

**Eastern Railway**

No. PB/449E/22/E-1/Pt.VII/2018(16⅔%)

Date : 15.10.2024

All Concerned,  
Kanchrapara Workshop  
Eastern Railway, Kanchrapara

**Sub : Selection to the post of Junior Clerk cum Typist in Level-2 from erstwhile  
Group-D (now Gr.-C) in Level-1 against 16⅔ % LDCE Quota**

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1. It has been decided to hold a Selection for formation of a Provisional Panel for promotion to the post of Junior Clerk in Level-2 of 7th CPC from erstwhile Group-D (now Gr.-C) in Level-1 of 7th CPC against 16⅔ % LDCE Quota.
2. Total no. of Vacancies :

UR	SC	ST	Total	PwBD
16	03	02	21	01

3. Applications are invited from the following categories of staff of KPA Workshop/Eastern Railway to fill up of the above mentioned post of Jr.Clerk cum Typist in Level-2 :
  - i. General Assistant and other office staff in Level-1 or with substantive GP Rs.1800/- of all Departments.
  - ii. Safaiwala, Chowkidar in Level-1 or with substantive GP Rs.1800/- of all Departments.
  - iii. Workshop Assistant in Level-1 or with substantive GP Rs.1800/- of all Departments.
  - iv. Hospital Attendant in Level-1 or with substantive GP Rs.1800/- of Medical Department.(Authority : PCPO/ER/Kolkata's SI. No. 4001, PCPO/ER/Kolkata's SI.No. 35/1997)

4. Eligibility Criteria :

- i. Erstwhile Group-D staff belongs to the categories mentioned at (i) to (iv) of SI.No.3 above are eligible for apply.
- ii. Such regular employees of Level-1 who are appointed on or before 17-12-2014 must have passed the Matriculation Examination or equivalent from recognized institute.
- iii. Such regular employees of Level-1 who are appointed on or after 18-12-2014 must have passed 12<sup>th</sup> (+2 Stage) or its equivalent examination with not less than 50% marks in the aggregate.  
However, 50% marks in aggregate is not mandatory for SC/ST/Ex-Servicemen Employees (RBE-157/2015). Further not less than 50% marks will not be insisted upon in case of those candidates who posses qualification higher than 12<sup>th</sup> (+2 Stage) in terms of RBE-62/2020.
- iv. All the above said employees who want to apply should have completed Two years continuous service from the date of regularization as on 15-10-2024.
- v. The service rendered in the old unit of the employee who joined this workshop on own request transfer shall be reckoned subject to the condition that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new unit as per RBE No. 34/2006.
- vi. Any staff in Level-1 or with substantive GP Rs.1800/-, even though they may be enjoying higher GP under ACP/MACP Scheme, can submit their application for the said post. The fixation of pay of such upgraded staff, on promotion to the post of Junior Clerk, will be done as per PCPO/ER/Kolkata's SI. No.102/09.



Contd. .... P/2

5. The selection will consist of written test Record verification. The applicants must have the knowledge in English & Hindi. According to Rly. Board's Letter no. E(NG)I-96/CP/19 Dtd. 03-02-1997, the employees who find place on the panel will have to qualify in the prescribed typewriting test 30 W.P.M. in English or 25 W.P.M. in Hindi in three attempts within two years from the date of promotion on Type Writers, the same will be tested on Personal Computer and If they fail to qualify in the typewriting test, they will not be reverted but their increment, confirmation as Junior Clerk, further promotions etc will be regulated in terms of RBE-09/2023.
6. The Question paper will be set in Hindi & English only. The written test will be of 2 hours Consisting 100% objective type questions, all the questions will be of Multiple Choice only in terms of RBE-196/2018. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers. Cutting, over writing more than one answer, erasing, whitening or alteration at any type in the answer sheet will not be accepted, Zero marks will be given for having correction/overwriting and multiple marking.
7. This Written examination will be held to test the working knowledge of the railway employee of the English language and the general standard of intelligence and proficiency through question in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertain to the work employees have been acquainted with during their railway service. 10% of total marks on official language will also be a part of written test for this selection.
8. Candidates who secure minimum 60% marks under the head "Professional Ability" (in the written examination) will be considered for assessment of "Record of Service" against general vacancies (PCPO/ER's SI.No.128/2009). However, this is subject to usual relaxation for SC/ST employees, wherein the minimum pass marks at this stage is 50% under the head "Professional Ability" for reserved vacancies(PCPO/ER's SI.No.217/1999).
9. The panel will be prepared as per Railway Board's Letter No.E(NG)I-2011/PM-1/26 dtd.06-02-2014 (RBE-17/2014).
10. As per PCPO/ER/Kolkata's SI. 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. The factors of the selection and their relative weight are indicated below.

