

SOUTH CENTRAL RAILWAY



Office of the
Divisional. Railway Manager,
Personnel Branch,
Secunderabad Division,
4th Floor, Sanchalan Bhavan,
Secunderabad - 500 071.

No.SCR/P-SC/212/EP/Promotion/Jr.Clerk 16^{2/30}%

Date: 01.05.2023

CMS/SC, Sr.DME/Co-ord/SC, Sr.DME/DSL/KZJ, Sr.DEnHM/SC, Sr.CDO/SC, Sr.DEN/Co-ord/SC, Sr.DSTE/SC, Sr.DOM/SC, Sr.DCM/SC, Sr.DEE/TRSO / SC, Sr.DEE/M/SC, Sr.DEE/TRD/SC, Sr.DEE/ELS/LGD, Sr.DEE / ELS / KZJ, Sr.DSO/SC, Dy.CSTE/P/SC, SPO/C/SC, SPO/RE/SC.

NOTIFICATION

Sub:- Formation of panel for filling up the post of Jr.Clerk-cum Typist(i.e erstwhile Gr.'D' to Gr.'C') in Level-2 of 7th CPC Pay Matrix, against 16^{2/30}% quota to be filled by employees of Secunderabad Division calling volunteers from all Departments of Secunderabad Division (Except Security & Accounts Department)

1. It is proposed to conduct a selection for formation of panel for promotion to the post of Jr.Clerk-cum Typist (i.e erstwhile Gr.'D' to Gr.'C') in Level-2 of 7th CPC Pay Matrix, against 16^{2/30}% quota in Personnel Department of Secunderabad Division. The details of vacancies are as under:

Category	UR	SC	ST	PwBD	Total
Jr.Clerk-cum Typist	02	Nil	01	01 (VH) Blind/Low Vision	04

2. Applications are invited from the eligible serving employees fulfilling the following eligibility criteria
3. **Eligibility and Service conditions of staff:** Regular office staff in Level-1 of 7th CPC Pay Matrix such as peons/office boys/Duftaries / Jamedar Peons, Record Sorters, Lascars of Civil Engineering Department and Watchmen, Survey Khalasis attached to Civil Engineering Department and S&T Department, Ferro Printers in Level-1 of 7th CPC Pay Matrix of Civil Engineering, S&T, Electrical and Mechanical Department and Lascar, Stores Lascar of Electrical TRS and TRD departments, except Accounts and Security Department of Secunderabad Division and also regular office staff working in Construction Units etc, belonging to the above categories whose lien is maintained in the departments of Secunderabad Division and who have completed minimum 2 years of continuous regular service in Level-1 of 7th CPC Pay Matrix as on date of issue of notification in the present category are eligible to apply for the post of Junior Clerk-cum- Typist in Level-2 of 7th CPC Pay Matrix against 16^{2/30}% quota of Secunderabad Division.

- 3.1 As per RBE No. 157/2015, staff should possess the qualification of 12th (+2) class or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of ST employees. However existing employees who are in service as on **17.12.2014** with pre-revised qualification i.e. Matriculation are also eligible to volunteer, irrespective of the fact whether they are Gen/OBC/SC/ST/Ex-Servicemen as per the extant Procedure.

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Self attested copies of educational qualifications shall be enclosed with the application.

- 3.2 All regular employees including SC/ST who have satisfactorily completed the 2 years period of regular service in the recruitment grade only need to apply.(RBE No.38/2017)
- 3.3 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.
- 3.4 In case of employees joined SC division on transfer, 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 Jr.Clerk-cum-Typist subject to the condition that the service so counted does not exceed the length of service of their immediate senior in the new seniority unit.
- 3.5 A typing skill (30w.p.m in English or 25 w.p.m in Hindi) is pre-requisite for promotion as Jr.Clerks. The successful volunteers are required to acquire the typing skill within a period of two years and their promotion will be provisional subject to acquiring the prescribed typing skill within the stipulated period. In case of their failure to qualify in typewriting test within the stipulated period, they are liable to be reverted.

4 MODE OF SELECTION , EMPANALMENT AND QUALIFYING MARKS
(Para-189 of IREM)

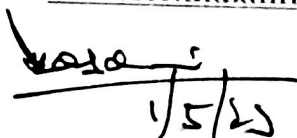
Factors/Headings	Weightage on Max. Marks
Written Test	85
Record of Service	15
Total	100

- 4.1 Written Test:- The ability of the employees in the field of selection will be adjudged through written test only. The employees must secure 50% of marks in written test.
- 4.2 The relaxation applicable to PwBD candidates will be applicable as per the rules/instructions in vogue.
- 4.3 Distribution of Marks under Head of Record of Service. (S.C.Rly's Lr.No. P(R) 605/XI dt.22.08.2007)

Service Register (Awards/Punishments)	10 Marks (max)
For Academic/Tech. Qualifications	05 Marks (max)

- 4.4 The final panel should be drawn up in the order of merit of the qualified employees based on aggregate marks of 'Written Test and Record of Service'. However, the employees must secure a minimum of 50% marks in 'Written Test' and 50% marks in aggregate, for being placed on the panel.

