



No.CRW/MCS/Estt./Mech./Sr.clerk-cum-typist/13.33% LDCE/ 65-4 Date: 10.05.2023

Sub:- Selection for promotion to the post of Sr.Clerk-cum-Typist in pay matrix Level-05 against 13.33% LDCE Quota in Mechanical department.

It is proposed to conduct a selection for promotion to the post of Sr.Clerk-cum-typist in pay matrix level -05 against 13.33% LDCE Quota of CRW/ MCS. Applications are invited from the serving Graduate Jr.Clerk-cum-typist of Mechanical Department.

1.Vacancies:-Total vacancies to be filled =03(UR-03,SC-00 & ST-00)

2.ELIGIBILITY CRITERIA :- All serving Junior Clerk-cum-typist in Level-2 having educational qualification of Graduate and have rendered minimum two year regular service in the eligible post and grade of mechanical Department and holding lien in CRW/MCS.

3.Mode of selections:-

i) The willing staff who satisfy the prescribed conditions of eligibility will be subjected to a written examination followed by scrutiny of SR and APARs who qualify in the written examination.

ii) The standard of questions will be of graduate level and the question booklet shall contain questions from General Awareness, Arithmetic,General intelligence and Reasoning etc.

iii) The questions will be of objective type with multiple choice answers.OMR sheets shall be used for answering the questions.(RBE 196/2018 & 97/2019).

a. All objective type questions should carry equal marks.Every question should have four options numbered A,B,C,D (only capital letters) and answers to such questions by the candidates should invariable be given in Capital letters only.

b. To ensure the authenticity of the answer cutting overwriting erasing or alteration at any type in the answer will not be accepted. Zero marks will be given for answer having correction/overwriting.

c. There shall be negative marking for incorrect answer. One third of the marks will be deducted for each wrong answer.

d. There will be 110 Questions of objective multiple choice type with four answer options and the candidate have to answers not more than 100 questions if candidate answer more than 100 questions,first 100 attempted questions are to be taken for evaluation.

e. There will be 10 questions (Optional) from Rajbhasa as per RBE No. 97/2019.

f. Duration of the examination will be for 120 minutes.

g. The written examination is to be conducted in one stage.

4.The selection shall be based entirely on merit with reference to marks obtained by the candidates,the written examination sevice records and APARs for last three years, subject to relaxation for SC/ST candidates. General category candidates securing less that 60% marks and SC/ST candidates securing less that 50% marks in aggregate will not be considered eligible for inclusion in

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the panel further the service records of only those candidates who secure a minimum of 60% marks (50% in case of SC/ST candidates) in the written examination shall be assessed.

5. In case of successful empanelment based on the selection and candidate who have not passed typewriting in the category of Jr.Clerk-Cum-Typist such candidates will be promoted on provisional basis and they may be given 02 years time from the date of promotion to qualify the prescribed typewriting test.

6. Since this is a general selection, there would not be any supplementary selection for non-attending candidates.

7. Applications in the prescribed performa are therefore sought from employees fulfilling the prescribed eligibility conditions, which are to be submitted through proper channel.

8. In case service particulars furnished by the applicants are found incorrect/false the candidate of the staff will be liable to be cancelled at any stage of the selection process.

9. Candidates should be in the readiness to appear for the written examination for which a separate notification shall be issued indicating the date, time and venue of the examination.

10. Applications should be submitted in Annexure "A" format only (Copy enclosed).

11. Last date for submission of application is 01.06.2023. Applications should be routed by the volunteering employee through their controlling supervisors/officers to the personnel officer in charge of the unit. All the applications should be verified by the concerning controlling supervisors/officers and only valid application after scrutiny should be sent in a bunch together with the consolidated statement so as to reach the undersigned latest by 06.06.2023 positively.


12. Copies of the notice may be placed on the office notification boards so that the eligible staff may apply.

13. The competent authority reserves the right to cancel/modify the selection process at any stage without assigning any reason thereof.

14. This notification may be given wide publicity to avoid any complaints at a later date.


The above notification may be circulated to all concerned. This is also available in ECoR Website www.eastcoastrail.indianrailways.gov.in of the following path: About us>CRW/MCS>Personnel Dept.>Notification.

Encl: Application Proforma.


(राजेश्वर टिग्गा- Rajeswar Tigga) 10.5.23
कारखाना कार्मिक अधिकारी- Workshop Personnel Officer
सडिमका/मंचेश्वर-CRW/Mancheswar

Copy forwarded for information and necessary action to: -

1. Dy.CME(Prod.), Dy.CME(POH)-I, Dy.CME(POH)-II, WM(POH) of CRW/MCS.
2. SSE(Computer Cell)/MCS - It is requested to upload the notification on above website.
3. All SSE(W/s) of CRW, Mancheswar.
4. Br.Secy, ECoRSC, ECoRSU, AIOBCREA, AISCSTREA of CRW/MCS.
5. Notice Board.


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

Application for Selection to the post of Sr.Clerk-Cum-Typist in in Pay Matrix
Level-05, of 7thCPC against 13.33% LDCE Quota in Mechanical Department of
CRW, Mancheswar

01.	Name of the Employee	:	
02.	PF/NPS Number	:	
03.	Designation	:	
04.	Rate of Pay & Level	:	
05.	Date of Birth	:	
06.	Date of appointment	:	
07.	Post/Scale to which initially appointment.	:	
08.	Date of entry into the present grade on regular measure.	:	
09.	Whether regular or adhoc (If adhoc followed by regularization the dates should be mentioined).	:	
10.	Whether belonging to UR/SC/ST	:	
11.	Educational Qualification(Attach marks cards of SSLC,PUC & Degree compulsorily)	:	
12.	Additional Qualifications, if any	:	
13.	Option for answering the question paper of written test (Hindi/English)	:	
14.	Email ID.	:	
15.	Mobile Number	:	

Declaration : I hereby declare that the particulars furnished are true, complete and correct to the best of my knowledge and belief. I understand that, if at any stage it is found that the information furnished is false or incorrect or I do not satisfy/fulfill the eligibility criteria, my application applied for promotion is liable to be cancelled besides disciplinary action as per Rules. I have read the contents of the notification and agree to abide by the Rules, regulations and procedure prescribed for promotion to the post of Sr-Clerk-Cum-Typist against 13.33% LDCE Quota.

Station :

Date :

Signature of the applicant

Certified that the above employee submitted the application before the cut of date in this office

Date:-

Signature of the controlling officer
With designation and seal