Factors / headlines	Maximum Marks
(a) Written Test	85
(b) Record of Service	15
<b>Total</b>	<b>100</b>

11. In terms of PCPO/ER/Kolkata's SI. No. 217/99 Para-6.1 Pre-selection/Pre-promotional Training should be given for safety categories for candidates belonging to SC/ST Communities. Since the selection for the post of Jr.Clerk is for non-safety category, Pre-selection/Pre-promotional training is not necessary.
12. Supplementary Test may be held only in the absence caused by unavoidable circumstances due to the reason mentioned in Para 223 of IREM Vol.-I.

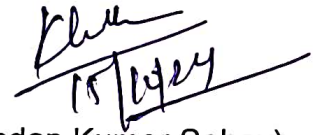




13. Since the promotion through LDCE are purely on the basis of merit and there is already a provision of relaxing in qualifying standard for SCs/STs for filling up reserved vacancies, policy of best amongst the failure scheme in promotions through LDCE will not be applicable in terms of PCPO/ER's Sl.No.62/2021.
14. Application in Pro-forma given at Annexure-A, duly filled in candidate's own hand writing, should be submitted to the concerned Branch Officer by 05-11-2024. Application received after the cutoff date, i.e. 05-11-2024 will not be entertained under any circumstance and should not be forwarded.
15. Each Branch Officer will forward all application received in the respective offices in one bunch, along with covering letter listing the names of all such applicants, by 15-11-2024 latest to WPO/KPA.

Branch Officers should give wide publicity amongst staff of all their offices and shops in the Workshop.

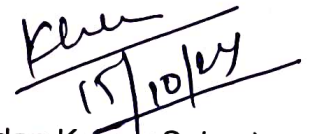
They may also paste a copy of this notification on their Office/Shop Notice Boards.

  
15/11/24

(Kundan Kumar Sahay)  
Workshop Personnel Officer  
For Chief Works Manager  
Eastern Railway/Kanchrapara

Copy to :

1. Principal Chief Personnel Officer, Eastern Railway, Kolkata for kind information please.
2. Chief Works Manager, Eastern Railway, Kanchrapara for kind information please.
3. CMS/KPA, Dy.CEE(P&D)/KPA, Dy.CEE/Loco/KPA, Dy.CEE(G)/KPA, Dy.CEE(W)/KPA, Dy.CME(C)/KPA, Dy.CME(G)/KPA, EDPM/KPA, WAO(IC)/KPA, ATE/KPA, VP/STC/KPA, APO/KPA, AWO/KPA for information & necessary action please.
4. Secretary : ERMU, ERMU, AISCSTREA and AIOBCREA/KPA for information please.

  
15/10/24

(Kundan Kumar Sahay)  
Workshop Personnel Officer  
For Chief Works Manager  
Eastern Railway/Kanchrapara

**Application For The Post of Jr.Clerk in Reference To Notification No.**  
**PB/449E/22/E-1/Pt.VII/2018(16⅔%) dtd.15-10-2024**

To  
Workshop Personnel Officer  
Eastern Railway/Kanchrapara

1. Name :
2. Father's Name :
3. Designation :
4. PF/Emp. No. :
5. HRMS ID :
6. T/No. :
7. Shop/Office :
8. Level/Scale of Pay :
9. Date of Birth :
10. Date of Initial appointment :
11. Educational Qualification :
12. Community :

Declaration :

I, Sri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_ T/No. \_\_\_\_\_  
Attached to Shop/Office \_\_\_\_\_ do hereby declare that I have gone through the  
contents of the Circular No. PB/449E/22/E-1/Pt.VII/2018(16⅔%) dtd.15-10-2024 issued by  
WPO/KPA and understood the purpose there of and I shall acquire necessary Typing Skill within  
a period of 02 years from the date of provisional promotion as Jr.Clerk in Level-2 of 7th CPC  
against 16⅔% quota failing which my Provisional Promotion will not confer upon me any right to  
claim to continue as Jr.Clerk in Level-2 of 7<sup>th</sup> CPC.

I, declare that in the event of my being selected & posted for the Gr.C post of Jr.Clerk, I  
will not seek further avenue in my former line of artisan category and also not claim  
consequential benefits in any form of my former cadre.

Dated :

Signature :  
Name :  
Designation :  
T/No. :  
Shop/Office :

Forwarded

\_\_\_\_\_  
Signature of Controlling Branch Officer