

643  
8/9/22

**EAST COAST RAILWAY**

Office of the PFA,  
2<sup>nd</sup> Floor, Rail Sadan, CSPUR,  
Bhubaneswar -751 017

No: ECoR/Accts/BBS/Admn/Gr.C-25% selection/55/1810

Dt. 07.09.2022

To  
Dy.FA&CAO(G), Dy.FA & CAO(S&W), Dy.FA & CAO(T),  
Dy.FA & CAO(F&B),Sr System Manager  
Dy.FA & CAO(Con)/BBS,  
Sr. AFA(B&B), AFA(Stores), AFA(Estt), AFA(T)  
AFA(S), AFA(G), Jr.SM (IT)

Sub: Selection to fill up the posts of Accounts Clerk-cum-Typist in level-2 as per 7<sup>th</sup> CPC against 25% **departmental quota** from Office Assistant Accounts of ECoR /HQ's seniority to Group-C of ECoR Headquarter (Accounts Cadre- HQ,MCS, & Con/BBS).

It has been decided by the Competent Authority to conduct a written test on Dt.14.12.2022, amongst the existing Office Assistant Accounts of Accounts Department whose names are appearing in the combined gradation list of HQ/Accts/BBS, FA&CAO(Con)/BBS and Sr.AFA/MCS, for filling up of 25% of the vacancies in the category of Accounts Clerk in level-2 as per 7<sup>th</sup> CPC against **departmental promotion quota**.

1. **Vacancies:** It is proposed to conduct a selection to fill up 04 vacancies (UR-3 & SC-1) of **Accounts Clerk-cum-Typist in level-2** against 25% **departmental quota** from Office Assistant Accounts (OAA) staff borne in the combined gradation list of HQ/ECoR/Accts/BBS i.e PFA/Accts/BBS, FA&CAOCon/Accts/BBS and Sr.AFA/CRW/MCS where lien is with HQ/Accts.
2. **Eligibility for Applying:** All serving Office Assistant Accounts (OAA) in level-1 having lien in seniority in the cadre of the office of PFA/ECoR/BBS with minimum 3 years continuous service as on 07.09.2022. The minimum 3 years continuous service condition is however not applicable to SC/ST employees. However no person will be eligible to appear in the selection unless he has satisfactorily completed the period of probation of **two years** in recruitment grade. The period of two years probation will be counted from the date of regularization in eligible category of Office Assistant Accounts (OAA) post as on 07.09.2022.
3. **Other conditions:** In case of successful empanelment based on the selection, such staff for promotion to the Gr.C post of Accounts Clerk-cum-Typist in level-2 as per 7<sup>th</sup> CPC will have to possess a **Typing Speed of 30 wpm in English or 25 wpm in Hindi**. Promotion may however be allowed on provisional basis and the staff concerned may be *given two years time from the date of promotion to qualify the prescribed Type Writing Test*. If they fail to qualify within the said period they will be liable to be reverted to the original grade.

Contd...P/2

Sri T. Sahoo  
16/9/22

N. Sahoo  
7/9/22

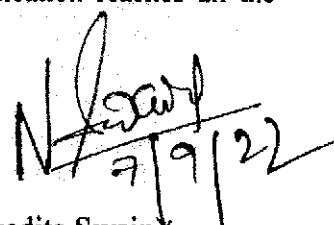
4. **Mode of Selection:** (a) The eligible staff who apply before the cut off date for submission of application, and who satisfy the prescribed conditions of eligibility will be subjected to a selection which will consist of (i) **Written examination (85% marks)** and (ii) **record of Service (15%)**. **Written examination consists of one paper of 100% objective Multiple choice questions only.** (b) Candidates who attend the selection and secure minimum prescribed percentage of qualifying marks in the Written Test and in Aggregate will be empanelled in the order of their seniority and as per community reservation rules to the extent of notified vacancies.

Description	New pattern of examination as per <b>RBE No. 196/2018 &amp; 97/2019, &amp; RBA 100/2019.</b>
Written test	Consists of One paper 100% objective with questions of Multiple Choice only.
Conducting of Examination	Pen and Paper mode on OMR Sheets with a carbon copy to be kept in safe custody of officer nominated.
Valuation of answer sheets	No negative marking for incorrect answers. However, there will be zero marks for cutting, overwriting, erasing or alteration of any type in the answer.
Questions on Rajbhasha	There will be 110 questions out of which, 100 questions will have to be answered. 10 questions (Optional) will be on Rajbhasha. If, any candidate answers more than 100, the first 100 attempted questions will be evaluated.
Duration of Examination	120 Minutes. (Two hours)

5. Applications in the prescribed proforma are therefore sought from employees fulfilling the eligibility conditions. The applications duly forwarded by the Controlling Officers should be sent to Dy FA & CAO(G) latest by **14.10.2022**. No application will be accepted after the closing date. If no candidates are available a NIL statement should also be sent to this office.
6. Application should be submitted in **Annexure-I** format only (Copy enclosed).
7. Only those who apply in response to this notification in the prescribed Annexure-I format(Copy enclosed )and within the target date will be considered, provided they are otherwise eligible.
8. Copy of the Syllabus (Annexure-II) for the Written Test part of the selection is enclosed for circulation along with the notification.
9. The combined gradation list of the eligible staff alongwith the notification may be placed on the notice boards.
10. Wide publicity may be given at your end and ensure that the notification reaches all the eligible staff.

This issues with the approval of the competent authority.

- Encl: 1) Annexure-I: Application format.  
2) Annexure-II: Syllabus for the selection.

  
(Nivedita Swain)  
Dy.FA&CAO(G)  
for PFA/ECOR/BBS



**PROFORMA APPLICATION**

I do hereby volunteer for selection to the post of Accounts Clerk-cum-Typist in level-2 as per 7<sup>th</sup> CPC against 25% departmental quota from erstwhile Group- D (Upgraded to Gr.'C') to Group-C as notified vide PFA/ECOR's office letter No. ECoR/Accts/BBS/Admn/Gr.C-25% selection/55/1810 dated 07.09.2022 duly accepting all the terms and conditions and other details mentioned in the notification. My personal/service details are as follows:

1	Employee Name	:	
2	PF/Emp. No	:	
3	Father's Name	:	
4	Community(UR/SC/ST)	:	
5	Date of birth	:	
6	Date of initial appointment with designation	:	
7	Date from which working against regular post.	:	
8	Present Designation and Place of posting.	:	
9	Present Scale of pay (Not ad-hoc) (Substantive only)	:	
10	Educational qualification	:	

Date:

Signature of the applicant

Forwarded to Dy.FA&amp;CAO(G)/BBS for information &amp; necessary action please.

Date:

Signature of the Controlling officer

*N. J. J. J.*  
7/9/22

**Annexure-II**

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

**PART-A**

Meanings, Antonyms, Synonyms, Sentence correction (Spellings, Prepositions, Conjunction, Verb-tense usage.

**PART-B**

**GENERAL KNOWLEDGE and ARITHMETIC**

**I. Basic General Knowledge & Current affairs (30 marks) (Objective type)**

- (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, Average, Percentage, Profit & Loss, Time & Work, Speed & Distance and Simple Interest.

**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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*N. Sanyal*  
2/9/22

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**PART-A**

Meanings, Antonyms, Synonyms, Sentence correction (Spellings, Prepositions, Conjunction, Verb-tense usage.

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*N. Sanyal*  
2/9/22