

**Eastern Railway  
(Howrah Division)**

**For Wide publicity**

No. E-1(NG)/Gr."D"- "C"/33-1/3%/2024

Howrah, dated 16<sup>th</sup> May, 2024

**ALL CONCERNED OF  
HOWRAH DIVISION**

Sub : Calling of Option for formation of a Panel for filling up the post of Jr.Clerk-cum-Typist in Level-2 (GP-Rs.1,900/-), i.e. erstwhile Gr.'D' to Gr.'C' against 33-1/3% Departmental promotional quota from the staff in Level-01 (GP-Rs.1,800/-) under Howrah Division.

It has been decided to conduct a selection for formation of a panel for promotion to the post of Jr.Clerk-cum-Typist in Level-2 (GP-Rs.1,900/-) from erstwhile Gr.'D' to Gr.'C' against **33-1/3% Departmental Promotional Quota** from the staff in Level-01 (GP-Rs.1,800/-) against the following vacancies as per communal Break up in terms of Pr.CPO/ER/Kolkata's Sl.No. 155/2009.

Sl.No.	Department	UR	SC	ST	Total Vacancy
1.	Personnel	NIL	01	01	02
2.	Engineering	04	NIL	NIL	04
3.	Commercial	03	NIL	01	04
4.	Store	02	NIL	01	03
5.	Mechanical	03	02	01	06
6.	Sig. & Telecom	01	NIL	NIL	01
7.	Electrical	02	NIL	01	03
8.	Operating A/c.	03	02	NIL	05
9.	Medical	01	NIL	NIL	01
10.	Operating (Transpn.)	NIL	NIL	NIL	NIL
<b>Total Vacancy</b>		<b>19</b>	<b>05</b>	<b>05</b>	<b>29</b> (including 02 nos of posts are reserved for PwBD as per RBE No. 74/2022, 01 post for "LV" and 1 post for "HI")

- (1) Applications are invited in the prescribed format from the willing and eligible regular erstwhile Group-"D" staff in Level-1 (GP-Rs.1,800/-) **(Except Accounts and Security Department)** on substantive basis against the posts controlled by HWH Division or having lien therein on as such.


**Name of Eligible Categories : Designation**

- (A) Office Peon (General Asstt.) of all Departments (B) Record Sorter, (C) Gestener Operator
- Assistant of all Departments as-per revised designation of erstwhile Gr.D (Pr.CPO SL. No. 247/2018) with substantive GP. Rs. 1800/- in Level-1 who have completed minimum 2 years of continuous regular service in Level-1 as on the date of notification in present category are eligible to apply for the selection [IREM Vol-1 para 174(1) (i)] 2009 Edition.
- Hospital attendant & Ayah (HA) (Medical Deptt.)
- All Type of designated Asstt. Helper (All Departments), whose lien maintained at HWH Division.
- Safaiwala (HKA) (All Departments), 5. Bhisty (Medical, C&W), 6. Store Khalasi, 7. F.W. Attendant
- Call man, 9. Chowkidar (All Departments), 10. Ferro Khalasi, 11. Record Sorter, 12. Canteen Boy
- Mali (AH) (Except Transp. Deptt.), 14. Chain Man, 15. Retiring Room Bearer (Elec.)
- Valve man under SSE(W), 17. Oil Man (Loco), 18. Caretaker

**Note : Track Maintainers are not eligible as per Pr.CPO/ER/Kol's Sl.No.23/2013 (RBE No. 13/2013) and Asstt.Track Machine (Helper), Helper under TMO wings are also not eligible.**

- (2) **Eligibility and Service conditions of the staff :**

a) All regular employees GEN/SC/ST/OBC, who have satisfactorily completed minimum 2 years of continuous regular service in Level-1 in the relevant grades as on the date of notification in present category in the relevant grades on successful completion of probation period only, irrespective of the fact whether such staff belongs to GEN/OBC/SC/ST, need to apply as per Pr.CPO/ER/Kolkata's sl.No.37/2017 (RBE No. 38/2017).

