

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

To  
The Sr.Divl.Comml.Manager  
S.E.Railway/Adra.

Sub:Selection for Promotion to the post of Commercial Clerk  
in PB.₹5200-20200/- with GP. ₹2000/- against 16.67% DPQ.

Ref: This office Notification No.SER/P- ADA/EC/16.67%/C.C.Sel/15 dtd.  
03/08/2015.

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In response to the above notification dtd.03/08/2015, 20 (twenty) nos. of optees from Commercial deptt., who are eligible for appearing in the above selection are listed in Annexure-A. They are advised to keep themselves ready for the written examination which will be held shortly.

The selection shall consist of written examination and scrutiny of service records, & working reports and the panel will be formed in order of merit as per extant rules.

Eligible SC/ST candidates who have opted for the subject selection should be imparted pre-selection coaching for 03 to 04 weeks on the syllabus enclosed as per extant rules and coaching completion certificate to this effect must reach to Sr.DPO/ADA's office before the written examination, failing which he/she will not be allowed to appear in the selection. Pre-selection coaching should be completed before the written examination.

If any candidate is subsequently, found ineligible for the above selection at any stage, his/her candidature will be rejected without assigning any reason.

All the Supervisors concerned (I/c) of the staff concerned should inform each and every candidate and if any one expresses unwillingness for the written examination, his written statement should be obtained and sent to the office of the undersigned well in advance.

The candidate should be spared in time with proper identification memo and Duty pass to appear at the written test.

The candidates who are ineligible for the selection are listed in Annexure-B.

Asstt.Personnel Officer-I  
for-Sr.Divl.Personnel Officer/Adra.

**Copy to:-**

- 1) OS to ADRM for kind information of ADRM/Adra for up loading Adra/S.E.Railway Web. Site.
- 2) All CTIs, CIs of Comml. deptt., S&WI of Personnel Branch, 3) SERMC, SERMU, AISC&ST. association/Adra, AIOBC association, 4) Ch.OS/Comml.Bill, 5) SS/SM-KSX, ADA, BBM, ANR, VSU, BQA, PRR, BKSC, Ch.OS/Sr.DCM's Office/Adra, for information and necessary action please. (6) CCI/Com. Control- he will please inform all the Unit in charges well in advance through control message.

for-Sr.Divl.Personnel Officer/Adra.

List of eligible Candidates:-

Srl.No.	Name	Caste	Design.	Station	Deptt.
01	Anita Poddar	UR	peon	Kotshila	Commercial
02	Puran Singh	UR	Peon	Adra	-do-
03	Sayantani Mukherjee	UR	Peon	Adra	-do-
04	Shama	UR	Peon	Adra	-do-
05	Kiran Kumar Singh	UR	Peon	Sr.DCM's office/Adra	-do-
06	Smt. Pinky Devi (Kumari)	ST	Peon	ANR	-do-
07	Pratima Nyak	UR	WRB	VSU	-do-
08	Sree Babi	UR	Hamal	Adra	-do-
09	Uday Krishna Biswas	UR	RRB	BQA	-do-
10	Devleena Chakraborty	UR	Peon	BQA	-do-
11	Perth Sutradhar	UR	TWM	PRR	-do-
12	Dilip Kumar Majee	OBC	WRB	PRR	-do-
13	Shiv Kumari	SC	RRB	BKSC	-do-
14	Mahendra Kumar Yadav	UR	WRB	BKSC	-do-
15	Prabhat Soren	ST	WRB	BKSC	-do-
16	Rabea Arshi	OBC	WRB	BKSC	-do-
17	Sunita Kumari	UR	RRB	BKSC	-do-
18	Manoj Kumar	OBC	Hamal	BKSC	-do-
19	B.Ramana Murty	OBC	Hamal	Adra	-do-
20	Smt. Soma Mukherjee	UR	Peon	PRR	-do-

## Annexure-B

List of ineligible Candidates:-

Srl.No.	Name	Caste	Design.	Station	Deptt.	Remarks
01	Dipak Kumar Bagdi	SC	Peon	BBM	Comml.	Not full-fill the required Edu. Qualification
02	Chhaya Rani Karankar	UR	WRB	BKSC	-do-	-do-

(Md. Ibrar)

Asstt Pesonnel Officer-I  
for-Sr.Divl.Pesonnel Officer/Adra

Syllabus as provided by Sr.DCM/Adra dtd. 31/08/15 is furnished below:-

- 01) General Knowledge portion:
  - a) General Knowledge
  - b) Current Affairs & Abbreviation
- 02) English Portion (Up to 10<sup>th</sup> standard):
  - a) English Grammar
  - b) Sentence making
  - c) Official letter writing
- 03) Mathematical Portion (Up to 10<sup>th</sup> standard):
  - a) General Arithmetic.
- 04) Basic Establishment Rules:
  - a) Pass rules
  - b) Leave rules
  - c) Basic knowledge regarding Indian Railways
  - d) Railway Abbreviation
- 05) Basic Commercial rules:
  - a) Basic rules regarding Coaching, Parcel & Goods.
  - b) Abbreviation
  - c) Earning source of Railways
  - d) importance of computerization in Indian Railways
- 06) Rajbhasa related question:

(Md.Ibrar)

Asstt.Personnel Officer-I  
for-Sr.Divl.Personnel Officer/Adra.

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