

SOUTH CENTRAL RAILWAY

Office of the Divl.Rly.Manager  
Personnel Branch, 4<sup>th</sup> Floor  
Sanchalan Bhavan, Secunderabad

No. SCR/P-SC/210(a)/ET/TNC

Date: .01.2012.

All Concerned.

Sub: Selection to the post of Train Clerks in PB-1 ₹,5200-20200 with Grade Pay ₹ 1900 against 33 1/3% Promotional Quota to be filled by Non-Matriculate employees in GP ₹.1800 of Operating department - Secunderabad Division.

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It is proposed to fill up vacancies (UR-5, SC-1, ST-Nil) in the category of Train Clerks in PB-1 ₹.5200-20200 with Grade Pay ₹.1900 against 33 1/3% Promotional Quota Operating department, Secunderabad division.

All the regular Points staff of Operating department in pay band of ₹.5200-20200 with grade pay of ₹.1800/- who have completed minimum 3 years of continuous regular service in grade pay ₹ 1800 in the present category are eligible to apply for the post of Train clerks in PB-1 ₹ 5200-20200 with Grade Pay ₹ 1900 against 33 1/3% promotional quota.

It may also be ensured that:

1. all the regular employees including SC/ST who have satisfactorily completed the 2 years period of probation in the recruitment grade only need to apply.
2. CL/Substitute service rendered after conferment of temporary status before regular absorption will be counted as service for appearing in the selection for promotion to the Group 'C' post subject to satisfactory completion of the period of probation of 2 years in regular employment.

(CPO/SC Lr.No.P(R)605/XI Dt.18.6.2009)

The employees selected and empanelled will have to undergo initial training course at ZRTI/MLY and their absorption as Train Clerks is subject to successful completion of the said training and also their being found fit in A-III medical classification. Applications in the prescribed proforma should be submitted duly filled in by the employees in their own hand writing and affixing a recent passport size photograph, attested by a Gazetted Officer. The selection would consist of written examination with duration of 3 hours within the following syllabus. The employees have an option to write the examination either in English or in Hindi. The employees who qualify in the written examination will become eligible for further stage of selection i.e., scrutiny of service records.

Syllabus for the written examination:

Part-'A' Questions intended to test the working knowledge in English.

Part 'B' General standard of intelligence and proficiency through questions in Mathematics and General knowledge mainly pertaining to Railway working and matters pertaining to subjects dealt by employees in various departments.

The Controlling Officers/Supervisors are advised to notify all the regular staff working in their units and toward the applications received from the eligible employees duly verifying the service particulars, in a sealed cover addressed to the Assistant Personnel Officer(T)/SC Division with an endorsement on the cover ` APPLICATION TO GROUP `C' POST OF TRAIN CLERK IN PB-1 ₹ 5200-20200 WITH GRADE PAY ₹ 1900 AGAISNT 33 <sup>1</sup>/<sub>3</sub> % PROMOTIONAL QUOTA OF OPERATING DEPARTEMNT /SECUNDERABAD DIVISION" so as to reach this office latest by 17.02.12.

Applications submitted direct to this office or without certification by the Controlling Officer/Supervisor shall not be considered.

Applications received after the last date shall not be considered under any circumstance.

The date of written examination for the eligible volunteers will be notified separately after scrutiny of the applications received and on publication of the list of eligible employees.

Sd/-  
(A.J.V.PRAKASH KUMAR)  
APO/T/SC  
for Divl.Rly.Manager/P/SC

PROFORMA  
APPLICATION FOR THE POST OF TRAIN CLERKS IN PB-1 ₹ 5200-20200  
WITH GRADE PAY ₹ 1900 ON SECUNDERABAD DIVISION AGAISNT  
33 1/3% LDCE QUOTA

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- 1 Name of the employee  
(in BLOCK LETTERS)
- 2 PF A/C No
3. Designation/station working at present
4. Date of Birth:
5. Date of Initial Appointment:
- 6 Date of Entry into GP ₹ 1800/-
7. Substantive post and Pay Band
8. Present post, Rate of Pay and Grade  
Pay
- 9 Date from which Officiating in present  
grade in regular/adhoc basis
10. Educational Qualifications (attested  
Xerox copy of the School certificate to  
be enclosed)
- 11 Whether belongs to SC/ST (Attested  
copy of the Caste certificate issued by  
an authority nominated for the purpose  
shall be enclosed)

Station

Date:

Signature of the Applicant

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No.

Station

Date:

Forwarded to Assistant Personnel Officer (T)/Sc with reference to  
letter No. SCR/P-SC/210(a)/ER/TNC, dt 17.02.12.  
The above service particulars are verified and certified as correct.

Office Stamp

Signature of the Forwarding Officer  
With stamp