

EASTERN RAILWAY
OFFICE OF THE DIVISIONAL RAILWAY MANAGER, ASANSOL
PERSONNEL DEPARTMENT

NO.7/EO/Prom/Jr.Clerk/16 $\frac{2}{3}$ %/2024

Asansol dated 12-08-2024

All Concerned

Eastern Railway, Asansol Division.

Sub: Selection to the post of Junior Clerk Cum Typist in Level-02 of 7th CPC Pay Matrix Level (G.P. Rs. 1900/-) from erstwhile Group 'D' employees against 16 $\frac{2}{3}$ % LDCE Quota-reg.

Vacancy- 11[UR-04 (03+ 01#), SC-04 (02+02*), ST-03 (1+2)]**

- i) #including 01 PwBD (VI) as per provision of RBE No. 74/2022 circulated in terms of PCPO Sl. No. 84/2022 against UR]
- ii) * & ** Backlog SC & ST vacancies respectively in terms of RBE 149/2000.

1. Applicants are invited over Asansol Divn. from the following posts/department:

Sl. No	Eligible category	Sl. No.	Eligible category
1	General Assistant/ Office Peon (all deptt. except station Peon)	8	Fero Khalasi
2	Gestener Operator	9	Caretaker
3	Laboratory Assistant (Schhol)	10	Record Sorter
4	Helper/Assistant (All Department)	11	Mali/Asst. Horticulture (Except Transportation Deptt.)
5	Safaiwala/HKA (All Department)	12	Retiring room Bearer (Elect. Deptt.)
6	Store Khalasi	13	Chowkidar (All Deptt.)
7	Valveman (Civil Engg.)	14	Hospital Attendant & Ayah (Medical Department)

Note: Staff of RPF & Accounts Department are not eligible.

2. Eligibility Criteria :

- A) It is notified to conduct a selection for filling up the vacancies of Junior Clerk Cum Typist in Pay Matrix Level-02 of 7th CPC Pay Matrix (GP Rs. 1900/-) VI PC) from erstwhile Group-D employees against 16 $\frac{2}{3}$ % LDCE Quota. The applicant who are in higher grade pay on account of MACP, are also eligible to apply.
- B) Applicants should have 12th (+2 stage) or its equivalent with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon the case of SC/ST/Ex-servicemen and the applicants those who possess qualifications higher than 12th (+2 stage) to appear in the selection.
- C) The applicants who are in service on or before 17.12.2014 having educational qualification with Matriculation, will also be eligible to appear in the aforesaid selection.

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- D) Applicants should have minimum of two years of regular service in concerned seniority unit in the specified category list as defined at '1' above in immediate lower grade i.e. GP Rs. 1800/-. Length of service in case of appointment got through casual labour and fresh face substitute will be dealt as per extant rule.

3. Proceedings of Examination:

- A) The selection consists of written examination as per Board's letter No.E(NG)1/2018/PMI/4 dated 14.12.2018 (RBE No.196/2018). The question paper (bi-lingual i.e. Hindi & English) will be 100 % objective type multiple choice questions (MCQ) and 10 % of the total marks will be from official language (Rajbhasha) policy and rules (Optional questions).
- B) The examination will be conducted in Pen and Paper mode in **OMR sheets**. There shall be negative marking for incorrect answers. **One third of the marks** allotted for each question will be deducted for wrong answers. The answers cutting, over writing, marking more than one answer, erasing, whitening or alteration of any type in the OMR sheet will not be accepted. Zero marks will be given for answer having correction/over writing.
- C) Further, i) as per provision of para 189 of IREM Vol-I and ACS No.154-155(Ref-PCPO/ER's Serial Circular No. 68/2015), ii) provision of PCPO/ER's Sl. No. 107/2023 and iii) Other provisions of para 189(2) of IREM Vol-I will be implemented invariably.

4. Syllabus of Examination:

- A) Quantitative Aptitude, General Awareness (including Railway rules/circulars), Current Affairs, English, Rajbhasha etc.

5. Miscellaneous:

- A) The applicants will be required to be possessed a typing speed of 30 wpm in English or 25 wpm in Hindi. Those who are not having required qualification can also apply. However, their promotion will be treated as provisional as per Railway Board's L/No. E(NG) I-96/CFP/19 dated 07.04.2000. If such of those selected and provisional promoted candidates fails to qualify in the required typing test within three chances, within two years from the date of promotion, they will not be reverted but their increment confirmation as Junior Clerk, further promotions etc. will be dealt as per extent rules. Further in terms of Board's L/No. E(NG) I-2004/CFP/8 dated 04.07.2005 and E(NG) I-2004/CFP/8 dated 04.02.2011. Instead of testing type writing skill on typewriters, the same will be tested on PCs.
- B) Provisions of PwBD and facilitation of a scribe will be regulated in terms of RBE No. 74/2022 circulated in terms of PCPO Sl. No. 84/2022.
- C) **In the said selection procedure, no continuation/supplementary test will be held.**
- D) Applications to be submitted in Personnel Department/ASN Divn. duly forwarded by concerned departmental authority and same will be received by concerned establishment section of Personnel/Engg/S&T department **on and before 20.09.2024 positively**. After due verification of the data of applications the same will be submitted at Ch.OS/EO **on and before 03.10.2024**.

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The said notification is called in terms of CPO/ER's SL. NO. 121 (10)/2003, 180/91, Para IREM Vol-1 IREM First Re-Print Edition-2009, RBE No. 149/2000, 13/2013, 03/2019, 97/2014.

(Rajesh Kumar Paswan)
Assistant Personnel Officer,
For Sr. Divisional Personnel Officer,
Eastern Railway, Asansol.

Copy to: Branch Secretaries, ERMU/ERMc, AISCSTREA & OBCREA in ASN Division.

For Sr. Divisional Personnel Officer,
Eastern Railway, Asansol.

Annexure-A

PROFORMA OF APPLICATION

Photograph
attested by
supervisory
official with

**APPLICATION FOR THE POST OF JUNIOR CLERK CUM TYPIST IN PAY LEVEL-2
AGAINST 16-2/3% LDCE QUOTA**

Sl. No.	Description	Details				
1	Name of the Employee (In CAPITAL letters)					
2	Father's / Husband's Name					
3	P.F. / Employee No.					
4	Date of Birth					
5	Present Designation / Station					
6	Present pay & pay level					
7	Whether received MACP					
8	Date of appointment					
9	Mode of appointment					
10	Date of entry into present grade/design					
11	Total Railway Service details from the date of initial appointment to till date (on regular basis only)	Post Held	GP/ Level	Dept.	From	To
12	Educational qualification as per SR					
13	Whether belongs to SC/ST/UR	SC-----ST-----UR-----				
14	Whether a PwBD candidate (If yes, self attested certificate to be enclosed)			Scribe Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>		
15	Please specify whether any D&AR/Vig/SPE cases are pending					
16	Contact Number					

Declaration

I hereby declare that the above information furnished by me is correct and true to the best of my knowledge and belief. In the event of any information found false at a later date, I am aware that I will be held responsible and I shall be taken up under D&A Rule.

Station: _____ Date: _____ Signature of the employee _____

Forwarded to :

Signature of the supervisor with Office Seal & date.

(For Personnel department use only)

Certified that the particulars furnished by the employee are true and found correct.

Signature of Concerned Cadre Clerk
Date :
Designation :

