

Eastern Railway
17, Netaji Subhas Road
Fairlie Place
Kolkata -700001

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

Kolkata, Dated: 01.09.2025

PCME, PCE, PCEE, PCMM, PCOM, PCMD, PCCM, PCSTE
CSTE(Con), Sr.DGM, Secy.to GM, DGM(G),
Dy.CPO(NG), CPRO, SPO(Engg)
APO(Rectt.), APO(Con), APO/(RP & Ptg. & Sty.), APO(HQ), APO(Co-Ord.), APO(Gaz.)

Sub:- Selection for formation of panel of **76** nos. of Jr. Clerk-Cum -Typist in Level-2 against $33\frac{1}{3}\%$ promotional quota from staff with Level-1 (erstwhile Gr. "D") in HQ Offices.

Vacancy:- 76 (UR- 60, SC-9, ST-7)

(04 PwBD vacancies earmarked for VI-1, HI-1, LD-1, MD-1)

In terms of instructions contained in Railway Board's letter no. 2025/E(RRB)/25/14 dated 21.08.2025, it has been decided 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 working in Level-

1(erstwhile Group "D") against posts controlled by Headquarters or having lien at HQ (Except Accounts & RPF Department) through General Selection. The examination will be held shortly. The supplementary selection will be governed under Para 223 of IREM, Volume-I (Revised edition). The venue and final date of examination will be notified separately.

Eligibility condition:

Applications are invited from the staff working in Level-1 (erstwhile Group "D"), who are borne on the Headquarters offices cadres including Printing Department (**Except Accounts & RPF Department**) and who have completed 02 years regular service as on the date of notification.

Mode of Selection:-

Selection will be made on the basis of competitive examination consisting of objective type multiple choice questions through Computer Based Test (CBT) mode with 100 questions + 10 questions on Rajbhasha. Overall 100 questions to be attempted. Questions on Rajbhasha are optional. The panel will be formed on the basis of CBT and Record of Service. Assessment under the heading Record of Service will be based on entries in the Service Book/personal file regarding academic/technical qualifications, awards/punishments, etc. The competitive examination will be of **2 (two) 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.** The promotion of the selected candidates to the post of Jr. Clerk-Cum-Typist in Level 2 will be provisional and they will also be required to pass the prescribed typewriting proficiency test at the rate 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. Exemption from passing the typewriting test will be governed as per extant instructions issued from time to time.

Syllabus for the above exam is 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's website.

All staff sections of concerned departments should carefully check the eligibility of the optees for the post of Jr. Clerk-Cum-Typist in Level-02 keeping the above instructions in view. The controlling officer should compulsorily indicate in Annexure II by clearly stating that the candidate concerned is **"eligible"** or **"not eligible"**.


01.9.25

Applications with the following deficiencies will be summarily rejected:-

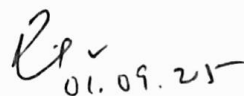
- a. Incomplete applications
- b. Unsigned applications
- c. Application signed in Capital letters
- d. Applications not forwarded through controlling Supervisory Officials & without signature
- e. Candidate who does not fulfill the terms & conditions stipulated above need not apply.

Mobile phone and digital watch in the examination hall is strictly prohibited. If any candidate is found in possession of Mobile phone or digital watch in the examination hall, his candidature will be cancelled straightaway.

It is, therefore, requested to invite option from among the eligible staff working under your departments within **17.09.2025** and their application in prescribed proforma in duplicate (**Annexure-I**) along with statement (**Annexure-II**), should be sent to Misc. Section /PCPO's Office by **22.09.2025** positively through special messenger. If no application is received at your end, a 'NIL' statement may be communicated positively. 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 stated above


01.09.25

(Md. Tarique)
Dy. Chief Personnel Officer (HQ)
For Principal Chief Personnel Officer

Proforma Application forwarded for selection to the post Jr. Clerk Cum Typist in Level-2 against 33 1/3% promotional quota of HQ Office.

I do hereby volunteer for applying for the post of Jr. Clerk Cum Typist in Level-2 against 33 1/3% promotional quota of HQ Office as notified vide PCPO/E. Rly's Notification No.E 1140/2/Misc./Selection/Group "D" to Group "C" dated.01.09.2025 duly accepting all the terms & conditions mentioned therein. I confirm that my personal/service details are as follows:

1.	Name	
2.	Father's Name	
3.	Employee No.	
4.	HRMS ID	
5.	Date of Birth	
6.	Date of Appointment	
7.	Community (UR/SC/ST)	
8.	a) PwBD (Category), if any	
	b) Whether scribe required (if yes, required documents need to be attached.)	
9.	Department/ Office	
10.	Academic Qualification	
11.	Present Designation	
12.	Present Pay Level	Substantive :- MACP, if any :-
13.	e-mail Address & Mobile No.	
14.	Name of the unit/ office where lien is maintained	
15.	Total period of regular service	
16.	Option for Medium in CBT : Tick your choice.	ENGLISH/ HINDI

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled and / or I may be taken up under D&A Rules.

Date:

Signature of the Applicant

Certified that the above employee submitted the application before the cut-off date in this office and the above service particulars are found correct as per the record available in this office.

Date:

Signature of the Controlling Officer

[Handwritten Signature]

ANNEXURE-II

Application forwarded for selection to the post Jr. Clerk Cum Typist in Level-2 against 33 1/3% quota of HQ Office.

Sl. No.	Name & Designation.	Level	Community.	Date of Birth	Date of Appointment	Qualification	Eligible/ Not eligible	Remarks
1.	2.	3.	4.	5.	6.	8.	9.	10.

2.8.21
01.05.21

Signature of Establishment Officer