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17/9/20



EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
2nd Floor, South Block, Rail Sadan
Bhubaneswar(ODISHA)-751017

No. ECoR/Pers/05/Circulation/Notice/Oth.Orgns. of IR

Date:11.09.2020

SDGM, PCME, PCSTE, PCE, PCEE, PCOM, PCCM,
PCMD, PCOS, PCSO, PCMM-ECoR/BBS, PO/RCT & DAO/ECoR
Dy.CPO(Con)/ECoR/BBS, Dy.CCM(Claims)/ECoR/BBS, SPO/RE/BBS

Sub- Circulation of notification for filling up of the post of Jr.Clerk-cum-Typist in
Level-2 against 33.33% DPQ in Mechanical Deptt. of CRW/MCS.
Ref-WPO/CRW/MCS' Lr.No.CRW/MCS/Estt/Jr.Clerk/33.33% DPQ/990
dated.19.06.2020 & Lr.No.CRW/MCS/Estt/Jr.Clerk/33.33% DPQ/990
dated.09.09.2020

Enclosed please find herewith copies of the notification along with application
format of WPO/CRW/MCS under reference regarding filling up of 06 Nos. of Jr.Clerk-
cum-Typist in Level-2 against 33.33% DPQ in Mechanical Deptt. of CRW/MCS.

In terms of WPO/CRW/MCS' letter under reference, erstwhile Gr-D staff of all
Departments except Security & Finance of ECoR/HQs who have no separate avenue
channel of promotion/carrier advancement to other posts are eligible to exercise their
option. **The last date of receipt of option applications at this office is 01.10.2020.**

You are, therefore, requested to arrange for the wide publicity of the aforesaid
notification and forward the option applications of willing & eligible staff submitted in
response to the same in a single bunch by 01.10.2020 along with SPE/Vig./D&A
clearance positively. Option applications received in this office after 01.10.2020 will not
be entertained and applications received in peace meal manner will also not be entertained.

Encl: As above.

(R.N.A.Parida)
Chairman/RRC

For Principal Chief Personnel Officer

1. SSM/IT/ECoR/BBS for uploading in ECoR website.
2. Notice Board, PCPO's office for information of all concerned.
3. General Secy./ECoRSC, ECoRSU, AIOBCREA & AISCSTREA/BBS

For Principal Chief Personnel Officer

No.CRW/MCS/Estt./Mech./Jr.Clerk/33.33% DPQ/

Date: 09.09.2020

NOTICE

Sub:- Extension of cut-off date for submission of applications for selection to the post of Jr.Clerk-cum-Typist in Pay Matrix Level-2 against 33.33% Departmental Promotion Quota in Mechanical Department of CRW, Mancheswar.

- Ref:-
1. This Office Notification No.CRW/MCS/Estt./Mech./Jr.Clerk/33.33% DPQ/990 Dtd.19.06.2020.
 2. DRM(P)/SBP's Lr. No.DRM(P)/SBP/Staff/MCS-Jr.Clerk cum Typist Dtd.20.08.2020.
 3. PCPO/ECOR/BBS' Lr. No. ECoR/ Pers/ 05/ Circulation' Notice/ Oth. Orgns. of IR Dtd.07.09.2020.

In terms of this Office notification under Ref-1, options from the eligible erstwhile Gr."D" staff of three divisions & HQ/BBS of East Coast Railway and CRW, Mancheswar, who have no separate avenue channel for promotion/career advancement to other posts were invited for filling up of 06 nos. (UR-05, SC-01 & ST-0) vacancies of Jr.Clerk-cum-Typist in Pay Matrix Level-2 against 33.33% DPQ in Mechanical Department of CRW, Mancheswar.

As per the above notification, the last date of submission of application by the applicants was 10.08.2020 and last date of receipt of applications from the concerned Personnel/Cadre Officer was 15.08.2020.

As inadvertently, SBP Division and PCPO/BBS' Office did not circulate the said notification, PCPO/ECOR/BBS vide his letter under Ref-3 has advised that, the cut-off date of the above notification may be extended for circulation of the same at HQs Office and SBP Division.

In response to PCPO/BBS' letter under reference, the competent authority of CRW/MCS has agreed for extension of cut-off date for another 21 days for accepting applications from the eligible staff of HQ/BBS and SBP Division.

Hence, the volunteering employees of SBP Division and HQ/BBS of East Coast Railway are now allowed to submit their applications in prescribed proforma (Annexure-A) on or before 01.10.2020 and after properly scrutinizing the candidature of the staff as per the eligibility conditions, the respective Personnel Officers should send only the eligible applications alongwith consolidated statements as per prescribed proforma (Annexure-B), so as to reach this Office on or before 09.10.2020 positively.

All other terms and condition mentioned in earlier notification will remain unchanged.

