



पूर्व तट रेलवे

Office of the  
Principal Chief Personnel Officer  
Rail Sadan, 2nd Floor  
Bhubaneswar-751017  
Date: 12/01/2024

No: ECoR/Pers/NG(Admn)/02/Selection/Sr.Clerk/ LDCE -13.33%

## **NOTIFICATION**

To

The All PHODs/CHODs-ECoR/BBS

(SDGM, PCE, PCEE, PCOM, PCCM, PCME, PCSTE, PCMM, PCSO, PCMD)

The Sr.DPO/ECoR-KUR, WAT, SBP

The Chairman/RRB/BBS, CWM/CRW/MCS, MD/CH/BBS, APO(Con)/BBS, SPO(Con)/VSKP, WPO/CRW/MCS.

**Sub:** Selection for promotion to the post of Sr. Clerk in Pay Matrix Level-5 against 13½% LDCE quota in ECoR/HQr./BBS.

It is proposed to conduct a selection for promotion to the posts of Sr. Clerk in Pay Matrix Level-5 against 13½% LDCE quota in East Coast Railway combining all Departments of ECoR/(HQrs.), Track Machine Organisation and CRW/MCS (Only Personnel branch) Application in the prescribed proforma are invited from amongst the serving graduate Jr.Clerks of all these departments as mentioned above (except Accounts and RPF Deptt.) fulfilling the eligibility conditions. The vacancy position, Eligibility criteria and mode of selection etc are detailed below:-

1. **Vacancies:** Total vacancies to be filled= 08 (UR - 04, SC - 04).

2. **Eligibility conditions:** All serving graduates working as Jr. Clerks in Level-2 having minimum two years regular service of all departments ECoR/(HQrs.), Track Machine Organisation and only personnel branch of CRW/MCS ( except Accounts and RPF Deptt.), as on 12.01.2024 i.e. the date of notification.

2.1. **Educational Qualification:** Any Graduate Degree from a recognised University or its equivalent.

3. **Mode of Selection:**

- (i) The willing staff who satisfy the prescribed conditions of eligibility will be subjected to a written examination and scrutiny of Service Records.
- (ii) The standard of questions will be of graduate standards and the question booklet shall contain questions on General Awareness, Arithmetic, General Intelligence and Reasoning.
- (iii) The questions will be of 100% objective type with multiple answers.
- (iv) Total number of questions will be asked about 110 questions of which 10 questions will be asked from Rajbhasa as per RBE No. 97/2019 and if any candidate answers more than 100 questions, then the first 100 attempted questions will count.
- (v) OMR Sheets shall be used for answering the questions. Correct answers are to be marked by candidates on OMR answer sheets.
- (vi) There shall be negative marking in the written examination and 1/3rd mark shall be deducted for each wrong answer.
- (vii) To ensure the authenticity of the answers, cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for Answer having correction/Over writing (RBE No. 196/2018)
- (viii) Duration of the examination will be for 02hrs/120 minutes.

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- (ix) The written examination is to be conducted in one stage.
- (x) The final panel should be drawn up in the order of merit based on aggregate marks of 'written test' and 'Record of Service'. However, a candidate must secure minimum 60% marks in 'written test' and 60% marks in the aggregate, for being placed on the panel with usual relaxation of 10% for SC/ST candidates. There will be no classification of candidates as '**Outstanding**'. (RBE No.113/2009)
- (XI). In case of successful empanelment based on the selection, the candidate for promotion to the post of Sr. Clerk in Level-5 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. In case, a provisionally promoted candidate to the post of Sr.Clerk does not qualify the prescribed Typewriting Test i.e. 30 wpm in English or 25 wpm in Hindi, his/her annual increment will be held up till he/she qualifies in the typing test or till exemption on attaining 45 years of age, whichever if earlier vide RBE No. 09/2023.
- (XII). The panel shall be drawn strictly in order of merit from amongst qualified candidates taking in to account the community wise vacancies as per notification.

**4. Date and venue of Examination:**

- (i) Candidates are advised to be in readiness to appear in the forthcoming written examination at short notice. The exact date, time & venue of written exam will be intimated on due course.
- (ii) Since, the selection is being done by calling volunteers against LDCE Quota, there shall be no Supplementary Written Examination for the absentees under any circumstances.
- (iii) The candidates may keep themselves update time to time from East Coast Railway's website i.e. [www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in).

**5. Notifying to the staff:**

The Controlling Officer/Supervisors shall give wide publicity of the notification to all the eligible staff under their control to avoid any complaints at a later date, and notification should be displayed at **NOTICE BOARD**. It is the responsibility of the Controlling Officer/Supervisor to circulate the notification among the staff concerned.

**6. How to apply:**

- 6.1 The employees should submit the application in the prescribed format only (enclosed as Annexure-A) through proper channel.
- 6.2 The application should be on good quality of A-4 size using one side only.
- 6.3 They should fill up the application form in their own hand writing with blue or ball point pen only.
- 6.4 All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/Officer wherever required or otherwise same will not be considered.

