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25/11/22



Office of the  
Principal Chief Personnel Officer  
Rail Sadan, Chandrasekharapur,  
Bhubaneswar- 751017.  
Date: 24.11.2022

No: ECoR/Pers/09-D/STR/Promotion/Sr.Clerk/DPQ/98

The PCMM/ECoR/BBS.

**Sub: Revised Notification for promotion to the post of Sr. Clerk-cum-Typist in Pay Matrix Level-5 against 66.67% promotional quota in Depot Cadre of Stores Department.**

**Ref:** This office notification No. ECoR/Pers/09-D/STR/Promotion/Sr. Clerk/DPQ/98 dated 11.08.2022.

In supersession to this office Notification No. ECoR/Pers/09-D/STR/Promotion/Sr. Clerk/DPQ/98 dated 11.08.2022, the following revised notification is issued as given below:

In order to fill up 12 vacancies (06-UR, 04-SC & 02-ST) in the category of Sr. Clerk-cum-Typist in Pay Matrix Level-5, against 66.67% departmental promotion quota, it is proposed to conduct a suitability test consisting of written examination in the depot cadre of Stores Department.

As per revised seniority, the following Jr. Clerk-cum-Typists are coming under the zone of consideration to appear in the suitability test to fill up 06-UR, 04-SC & 02-ST vacancies. In this suitability 03-UR, 02- SC & 02-ST vacancies will remain unfilled due to non-availability of eligible UR/SC/ST candidates in Jr. Clerk-cum-Typist in Depot Cadre.

Sl. No.	Name (Sri/Smt.)	Comm.	Working Unit
1.	Dillip Kumar Rout	UR	Sr. DMM/KUR
2.	Madhusmita Barik	OBC	GSD/MCS
3.	B. Krishna Rao	UR	WSD/VSKP
4.	Punamlal Kaibarta	SC	ELS/ANGL
5.	Telliganta	SC	DLS/VSKP

1. The vacancy of Sr. Clerk-cum-Typist against 66.67% departmental promotion quota shall be filled up on the basis of "Seniority-cum- suitability" and the suitability shall be adjudged by a written test and scrutiny of Service Record and last three years APARs.
2. The question paper will consist of 100% objective multiple type questions.
3. The answers are to be marked on OMR answer sheets and the OMR answer sheets will be evaluated manually.
4. There will be 110 questions of objective multiple choice types with four answer options and the candidates have to answer a maximum of 100 questions. In case the candidates answer more than 100 questions, the first 100 attempted questions are to be taken for evaluation and the rest will be ignored.
5. Cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for Answer having correction/overwriting.
6. **There will be no negative marking.**
7. The qualifying mark is 50% for UR candidates and 40% for SC/ST candidates.
8. Duration of the written examination will be of **02 hours (120 Minutes)**.
9. The syllabus for the written examination is enclosed as "Annexure-A".
10. The above named staff coming under the zone of consideration are advised to be in readiness to appear the Written Examination which will be held at short notice. The exact date, time & venue of the written examination will be intimated later on.
11. Candidates at Srl No. 4 & 5 above should be advised to appear in pre-selection training at MDZTI with SC/ST candidates for Jr. Clerk selection.

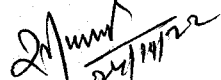
*[Handwritten signatures and dates]*  
24/11/22

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The notification should be served to the above named candidates with proper acknowledgement and the copies of the same may be sent to this office for record. If any of the candidates is on leave/sick/absent etc, he/she may be served this notification at his residential address/place of duty. Unwillingness to appear the written examination by the candidate (s) should be submitted to this office by 02.12.2022.


Encl: Syllabus (Annexure-A).

  
(C. R. Murmu)

Assistant Personnel Officer-HQ  
For Principal Chief Personnel Officer

Copy forwarded for information & necessary action to:

1. DRM (P) - KUR & WAT, WPO/CRW/MCS,
2. Sr. DMM- KUR & WAT
3. SMM/GSD/MCS, SMM/DLS/VSKP, AMM/WSD/VSKP & AMM/ELS/ANGL,
4. Gen. Secretary- ECoRSU/BBS, ECoRSC/BBS, AISCSTREA/BBS, AIOBCREA/BBS.
5. SSM (IT)/ECoR/BBS for uploading in ECoR's website.



For Principal Chief Personnel Officer

ANNEXURE-A

(12)

SYLLABUS FOR PROMOTION TO THE POST OF SR. CLERK-CUM-TYPIST IN PAY  
MATRIX LEVEL-5(PB-1 WITH GP.RS.2800/-) IN STORES DEPTT./ECOR.

1. Introduction to Railway organization.
2. Organization of Stores Deptt. at Zonal, divisions and Depot level.
3. Systems of Receipt and issue in depots.
4. Canons of financial property.
5. Purchase powers of Stores officers.
6. Tender system & procurement methodology.
7. Local purchase.
8. Earnest money and Security deposits.
9. Accountal of material in Depots.
10. Concept of shelf life.
11. Inventory turnover ratio, inventory valuation etc.
12. Accounts and departmental Stock verification.
13. Finalization of stock sheets and discrepancies.
14. Salient features IMMS.
15. Rajbhasa rules. Different areas.
16. Rajbhasa promotion schemes.
17. Leave rules.
18. Pass rules.
19. Disciplinary and appeal rules & Railway Service conduct rules.

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16/12/20  
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