 16/05/2024

b) Any staff in Level-1 (GP-Rs.1,800/-), even though they may be enjoying higher Level of Pay under MACP/ACP scheme fulfilling the above conditions can submit application for the said post. The fixation of such upgraded staff will be done as per Pr.CPO/ER/Kolkata's Sl.No.102/2009 If they selected to the post of Jr.Clerk-cum-Typist.

c) There is no restriction of age and academic qualification. Candidate must have educational attainment. The selection will be conducted through written test and record of service as per extant rules. They should have working knowledge in English/Hindi.

d) Computation of qualifying service for the said selection in new unit will be determined as per extant rules for the staff came on Inter Railway/Inter Divisional/Inter Departmental transfer from other seniority units on their own request.

e) A typing skill (30 w.p.m in English or 25 w.p.m in Hindi (Typing skill are to be tested on computer) is pre-requisite for promotion to Jr.Clerk-cum-Typist. The selected candidates are required to acquire the typing skill within a period of 2(two) years and their promotion will be provisional subject to acquiring the prescribed Typing skill within the stipulated period as per Pr.CPO/ER/Kolkata's Sl.No.13/2023 (RBE No. 09/2023).

(3) a) Applications in the prescribed format as per Annexure-A (enclosed) duly filled in candidates own handwriting alongwith attested copies of certificates in support of educational attainment, caste certificate, should be submitted to the unit/section within **15.06.2024 at 17:00 hrs.** and they will be submitted in consolidated manner to their Branch Office. Branch Office will forward the same in a consolidated manner to the concerned Establishment Section within **21.06.2024 at 17:00 hrs.** positively.

b) Concerned Establishment Section will check the correctness and stating **Eligible/Not Eligible** with one **"Inter-se seniority"** (as per **"Annexure-B"**) will be drawn as per their service in the particular grade with soft copy (in Excel format) alongwith a forwarding letter to be send to E-1(NG) Section/Per.Br./HWH on or before **28.06.2024 at 17:00 hrs** and also to certify the genuineness of the details/documents and forwarded the same in a bunch (**Not in a piece-meal manner**) alongwith a statement certifying that no application is lying pending with them.

(4) (a) As per Railway Board's letter No. E(NG)/2018/PM/1/4 dtd. 14.12.2018 question will be 100% objective type and multiple choices only and there will be no negative marking for incorrect answer (RBE No. 194/2019). Questions only to test general standard of intelligence and proficiency through question in Arithmetic, General Knowledge mainly pertaining to Railway matters. Duration of examination = 90 minutes should be usual time frame.

(b) Cutting over writing, erasing or alteration of any type in the answer will not be evaluated. No mark will be given for answer having correction or overwriting.

(c) The written examination will be evaluated through OMR Sheet.

(d) There shall not be any supplementary Exam. Since the selection is by calling volunteers.

(e) The selection will be done based on the written test and Record of Service. While 85% weight age will be given to the performance in written test, 15% weight age will be given to record of service.

(f) Candidates must obtain a minimum of 60% marks in professional ability and 60% marks of the aggregate for being placed on the panel. However, in the case of SC/ST candidates, 50% marks in professional & aggregate. The final panel would be drawn in the order of seniority amongst the qualified staff as per the provision of Para 189 of IREM, Vol.-I and ACS No. 154 & 155 & Pr.CPO/ER's Sl.No. 68/2015.

(5) **The written examination will consist of questions on :**

(a) The working knowledge of the Railway servant in English and Hindi Language.

(b) To test the General standard of intelligence and proficiency through question in Arithmetic, General Knowledge mainly pertaining to the work acquainted with during Railway Service.

(6) **SYLLABUS :**

As per Pr.CPO/ER/Kolkata's Sl. No. 121(10)/2003, the aim of the written test is "to assess the general suitability of the candidates offering themselves for promotion to Gr."C" posts from the point of view of their knowledge of English and their general standard of intelligence.

Question paper shall contain questions on Official Language policy & rules to the extent of 10% of total marks allotted, which should be optional and Question paper will be Bi-Lingual.

19/05/2024



(7) **Note :**

(a) In terms of Pr.CPO/ER/Kolkata's Sl. No. 240/2018 (RBE No. 196/2018) written test shall consist of one paper which shall have 100% objective type multiple choice questions only to test general standard of intelligence and proficiency through question in Arithmetic. General Knowledge mainly pertaining to Railway matters.

(b) In terms of Pr.CPO/ER/Kolkata's Sl. No. 217/90, Para-6.1, Pre-selection/Promotional Training should be given for safety categories for candidates belonging to SC/ST communities, Since the selection for the post of Jr. Clerk-cum-Typist is non-safety category, hence Pre-selection/Promotional Training is not necessary.

Branch Officer should give wide publicity among the staff of their control. They may also paste a copy of this notification on their office Notice Boards and Station/Depots Notice Board.

(c) Applications with the following deficiencies will be summarily rejected :-

- Incomplete applications.
- Unsigned applications.
- Application signed in Capital letters.
- Applications not forwarded through controlling Supervisory Officials & without signature.
- In case a candidate who does not fulfil the term and conditions stipulated above.

