



SOUTH CENTRAL RAILWAY  
Divisional Office, Personnel Branch,  
HYB Division, Hyderabad Bhavan, Secunderabad.

No.SCR/P-HYB/212/E-Admn/Junior Clerk-cum-Typist/33 1/3% Deptl Quota

Dt. 18.08.2021

**NOTIFICATION**

Sub:- Selection to the post of Junior Clerk-cum-Typist in Level-2 of 7<sup>th</sup> CPC Pay Matrix against 33 1/3% Departmental Quota in HYB division.

\* \* \*

It is proposed to fill up seven vacancies (UR-4 & ST-3) in the category of Junior Clerk-cum-Typist in Level-2 of 7<sup>th</sup> CPC Pay Matrix against 33 1/3% Departmental Quota in HYB division by calling for volunteers from Erstwhile Gr D staff of all departments of HYB Division (except RPF and Accounts departments) who fulfill the following eligibility criteria as on the date of notification.

1	Eligibility	<ol style="list-style-type: none"><li>1. All the regular erstwhile Group "D" staff in Level-1 of 7<sup>th</sup> CPC Pay Matrix such as Peons/Office Boys, Daftries/Jamedar Peons/Record Sorters of all departments, Lascars of Civil Engineering Department &amp; Watchmen attached to Civil Engineering Department and Signal &amp; Telecommunication Department.</li><li>2. Safaiwalas of Medical department of Hyderabad Division who have completed two years of continuous/regular service in the relevant grade on successful completion of probation period. [In terms of PCPO/SC's letter No. P[R]535/X dated 10.08.2017]</li><li>3. Erstwhile Group D staff working in Construction Organisation and whose lien is maintained in HYB Division.</li><li>4. Track Maintainers and Store Watchmen of Civil Engineering Department <i>are not</i> eligible to apply.</li></ol>
2	Service conditions	<ol style="list-style-type: none"><li>a) All regular employecs in erstwhile Group D categories who have completed two years continuous service in the relevant grade on successful completion of probation period irrespective of the fact whether such staff belong to GEN/OBC/SC/ST [In terms of PCPO/SC's S.C.No. 58/2017]</li><li>b) CL/Substitute service rendered after conferment of temporary slatus before regular absorption will be counted as service for appearing in the selection for promotion to Group 'C' posts subject to satisfactory completion of the period of probation of 2 years in regular empanelment.</li><li>c) In case of employees who joined HYB division on request, the service rendered in the old unit will count in the new seniority unit provided he/she is otherwise eligible to be considered for the selection to Group 'C' and the category in which he/she was working in the old unit is an eligible category for selection to the post of Junior Clerk-cum-Typist subject to the condition that the service so counted does not exceed the length of service of his/her immediate senior in the new seniority unit.</li><li>d) Typewriting skill (30 w.p.m in English or 25 w.p.m in Hindi) is pre-requisite for appointment as Jr.Clerks. The successful volunteers will be promoted on provisional basis and they are required to acquire the Typewriting skill within a period of two years from the date of promotion, to qualify the prescribed Typewriting Test and if they fail to qualify the typewriting Test within the said period they will be liable to be reverted. {Authority: Para 189 (iii) of IREM, Vol.I}</li></ol>
3	Syllabus	<p>Part A : To test the working knowledge in English Language.</p> <p>Part B : To test General standard of Intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and also matters immediately pertaining to ther work the employee is acquainted with during his service. {Authority: Para 189 (i) of IREM, Vol.I}</p> <p>Official Language - Policy and Rules. [Optional]</p>

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4	Model Question Bank	The Model Question Bank is available on S.C.Railway Website - <a href="http://www.scr.indianrailways.gov.in">www.scr.indianrailways.gov.in</a> The Model Question Bank is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest rules/circulars/policies.
5	Mode of examination	<p>a) The selection consists of a written examination followed by perusal of service records.</p> <p>b) In terms of PCPO/SC's S.C.No.212/2018, the following guidelines are issued to the candidates appearing for departmental examinations.</p> <ol style="list-style-type: none"> <li>1. The question paper will henceforth be 100% Objective Type.</li> <li>2. All the questions will be of multiple choice only.</li> <li>3. To ensure the authenticity of the answers, cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for Answer having correction/overwriting.</li> <li>4. There shall be no negative marking for incorrect answers in terms of Railway Board's letter no. E(NG)I/2018/PM1/4 dated 14.11.2019 [RBE No. 194/2019].</li> <li>5. The test will have 110 questions. 10 questions (optional) will be on Rajbhasha. If the candidate answers more than 100 questions, the first 100 attempted questions will count.</li> <li>6. The duration of examination is 90-120 minutes.</li> <li>7. In terms of Para 4.1 of Railway Board's letter no. E(GP)2001/2/32 dated 07.07.2014 circulated as CPO/SC S.C. No. 74/2014), any distinguishing mark on the answer script would make the answer script invalid.</li> <li>8. Further it is also advised that the candidate should use either blue or black ink pen/ ball pen and all the answers should be answered with the same colour.</li> </ol> <p>c) Question Paper will be issued in bilingual i.e., in English and Hindi.</p>
6	Empanelment	<ol style="list-style-type: none"> <li>1. The final panel shall be drawn up in the order of <i>inter se</i> seniority of the qualified employees based on aggregate marks of Written Test and Record of Service. However, the employees must secure minimum of 50% marks in Written Test' and 50% marks in aggregate, for being placed on the panel.</li> <li>2. Formation of Panel shall be provisional and is subject to the outcome of ongoing litigations/court cases on the subject.</li> <li>3. Should be found fit in prescribed medical classification at the time of empanelment.</li> </ol>
7	Other conditions	<p>A) The selected employees are liable to be posted anywhere on HYB division</p> <p>B) A declaration to that effect should be given by the volunteers which is incorporated in the application.</p>
8	How to Apply	<ul style="list-style-type: none"> <li>➤ The eligible employees should submit the application in the prescribed format [Annexure 'A'] on good quality A-4 size paper using one side only, through proper channel.</li> <li>➤ They should fill up the application form in their own writing with blue/black ink ball point pen only.</li> <li>➤ All the relevant columns in the application should be filled and strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/officer wherever required.</li> <li>➤ Employee should affix his/her recent passport size photograph on the application which shall be attested by controlling supervisor concerned.</li> </ul>
8	Important Dates	<p>Last date for receipt of applications in this office - <b>17.09.2021</b></p> <p>Date of publication of Eligibility List - <b>06.10.2021</b></p> <p>Tentative Date of Written Examination - <b>06.11.2021</b></p> <p>The Venue and time of the written examination will be advised separately.</p> <p><b>NOTE:-</b> As this selection is being held by calling volunteers, <u>there will be no supplementary examination.</u></p>

