



पूर्व तट रेलवे / EAST COAST RAILWAY

कार्यालय/ Office of the
प्रमुख मुख्य कार्मिक अधिकारी/
Principal Chief Personnel Officer
दूसरी मंजिल/दक्षिण ब्लॉक 2nd Floor/South Block
रेल सदन/ Rail Sadan, भुवनेश्वर/Bhubaneswar-751017

No.ECoR /Pers/08/Cadre/Ministerial/HQ/EL109

Dated: 30-12-2024

NOTIFICATION

Sub: Notification for filling up of vacancy in the category of Sr. Clerk-cum-Typist in Level-5 against 66.67% departmental promotion Quota in Electrical Department/HQ of ECoR.

It is proposed to conduct a suitability test to fill up 02 vacancies (UR=01, SC=01 & ST=00) for promotion to the post of Sr. Clerk-cum-Typist with G.P-2800/- (Level-5 in 7th CPC) against 66.67% departmental promotion quota in Electrical/HQ of ECoR.

i) The vacancy position in Sr. Clerk-Cum-Typist category with community wise break up is given below:-

Sl. No.	Category of post	Pay Matrix Level	Nos of vacancies category wise			Total
1	Sr. Clerk-cum-Typist	5	UR	SC	ST	02
			01	01	00	

ii) The following staff is coming under the zone of consideration for promotion to the post of Sr. Clerk-cum-typist against 66.67% promotion quota. Therefore, the rest of vacancies will remain unfilled.

Sl. No.	Name (Shri)	Design.	Comm.	GP/Level	Eligible for roster point	Effective date of seniority
01	Smt. Pralina Muduli	Jr. Clerk cum Typist	UR	1900/- (Level-2 in 7 th CPC)	UR	05-12-2022

iii) The above named staff is herewith advised to be in readiness to appear in the written examination which will be held shortly.

iv) Mode of Suitability:-

The vacancy of Sr. Clerk against 66.67% departmental promotion quota will be filled up by non-selection process on the basis of Seniority-cum-Suitability and the suitability will be adjudged by written test and prescribed bench mark with subject to SPE/VIG and DAR clearance as per extant rules. The questions of the written examination will be 100% objective multiple choice type to be conducted on OMR sheets. There will be 110 questions (including 10 optional questions on Rajbhasa) of objective multiple choice type with four answer options and the candidate has to answer a maximum of 100 questions. First 100 attempted questions are to be taken for evaluation. Cutting, overwriting, erasing or alteration of any type in answer will not be accepted and zero marks will be given for answer having correction/over writing.




There shall be no negative marking for incorrect answers. In order to qualify in the written test candidate has to secure minimum 50% marks with 10% usual relaxation for SC/ST candidates.

- v) In case the above named employee is in leave or sick, she may be intimated at her leave /sick address regarding this notification along with the syllabus.
- vi) If the above mentioned staff prefers to write the examination in Hindi, she may intimate in writing to this office through her controlling officer within 10 days of issue of this notification.
- vii) If the employee is unwilling to appear at the written examination she may submit unwillingness in writing through her controlling officer within 10 days of publication of this notification.
- viii) This notification should be served to the above mentioned candidate with proper acknowledgement and the copy of the acknowledgement may be sent to this office for record within 07 days of issue of this notification.

ix) Objection Tracker:


Further, the eligible candidate may be informed that the provisional answer key will be uploaded in East Coast Railway website (www.eastcoastrail.indianrailways.gov.in)- About Us- HQ Departments- Personnel Department- Notification) on completion of written Examination. Candidate may submit her representation through email to email ID-(ngcadrepersonnel@gmail.com) if any, in respect to the provisional answer key within 07 days from the date of written Examination with documentary proof & her copy of release memo. No further correspondence about wrong answer/question will be entertained after above stipulated period.

- x) The syllabus for the written examination is enclosed.


