

Eastern Railway

No.E 1140/2/Misc./Selection/Gp.D to Gp. C

Kolkata, the 16th march, 2022

PCME, PCE, PCEE, PCMM, PCOM, PCMD, PCCM, PCSTE, PFA,
CAO(Con), CSTE(Con), Sr.DGM, Secy.to GM, Sr. System Manager, Chairperson/ RRC/Kol,
Dy.CPO(Gaz), Dy.CPO(HQ.), Dy.GM(Rajbhasha), Chairman/RRB/Kolkata, DGM/G,EDRM,
Sr. LO/HQ, SPO (NG), SPO(Rectt.), PS to AGM
APO(Con),APO/(RP & Ptg.& Sty.),APO(Co-Ord.) LO(P), Secy. to PCPO,

Sub : Selection for formation of panel of **103** nos. of Jr. Clerk-Cum -Typist in Level-2 (PB-1 with GP-1900/-) against $33\frac{1}{3}\%$ promotional quota from staff with Level-1 (erstwhile Gr. " D ") in HQ Offices at Kolkata. (**Communal break up : UR- 80, SC-16 & ST- 07**)

To form a departmental panel for the post of Jr. Clerk –Cum-Typist in Level-2 against $33\frac{1}{3}\%$ departmental promotional quota from amongst staff with Level-1(erstwhile Gr.D) -working against posts controlled by HQrs. or having lien on as such(Except Accounts & RPF Department), it is proposed to hold a Departmental selection comprising of written test of objective type and record of service . The examination may be held shortly. The final date of examination will be circulated separately.

Eligibility condition:

Application is invited from the staff in level-1 (erstwhile Gr. D), who are borne on the Headquarter offices cadre including Printing Department (Except Accounts & RPF Department) who have completed 02 years regular service as on the date of notification for eligibility.

Mode of Selection:-

Selection will be made on the basis of competitive examination consisting of written test on objective type and of multiple choice (ABCD options) through regular answer sheets / OMR / CBT with 100 questions + 10 questions on Rajbhasha relating to Official Language Act, overall 100 questions to be attempted. Questions on Rajbhasha are optional. The panel will be formed on the basis of written test and record of service. .There shall be no negative marking for incorrect answers. Cutting, over writing, erasing or alteration of any type of answer will not be accepted. Zero marks will be given for answer having correction /over writing. The competitive examination will be of **2 hours** duration. The panel will be prepared on the basis of seniority of the selected candidates. Qualifying marks for written test is 60% for UR, 50% for SC/ST. 'Best amongst the failure scheme' will be applicable for SC/ ST candidates who will secure marks less than 50% but more than 20%. The promotion of finally selected candidates to the post of Jr.Clerk –Cum-Typist in Level 2 will be provisional subject to their acquiring the prescribed typing qualification of 30 w.p.m in English or 25 w.p.m in Hindi within a period of 2 years from the date of promotion otherwise they will be reverted to their parent cadre in present grade.

Syllabus for the above exam is of working knowledge of English language, general standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters. Model Question Bank has already been uploaded in the Eastern Railway website.

All staff sections of Departments/Units should carefully check up the eligibility of the optees for the post of Jr. Clerk –Cum-Typist in Level-02 keeping in view of the above instructions. It should compulsorily endorse a certificate in the remarks column stating clearly that the candidate concerned has fulfilled all conditions and eligibility.

Cont.. P/2

Applications with the following deficiencies will be summarily rejected:-

- a. Incomplete applications
- b. Unsigned applications
- c. Application signed in Capital letters
- d. Applications not forwarded through controlling Supervisory Officials & without signature
- e. Candidate who does not fulfill the terms & conditions stipulated above need not apply.

Mobile phone in the examination hall is strictly prohibited. If any candidate is found in possession of Mobile phone in the examination hall, his candidature will be cancelled straight way.

It is, therefore, requested to invite option from among the eligible staff attached to your departments/units within 22.04.2022 and their application in prescribed proforma in duplicate (**Annexure-A**) along with statement (**Annexure-B**), should be sent to Misc. Sec. /PCPO's Office by 29.04.2022 positively through special messenger. No application after the target date will be entertained.

It is also requested that while forwarding application of the optees, it may be ensured that the optees are holding lien at HQ unit.

DA : As refd. to


16/3/22

(S.K. Chattopadhyay)
Sr. Personnel Officer (HQ)
for Principal Chief Personnel Officer

APPLICATION FORMAT FOR THE POST JR. CLERK –CUM-TYPIST IN LEVEL-2 AGAINST $33\frac{1}{3}\%$
PROMOTIONAL QUOTA IN HD.QTRS IN REFERENCE LETTER NO. E 1140/2/MISC./ SELECTION/
GP.D TO GP. C DATED 16.03.2022

- | | |
|------------------------------------|----|
| 1. Name & Design with station | :- |
| 2. Post applied for | :- |
| 3. Parent Office with Design | :- |
| 4. Employee No./HRMS ID | :- |
| 5. Present Level of pay matrix | :- |
| 6. Date. of birth | :- |
| 7. Date. of appointment. | :- |
| 8. Total period of regular service | :- |
| 9. Educational qualification | :- |
| 10. Community(UR/SC/ST) | :- |
| 11. Mobile No. | :- |
| 12. Place Where Maintain Lien | :- |

Declaration

I,Sri/Smt.....Designation.....
..... Station..... solemnly declare that to the best of
knowledge and belief, the information given in this proforma (Annexure-A) are correct and ture. I also
declare that my candidature will be treated as cancelled if any discrepancy is found.

Date:

(Signature of the candidate)

(Signature of the controlling officer)
With seal


16/3/22

PROFORMA

LIST OF STAFF WHO HAVE APPLIED AND FOUND ELIGIBLE FOR CONSIDERATION IN THIS SELECTION OF CLERK-CUM-TYPIST IN LEVEL-I AGAINST $33\frac{1}{3}\%$ PROMOTIONAL QUOTA IN HD.QTRS. IN REFERENCE LETTER NO. E 1140/2/MISC./ SELECTION/ GP.D TO GP. C DATED 16.03.2022

Sl. No.	Name Designation & Office	Community UR/ SC/ST	Present Pay & Level	Date of Birth	Date of appointment (regular)	Date of attaining temporary status where applicable	Office in which lien is being maintained with Authority ,	Remarks (Eligible Or Not eligible)
1	2	3	4	5	6	7	8	9

Signature of the Establishment control Officer
(With Office Seal)

16/3/22