दक्षिण मध्य रेलवे / South Central Railway

नांदेड मंडल / Nanded Division

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

SCR/P-NED/210(a)/Admn-cad/Sr.Clerk/ LDCE दिनांक/ Date: 12.03.2024

**All concerned**

**Sub:** Selection for promotion to the post of Sr. Clerk in Level-5 of Pay Matrix of 7th CPC against 13.33% LDCE quota on Nanded Division.

**Ref:** PCPO/SC's Serial Circular No.-69/2019 (RBE No.78/2019), dated 24.05.2019.

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It is proposed to conduct a Selection for promotion to the post of Sr. Clerk in Level-5 of Pay Matrix of 7th CPC against 13.33% LDCE quota, inviting applications from the serving Ministerial Staff of all departments except Accounts & RPF department in Nanded Division, South Central Railway.

1. **Vacancies:** 05 (UR-05, SC-00 & ST-00).
2. **Eligibility conditions:** All serving regular Ministerial staff of all department except Accounts & RPF departments possessing the educational qualification of Graduation having minimum two (02) years of regular service as on date of notification.
3. **Mode of selection:**

(i) The willing staff who satisfy the above prescribed conditions of eligibility will be subjected to a written examination.

(ii) The questions will be of graduate standards and the question booklet shall contain questions from General Awareness, Arithmetic, General Intelligence and Reasoning.

(iii) In terms of RBE No.194/2019, the question paper will be 100% objective type and of multiple choice only and the examination will be conducted on OMR sheet. There will be a negative marking in written examination where 1/3rd mark will be deducted for each wrong answer.

(iv) The duration of the examination will be 120 minutes.

(v) The written examination will be conducted in one stage.

(vi) The final panel should be drawn up in the order of merit based on marks aggregate of Professional ability and Record of Service. However, the must employees secure a minimum of 60% marks in Professional marks ability' and 60% in aggregate, for being placed on the panel with usual 10% relaxation of for SC/ST candidates. There will be no classification of candidates as Outstanding.

(vii) In case of successful empanelment based on the selection, such candidate for promotion to the post of Sr.Clerk in Level-5 will have to possess a speed of 30 W.P.M English or 25 W.P.M. in Hindi. Promotion may however typing be allowed on provisional basis and the staff concerned will be given 02 years time from the date of promotion to qualify the prescribed typewriting test.

(viii) Candidate must know that, since this is a general selection, there would not be any supplementary selection for not attending candidates.

(ix) The eligible candidates who fulfill the above prescribed eligibility conditions may submitted their applications through proper channel.

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4. In case, the service particulars furnished by the applicants are found incorrect/false, the candidature of the staff will be liable to be cancelled at any stage during and even after the completion of selection process.
5. Candidates should be in readiness to appear for the written examination, for which a separate alert notice shall be issued indicating the date, time and venue of examination.
6. Application should be submitted in Annexure- "A" format only (copy enclosed).
7. ***The last date of submission of Applications is 05.04.2024***. Applications received after 05.04.2024 should not be entertained by the controlling officers/supervisor. All supervisors should verify and certify the details, and forward the application to the respective Branch Officers by 08.04.2024. Further, concern Branch Officer should forward the same to the Sr.DPO's Office by 11.04.2024 without fail in one bunch only. No application will be entertained after 11.04.2024.
8. The syllabus of Sr. Clerk against 13.33% LDCE quota is at Annexure 'B" (copy enclosed).
9. Copies of the notice may be placed on the office Notice Boards so that the eligible staff may apply.
10. This notification may be given wide publicity the candidates to avoid any complaints to a later date.
11. The notification may be viewed/downloaded by visiting the SCR official website: https://scr.indianrailways.gov.in > About us > Division > Nanded > Departments > Personnel.

**NB:** a. Selected candidate may be posted anywhere over Nanded Division according availability of vacancies.

b. If any provision of IREM or guidelines issued by the Railway Board regarding the selection for the post of Sr. Clerk against 13.33% LDCE quota and any other condition applicable is omitted in the notification. That should be treated as valid and operative.

c. Competent authority reserves the right to cancel/modify the selection process at any stage without assigning any reason thereof.

