

No P/Jr Clerk/DPQ/13 1/3%/Sel/KUR/23

All Branch Officers,  
East Coast Railway,  
Khurda Road.**Sub:** Selection for promotion to the post of Jr Clerk-Cum-Typist in Pay Matrix Level-2 against 33 1/3 % DPQ quota in KUR division in ECoR.

Options are invited from the following eligible erstwhile Gr "D" staff in Pay Matrix Level-01 those who have not separate avenue of channel of promotion/career advancement to other post for filling up of 19 posts ( 12 UR; 04 SC; 03 ST) vacancies of Jr Clerk in Pay Matrix Level-2 against 33 1/3 % DPQ quota in KUR division in ECoR excluding Security (RPF) and Accounts Department:-.

Office Assistants, General Assistants & Chowkidars of all Departments having lien in KUR except Security (RPF) and Accounts Department who are not having separate Avenue channel of promotion in their own cadre.

**Eligible Criteria:**

1. All serving regular erstwhile Gr "D" employees in Pay Matrix Level-01 of above mentioned categories having minimum of 02 years of non-fortuitous regular service as on the date of notification are eligible for applying for the 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-01 satisfactorily. The period of 02 years probation is counted from the date of regularization.
3. Staff of security (RPF) and Accounts Department are not eligible to appear in the selection.
4. Annexure-B Eligibility of candidate as per Departmentwise.

**Mode of selection:**

Selection shall consist of a written test and assessment of record of service consists of 85% weightage shall be given to performance in the written examination while 15% weightage shall given to the record of service/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. Performances Report - Maximum 10 Marks

**Written examination & Syllabus:**

- i. The written test consists of one paper of duration 120 minutes working knowledge of the railway servant in English language, General standard of intelligence and proficiency through questions 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.
- ii. The question of the written examination will be 100% objective multiple choice type questions and to be printed in bilingual form i.e, English & Hindi. The answer are to be made on OMR answer sheet.
- iii. There will be 110 questions of objective multiple choice type questions with four answer options and the candidates has to answer a maximum of 100 questions.
- iv. In case the candidates answers more than 100 questions, first 100 attempted question are to be taken for evaluation.
- v. The question paper shall also contain 10 questions on official language policy and rules, which will be in a block and will be optional in nature.
- vi. Cutting, Overwriting, erasing or alternation of any type in answer will not be accepted zero marks will be given for answering having correction/overwriting.

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- vii. Each correct answer will fetch 01(One) Mark and no credit will be given to unattended questions and wrong answers.
- viii. There shall be no negative marking for incorrect answers.
- ix. Supplementary written examination will not be conducted without sufficient and valid reasons.

**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 department. As it is mandatory, refusal if any should be taken in writing.

**Drawal of Panel:**

- i. 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 /ST candidates who secure 40% in written test and 40% in aggregate will be empanelled against available SC/ST vacancy in order of seniority.
- ii. 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 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-01.
- iii. Only those who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of Service/APARs.
- iv. The Panel shall be drawn in order of seniority amongst the qualified employees taking into account the notified vacancies.

**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 Typewriting for promotion to the post of Jr Clerk-Cum-Typist in Level-02. Instead of testing the typewriting skill on type writer, 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 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 failed to qualify the typewriting test within the said period they will be liable to be reverted.

**Posting:**

Those who are selected are liable to be posted to any Depot/ Office in any departments of KUR division where the vacancy exists. There is no right of staff to claim posting as per his/her choice.

**Submission of application:**

Volunteering employees of KUR division should submit their application in prescribed proforma **Annexure-A** enclosed herewith to their controlling supervisors/Officers on or before **26.05.2023**. After preliminary scrutiny, the concerned controlling Officer should send only eligible applications in a single bunch on or before **31.05.2023**.

**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.



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**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 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 there of.

**Encl:** Annexures "A" (Application Format)

**Schedule Of Examination is as under:-**

1. Last date of receipt of Application:-26.05.2023
2. Date of Publication of list of eligible candidates:-12.06.2023
3. Date of written examination:-07.07.2023 (Tentative)
4. The above notification is available in East Coast Railway website under Khurda Road Division

  
Assistant Personnel Officer 28/4/23

For Sr Divisional Personnel Officer

No P/Pers/Jr Clerk/DPQ/ 331/3% /selection/KUR/23

28.04.2023

Copy forwarded for information and wide circulation please

1. PCPO/ECOR/BBS for information
2. Dy.CPO(Const)/BBS, CPD(RE)/BBS, Addl. Registrar/RCT/BBS.
3. Principal/ ECoR/MHSS/KUR
4. Copy to Ch.OS(P), Ch. S&WI/KUR, All Ch.OS (Personnel Branch) for wide circulation.
5. Copy to DC/ECOS, DC/ECORSU, Divl Secy/SC, & ST REA & Divl Secy OBCRE Association for information.
6. NOTICE BOARD of the Sr.DPO's Office/KUR.

Sr Divisional Personnel Officer/KUR

**Proforma of application for selection to the post of Jr Clerk in Pay Matrix level-2 against 331/3% DPQ in KUR division.**

I do hereby volunteer for applying for the post of Jr Clerk-Cum-Typist in Pay Matrix level-2 as notified vide Sr.DPO/KUR's letter No No P/Jr Clerk/DPQ/13 1/3%/Sel/KUR/23 dt 27.04.2023 mention therein. I confirm that my personal/service details are as follows.

1	Name (Block letters)	
2	Father's name	
3	Community (UR/SC/ST)	
4	Date of Birth	
5	<b>Initial appointment</b>	
	1. Date of Appointment	
	2. Capacity	
	3. Scale	
6	Department/Office	
7	Academic Qualification	
8	Other qualification, if any	
9	<b>Present Service Status</b>	1. Substantive
	1. Designation & place of working	2. Officiating
	2. Working under (Controlling Officer)	
10	Lien Department/Unit	
11	Whether completed 02 years residency period in the present grade. If yes, date of completion of residency period.	
12	Employee No	
	Mobile Number	

I do hereby declare that, I have gone through the above referred notification and I volunteering the post of Jr. Clerk-Cum-Typist after agreeing to abide all the conditions in the said notification I aware that, my application will not be considered if it deficient in any form or incorrect or forwarded by the controlling office/department. In case anything found incorrect, I shall be responsible and my candidature may be cancelled.

Date

Signature of the Applicant

Certified that the above service particulars are found correct as per the service record maintained this office. It is also certified that the above employee is not having Separate Avenue channel of promotion /carrier advancement.

Date

Signature of the controlling officer