(प्रमोद बेहेरा - Pramod Behera)

कारखाना कार्मिक अधिकारी-Workshop Personnel Officer
सहिष्णुता/मंचेश्वर-CRW/Mancheswar

Copy to:

1. PCPO/ECOR/BBS & DRM(P)/SBP of East Coast Railway for information and wide circulation please.
2. CWM/MCS for kind information.
3. DRM(P)/KUR & WAT Division of East Coast Railway for information please.
4. Dy.CME(POH) & Dy.CEE of CRW/MCS for information.
5. Br.Secy/MCS- ECoRSC, ECoRSU, AJSC&STREA, AIOBCREA for information.

Please Circulate
10.9.20
CHS(CT)

कारखाना कार्मिक अधिकारी-Workshop Personnel Officer
सहिष्णुता/मंचेश्वर-CRW/Mancheswar

- 11/11/2020

D. 613
22.6.20
4004
25.6.20

पूर्व तट रेलवे
East Coast Railway

YKPC

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कार्यालय- Office of the
मुख्य कारखाना प्रबंधक(का)- Chief Workshop Manager(P)
सदारी डिबरा मरम्मत कारखाना, मंचेश्वर- CRW/Mancheswar

No.CRW/MCS/Estt./Mech./Jr.Clerk/33.33% DPQ/990

Date: 19.06.2020

NOTICE

OS (Mech) / S AT Cadre (T)
26.6

Sub:- Selection for promotion to the post of Jr.Clerk-cum-Typist in Pay Matrix Level-2 against 33.33% Departmental Promotion Quota in Mechanical Department of CRW, Mancheswar.

Options are invited from the following eligible erstwhile Gr."D" staff in Pay Matrix Level-1, those have no separate avenue channel for promotion/carrier advancement to other posts for filling up of 06 nos. (UR-05, SC-1 & ST-0) vacancies of Jr.Clerk-cum-Typist in Pay Matrix Level-2 against 33.33% Departmental Promotion Quota (DPQ) in Mechanical Department of CRW, Mancheswar.

1. General Assistant & Chowkidar of Mechanical Department of CRW, Mancheswar.
2. General Assistant of Electrical Department of CRW, Mancheswar.
3. Office Assistant of Personnel Department of CRW, Mancheswar.
- 4. All erstwhile regular Gr."D" staff excluding Security (RPF) and Finance Departments of three divisions (KUR, WAT & SBP Division) and HQ/BBS of East Coast Railway, those have no separate avenue channel for promotion/carrier advancement to other posts.

A. Eligibility Criteria:

1. All serving regular erstwhile Gr."D" employees in Pay Matrix Level-1 of above mentioned categories having minimum of 02 years of regular service as on the date of notification are eligible for applying for above selection.
2. However, no person shall 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 shall be counted from the date of regularization.
3. Staff of Security (RPF) and Finance Department (s) are not eligible to appear in this selection.

B. Mode of Selection:

Selection shall consist of a Written examination and assessment of Record of Service. 85% weightage shall be given to the performance in the written examination while 15% weightage shall be given to Service Records/APARs. Record of Service (maximum 15 marks) will be distributed as under:

- a. Entries in the Service Book (Awards & penalties etc.) : Maximum 05 marks.
- b. Performance Reports : Maximum 10 marks.

C. Written Examination:

1. 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.
2. The duration of written examination will be of 120 minutes.
3. The questions of the written examination will be 100% objective multiple choice type questions and to be printed in bilingual form i.e. in English and Hindi.

19/06/2020

4. There will be 110 questions of objective multiple choice type questions with four options and the candidate has to answer a maximum of 100 questions.
5. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation.
6. The question paper shall also contain 10 questions on official language policy and rules.
7. The answers are to be marked on OMR answer sheets and the OMR answer sheet will be evaluated manually.
8. Cutting, Overwriting, erasing or alternation of any type in answer will not be accepted and zero marks will be given for answering having correction/overwriting.
9. Each correct answer will fetch 01(one) mark and no credit will be given to un attempted questions and wrong answers.
10. There shall be no negative marking for incorrect answers.
11. Supplementary written examination will not be conducted without sufficient and valid reasons.

D. Pre-selection Coaching:

Pre-selection coaching for a period of 3-4 weeks to the reserved community candidates (SC/ST candidates) should be arranged by the executive side of concerned divisions/units. As it is mandatory, refusal if any should be taken in writing.

E. Drawal of Panel:

1. Candidates who attend the selection and secure minimum prescribed percentage of qualifying marks i.e. 50% in Written Test and 50% in aggregate will be empanelled against available UR vacancies and the SC candidate who secures 40% in Written Test and 40% in aggregate will be empanelled against available SC vacancy in order of seniority.
2. In order to draw the panel of aforesaid selection, an inter-se seniority list of the candidates who will qualify in the selection, securing the qualifying marks as mentioned in Col.1 above will be prepared by taking into account the period of regular service of the qualified candidates in any erstwhile Gr. "D" post in Pay Matrix Level-1.
3. As there is no ST vacancy, the ST candidates who attend the selection and secure minimum prescribed percentage of qualifying marks for UR candidates i.e. 50% in Written Test and 50% in aggregate will be empanelled against available UR vacancies.
4. Only those who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of Service/APARs.
5. The panel shall be drawn in the order of seniority amongst the qualified employees taking into account the notified vacancies.

