

S.E.RAILWAY

Office of the  
Sr.Divl.Personnel Officer/Adra

Notification

No. SER/P-ADA/205/9/Admn./16.66%/DPQ/15

Adra, Dt. 29-09-2015

To

The Sr.DOM/ADA, Sr.DEE(OP/ADA, Sr.DEE(TRD)/ADA,  
Sr.DEE(G)/ADA, Sr.DEN (Co.)/ADA, Sr.DME/ADA,  
Sr.DME (Diesel)/BKSC, All Sectional Incharge  
of Sr.DPO's Office/Adra, Principal /GHSS/ADA,  
Principal/BHSS/ADA, Principal/IC/BJE,  
Hd.Master/MPS/ADA & Hd.Master/MMS/MHQ.

Sub:- Filling up the vacancies of Jr.Clerk-cum-Typist in scale Rs.5200-20200/- +  
GP Rs.1900/- against 16.66% of DPQ.

Following are the department wise vacancy position of Jr.Clerk -cum-Typist against  
16.66% of DPQ.

Department	UR	SC	ST	Total
Optg.	02	--	--	02
Elect.	01	--	--	01
Mech.	04	01	--	05
Engg.	--	01	01	02
Personnel	04	--	01	05
	<b>11</b>	<b>02</b>	<b>02</b>	<b>15</b>

Option from the eligible regular staff (erstwhile Gr.'D') belongs to the above department where  
vacancy exist, are called for as per enclosed proforma in Annexure 'A'.

**Eligibility Criteria :** Minimum 02(Two) years regular service in Grade pay Rs.1800/- as on  
31.07.2015 in the concerned seniority unit and possessing the qualification of Matriculation or its  
equivalent from a recognized Board / Institution.

**Who may apply (Departmentwise) :**

- i) **Optg. :** Control office peon, Inspector's peon, Jeep/Motor-cleaner, Khalasi, Call Boy,  
Box Carrier, Hamal, Sweeper.
- ii) **Elect. :** Office Peon, Chowkider and those4 who have no channel of promotion to  
their own line.
- iii) **Mech.:** Store issuer, Coal issuer, Material dispatcher, store man, Laboratory  
Attendant, Daftory.
- iv) **Engg.:** Farash, Mali, Peon, Chowkider & other Gr.'D' staff in G.P.Rs.1800/- those  
who have no channel of avenue of promotion.
- v) **Personnel & Education :** All Gr.'D' staff.

contd....2/

vi) **How to apply :** a) Eligible and willing staff may submit their application in prescribed proforma (Annexure - 'A') alongwith xerox copies of testimonials through their respective sectional Incharge/Unit supervisors in a bunch latest by 06.11.2015 subject to verification of their service particulars by concerning bill preparing dealing assistant.

b) No application shall entertain after the target date.

c) Provisionally empanelled candidates will have to appear typing proficiency test @ of 30 w.p.m. in English or 25 w.p.m. in Hindi in Personal Computer within 02(Two) years from the date of empanelment as Jr.Clerk-cum-Typist failing which the services of concerning staff will be reverted to their former post.

d) One recent passport size photograph should be pasted on the right side of the application form which is to be attested by the concerning attesting authority.

**Mode of Selection :** Selection shall be based entirely on merit which will be judged on the basis of written examination and record of service of 85 and 15 marks respectively in terms of Estt.Srl.No.145/2003.

**Syllabus :** Enclosed at Annexure - 'B'

**Pre-selection training :** Pre-selection training will be imparted department wise to the SC/ST candidates for three weeks duration before written examination.

The contents of this letter should be given wide circulation amongst the staff working under your control jurisdiction.

Applications received after the due date should not be entertained by the controlling officers/supervisors. The applications sent directly or in piece meal or received after the due date will not be entertained by this office under any circumstances. Application should be forwarded to Ch.OS/Admn.Genl section, Sr.DPO's Office/ADA within target date.

Please acknowledge receipt.

Encl: 1. Annexure - A (Application proforma)  
2. Annexure - B (Syllabus)

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

No.Even,

Adra, Dt. 29.09.15

Copy to: OS/DRM Secretariat for kind information to DRM, OS/ADRM Secretariat for kind information to ADRM. Sri Soumen Chattopadhyay, OS working under DRM Secretariat is advised to publish the above notification in Rly.Website of this Division.

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

APPLICATION PROFORMA

Application for the post of Jr.Clerk-cum-Typist in scale Rs.5200-20200/- with Grade Pay Rs.1900/- of 16.66% Departmental Promotion Quota against Sr.DPO/ADA's Notification No. No. SER/P-ADA/205/9/Admn./16.66%/DPQ/15 Adra, Dt. 29-09-2015

Affix recent passport size photograph duly attested by concerned Unit In-charge

( To be filled-up by the candidates in his/her own handwriting )

1. Name of the applicant (In block letter) .....
2. Father's Name .....
3. Date of birth .....
4. Date of initial appointment and capacity .....
5. Present Designation .....
6. Department & Station .....
7. Academic qualification (duly supported by:.....  
Attested copy of certificates)
8. Community/Caste (mentioning SC/ST/UR):.....
9. Date of attaining of Temporary status if any:.....
10. Date of Regularisation in Group 'D' post:.....
11. Date of completion of 02(two) years of service:.....

Certified that the above mentioned particulars are true & correct to the best of my knowledge. My candidature will be terminated at any time if found false or incorrect or misleading without information and assigning any reason.

Date :.....

Place:.....

.....  
(Full Signature of the candidate )

SYLLABUS

1. English

Letter writing, Noting, Drafting, Precis writing, Paragraph writing, Comprehension, Essay Writing, Application writing, Grammar & Composition.

2. Mathematics

HCF & LCM of Numbers, Simplification, Square Root & Cube Root, Percentage, Average, Ration & Proportion, Partnership, Profit & Loss, Time & Work, Time & Distance, Trains, Boats & Streams, Data Analysis.

3. General Knowledge

Pertaining to Railway matters and matters immediately pertaining to the work, candidates supposed to have been acquainted with during their Railway Service like office, Establishment Matters, Use of Rajbhasa Hindi, Normal functioning/Working of all departments, Test of reasoning (Verbal/Non-verbal).