

EASTERN RAILWAY  
SEALDAH DIVISION

No-Estt.(Genl)/P.Br./CBT/SDAH

Sealdah, dated 01.09.25

MD/BRSH ,Sr.DEN/C,Sr. DCM,Sr.DMM,Sr.DME(Co)  
,Sr.DSTE,Sr.DME(DenHM)Sr.DEE/G, Sr.DEE/TRD, Sr.DEE/OP,  
Sr.DEE/EMU& Sr.DOM  
Eastern Railway, Sealdah

Sub: Selection for formation of --- NOS. of Jr. Clerk-Cum- Typist in Level-2  
against 33-1/3% promotional quota from staff with Level-1(erstwhile  
Gr."D" in Personnel Branch under Sr. DPO/SDAH.

In terms of 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 33-1/3% departmental promotional quota from amongst staff working in Level-1(erstwhile Gr.D) against posts controlled by Sealdah Division(except Engg. Deptt) or having lien at Sealdah(except Accounts& RPF) 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 seperately.The following vacancies as per communal break up in terms of pr. CPO/ER/Kolkata's Sl. No.155/2009 are as under:

| Sl.No.        | Department      | UR  | SC | ST | Total Vacancy                                          | Remarks                               |
|---------------|-----------------|-----|----|----|--------------------------------------------------------|---------------------------------------|
| 1.            | Personnel       | NIL | 01 | 05 | 06                                                     |                                       |
| 2.            | Commercial      | 01  | 00 | 00 | 01                                                     |                                       |
| 3.            | Store           | 01  | 01 | 01 | 03                                                     |                                       |
| 4.            | Mechanical(C&W) | 00  | 01 | 01 | 02                                                     |                                       |
| 5.            | Sig. & Telecom  | 05  | 01 | 00 | 06                                                     |                                       |
| 6.            | Electrical      | 04  | 01 | 01 | 06                                                     |                                       |
| 7.            | Operating       | 00  | 00 | 02 | 02                                                     |                                       |
| 8.            | Medical         | 01  | 00 | 00 | 01                                                     |                                       |
| Total Vacancy |                 | 12  | 05 | 10 | 27<br>(02 PwBD vacancies earmarked<br>for VI-1 & HI-1) | PWBD(VI)<br>is eligible<br>for scribe |

**Eligibility condition:**

Application is invited from the staff working in Level-1(erstwhile Gr.D), who are born on Sealdah Division offices cadre (except Accounts & RPF) and who have completed 02 years regular service in the **eligible category** as on the date of notification.

**Mode of selection:**

Selection will be made on the basis of competitive examination consisting of objective multiple choice question through computer based test(CBT) mode with 100 questions + 10 questions on Rajbhasha.Overall 100 questions to be attempted. Question 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 Service Book/personal file regarding academic/technical qualifications, awards/punishments, etc.**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 among 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

  
01/9/25

w.p.m in English or 25 w.p.m in Hindi within a period of two 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".

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.

Name of Eligible Categories: Designation

- 1.(A) Office Peon(General Asstt.) of all Departments( B) Record Sorter, C) Gestetner Operator
2. Assistant of all Departments as Per revised designation of erstwhile Gr.D (Pr.CPO SL.No.247/2018) with substantive GP.Rs.1800/-in Level-1 who have completed minimum 2 years of continuous regular service in Level-1 as on the date of notification in present category are eligible to apply for the selection [IREM Vol-1 para 174(1) (i)] 2009 Edition.
3. Hospital attendant & Ayah(HA)(Medical Deptt.)
4. All Type of designated Asstt.- Helper, whose lien maintained at SDAH Division.
5. Safaiwala(HKA), 5. Bhisty(Medical, C&W), 6. Store Khalasi, 7. F.W. Attendant
8. Callman, 9. Chowkidar, 10. FerroKhalasi, 11. Record Sorter, 12. Canteen Boy
13. Mali(AH)(Except Transp. Deptt.), 14. Chain Man, 15. Retiring Room Bearer(Elec.)
16. Oil Man(Loco), 18. Caretaker, 19. Khalasi, 20. valve man under SSE(W),

It is, therefore, requested to invite option from among the eligible staff working under your department and their application in prescribed proforma in duplicate (Annexure-1) along with statement (Annexure-II) duly filled in candidates own handwriting alongwith attested copies of certificates in support of educational attainment, cast certificate, should be submitted to the respective Establishment sections under Sr. DPO/SDAH by 17.09.2025 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.

Ch.OS of the respective Estt. Section will forward the same after checking the correctness and stating **Eligible/Not Eligible** with " **Inter-se seniority**" will be drawn as per their service in the particular grade with soft copy (in Excel format) alongwith a forwarding letter to be send to Ch.OS/Estt(Genl.)/SDAH on or before **22.09.2025 at 17:00 hrs** and also to certify the genuineness of the details/documents and forwarded the same in a bunch (**Not In a piece-meal manner**).

\*Result out of written exam. of Jr. Clerk (33.33%-PRQ) of engineering deptt. is awaited due to pending court case. For this reason, vacancy of Engg. Deptt. is not shown.

\*Track Maintainers are not eligible as per pr. CPO/ER/Kol's Sl.No.23/2013 and Asstt. Track Machine(Helper), Helper under TMO wings are also not eligible.

