

**SOUTH EASTERN RAILWAY**

CPO's Office/GRC

Estt.Srl.No. 134/2013

**Local Circular**

No.SER/P-HQ/Ruling/O/832

Dated: 09.12.2013

To: All concerned

**Sub: Adoption of a uniform policy regarding syllabus, standards of selection, etc. for recruitment against compassionate grounds in Group-'C' category.**

**Ref. CPO's letter No. P/Comp/Policy/  
Pt.VII/L/439 dated 03.12.2013**

Instructions contained in letter No. P/Comp/Policy/Pt.VII/L/439 dated 03.12.2013 is forwarded for information, guidance and necessary action.

Encl : As above

( S.K.Patra )  
Sr. Personnel Officer (Engg. & HQ.)  
for Chief Personnel Officer

**Sub: Adoption of a uniform policy regarding syllabus, standards of selection, etc. for recruitment against compassionate grounds in Group-'C' category.**

With a view to standardise the recruitment procedure against compassionate grounds, CPO has directed the following instructions that are to be scrupulously followed for dealing with EACG cases:-

1. The mode of selection of candidates against EACG shall be **based of written test only and no viva-voce shall be held**. However, the candidates should be called with the original documents before the selection committee.
2. The Written test shall be of a **duration of 2 hours**.
3. The Written test shall be of **100(one hundred) marks**.

4. The qualifying marks for **UR candidates will be 50 (fifty)**; for candidates **SC/ST/OBC candidates will be 40(forty)**.

5. Standard of the **written test shall be of 10<sup>th</sup> standard** (Matric/ Secondary examination).

6. The syllabus, which is uniform across all Divisions / Units of this Railway, must be circulated along with the letter calling for written test.

7. The syllabus for written test along with the breakup of marks and no. of questions against each subject is enclosed as **Annexure-'A'**.

These orders should be implemented with immediate effect and has the approval of CPO.

**Annexure-'A'**

**SYLLABUS FOR EA on CG (COMMON GROUP-'C' SCREENING)  
FOR APPOINTMENT IN GP Rs.1900 to 2800**

**TOTAL MARKS-100**

**TOTAL TIME-02 HOURS**

**1. GENERAL ENGLISH AND LANGUAGE APTITUDE: (MARKS: 30)**

a) Objective questions will be of 15 marks and will cover the following items:-

- (i) Antonym/Synonym
- (ii) Correct Usage (covering Parts of Speech, Articles etc.)
- (iii) Gender/Singular-Plural

b) Subjective questions will be of 15 marks & will cover the following:-

- (i) Letter/Application Writing in either English or Hindi of 05 (five) marks  
(Candidates should be asked to answer 01 out of 03 options)
- (ii) Essay writing in either English or Hindi in about 200 words of 10 (ten) marks.  
(Candidates should be asked to answer 01 out of 03 options)

The topics of letter writing & essay Writing should be simple and basic. Some of the illustrative topics are given below for guidance:

- Letter to a friend describing a train journey
- Letter inviting a friend for your sister's marriage
- Letter to a friend informing him/her that you have got a job
- Application to your School principal asking for leave
- Essay on 'Festivals of India'
- Essay on "My first day at Work/School"
- Essay on "My favourite Season"
- Essay on "My favourite Film"

**Note: The list given above is only indicative and meant to convey the level of difficulty of topics on which candidates will be required to write a letter/essay.**

## **2. MATHEMATICAL APTITUDE: (MARKS: 35)**

Questions should be simple and shall not require very detailed calculations. Objective questions shall be of **02(two) marks** each and constitute total marks of **20 (twenty) out of 35 (thirty five) marks.** Remaining **15 (fifteen) marks shall be allotted to 03 (three)** descriptive questions bearing 05(five) marks each. Candidates should be given a choice to answer any 03(three) out of 05(five).

The topics to be covered under this section are given hereunder:-

- a) Basic Mathematical Operations  
Addition/Subtraction/Multiplication/Division
- b) Simple Arithmetic consisting of Average, Percentage, Profit & Loss, Simple Interest, Time & Distance
- c) Simple Algebra (No questions to be asked on factorisation & quadratic equations)
- d) Simple Geometry
- e) Simple Mensuration covering  
Area/Perimeter/Circumference of Squares, Rectangles & Circles.

3. **GENERAL KNOWLEDGE & CURRENT AFFAIRS: (MARKS: 35)**

Questions in this section shall be of objective nature. The topics to be covered shall consist of the following:

- (i) Simple Current Affairs including sports
- (ii) Basic General Science
- (iii) Basic History & Geography

**IMPORTANT NOTE**

- a) Question should be simple in nature and shall not be of more than the basic standard expected from an average class 10<sup>th</sup> passed student.
- b) Options to be given regarding Descriptive Questions have already been specified above. For objective questions, at least **20% to 30% choice** to be given to the candidates in each section.
- c) Objective questions shall constitute of 'Fill in the blanks'/'Match the following'/'Multiple choice questions'/'Questions requiring one word Answers.