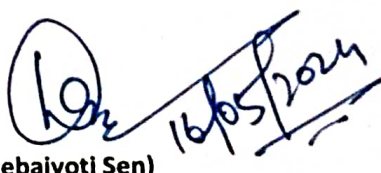
(d) Those who volunteer for this selection may keep them alert about the date of examination and readiness to attend the written test the date for which will be declared shortly. They may also be advised that there will be no **SUPPLEMENTARY EXAMINATION**.

(8) **UNIT Office of Engineering Department**

Where Service records are maintained supervisors are requested to check the Bio-data of the applicant and give a certificate stating "checked & verified as per SR" while putting their signature on the applications. The concerned supervisor will be personally liable if any deviation is detected in the Bio-data in comparison with Service Record maintained in unit office.

They will be submitted the applications in consolidated manner to Sr.DEN(Co-ord) Office/HWH on 21.06.2024 at 17:00 hrs, Sr.DEN(Co-ord) Office/HWH will forward the same after checking the correctness and stating Eligible/Not Eligible with one "Inter-se seniority" (as per "Annexure-B") will be drawn as per their service in the particular grade with soft copy (in Excel format) alongwith a forwarding letter to be send to E-1(NG) Section/Per.Br./HWH on or before 28.06.2024 at 17:00 hrs and also to certify the genuineness of the details/documents and forwarded the same in a bunch (Not in a piece-meal manner) alongwith a statement certifying that no application is lying pending with them.

**LAST DATE OF SUBMISSIONS OF APPLICATION IS 15.06.2024 at 17:00 hrs**  
**THIS SHOULD BE GIVEN WIDE PUBLICITY AMONGST STAFF CONCERNED.**



(Debajyoti Sen)

Asst. Personnel Officer (III)

**For Divisional Personnel Officer(IC)/HWH**

Copy forwarded for information to :

- PS to Pr.CPO/ER/Kolkata for kind information to Pr.CPO/ER/Kolkata,
- PS to DRM/HWH for kind information to DRM/HWH,
- All ADRMs/HWH for kind information.
- GM/ER/Vigilance for kind information.
- Sr.DSTE/HWH for information please with the request to up-loading to ER Website.
- PREM Offices : GS/President/ERMU, GS/President/ERMC, GS/President/ALSCSTREA, GS/President/AIOBCREA for information please and requested for wide circulation.
- One copy to be pasted on the Notice Board of DRM Main Gate.

(Debajyoti Sen)

Asst. Personnel Officer (III)

**For Divisional Railway Manager/HWH**

**Eastern Railway****(Annexure-"A")****(Howrah Division)****APPLICATION FORMAT**

Application for option to the post of Jr.Clerk-cum-Typist In Level-02 (GP-Rs.1,900/-) against 33-1/3% Departmental Promotional Quota from erstwhile Group-"D" In Level-1 (GP-Rs.1,800/-) under Howrah Division in terms of DRM/HWH's letter No. EO/Gr.D-C/33-1/3%/2024 dated 16.05.2024.

1.	Name in Full (In capital letters)	
2.	Present Designation	
3.	Date of Birth	
4.	Date of Initial Appointment	
5.	Date of entry in Level-1 as Temporary Status	
6.	Present Pay & Level of Pay	
7.	Present place of working & working under	
8.	Educational Qualification (as per Service Record) (Copy of certificates duly attested are attached)	
9.	P.F./NPS No.	
10.	Father's Name	
11.	Date of entry in Present Post	
12.	Regular Service in Level-1 in present grade/Post as on date of notification i.e 16.05.2024	
13.	PwBD (Yes/No)	
14.	If Yes of SL No. 13, (Specify the category of PwBD i.e. (LV/HI/OH/Other disabilities)	
15.	Community (UR/SC/ST/OBC)	
16.	HRMS ID.	
17.	Mobile No.	
18.	Department priority: (It is mandatory that all notified departments must be indicated as per priority SL No. by the applicant)	1. 2. 3. 4. 5. 6. 7. 8. 9

**Declaration**

1. I hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect at a later date I am liable to taken up under D&AR for major penalty apart from my application being rejected.
2. I will not seek exemption from typing skill test. If I do not qualify in all the three type writing tests conducted by the administration within the two years of period, I will abide by the conditions stipulated in Pr.CPO/ER/Kol's Sl. No. 13/2023 (RBE. 09/2023).

Date :

Signature :

Name :

Designation :

Place :

Certified and forwarded to DPO (IC)/ER/HWH

Date :

Signature of supervisory Official :

Name :

Designation :

Office Seal :

Place :



