

S.E.Railway

Office of the  
Sr.Divl. Personnel Officer  
S.E.Railway/Adra

No.SER/P-ADA/EC/Sel./CI/18.

Adra, date-08.02.18

To  
The Sr.Divl. Commercial Manager,  
South Eastern Railway/Adra.

Reg: Selection for promotion to the post of Commercial Inspector  
in GP.Rs.4200/- (Level-6 in 7<sup>th</sup> CPC) of Commercial Deptt.

Ref: i) This office Notification No.SER/P-ADA/EC/CI/Selection/17  
dtd. 14.03.2017.  
ii) This office letter NO.SER/P-ADA/EC/CI/Sel/17 dtd.15.05.2017.

The Supervisor concerned maybe advised to spare and direct the eligible candidates listed in above letter No.(ii) dtd. 15.05.2017 (copy enclosed) with proper identification memo as well as pre-selection Coaching completion certificate in case of reserve community Candidates to attend the written test for the post of Commercial Inspector (CI) scheduled to be held on 15.03.2018. (Thursday) at 11-00 hrs at DTTC/Adra.

The Candidates should report to the examination centre at least an hour before commencement of the said examination.

If anyone is sick or leave he/she may be informed at his/her home address or last known address by respective supervisors. It is also requested that the cause of absence of any candidate in the written examination should be informed before the scheduled date of written examination in the office of the undersigned as no supplementary test will be held any circumstances.

Asstt. Personnel Officer-~~P~~  
For-Sr.Divl. Personnel Officer/Adra

Copy to:-

(01) PS to ADRM/ADRA for kind information to ADRM/Adra (02) OS/DRM cell for uploading in Railway net web. Site/Adra-Divn. (03) All CHS/CCI/CIs of Comml.Deptt. & S&WI of P/B (04) SERMC/SERMU, AISC/ST, <sup>Assoc</sup> association (05) Ch.OS/Sr.DCM's Office/Adra for information and necessary action (06) CCI/Comml.Control/Adra - he will please inform all the entire Unit in charges well in advance through Control message (07) Steno to Sr.DCM/Adra - he is advised to handover last 03 financial year working report to the above eligible 13 staff to this office before the examination date. (08) OS to APAR cell (09) Ch.OS (Comml.Bill) - She is advise to hand over the S/Sheet of the above 13 eligible staff duly complied all respect before 15.03.2018 to Ch.OS (Comml.Genl.) positively. (10) Ch.OS/Confidential cell for information.

For-Sr.Divl. Personnel Officer/Adra