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{Page No. 3 of DRM(P)HYB's Letter No.SCR/P-HYB/212/E-Admn/Junior Clerk-cum-Typist/33 1/3% Deptl Quota dated 18.08.2021}

Wide publicity should be given to this notification amongst the eligible staff of all the departments. The controlling officer/supervisor concerned shall give wide publicity to this notification amongst the eligible staff working under their control under clear acknowledgement and the same may be forwarded to this office without fail.

A copy of this notification should be displayed on a notice board at a conspicuous place. All the Supervisors concerned should ensure the same.

Staff who are on deputation/leave/sick should also be notified to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned supervisor to bring the notification to the notice of staff on deputation/leave/sick under clear acknowledgement and a copy of which may be sent to this office for record.

If any complaint is received from the employees for not being notified of the above said notification, Supervisory staff concerned will be held responsible.

In terms of Railway Board's letter no. E(NG) 1-72/PM 1-166 dated 26.06.1972 (PCPO/SC's S.C.No. 213/72), the Supervisors concerned have to furnish a certificate that "the eligible employees were duly notified of the above notification and asked to submit their applications duly giving their willingness" and forward the same to the undersigned. It is the personal responsibility of the Supervisor concerned to complete the formality in this respect.

Controlling Officers should forward the applications received from staff in one bunch with covering letter addressed to APO/T/HYB on or before the last date. Applications received after last date or other than in prescribed proforma will not be considered.

**This Notification is available on S.C.Railway Website - [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in) -> About Us-> Divisions ->Hyderabad ->Personnel**

This has the approval of competent authority.

Encl:- Proforma of Application

G. Lakshmi Suresha 18-8-21

(जी. लक्ष्मी सुरेशा / G.LAKSHMI SUREKHA)

कायि/बा/ APO(T)

कृते बरि.मंकायि for Sr DPO/HYB

C/- All Branch Officers and Supervisors concerned for information and necessary action.

C/- Dy.CVO(P)SC for information.

C/- Ch OS/Confidential section for information and necessary action.

C/- Divisional Secretaries/SCRES, SCR MU, AISCSTREA and SCROBCEA/HYB for information.

G. Lakshmi Suresha

कृते:मरेप्र (का)/हे.बाद/for DRM(P)/HYB

**ANNEXURE 'A'****APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-TYPIST IN LEVEL-2 OF  
7<sup>th</sup> CPC PAY MATRIX AGAINST 33 1/3% DEPARTMENTAL QUOTA  
IN HYB DIVISION**

Affix recent  
Passport size  
photograph  
duly attested  
by controlling  
supervisor

1	Name (in block letters)	
2	Father's name	
3	Community (Attested copies should be enclosed)	
4	P.F.No	
5	Present Designation, Level in Pay Matrix (7 <sup>th</sup> CPC)	
6	Present Unit	
7	Date of Birth	
8	Date of Appointment	
9	Appointed as	
10	Date of attaining Temporary Status (in case of CLs/Substitutes)	
11	Date of Regularisation	
12	Regularised as & Unit (Specify the capacity & the unit in which regularised)	
13	Whether granted financial up gradation under MACP Scheme? (If yes, enclose a copy of the office order/Memorandum granting financial benefit)	
14	Date of entry into present grade	
15	Educational qualifications (academic) (attested copies of certificates to be enclosed)	
16	Technical qualifications (attested copies of certificates to be enclosed)	
17	Mobile No.	

I hereby declare that the particulars furnished above by me are true to the best of my knowledge. I am aware that if the particulars furnished by me are found to be false, my application will not be considered. I am aware that in the event of my empanelment for the post of Junior Clerk-cum-Typist, I am liable to be posted anywhere in HYB Division and shall progress further in Ministerial cadre only and I will not seek repatriation to my substantive post/unit/department. I am aware that I will be liable for disciplinary action under D&A Rules, in case any information furnished by me is proved to be false at a later date.

Date:

Office/Unit

Signature of applicant

Forwarded to APO/T/HYB with reference to DRM(P)HYB's Notification vide letter no.SCR/P-HYB/212/E-Admn/Junior Clerk-cum-Typist/33 1/3% Deptl Quota dated 18.08.2021.

Certified that the service particulars furnished by the employee have been verified and found correct.

Signature of Immediate Supervisor  
with Date, Designation and Stamp