

EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan, 2nd Floor, South Block,
Bhubaneswar (Odisha)-17

No. ECoR/Pers/09-D/Stores/Selection/Jr. Clerk/DPQ/102-A

Dated: 26.08.2022

**The Sr.DMM/KUR, WAT, SBP & Dy.CMM/CRW/MCS
SMM/ELS/ANGL, SMM/GSD/MCS, SMM/WSD/VSKP
SMM/ELS/VSKP, SMM/DLS/VSKP, SMM/SD/MCS
East Coast Railway.**

NOTIFICATION

Sub: Selection for promotion to the post of Jr. Clerk-cum-Typist (Office Clerk) in Pay Level-2 (PB-1 with GP.Rs.1900/- of 6th CPC) against 33.33% Departmental Promotional Quota in Stores Depot Cadre of East Coast Railway.

It is proposed to conduct a selection for promotion to the post of Jr. Clerk-cum-Typist (Office Clerk) in Pay Level-2 (PB-1 with GP.Rs.1900/- of 6th CPC) against 33.33% promotion quota, inviting applications from amongst the serving staff in Level-1, erstwhile Gr. D employees working as Office Peons/Jamadar Peons, Helper/Khalasi, Record Sorters, Material Checkers, Safaiwala etc. in Stores Depot cadre of East Coast Railway.

1. **Vacancies:** Total vacancies to be filled up= **03 (Three) i.e. (UR-02 & SC-01).**
2. **Eligibility:** All serving regular employees in level-1 (GP.Rs.1800/-) having lien in seniority groups of Stores Depot Cadre of East Coast Railway (i.e. Office Peons, Helpers/Khalasi, Record Sorters, Material Checkers etc.) with minimum 02 years regular service as on 24/08/2022 irrespective of the fact whether GEN/OBC/SC/ST. However, no person will be eligible to appear in the selection unless he/she has satisfactorily completed the period of probation of two years in Level-1. The period of two years probation will be counted from the date of regularization.
3. **Other Conditions:** In case of successful empanelment based on the selection, such staff for promotion to the post of Jr. Clerk-cum-Typist (Office Clerk) in Pay Level-2 (GP.Rs.1900/-) 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 for confirmation/regularization in Jr. Clerk-cum-Typist and if they fail to qualify the type writing test within the said period they will be liable to be reverted.
4. **Mode of Selection:** The selection shall consist of a written examination and assessment of Record of Service. While 85% weightage will be given to the performance in the written examination, 15% weightage will be given on "Record of Service".
 - (a) The duration of the written examination will be of 120 minutes.
 - (b) 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. The question paper shall also contain questions on Official Language Policy and Rules.
 - (c) The question paper will consist of 100% objective multiple choice type questions and to be printed in bilingual form i.e. both in English & Hindi. The answers are to be marked on OMR answer sheets. There will be four answer options A, B, C, & D.

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- (d) There will be 110 objectives multiple choice type questions with four answer options and the candidates have to answer a maximum of 100 questions. In case a candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation & rest will be ignored.
- (e) For Cutting, overwriting, erasing or alteration of any type in the answers will not be accepted. Zero mark will be given for answer having correction/overwriting.
- (f) **There shall be no negative marking for incorrect Answers.** Each Correct answer will fetch 01 (One) mark and no credit will be given to unattempted questions and wrong answers.
- (g) 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 vacancies in order of seniority.
- (h) Only those candidates who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of "Service Record/APAR".
- (i) The panel shall be drawn in the order of seniority amongst the qualified employees taking into account the notified vacancies.
5. **Supplementary written examination will not be conducted** without sufficient and valid reasons.
6. **Applications** in the prescribed proforma are therefore sought 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).
7. **Last date** of submission of application to their concerned department is **23-09-2022** and applications so received by the departments should be submitted to this office with a consolidated list latest by **30-09-2022**. No application will be entertained after the closing date.
8. The volunteering staff, who satisfy the prescribed conditions of eligibility including submission of applications by closing date will be given alert notice to appear the written examination which will be held at short notice. However, the date of written examination shall be notified separately.
9. Wide publicity may be given at your end and ensure that the notification reached all the eligible staff.
10. Selected candidates may be posted in any unit of Stores Depot of East Coast Railway as per the availability of vacancies.
11. Copy of the syllabus is enclosed herewith for wide publication amongst the eligible staff.

Encl: Proforma Application (01 page)


(C. R. MURMU)

Assistant Personnel Officer (HQ)
For Principal Chief Personnel Officer

No. ECoR/Pers/09-D/Stores/Selection/Jr. Clerk/DPQ/102-A

Dated: 26.08.2022

Copy for information & necessary action to:-

1. PS to PCMM for kind information of PCMM/ECoR/BBS
2. Steno-I to CPO(Admn) for information of CPO(Admn)/ECoR/BBS
3. DRM(P)/ECoR/KUR, WAT & SBP
4. Gen. Secy-ECoRSC/BBS, ECoRSU/BBS, AIOBCREA/BBS, AISCTREA/BBS
5. Notice Board of PCPO office/ECoR/BBS.


For Principal Chief Personnel Officer

PROFORMA APPLICATION

I do hereby volunteer for selection to the post of Jr.Clerk-cum-Typist (Office Clerk) in Pay Matrix in Pay Level-2 (PB-1 with GP.Rs.1900/- of 6th CPC) against 33.33% Departmental Promotional Quota in Stores Depot Cadre of East Coast Railway as notified by PCPO/ECOR/BBS' letter No. ECoR/Pers/09-D/Stores/Selection/Jr. Clerk/DPQ/102-A Dated 26.08.2022 duly accepting all the terms & conditions and other details mentioned in the notification. I confirm that my personal/service details are as follows;

1.	Name(Shri/Smt./Miss)	:	
2.	Father's name	:	
3.	Present Designation	:	
4.	Date of Birth	:	
5.	Date of	:	
6.	Community(UR/SC/ST)	:	
7.	Educational Qualification(as per entry in SR)	:	
8.	Present Deptt./Unit/Divn.	:	
9.	Present level/Grade pay (Not ad hoc/MACP)(Substantive pay)	:	
10.	Date of completion of 02 years probation period from the date of regularization in eligible categories (i.e. Peons, Helpers/Khalasi, Record Sorters, M. Checkers etc.) in Stores Depot cadre seniority of ECoR.	:	
11.	Date of completion of 02 years period from the date of regularization.	:	
12.	Option for medium in written exam(Tick your choice)	:	Hindi/ English
13.	Contact Number	:	

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 forthwith.

Date:

Signature of the Applicant

Certified that the above employee submitted the application before the cut-off date in this office.

Date:

Signature of the Controlling Officer