F. Typewriting Test:

The empanelled candidates will be required to possess a typing speed of 30 w.p.m in English or 25 w.p.m in Hindi in Typewriters for promotion to the post of Jr.Clerk-cum-Typist in Level-2. Instead of testing the typewriting skill on typewriters, the same may be tested on Personal Computers (PCs) at a speed of 40 w.p.m in English or 35 w.p.m in Hindi.

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 typewriting test within the said period they will be liable to be reverted.

Pradeep
19/6/2020

Submission of application:

Volunteering employees of CRW, Mancheswar should submit their applications in prescribed proforma (Annexure-A) enclosed herewith to their controlling supervisors/officers on or before **10.08.2020**. After preliminary scrutiny, the concerned controlling Officer should send only the eligible applications in a single bunch on or before **15.08.2020** to the office of WPO/MCS.

Volunteering employees of KUR/WAT/SBP Division and HQ/BBS of East Coast Railway should submit their applications in prescribed proforma (Annexure-A) enclosed herewith on or before **10.08.2020** to their controlling Officers. The concerned controlling Officers should send such applications received immediately to the respective Personnel Officer who should scrutinize the candidature of the staff as per the above eligibility conditions and send the applications of eligible staff only alongwith consolidated statements as per proforma (Annexure-B) attached so as to reach this Office on or before **15.08.2020** positively. The concerned Personnel Officers should ensure that all the columns of enclosed proforma (Annexure-A & B) are properly filled in before sending to this Office.

NB:

1. Applications submitted by the employees directly to this Office will not be accepted.
2. Applications of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded.
3. Incomplete applications will not be entertained.
3. Incomplete statements furnished by the divisions/units will not be entertained.

H. Other Conditions:

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 will 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.

NB: In connection to above, complaints/suggestions if any should be submitted to the undersigned on or before **01.07.2020**, so that same can be put up to the competent authority for consideration, otherwise complaints/suggestions received beyond **01.07.2020** will not be entertained.

- Encl: (1) Proforma for application (Annexure-A)
(2) Proforma for consolidated statement (Annexure-B)

Pd 13/08/2020
(प्रमोद बेहेरा - Pramod Behera)

कारखाना कार्मिक अधिकारी- Workshop Personnel Officer
सडिमका/मंदेश्वर-CRW/Mancheswar

Copy to: ✓

1. PCPO/ECOR/BBS, DRM(P)/KUR, WAT & SBP of East Coast Railway for information and wide circulation please.
2. CWM/MCS fir kind information.
3. Dy.CME(POH) & Dy.CEE of CRW/MCS for information and wide circulation please.
4. Br.Secy/MCS- ECoRSC, ECoRSU, AISC&STREA, AIOBCREA for information please.

Pd 01/08/2020
कारखाना कार्मिक अधिकारी- Workshop Personnel Officer
सडिमका/मंदेश्वर-CRW/Mancheswar

PROFORMA APPLICATION

I do hereby volunteer for selection to the post of Jr.Clerk-cum-Typist in Pay Matrix Level-2 against 33-1/3% Departmental Promotion Quota (DPQ) in Mechanical Department of CRW, Mancheswar as notified by WPO/CRW/MCS' Notification No.CRW/MCS/Estt./Mech./ Jr.Clerk/33-1/3% DPQ/ Dtd.16.06.2020 duly accepting all terms & conditions and other details mentioned in the Notification. I confirm that my personal/service details are as follows.

01.	Name of the employee in full (Block letters)	:	
02.	Father's/Husband's Name	:	
03.	Community (UR/SC/ST)	:	
04.	Date of Birth	:	
05.	Initial Appointment	a. Date	:
		b. Capacity	:
		c. Scale	:
06.	Date of Regular entry in Level-1	:	
07.	Present Service Status	a. Designation	i. Substantive: ii. Officiating:
		b. Department/HQ/ Unit in which working	:
		c. Working Under (Controlling Officer)	:
08.	Lien Department/Unit	:	
09.	Educational Qualification (As per entry in Service Sheet)	:	
10.	Other Qualification, if any	:	
11.	Employee No.	:	
12.	Mobile No.	:	

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 WPO/MCS' 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 his application before the cutoff date to this Office.

Date:

Signature of Controlling Officer with Seal

1. Certified that the above service particulars are found correct as per the service record maintained in this Office.
2. It is also certified that the above employee is not having separate avenue channel for promotion/carrier advancement

Date:

Signature of Cadre/Personnel Officer with Seal

PROFORMA OF STATEMENT FOR SUBMISSION OF OPTION TO
CRW, MANCHESWAR

Srl. No	Name, Designation, Employee No. of the applicant	Father's Name	Comm. UR/ SC/ ST	Date of Birth	Date, Capacity & Grade of Initial appointment	Date of Regular entry in Level-1	Present Designation, Department & Pay Level	Date of Receipt of application	Remarks Eligible/ Ineligible

Date:

Signature of Cadre/Personnel Officer with Seal

1/20

Ssm (17)