

EASTERN RAILWAY

No. E839/2/Misc./Ex-cadre/GM(Vig)/CPO's staff/2018

Kolkata, Dt 22.08.2024

SDGM, Secretary to GM, DGMG (G)
Dy. CPO (HQ), Dy.CPO(NG), SPO(Engg),
APO (RP&PS), APO (Co-ord), APO (HQ), LO(P), APO(Rectt.), APO(Gaz.)

Sub:-Induction of Jr. Clerk Cum Typist in Level-2 against Ex cadre post in Vigilance
Department of Eastern Railway.

Ref :-The GM/Vig./E.Rly's letter no.G.157/STAFF/VIG/2024/Pt.V/INDUCTION/Cg-II dt.16.8.2024

Enclosed please find the copy of GM/Vig's letter under ref. inviting ~~the~~ applications for filling up
the following Ex-Cadre post under GM/Vig along with terms and conditions for eligibility.

Name of Post	Pay Level	No. of vacancies
Jr. Clerk Cum Typist	L-2	3

Applications are invited from the staff of HQ & General Administration in prescribed format to Misc.
Sec/PCPO's Office by 11.09.2024 for onward transmission to GM/Vig by 16.09.2024

The option, duly filled in the prescribed format by the willing staff may be forwarded by controlling
officer. The prescribed proforma is enclosed herewith

DA:- As Above


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

Copy for information to GM/Vig. in ref. your letter no. above.


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



**OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
EASTERN RAILWAY
17-Netaji Subhas Road, Kolkata - 700 001**

Dated, the 16th August, 2024

No. G.157/STAFF/Vig/2024/Pt.V/INDUCTION/Cg-II

✓ PCPO, PCME, PCMM, PCCM, PCE, PCSTE, PFA, PCMD,
PCEE, PCOM, PCSC, PCE, CAO/CON
DRM/HWH, SDAH, ASN, MLDT
CWM/LLH, KPAW, JMPW
Eastern Railway

Sub:- Induction of Clerk Grade II in Level-2 (G.P. - Rs. 1900/-)
against Ex-Cadre Post in Vigilance Department of Eastern
Railway.

1.0 In order to form a panel for filling up of the post of Clerk Grade II in Level- 2, G.P.- Rs. 1900/- against Ex-Cadre Post in vigilance organization of Eastern Railway, applications are hereby invited from the eligible staff as per criteria mentioned below, on the prescribed proforma duly attached. The lien of the staff selected will be maintained in his/her parent unit/division/railway. It is mentioned that the selected candidate may be repatriated to his/her parent cadres where he/she hold lien at any time.

2.0 **VACANCY:-**

Existing + Anticipated Vacancy = 03 (Three)

Note:- The number of vacancies shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection.

3.0 **Educational Qualification:-** 12th (10+2 stage) or its equivalent with not less than 50% marks in the aggregate, from govt. recognized Education Board. 50% marks is not to be insisted upon in case of candidates having higher qualification from UGC recognized University.

4.0 **SELECTION PROCEDURE:-**

A Written examination followed by Vigilance and D&AR Aptitude Test and Computer Knowledge Test may be conducted as part of selection procedure. The candidates who secure at least 60% marks in the written test will be called for Vigilance and D&AR Aptitude Test and Computer Knowledge Test followed by Typing proficiency Test.

The distribution of marks for the selection is as follows:-

SN	Criteria	% of marks
1	Written Examination	50
2	Vigilance Aptitude and Computer Knowledge Test	30
3	APARs for the last 03 years (OS-5, VG-4, GD-3, Average-2)	15
4	Academic Qualification (Post Graduate-5, Graduate-3 & Under Graduate-1)	05
	Total	100

The syllabus for written test will include questions on knowledge about Railway working, knowledge about Railway Service Conduct Rules and D&AR Rules, Vigilance Manual 2018 & computer knowledge test and all departmental rules & regulation, process, working/functioning, Codes & Manuals etc.

5.0 ELIGIBILITY:-

- Before applying for the post against this notification, employees should satisfy themselves that they fulfill all eligibility norms Educational Qualification(s) from a Govt. recognized Board/University/Institute and the same has already been included in their Service Records. Employees should ensure that they possess/fulfill all eligibility conditions prescribed for the post as on the closing date as per schedule.
- Zone of consideration for this post notification will encompass serving regular railway employees of Eastern Railway, working in 7th CPC Level with GP-1900/- or one grade pay below (i.e. GP1800/-). The staff should have been completed at least two years of regular service in Level 1 in Railways as on 16.08.2024.
- The staff should be have proven integrity, should not be figuring in any current Vigilance/SPE/DAR case and should not have been imposed any Major/Minor penalty in a Vigilance/CBI case during the entire service period.
- Maximum age limit of the applicant should be 55 years as on 16.08.2024.
- All such regular employees having lien in any of the units in Eastern Railway i.e. belonging to all the Departments / Divisions / Branches in a Division / Workshops / Headquarters office / Extra-Divisional Offices in Pay Level 1 & 2 are eligible to appear for the post and subject to their applying in response to the notification with administrative approval.

6.0 FORWARDING OF APPLICATION:

Application of the willing and eligible employees of each division/unit of Eastern Railway (in the proforma enclosed as Annexure-A) received, should be scrutinized by the respective P. Branch/Estt Officer and should be forwarded by the respective Controlling Officer to the Vigilance Department. The Unit/Department shall forward the applications of only eligible volunteers along with current Vigilance/SPE/DAR clearance and the past vigilance history of each applicant. **INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED DIRECTLY WILL NOT BE CONSIDERED.**

All applications should be sent to this office in a sealed envelope addressed to GM/ Vigilance/ Eastern Railway, 17. N.S.Road, Kolkata – 700001.

7.0 LAST DATE FOR RECEIPT OF APPLICATION:

Application in the prescribed proforma duly verified by the respective P. Branch/Estt. Officer and forwarded by the Controlling Officer should reach to this office by 16.09.2024 positively.

8.0 PUBLICITY:

Wide publicity of the above notification may kindly be given and this should also be displayed prominently on notice boards for information of the staff at various units/sections of the department/divisions.

Enclosed: Proforma in Annexure A.

(Dhananjay Kumar)
Dy. Chief Vigilance Officer/Stores.
For General Manager/Vigilance

**PROFORMA OF APPLICATION FOR THE POST OF CLERK GRADE II IN PAY
MATRIX LEVEL-2 OF 7TH PC IN THE OFFICE OF GENERAL MANAGER
(VIGILANCE), EASTERN RAILWAY, KOLKATA - 700001**

01	NAME OF THE CANDIDATE (IN CAPITAL LETTER)	
02	DATE OF BIRTH	
03	DATE OF APPOINTMENT	
04	P.F. NO.	
05	HRMS ID	
06	PRESENT DESIGNATION AND PRESENT PLACE OF POSTING	
07	DEPARTMENT	
08	NAME OF THE ZONAL RAILWAY/PRODUCTION UNIT/DIVISION	
09	LEVEL ON PAY MATRIX (REGULAR/SUBSTANTIVE)	
10	EDUCATIONAL QUALIFICATION	
11	EXPERIENCE (Please indicate all posts held so far with period – attach separate sheet, if required)	
12	MOBILE NUMBER	

I, hereby declare that the above particulars are true to the best of my knowledge.

Signature of the Applicant

1) Whether involved in any current Vigilance/SPE/DAR case (If yes, please furnish details)	
2) Whether any penalty has been imposed in past as a result of Vigilance Case (If yes, please mention details and period)	

Verified by Concerned Personnel Branch Officer / Estt. Officer

Forwarded by Controlling Officer