

Eastern Railway

No.E 839/2/ Misc./SC/Pl.III.

Kolkata, 29.07.2024

Divisional Railway Manager/E.Rly/SDAH,HWH, ASN, MLDT
Chief Workshop Manager/E.Rly/LLH, KPA, JMP
SDGM, PCCM, PCE, PCWEE, PCMM, PCSTE, PCOM, PCMD, PCME, CAO(E), PCSC/RPF, CAO(CON)
Sy. to GM, CPRO, CSTE(CON), CWM(SW)/HWH
Dy. CMM-LLH, BESY, HLR, JMP, Dy. Ch. Stat & Analy Officer
Sr. Manager (Plg & S ty), Dy. CMM(D)/HWH
Dy.CPO(HQ), Dy. CPO(NG), SPO(Engg.), APO(RP), APO(Rectt), APO(HQ), APO(Co.ord))

Sub : Option for filling up of one post Confidential Assistant (Ex Cadre) in Level-06 in PCPO's Secret Cell .

It has been decided to hold a selection for 01 post of Confidential Assistant (Ex Cadre) in Level-06 for PCPO's Secret Cell, comprising of written test of objective type and Scrutiny of S/R & APAR . The examination may be held shortly and no supplementary test will be held. The final date of examination will be circulated separately.

Eligibility condition:-

Willing clerical staff or Stenographer who are working in Level-6 (Substantive) or one grade below in level-5 (substantive) on regular measure (2 years service in the same grade) may apply. Preference will be given to the candidate who is well conversant with OFFICE WORD and EXCEL in Computer application.

Mode of Selection

Selection will be made on the basis of competitive examination consisting of objective type and of multiple choice through OMR or CBT may be done with 100 questions + 10 questions on Rajbhasha relating to Official Language Act, overall 100 questions to be attempted. Questions on Rajbhasha are optional. 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, 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 continue for 2 hours duration.

The appointment of the selected candidates will be purely on ad-hoc basis against the permanent Ex-Cadre post and will not confer on them any claim for such posting in future in preference to their senior in parent cadre. The selected candidate is liable to be reverted to his/her substantive post of parent department at any time without assigning any reason.

Model question bank has already been uploaded in the Eastern Railway website.

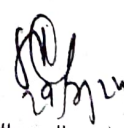
All staff section of Department/Unit should carefully check up the eligibility of the optees for the post of Confidential Assistant (Ex Cadre) in Level-06 of PCPO's Secret Cell in view of the above selection .

Mobile phone, smart watch or any other electronic gadgets 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.

You are therefore requested to invite option from among the eligible staff attached to your departments/units within **19.08.2024** and their application along with statement (Annexure-'B') in the enclosed proforma in duplicate (Annexure-'A') should be sent to this office by **23.08.2024** positively through special messenger. No application after the target date i.e. **23.08.2024** should be entertained.

In case no application is received, a 'Nil' statement should be sent to this office.

DA : As refd. to


(S.K.Chattopadhyay)
Sr. Personnel Officer (Admin)
for Principal Chief Personnel Officer
Ph.No.24122

**Application formate for the post of CA (Ex-Cadre) in Level-6 against notification
No.E.839/2/Misc./SC/Pt.III. dated 29.07.2024**

1	Name	
2	Designation & Level (Substantive)	
3	Father's name	
4	Employee No & HRMS ID	
5	Date of Birth	
6	Date of Appointment	
7	Date of entry in present Level	
8	Department/Office	
9	Academic qualification	
10	Mobile No. & E-mail ID	
11	Experience if any	

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

(Signature of the candidate)

Forwarded

(Signature of the controlling officer with seal)



Annexure –“B”

List of staff who have applied and found eligible/ not eligible for consideration in this selection for filling of 01 post of CA (Ex-Cadre) in Level-6 of PCPO's Secret Cell

Sl.No.	Name & Designation	Level	Date of Birth	Date of Apptt.	Date of promotion	Qualification	Date of entry in present Level (substantive)	Eligible/Not eligible

Signature