5. **Syllabus:** Sample Questions are placed in the SCR Web site-
www.scr.indianrailways.gov.in


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Syllabus comprising the following:

- a) English Language
- b) General Knowledge mainly pertaining to Railway matters and matters pertains to work
- c) Arithmetic
- d) General Intelligence
- e) Official language policy and Rules

6 Procedure for written examination:

- 6.1 In terms of Railway Board's Lr.No.E(NG)I/2018/PM1/4, dated 14.12.2018(RBE No.196/2018), CPO/SC's S.C.No.212/2018, the written examination consists of 100% objective and all the questions will be of multiple choice only.
- 6.2 There shall be negative marking for incorrect answers. 1/3rd of marks allotted for each question will be deducted for wrong answers. (RBE No.194/2019)
- 6.3 Cutting, over writing, erasing or alteration of any type in the answer will not be evaluated. No marks will be given for answer having correction or overwriting.
- 6.4 The written examination will be either in the mode of computer based test or pen and paper. If the written examination is not the computer based test it may be conducted on OMR sheets

7 Sample Questions:

- 7.1 In terms of Railway Board's Lr.No.E(NG)I-2006/PM1/34, dated 06.11.2006, CPO/SC's S.C.No.196/2006, sample Questions covering the complete syllabus can be downloaded from the official website of www.scr.indianrailways.gov.in
- 7.2 Sample questions are only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest Rules/circulars/policies.

8 Date and Venue of Examination:

8.1 Important dates:

Last date of submission of applications	17.05.2023
Tentative Date of publication of eligibility	23.05.2023
Tentative Written Examination date	24.06.2023
Note: There shall be no Supplementary Exam. Since the selection is by calling volunteers	

- 8.2 The venue and time of examination will be intimated separately. However, it is advised that there will be no supplementary examination to the absentees.

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- 8.3 The candidates may visit this Railway's official website i.e. www.scr.indianrailways.gov.in time to time for further information uploaded if any.

09. Notifying to the staff:

- 9.1 The controlling officer/supervisor shall give wide publicity of the notification to all the eligible staff under their control, and notification should be displayed at conspicuous place. It is the responsibility of controlling officer/supervisor to circulate the notification among the staff concerned.
- 9.2 In terms of Railway Board's Lr.No.E(NG)I-72/PM1/166, dated 26.06.1972, CPO/SC's S.C.No.213/72, the Senior Subordinate/Supervisor concerned has to furnish a Certificate that "the eligible candidates were duly notified of the holding of the test and asked to submit their applications duly giving their willingness" and forward the same to Sr.DPO/O/SC. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible employees. In case of non receipt of any communication the same may be obtained from the Personnel department or from the Controlling Officer. Any laxity in this regard will be viewed seriously.

10. How to apply:

- 10.1 The employees should submit the application in the prescribed format through proper channel enclosed as Annexure ' B '
- 10.2 The application should be on good quality of A-4 size using one side only.
- 10.3 They should fill up the application form in their own writing with blue or black ball point pen only.
- 10.4 All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/officer wherever required or otherwise same will not be considered.
- 10.5 Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.

11. Last date for submission of Applications :

The willing and eligible volunteers has to submit their applications in prescribed proforma to their controlling supervisors on or before **17.05.2023**. The controlling officer has to forward all the applications in one bunch to Sr.DPO/O/SC together with DAR/SPE/Vig. clearance on or before **19.05.2023**. Applications received after the due date or with incomplete information will be rejected.

Encl: As above.


(K.RASANA DEVI)
DPO-I/SC
for Sr.Divl.Personnel Officer/SC

ANNEXURE-B

Mobile No.	
MAIL ID	

**APPLICATION FOR SELECTION TO THE POST OF JUNIOR CLERK CUM
TYPIST IN LEVEL-2 OF 7TH CPC PAY MATRIX AGAINST 16^{2/30}% QUOTA OF
SC DIVISION.**

1. Name of the Employee :
2. PF No. :
3. HRMS ID :
4. Designation / Station :
5. Date of appointment :
6. Date of entry in to present Level :
7. Date of Birth(In Christian Era) :
8. Community : SC/ST/ UR/PwBD – (Specify the disability)
(In case of ST/PwBD attested copy of certificate to be enclosed)
9. Educational Qualifications:
(self attested Copies of Certificates to be enclosed)

Affix recent
photograph
attested by
controlling
supervisor

I hereby declare that the particulars furnished above 'are correct to the best of my knowledge. I am aware that I will be liable for disciplinary action in case any information furnished is proved to be false at a later date. In the event of my successful empanelment for the post of Jr.Clerk cum Typist and posted as such, I will not seek reversion to my substantive post and unit.

Date:
Station:

Signature of the Employee
Name :
Designation:

Forwarded to Sr.DPO/O/SC for further action

Letter No.

Date:

It is certified that the particulars furnished above by the employee are correct and verified with the records available in this office. There are no DAR/SPE/Vig cases pending/contemplated against him/her.

Date:

Signature of the Controlling Officer
Designation and Office Seal