**7. Last date for submission of application is 12.02.2024 (Monday).**

- 7.1 The Willing & eligible volunteers (holding liens in the Jr.Clerk cadre of HQr & WPO/MCS) should submit applications in the prescribed format to their respective controlling Supervisors/Officers on or before date **05.02.2024**.
- 7.2 The controlling Supervisors/Officers forward all the applications of volunteers in one bunch after securitizing the eligibility criteria to the Personnel Officer in charge of the Divisions/units by 07.02.2024.
- 7.3 All the applications should be verified by the concerned Personnel Officers of the Division/Unit and only valid applications after preliminary scrutiny should be sent in a bunch together with the consolidated statement so as to reach the undersigned **on or before 12.02.2024, 06.30 Hrs positively**.
- 7.4 *Applications received after 12.02.2024 will not be entertained in any circumstances. The applications sent directly or in piece-meal manner will not be entertained.*

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8. **Objection Tracker:** After the written examination is over, provisional Answer Key of the question paper will be uploaded in ECoRly website ([www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in) About us- HQ Departments- Personnel Department-Notification). Candidates appeared in the written examination may submit their representation in respect of answer key/question paper, if any, through email ID ([ngcadrepersonnel@gmail.com](mailto:ngcadrepersonnel@gmail.com)) with documentary proof along with a soft copy of the release memo issued at the end of the written examination within seven days period from the date of uploading the answer key in the website. The decision of the Question Setter in publishing the Final Answer Key after disposal of representations, if any, submitted by the written appeared candidates within the stipulated period will be final and no further correspondence in this regard will be entertained.
9. The above notification is also available in the East Coast Railway website: [www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in).

**NB:**(1) Since the vacancies pertaining to Track Machine Organisation and personnel branch of CRW/MCS have been taken into account the selected candidates may be posted in these Units as per the decision of the administration.

(2) If any provision of IREM or guidelines issued by Railway Board regarding the selection for the post of Sr. Clerk against 13 1/3% LDCE quota and any other condition applicable is omitted in the notification, the original circular should be treated as valid and operative.

(3) Competent Authority reserves the right to cancel/modify the selection process at any stage without assigning any reason thereof.

(4) Any malpractice by the candidates in the written examination may liable to have Disciplinary proceedings against them.

(v) Representation, if any against the aforesaid notification should be submitted to the Dy.CPO(Gaz)/BBS on or before 22.01.2024, so that the same will be put up the competent authority for consideration. Representation received beyond 22.01.2024 will not be entertained.

Enclosure: Annexure 'A'(Application Format).



(Penta Radhakrishna)

Asst. Personnel Officer(HQ)


For Principal Chief Personnel Officer

No. ECoR/Pers/NG(Admn)/02/Selection/Sr.Clerk/LDCE -13.33%

Date: 12/01/2024

प्रतिलिपि आपके सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. The PCPO, CPO(G)/ECoR/BBS.
2. Dy.CPO(Gaz), Dy.CPO(HQ), SPO(HQ)/ECoR/BBS
3. Sr. System Manager (IT)/ECoR/BBS for uploading a copy of this Notification, Application Format in ECoR website for information of all concerned.
4. General Secretaries- ECoRSU, ECoRSC, AIOBCREA, AISCSTREA/ECoR/BBS.
5. Notice Board of PCPO's office/BBS.



12.01.2024

For Principal Chief Personnel Officer

**ANNEXURE - A**

**Proforma of Application for selection to the post Sr. Clerk in Pay Matrix**

**Level-5 against 13 $\frac{1}{3}$  % LDCE quota in ECoR.**

I do hereby volunteer for applying for the post of Sr. Clerk in Pay Matrix Level-5 as notified vide PCPO's Office Notification No. ECoR/Pers/NG(Admn)/02/Selection/Sr.Clerk/LDCE-13.33%, dtd. 12.01.2024 mentioned therein. I confirm that my personal/service details are as follows:

1.	Name of the employee	
2	PF Account No.	
3	HRMS ID	
4	Father's Name	
5	Date of Birth	
6	Date of Appointment	
7	Community(UR/SC/ST)	
8	Department/Office	
9	Academic Qualifications	
10	Other Qualification(s),if any	
11	Present Designation:	
12	Present Scale of Pay/Level (Substantive)	
13	Whether completed residency period in the present grade/Level. If yes, date of completion of residency period:	
14	Whether joined present unit by own request transfer (Y/N). If "Yes", the date of joining & Pay Level.	
15	Mobile No./Whatsapp No.	
16	Email ID	

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 or/and I may be taken up under D&A 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.

Date:

Place:

**Signature of the Applicant**

Certified that the above employee submitted the application before the cutoff date in this office and the above service particulars are found correct as per the record available in this office.

Date:

**Signature of the Controlling Officer**  
**With stamp**