

South Eastern Railway

OS/ADRM cell

Office of the
Sr. Divl Personnel Officer
S.E. Railway
Adra, dtd.03.08.2015

No. SER/P-ADA/EC/16.67%/CC. Selection/15

To
The Sr. Divisional Commercial Manager
&
The all Supervisor units /Comml. Deptt.
S.E. Railway /Adra Divn.

Sub:- Selection for promotion to the post of Commercial Clerk in PB-Rs.5200-20200/- with GP-Rs.2000/- against 16.67% DP quota of Comml. Deptt.

It has been decided by the competent authority to hold a selection for the post of Comml. Clerk in PB- Rs.5200-20200/- with GP Rs.2000/- against 16.67% DP quota to from a panel of 16(sixteen) candidates (UR-12, SC-02, ST-02). The selection shall consist of written test and record of service and the panel will be formed in order of merit as per extant rules. As per avenue of promotion of Comml. Gr. D staff in terms of Estt. Srl. No. 24/2013 and CPO/GRC's letter No. SER/P-11Q/EC/202/1 dtd. 29.05.15 the following categories are eligible for the selection.

Eligibility:-

1. All Gr. D staff (erstwhile) of Comml. Deptt. in PB-I and GP-Rs.1800/- for whom regular avenue of promotion exists.
2. Candidates must have completed 02(two) years regular service as on the date of notification in concerned seniority unit. The service bar does not apply to SC/ST candidates.
3. Candidates should have prescribed medical standard of C1 category and Educational qualification of Matriculation/Madhyamik passed.
4. The benefit of counting of service will be extended as per extant rules.

The last date of receipt of application is 14.08.15 and the applications as per the prescribed format (attached) should be forwarded by the respective supervisors and the service particulars should be verified and certified by the respective Bill sections and thereafter submitted to the office of the Sr. DCM/Adra.

Sr. DCM/Adra is requested to send the collected applications in a bunch to this office on or before 14.08.15 positively for further course of action at this end.

No application will be entertained after expiry of the of the target date i.e. 14.08.15 in any circumstances.

This should be given wide publicity amongst all eligible candidates and should also be displayed in the Notice Board in each station /unit/office so that all willing candidates can get the information and can submit their applications in time. The supervisors/unit in charges should take proper step to avoid complaint of non receipt of information.

The proforma of the application is enclosed herewith and all the 14 columns of the proforma should be correctly filled up and forwarded by the immediate supervisors.

[Handwritten signature]
03/08/15

PFO

It should be made clear to all staff that incomplete application and applications submitted by the candidates not fulfilling the necessary eligibility criteria will be rejected.

The tentative dates for written tests (both original and supplementary) are given below for readiness of the candidates.

Original written test (Tentative):- 21.09.15

Supplementary written test: - 28.09.15

This issue with the approval of the competent authority.


for-Sr.Divl.Personnel Officer/Adra.

No:- Even

Adra, dtd. 03.08.15

~~Copy to:~~ - PS to ADRM/Adra for kind information of ADRM/Adra.

✓ Sri Soumen Chatterjee OS/ADRM cell for uploading in Rail.net/web.side./Adra Divn.

Copy to information and necessary action to: - CCI (Coml.cont.)/Adra, He is requested to relay the order through control message to all units of Comml./Deptt.of Adra Divn. All CCI/CT's of Comml.Deptt. Ch.S&WI of P/Branch, SERMC, SERMU, AISC&ST Association, AIOBC Association, Ch.OS (Comml/Bill), she is advised to verify and certify the service particulars of the staff from the S/Records.


for-Sr.Divl.Personnel Officer/Adra.

To
The Sr Divl Personnel Officer
S E Railway/Adra

Sub. Selection for the post of Commercial Clerk 16.66% DPO
in Pay band Rs 5200-20200/- + GP Rs 2000/-


Ref: Your circular No. SER/P-ADA/EC/16.66%/CC-SEL/15
dt. /08/2015

In response to the above circular I am willing to appear at the selection for the
post of Commercial Clerk in Pay Band Rs 5200-20200/- + GP Rs 2000/- against 16.66%
DPO. My bio-data is as under

- 1) Name (In Block letter)
- 2) Designation
- 3) Station/Place of posting
- 4) Department
- 5) Date of Birth
- 6) Date of appointment
- 7) Pay Band with Grade pay
- 8) Whether joined the Deptt. and
Category at own request/Medical
Ground/others
- 9) If so, date of joining in the Deptt
and from which Category
- 10) Date of Ty. Status earned
- 11) Date of Regularization
- 12) Educational Qualification
- 13) Caste
- 14) Medical classification

Signature of the applicant

Certified that the service particulars furnished by the applicant is verified through SRs
and found correct.


03/08/15

Signature of Bill Compiling In-charge