt/No.157/2015, for selection of Jr.Clerk-Cum-Typist against 16 2/3% LDCE Quota, staff of the categories under (i) & (ii) should possess the qualification as follows (those appointed on or after 17.12.2014)</p> <p>iv) The candidate should have passed 12th (+2) stage or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not required in case of SC/ST/Ex-Servicemen.</p> <p>v) The candidates who have higher qualification more than 12th standard, the prescribed percentage of 50% need not be required.</p> <p>vi) However, the employees those who are appointed prior to 17.12.2014 the pre-revised qualification of Matriculation is required</p>					

[Signature]
20.11.25

		irrespective of the fact whether they are Gen/OBC/SC/ST/Ex-servicemen as per the extant procedure.
4	Syllabus	<p>English-The questions will be primarily based on use of Articles, Prepositions, Synonyms and Antonyms, Active Voice & Passive Voice, Degrees of Comparison, Word Spelling Check, missing letter, arranging correct order of words in sentence etc.</p> <p>Arithmetic- The questions will be primarily based on Number System, Decimal, Fractions, Ratio and Proportion, Percentage, Average, Simple and Compound Interest, Profit and Loss etc.</p> <p>Others-General Knowledge related to Railways, Current events.</p> <p>Official Language- Official Language Policy and Rules.</p>
5	Mode of Selection	<p>a) The written examination will be conducted in Computer Based Test (CBT) mode, as per RBE No.11/2024 dated 08.02.2024.</p> <p>b) The selection consists of CBT(Computer Based Test) Examination followed by perusal of Service Record and APARs of qualified employees.</p> <p>c) As per RBE No.196/2018 the question paper will be 100% objective type multiple choice questions for the CBT and 10% of the total marks will be from Official language policy and rules (which will be optional). The candidate has to answer any 100 questions out of 110 questions. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation.</p> <p>d) The duration of examination will be 120 minutes.</p> <p>e) The written test will be divided into two parts. Part-A : to test the working knowledge of the Railway servants of the English Language and Part-B : is to test the General Knowledge, Intelligence and proficiency through questions in Arithmetic, General Knowledge pertaining to Railway and matter pertaining to the work he/she has been acquainted with during his/her Railway service. The question paper shall also contain questions on official Language policy & rules to the extent of 10% of the total marks allotted, which are be optional.</p> <p>f) As the panel of this selection will be arranged in the order of merit, there will be negative marking. 1/3 marks will be deducted for each incorrect answer.</p> <p>g) Only those candidates who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Records of Service.</p> <p>h) Candidates must note that as this selection is not restricted to three times of the number of posts to be filled but kept open to all eligible candidates, there would not be any supplementary test.</p> <p>i) The qualifying marks for the above selection shall be 50% for General candidates and 40% for SC/ST candidates.</p> <p>j) Only those candidates who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Records of Service.</p> <p>k) The final panel will be drawn on the basis of merit position obtained in the selection.</p> <p>l) This is a LDCE and General selection post, no supplementary written test will be conducted for the Candidates who remained absent on the schedule date of written examination.</p> <p>m) On being selected/successful empanelment based on the selection, the empaneled employees may be promoted to the post of Jr.Clerk-Cum-Typist(office Clerk) in level-2 of 7th CPC on provisional basis and they will have to pass a typing speed of 30 w.p.m in English or 25 w.p.m in Hindi within a period of 02 years from the date of</p>



		promotion. In the event of failure to qualify in the type writing test within a specific period, they are liable to be reverted to their substantive post. n) There is no provision of "best amongst failed candidate" amongst SC candidates in this Selection.
6	Duration of Examination	The duration of the written examination will be 02:00 Hrs (120 Minutes)
7	Objection Tracker	The provisional answer key will be uploaded in East Coast Railway website - https://eastcoastrail.indianrailways.gov.in in the following path About us>Division>Khurda Road Division>Selection/Suitability
8	Tentative Date	Date of Written Test 31.12.2025
9	Supplementary Written Exam	There will be no supplementary examination.
10	How to Apply	<ol style="list-style-type: none">1. The willing and eligible employee who fulfils/accepts the above conditions should submit his/her application in the prescribed proforma enclosed to his/her supervisory officials on or before 12.12.2025.2. Supervisory officials shall collect the applications and forward it in one bunch with the covering letter indicating the names, Emp.No, D.O.B, D.O.A and Unit/Station (presently working) to reach this office on or before 16.12.2025.3. Applications received after 12.12.2025 will not be entertained under any circumstances.
11	Other Conditions	<ol style="list-style-type: none">1. All other terms and conditions applicable to such selection as per extant rules as on the date of notification will be applicable and items overlooked/omitted if any be treated as valid and operative.2. Railway administration reserves all rights to cancel or amend the Notification partly or wholly at any time without any prior notice or assigning any reasons thereof.

This Notification is also available in East Coast Railway website - <https://eastcoastrail.indianrailways.gov.in>, in the following path About us>Division>Khurda Road Division>Selection/Suitability


Assistant Personnel Officer
For Sr. Divisional Personnel Officer/KUR

Copy for kind information & necessary action to:

1. PCPO/BBS, CAO(Con)/BBS, CMS/KUR,
2. All Branch Officers of KUR Division
3. Principal/MHSS/KUR
4. All sectional in charges of Personnel Deptt./KUR.
5. Notice Board.

Last date of receipt of application : 12.12.2025

Handwritten signature
20.11.25

ANNEXURE-I

Application for selection for the post Clerk cum Typist Level-2 (GP-1900) against 16-2/3% LDCE Quota in different deptt. Over KUR division	Latest photograph (attested by the controlling supervisor)
Notification No. P/Pers/ Jr.Clerk/16 2/3%(LDCE)/Selection /KUR/25 date: 20.11.2025	

1	Name (In block letters)	
2	Father's Name / Husband's Name	
3	Present Designation/Station	
4	Present Grade in Pay and Pay Matrix (P.M.)	
5	Station in which working / Lien maintained (in case of working on deputation or construction or other organization)	
6	Date of Birth	
7	Date of initial appointment	
8	Designation at the time of appointment	
9	Date of change of category if appointed in any other category than eligible category	
10	Date of entry into eligible category	
11	Total service in the eligible category	
12	Whether screened (if so, mention letter No. & date)	
13	Date of confirmation	
14	Officiating designation & grade, if any	
15	Educational qualification (attach photocopy of certificates)	
16	Contact no./e-mail Id	
17	Employee (PF) No. / HRMS ID	
18	Whether SC/ST (attach certificate)	
19	Whether comes under PwBD (RBE No.74/2022) (Write Yes or No), if yes, then mention Category	
20	Proficiency in Typing (W.P.M. English / Hindi)	Hindi W.P.M. English W.P.M.

Date:

Signature of employee

It is certified that Km./Ms./Sh./Smt./..... daughter/ Son/Wife of Sh..... has rendered 02 years of regular service as on date of Notification for the post of Jr.Clerk-Cum-Typist mentioned in Notification No. P/Pers/ Jr.Clerk/16 2/3%(LDCE)/Selection /KUR/25 date: 20.11.2025.

Date.....

Signature of the controlling supervisor
(With Stamp)