Divisional Personnel Officer  
f. Divisional Personnel Officer  
Eastern Railway, Sealdah

Copy to DPO-II, All APOs/SDAH, Ch.Oss & Ch.S&W/SDAH for information and necessary action please. It is also requested to circulate the notification among the Gr. D staff(O.A) of personnel Branch.

Divisional Personnel Officer  
f. Divisional Personnel Officer  
Eastern Railway, Sealdah

**ANNEXURE –I**

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

I do hereby volunteer for applying for the post of Jr. Clerk Cum Typist in Level-2 against 33 1/3% quota of HQ Office as notified vide PCPO/E. Rly's Notification No.E 1140/2/Misc./Selection/Gp.D to Gp. 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.  | PWBD (Category), If any                                                                                                            |                                              |
| 9.  | Department/Office                                                                                                                  |                                              |
| 10. | Academic Qualification                                                                                                             |                                              |
| 11. | Present Designation                                                                                                                |                                              |
| 12. | Present Pay Level                                                                                                                  | Substantive:-<br>MACP, if any:-              |
| 13. | e-mail Address & Mobile No.                                                                                                        |                                              |
| 14. | Name Lien maintained unit                                                                                                          |                                              |
| 15. | Total period of regular service from 01.09.25<br>(Dt. Of notification)                                                             |                                              |
| 16. | Option for Medium in Written Examination:<br>Tick your choice                                                                      | ENGLISH/ HINDI                               |
| 17. | Department priority:<br>(It is mandatory that all notified departments must be indicated as per priority SL. No. by the applicant) | 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8. |

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

**EASTERN RAILWAY**

**(FOR WIDE CIRCULATION)**

No. Estt(Genl)/P.Br./CBT/2025

Dated: 03.09.2025.

All Concerned  
E.Railway, Sealdah.

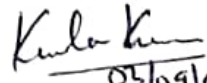
Sub: Selection for formation of panel for the post of Jr. Clerk-Cum-Typist in Level-2 against 33-1/3% promotional quota from staff with Level- 1 (erstwhile Gr."D" in Personnel Branch under Sr. DPO/SDAH.

Ref: This office notification of even no. dated 01.09.2025.

In continuation to this office notification bearing no. Estt.(Genl.)/P.Br./CBT/SDAH dt.01.09.2025, it is informed that the post of P.Man-B has been included as eligible category by tampering by some unknown person. It is mentioned that Pointsman-B is not eligible for selection of Jr.Clerk Cum Typist (L-2).

The list of eligible categories are furnished once again as under:

- 1.(A) Office Peon(General Asstt.) of all Departments( B) Record Sorter, C) Gestetner Operator
- 2.Assistant of all Departments as Per revised designation of erstwhile Gr.D (Pr.CPO SL.No.247/2018) with substantive GP.Rs.1800/-in Level-1 who have completed minimum 2 years of continuous regular service in Level-1 as on the date of notification in present category are eligible to apply for the selection [IREM Vol-1 para 174(1) (i)]2009 Edition.
- 3.Hospital attendant & Ayah(HA)(Medical Deptt.)
- 4.All Type of designated Asstt.- Helper, whose lien maintained at SDAH Division.
- 5.Safaiwala(HKA),5.Bhisty(Medical,C&W),6.Store Khalasi,7.F.W.Attendant
- 8.Callman,9.Chowkidar,10.Ferro Khalasi,11.Record Sorter,12.Canteen Boy
- 13.Mali(AH)(Except Transp. Deptt.),14.Chain Man,15.Retiring Room Bearer{Elec.)
- 16.OilMan(Loco),18. Caretaker.19.Khalasi,20.valve man under SSE(W).

  
(K.K.Sahay) 03/09/25

Sr. Divisional Personnel Officer  
Eastern Railway, Sealdah

EASTERN RAILWAY

No. Estt(Genl)/P.Br./CBT/2025

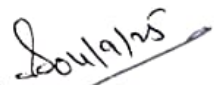
Dated: 04.09.2025.

All Concerned  
E.Railway,Sealdah.

Sub: Selection for formation of panel for the post of Jr. Clerk-Cum-Typist in Level-2 against 33-1/3% promotional quota from staff with Level- 1 (erstwhile Gr."D" in Personnel Branch under Sr. DPO/SDAH.

Ref: This office notification of even no. dated 01.09.2025.

In continuation to this office notification bearing no. Estt.(Genl.)/P.Br./CBT/SDAH dt.01.09.2025,it is informed that in the 4<sup>th</sup>. line under para-1 the contents i.e.(except Engg. Deptt.) was mentioned inadvertently which should be **deleted** and also it is hereby mentioned that the eligible staff of engineering department as mentioned in the notification may submit their application subject to fulfillment of all terms and condition as per the said notification.

  
Assistant Personnel Officer/I  
f. Divisional Personnel Officer  
Eastern Railway, Sealdah

ANNEXURE-II

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

| Sl. No. | Name & Designation | Level | Community | Date of Birth | Date of Appointment | Qualification | Eligible/Not eligible | Remarks |
|---------|--------------------|-------|-----------|---------------|---------------------|---------------|-----------------------|---------|
| 1       | 2                  | 3     | 4         | 5             | 6                   | 7             | 8                     | 9       |
|         |                    |       |           |               |                     |               |                       |         |
|         |                    |       |           |               |                     |               |                       |         |
|         |                    |       |           |               |                     |               |                       |         |

Signature of Establishment Officer