Encl: Annexure 'A' & 'B'.

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(कामोद कुमार झा /Kamod Kumar Jha)
सहायक कार्मिक अधिकारी/इंजी०/Assistant Personnel Officer/Engg
कृते व० मंडल कार्मिक अधिकारी/नांदेड/ (for Sr. DPO/NED)

C/- SDGM/SC for kind information.
C/- DRM/NED & ADRM/NED for kind information.
C/- All Branch Officers and Supervisors concerned for information and necessary action.
C/- OS/Confidential section for information and necessary action.
C/- DS/SCRES, SCRMU, AISCTRE/Assn. Nanded.

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कृते व० मंडल कार्मिक अधिकारी/नांदेड/ (for Sr. DPO/NED)

LAST DATE 05.04.2024

**ANNEXURE-A**

**PROFORMA OF APPLICATION FOR THE POST OF SENIOR CLERK IN LEVEL-5 OF PAY MATRIX (7TH CPC) AGAINST 20% LDCE QUOTA.**

Recent photo duly attested by supervisor

I do hereby volunteer for selection to the post of Sr.Clerk in Level-5 of Matrix (7th CPC) as notified vide Sr.DPO/NED letter No. SCR/P-NED/210(a)/Admn-cad/Sr.Clerk/ LDCE, dated: 12.03.2024, duly accepting all the terms & conditions and other details mentioned in the notification. I confirm that my personal/Service details are as follows:

| | | |
|---|---|---|
| 1 | Name of employee | : |
| 2 | Father's name | : |
| 3 | Date of Birth | : |
| 4 | Date of initial appointment | : |
| 5 | Designation at the time of appointment | : |
| 6 | Date of entry into grade as Jr. Clerk on regular measure | : |
| 7 | Department | : |
| 8 | Office/Station | : |
| 9 | Community (SC/ST/UR)<br>In case of reserved community. Attested copy of caste certificate in the prescribed format from the appropriate authority should be enclosed. | : |
| 10 | Academic qualification as per entry in the SR (enclose copies) | : |
| 11 | Whether qualified in department type writing exam | : |
| 12 | Mobile No. | : |

I do hereby that the information furnished above is 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 or/ and I may be taken up under D&A Rules. In the event of my empanelment to the post, I will not seek voluntary reversion to my former post for any reason.

| | |
|---|---|
| Date :<br><br>Place: | : Signature of applicant |

Certified that the above employee submitted the application before the cut of date in this office.

| | |
|---|---|
| Date: | Signature of the controlling Officer<br>Designation & office seal. |

Certified that the above service particulars are found correct, as per the service record maintained in this office. The total length of service of the above employee as regular Railway servant is _____ _____(in words) (years & months)

| | |
|---|---|
| Date: | Signature of the Personnel Officer<br><br>Designation & office seal. |

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ANNEXURE-B

## SYLLABUS FOR SUITABILITY TEST FOR PROMOTION POST OF SENIOR CLERK AGAINST QUOTA.

The standard of questions will be of graduate standards and the question booklet contains:

1. General Awareness, General English, Arithmetic, General Intelligence and Reasoning
2. Introduction to Railways; Railway organization
3. Office skills/ Information Technology /Computer knowledge.
4. Leave rules/ Pass Rules
5. Allowances/ Advances/Accounts Audit.
6. Seniority, MACPS, Reservation policy, Pension Rules, Conduct Rules, D&AR Rules & Performance Appraisal.
7. Various acts like Payment of wages Act/ Minimum wages Act /Employee's compensation Act/ Industrial Disputes Act/ Right to Information Act/ Contract Labour (Regulation & Abolition Act)/ Legal Matters.
8. Welfare activities & Staff Benefit fund/ Grievances- Redressal Mechanism/Industrial Relations.
9. Store Procurements, Preliminary works programme, Budget, Tenders
10. Raj Bhasha

**NOTE**:-Questions set in the paper will be normally to assess the writing and analytical power of the candidates w.r.t. various topics as above which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of one particular discipline.

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12.03.24