(सुबाष चन्द्र होता) / (Subash Chandra Hota)
सहायक कार्मिक अधिकारी-II/Asst. Personnel Officer-II
कृते प्रधान मुख्य कार्मिक अधिकारी/ for Principal Chief Personnel Officer

Copy forwarded for information and necessary action to:-

- 1) PCEE/BBS
- 2) CEE/EEM/BBS
- 3) Notice Board of PCPO's Office
- 4) Staff concerned.


कृते प्रधान मुख्य कार्मिक अधिकारी/ for Principal Chief Personnel Officer

Syllabus for selection posts of Sr. Clerk Category

Scale of Pay: Rs. 4500-7000/-

Non-Safety Category

(i) Establishment:-

- (a) Leave rules, Different types of leaves and eligibility criteria, Postings of leaves, Power of sanctioning leaves.
- (b) Pass rules, Different types of passes and eligibility criteria, Maintaining of pass PTO register, card passes.
- (c) Service Sheets, Opening of service sheets, and procedure of maintaining of service sheets.
- (d) Muster sheets, attendance registers and their maintenance.
- (e) Wage period, Preparation of Pay sheet or salary bill and items to be checked by PWI/LOW in Pay sheet or salary bill, PLB, calculation of PLB, preparation of OT bills and checking of TA bills.
- (f) Retirement of staff, Processing of NR & ONR cases, Settlement dues.
- (g) DAR, Imposing of Minor and Major Penalties, Standard forms, DAR enquiries, Suspension, Subsistence Allowance.
- (h) Channel of promotion to staff, Cadre control and pin pointing.
- (i) HOER, Substitutes, Roasters, Diet Allowance.
- (j) W.C act, Enquires on W.C act, Railway act, payment of wages act, minimum wages, RTI act.
- (k) Annual increments, Increment registers, grievance registers.

(ii) Stores:-

- (a) DMTR, Different Types Ledger, Challans, DR, Issue Notes, Stock & Non stock items.
- (b) Different types of stock-BMN, CS, RM, NM, TP etc., and preparation of returns.
- (c) Stock verification, Stock sheets, Clearing of stock sheets, departmental stock verification.
- (d) Stock requisitions and NS requisitions, Local purchase.
- (e) Disposal of scrap, DS-8, Classification of scrap, Condemnations.
- (f) Charged off stores, Consumable stores, Petty stores, Imprest stores.
- (g) Write off sanction.

(iii) Contract Management:-

- (a) Tender
- (b) EMD, SD
- (c) Types of Tenders- Single, Limited, Open, Quotations.
- (d) SMB, Building Register, Site order book, Measurement book.
- (e) On account and Final Bill and various certificates.
- (f) Material statement, Completion Report.
- (g) Important features of GCC, SOR and Arbitration.

(iv) Accounts:-

- (a) Audit para, Accounts inspection notes.
- (b) Imprest.
- (c) Deposit works.
- (d) Finance concurrence.

(v) Passenger amenities

- (a) Stations and yards, Categorization of stations.
- (b) Minimum essential amenities,



syllabus for selection posts of Sr.Clerk

(vi) Management:-

- ① Planning and licensing of railway land.
- ② Land boundary verification register, Encroachment inspection register.
- ③ Act & eviction of encroachments, GMF.
- ④ Commercial & Non commercial plots, Way leave facility, MRT Note book.
- ⑤ Money receipt book.

(vii) LC:-

- ① LC, Classification of LC gates, Conversion from unmanned to manned and manned to unmanned,

(viii) Bhasha:-

- ① Linguistic criteria, Concept behind implementation of official language.
- ② Types of Hindi examinations conducted and incentives offered.
- ③ Working knowledge and proficiency in hindi.
- ④ Hindi as official language.

(ix) General:-

- ① Brief knowledge about Engineering Code, GCC, Arbitration Act.
- ② Brief knowledge about IREM & IRAM, IRSM provisions.
