दक्षिण मध्य रेलवे / SOUTH CENTRAL RAILWAY

नांदेड मंडल / NANDED DIVISION

मंडल कार्यालय/ नांदेड,कार्मिक शाखा/ Divisional Office, Personnel Branch, Nanded-431605

No. SCR/P.NED/212/Admn-Cad/33 1/3%/Vol-II दिनांक/ Date: 24.04.2023

NOTIFICATION

Sub: - Selection to the post of Junior Clerk-Cum-Typist in Level-2 of 7th CPC Pay Matrix against 33 1/3% Departmental Quota in NED Division.

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It is proposed to fill up of 08 (eight) vacancies (UR-08, SC-Nil, ST-Nil,) in the category of Junior Clerk-Cum-Typist in Level-2 of 7th CPC Pay Matrix against 33 1/3% Departmental Quota in General Pool on NED Division.

1	Eligibility	**a)** All the regular erstwhile Group 'D' staff in Level-1 of 7th CPC Pay Matrix such as office Peon of Personnel, Mechanical, Commercial, Electrical, Operating, S&T, Statistical, Medical department and watchman in Civil Engg. Department of Nanded division. **b)** Track Maintainers of Civil Engineering department are not eligible to apply.
2	Service conditions	**a)** All regular employees 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 belongs to GEN/OBC/SC/ST [In terms of PCPO/SC's S.C.No. 58/2017] **b)** 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 Group 'C' posts subject to satisfactory completion of the period of probation of 2 years in regular empanelment. **c)** Typewriting skill (30 w.p.m in English or 25 w.p.m in Hindi) is pre-requisite for appointment as Jr. Clerk. 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 quality the prescribed Typewriting Test and if they fail to quality the typewriting test within the said period they will be liable to be reverted. [Authority: para 189(iii) of IREM, Vol.I]
3	Syllabus	Part A: To test the working knowledge in English Language. 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 their work the employee is acquainted with during his service. [Authority: Para 189 (i) of IREM, Vol.I] Official Language- Policy and Rules.{Optional}
4	Model Question Bank	The Model Question Bank is available on S.C. Railway Website-www.scr.Indianrailways.gov.in 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	Empanel-ment	**a)** The final panel shall be drawn up in the order of inter 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. **b)** Formation of panel shall be provisional and is subject to the outcome of ongoing litigations/court cases on the subject. **c)** Should be found fit in prescribed medical classification at the time of empanelment.

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6	Mode of examination	**A)** The selection consists of a written examination followed by perusal of service records. **B)** In terms of PCPO/SC's S.C.No. 212/2018, the following guidelines are issued to the candidates appearing for departmental examinations. a) The question paper will henceforth be 100% objective type. b) All the questions will be of multiple choice only. c) 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. d) 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]. e) 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. f) The duration of examination is 90-120 minutes. g) 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 marks on the answer script would make the answer script invalid. h) 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. **C)** Question paper will be issued in bilingual i.e. in English and Hindi.
7	Other conditions	1. The selected employees are liable to be posted anywhere on NED Divn. 2. A declaration to that effect should be given by the volunteers which is incorporated in the application.
8	How to Apply	> 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. > They should fill up the application form in their own writing with blue/black ink ball point pen only. > 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. >Employee should affix his/her recent passport size photograph on the application which shall be attested by controlling supervisor concerned.
9	Important Dates	Last date for receipt of applications in this office- **23.05.2023** Date of publication of Eligibility List- **22.06.2023** Tentative Date of Written Examination – will be decided later. This may be treated as alert notice for written examination. The Venue and time of the written examination will be advised separately. **NOTE:** -As this selection is being held by calling volunteers, there will be no supplementary examination.

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.

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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 DPO/Co-ord/NED 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 Nanded Division website – https://SCR.indianrailways.gov.in>about us>Division>Nanded>Personnel

This has the approval of competent authority.

Encl: Annexure-A (Proforma of Application)

(विश्वनाथ एस .पी/Viswanath S.P.)
सहायक कार्मिक अधिकारी/APO/NED
कृते मंडल कार्मिक अधिकारी/ समन्वय/नांदेड/ (for DPO/Co-ord/NED

C/- ADRM/NED for kind information.
C/- Dy.CVO(P)/SC for kind information.
C/- All Branch Officer and Supervisors concerned for information and necessary action.
C/- OS/Confidential section for information and n/a.
C/- DS/SCRES, SCRMU, AISCTRE/Assn. Nanded.

कृते मंडल कार्मिक अधिकारी/ समन्वय/नांदेड/ (for DPO/Co-ord/NED

LAST DATE: 23.05.2023

Annexure - 'A'

Affix recent Passport size Photograph duly Attested by Controlling Supervisor/ Officer

Sub: -Application for the post of Junior Clerk-cum-Typist in Level-2 of 7th CPC Pay Matrix against 33 1/3% Departmental Quota in NED Division.

Ref: Notification no. SCR/P.NED/212/Admn-Cad/33 1/3%/Vol-II, dt: 24.04.2023

1) Name of the Candidate (S/Sri/Smt) (In Block letters) :

2) PF No. :

3) Present Designation :

4) Level & Grade Pay :

5) Present Office/Unit/Station :

6) Date of initial appointment & Design. :

7) Date of Birth :

8) Date from which officiating in present Grade in regular/adhoc basis if any :

9) Educational Qualification :

(Attested Copy of Certificates to be attached)

10) Whether belongs to SC/ST :

(Attested copy of Caste Certificate to be enclosed)

11) Mobile No. :

12) Email ID. :

Date:

Station:

Signature of the Applicant

No. Date:

The above service particulars are verified and found correct. Forwarded to DPO/Co-ord/NED for further action please.

Station:

Date:

Signature of the
Controlling Supervisory official.