

दक्षिण पूर्व रेलवे  
South Eastern Railway

मं. का. अधिकारी का कार्यालय खड़गपुर  
Office of the DRM(P)KGP  
Date:-17-06-2024

No:- SER/P-KGP/EM/212/7/Jr. Clerk(16⅔%) LDCE/2024  
To,  
The Sr.DME/KGP,  
The ARM/SRC.  
The CMS/KGP  
S. E. Railway

Sub: Selection for promotion of erstwhile Group "D" staff to Gr. " C" post of Jr.Clerk-cum-Typist in level-2 against 16⅔% LDCE of Mech. Deptt. of KGP Divn.

Ref: This office letter No.i)SER/P-KGP/EM/212/7/Jr.Clerk (16⅔%)/LDCE/2024 dated 23/01/2024 & ii) SER/P-KGP/EM/212/7/ Jr.Clerk (16⅔%) /LDCE/2024 dated 14/03/2024.

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With reference to the above , it has been decided that the written examination for selection to the post of Jr.Clerk-cum-Typist in level-2 against 16⅔% LDCE of Mech. Deptt. of KGP Divn. has been scheduled to be held on **24.06.2024 at 11.00 hrs at Personnel Deptt. Meeting Hall / KGP.**

The respective Unit In-charges /Supervisors are advised to inform the following eligible candidates working under their control accordingly and to spare them/individually with proper identification Memo containing photograph to report to the above mentioned venue to appear in the written examination as per the above schedule. The candidates those who are on leave/sick may also be informed accordingly.

S N	Emp. No.	Name	Com m.	Designation	Stn./Unit
01	18229802643	PRASANTA SAHOO	UR	Office general Assistant (Mechanical)	Sr. DME Office/ KGP.
02	50714108075	DHIRAJ KUMAR	SC	--DO--	--DO--
03	50714106754	KARTICK SINGH	UR	Office general Assistant (Mechanical)	SSE(C&W) /SRC
04	50714105481	SAILENDRA KUMAR P	UR	House keeping Assistant	ACMS(H&Fw ) office. /KGP
05	50714107524	KHOKAN KUMAR MANDAL	UR	--DO---	CHI/LNS(E)/ KGP
06	50714106785	PRASANTA PALUI	OBC	--DO---	CHI/SE/KGP

Important instructions to the candidates are given below.

- 1) All the eligible candidates are advice to report to the above venue one hour before the scheduled time of the examination.
- 2) No candidates will be allowed to enter in the examination hall after the commencement of the examination as well as not permitted to leave the examination hall before end of the examination
- 3) Staff who has already promoted or unwilling to appear in the examination will be submitted refusal with valid reason by 20.06.2024.Unit in-charges to ensure that only eligible candidates according to their designation at the time of examination should be spared.
- 4) Total Marks for W/Examination will be 100 & each question will carry 01(One) marks. Duration of examination will be 90 (Ninety) minutes.

Contd. P/2



(2)

- 5) The written test will be based on objective type multiple choice only through OMR sheet & candidates will darken only one appropriate circle by **Blue Ball Point Pen** completely corresponding to the Question Number in the OMR answer sheet of their best suitable/correct option in OMR Answer Sheet ( Say A/B/C/D).
  - 6) The question paper will be 100% objective type multiple-choice question for the written examination and 10% of the total marks will be from official language policy and rules. The question on official language policy and rules may not, however be compulsory.
  - 7) **There will be negative marking for incorrect answer. 1/3<sup>rd</sup> (One third) of the marks allotted for each question will be deducted for every wrong answer and the final panel/select list will be arranged in order of merit from those qualified.**
  - 8) Cutting, overwriting, erasing, multiple answers, use of correction fluid to hide the mark or alteration of any type in the answer is not accepted and Zero marks will be given for such answer.
  - 9) Candidates should not write their name or sign or put any type of identification marks in the OMR Sheet (Answer Sheet). This leads to disqualify for evaluation and the candidature shall be cancelled forthwith.
  - 10) Candidates are allowed to take away the question papers along with them on conclusion of the examination
  - 11) Staff who have applied for Inter Railway/Divisional mutual transfer and their names are in the enclosed provisional eligible list, they should not that there will be no back-tracking under any circumstances.
  - 12) If any candidate is subsequently found ineligible for the above selection, at any stage, his/her candidature will be rejected without assigning any reason.
- There will be no supplementary written test, unless, it is covered under the rules.

If any candidate is carrying belongings/baggage, Cell Phones, loose sheets, its custody will be the personal responsibility of the candidates and the same will not be allowed to take inside the examination centre.

सहायक कार्मिक अधिकारी-III  
Asstt. Personnel Officer-III  
व. मं. कार्मिक अधिकारी  
For Sr.Divl.Personnel Officer  
द. पू. रेलवे/ खड़गपुर  
S. E. Railway /Kharagpur

Copy forwarded for information and necessary action to:

- 1.SSE(C&W)/SRC- He is advised to kindly inform the candidate accordingly and take clear acknowledge of the staff concerned .
- 2.Ch.OS(APAR cell)/KGP, Ch.OS(Mech. NR Bill)/KGP, Ch.OS(APO-Bill)/SRC }- They are advised to keep ready last three years APARs and updated service sheet of the above mentioned staff so that the same may be sent to Mech.(NR)/Admn. Section within a short notice.
- 3.Ch. OS / IT Cell with an advice to upload the examination notification in official website of KGP Divn.

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Asstt. Personnel Officer-III  
व. मं. कार्मिक अधिकारी  
For Sr.Divl.Personnel Officer  
द. पू. रेलवे/ खड़गपुर  
S. E. Railway /Kharagpur