

S.E.Rly

Office of the:-  
Divl. Railway Manager (P)  
Adra, dtd. 21.02.2017

No.SER/P-ADA/EC/33.33%/CC/Sel./17.

To  
The Sr.Divl.Commercial Manager  
&  
The all Supervisor Units  
(Optg./Comml.Deptt.)/S.E.Rly

Sub: Selection for promotion to the post of Commercial Clerk  
in PB.Rs.5200-20200/-GP.Rs.2000/- (Level-3) of 7th CPC  
against 33.33% DPQ (No.of vacancies =18(UR-14, SC-03 & ST-01).

It has been decided by the competent authority to hold the selection for the post of Commercial Clerk in PB.Rs. 5200-20200/- GP.Rs.2000/- Level-3 of 7th P.C against 33.33% DPQ for filling-up 18 vacancies (UR-14, SC-03, & ST-01). 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/KOL's letter No.SER/P-HQ/EC/202/1 dtd. 29.05.15 the following categories are eligible for the selection.

**Eligibility :-**

- 01) All Group-D staff (erstwhile) of commercial department in PB.1 and GP.Rs.1800/- for whom no regular avenue of promotion exists.
- 02) Candidates must have completed **03 years** regular service as on date of notification. The service bar is not applicable to SC/ST candidates.
- 03) Candidates should have prescribed medical classification in C1 Category and educational qualification VIIIth passed.
- 04) The benefit of counting of service will be extended as per extant rule.

The last date of receipt of application in Sr.DPO's Office/Adra through respective Branch officers is **06.03.2017** after which no application will be entertained in any circumstances.

This should be given wide publicity amongst the eligible staff and the eligible willing staff may submit applications as per proforma to the respective subordinate in charges and the same should be sent to this office duly forwarded by the respective Branch Officers positively by **06.03.2017**.

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

The Proforma of the application is enclosed at Annexure-A.

Asstt. Personnel Officer-II  
For-Sr.Divl. Personnel Officer/ADRA

P.T.O.



## Proforma

To  
The Sr.Divl.Personnel Officer  
S.E.Railway/Adra.

Sub: Application for the post of Commercial Clerk in PB.Rs.5200-20200/-  
Level-3 of 7th P.C. against 33.33% DPQ.

Ref: Your circular No.SER/P-ADA/EC/33.33%/CC/Sel/17 dtd. 24-02-2017.

In response to the above circular I am willing to appear at the selection for the post of  
Commercial Clerk in PB.Rs.5200-20200/-+GP.Rs.2000/- Level-3 of 7th P.C against 33.33% DP  
Quota.

My bio-data is as under :-

- 1) Name (In block letters) :
- 2) Caste :
- 3) Design/Stn. :
- 4) Department :
- 5) Date of birth :
- 6) Date of appointment :
- a) Capacity of appointment :
- 7) Present pay band with GP. :
- 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) Education Qualification :
- 13) Medical Classification :

Signature of the applicant

Date:

Service particulars are verified and found correct.

Signature of the Bill compiling in-charge

24.2.17