

South Eastern Railway

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

Adra, Dt.12-12-2018

No. SER/P-ADA/ EP/GDCE/2018

To
All Branch Officers,
S.E.Railway/Adra

Sub:- General Departmental Competitive Examination (GDCE)
2018 in South Eastern Railway.

Ref:- Chairman/RRC/SER's Notification No.SER/P-HQ/RRC
/GDCE /PERS/2018 dated 10-12-.2018.

Chairman/RRC's Notification dated 10-12-2018 on the above subject (along with the prescribed application form) is enclosed herewith for wide Circulation to all Offices and Field Units in ADRA Division including workshops and Construction Units.

The respective Branch Officers are requested to ensure proper publicity of the subject notification amongst all staff of the respective departments and forward the applications in prescribed proforma as received from the willing and eligible staff.

The last date for submission of filled in applications is 09-01-2019 after which no application will be accepted. The applicants may send the duly forwarded applications with all annexure directly to the address of Sr.DPO/Adra as indicated in Para – 09 of the RRC notification dated 10-12-2018 by registered or speed post or submit the applications in person to Admn./general Section of Sr.DPO's Office/Adra and take acknowledgement for receipt from the Admn./General Section. If applications sent by registered or speed post are received ~~after~~ the closing date (09.01.2019) due to postal delay, the same will be rejected.

It should be made clear to all the applicants that applications without self attested copies of prescribed certificates, applications without postal correspondence address, applications without controlling Supervisor's Identity Certificate, applications which are incomplete in any manner and late applications will be rejected.

All the Branch Officers are requested to forward the applications liberally as it is an opportunity of the serving employees for their career advancement.

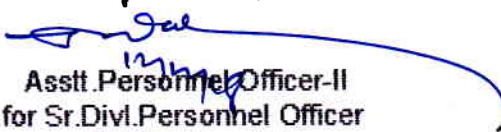
Encl.As above

Asstt.Personnel Officer-II
for Sr.Divl.Personnel Officer
S.E.Railway/Adra

No.Even,

Adra, Dt.12.12.2018

Copy forwarded for kind information and necessary action please:- 1) PS to DRM/ADA, 2) Steno to ADRM/ADA, 3) OS to DRM – to upload in the Rly.Web-site of ADRA Divn., 4) Genl. Secretary/SERMC/Adra, 5) Genl.Secretary/SERMU/Adra, 6) Genl.Secretary /AISCST Association, 7) Genl.Secretary / AIOBC Association/Adra, 8) Ch.S&M (HQ)/Adra.


Asstt. Personnel Officer-II
for Sr.Divl.Personnel Officer
S.E.Railway/Adra

RAILWAY RECRUITMENT CELL, SOUTH EASTERN RAILWAY
11, GARDEN REACH ROAD, BUNGALOW NO.12A, KOLKATA-700043.

Date of Issue :10.12.2018

Closing Date:09.01.2019

GDCE Notification No.SER/P-HQ/RRC/GDCE/PERS/2018

Applications are invited from eligible serving regular railway employees of South Eastern Railway for filling up following vacancies of Jr.Clerk-cum-Typist (Pay Matrix Level 2 (GP RS.1900/-)) category against **General Departmental Competitive Examination(GDCE)** quota in South Eastern Railway. Physically Handicapped Railway Employees can also apply for the post.

Divn./ WS/HQ	No. of Vacancies					Medical Standard	Minimum Educational Qualification	Stage of Exam.
	UR	SC	ST	OBC	Total			
ADA	15	06	03	04	28	C-1	HSC/12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen and candidates having higher qualification. Typing proficiency in English/Hindi on Computer is essential.	Written Examination followed by typing test in English/Hindi and document verification
CKP	10	08	03	03	24			
KGP	19	05	02	10	36			
KGP/WS	13	04	02	05	24			
KGP/Stores	25	06	03	05	39			
RNC	00	02	00	00	02			
Hd.Qrs./GRC	24	06	06	03	39			
Total	106	37	19	30	192			

N.B. :- Vacancies in PWD(PH) are not separate but included in the total no. of Vacancies as 3% i.e. 6[2 for OH(OA,OL,OAL,BL), 2 for VH(B,LV) and 2 for HH].-

GENERAL INSTRUCTIONS REGARDING ELIGIBILITY CONDITION:

- Only 'serving regular/permanent Railway Employees of South Eastern Railway (Erstwhile Group-'D'), who are working in grade pay lower than the grade pay of the notified post (i.e. GP of Rs.1800/- in 6th CPC/Level-1 of 7th CPC) and all the serving regular Group 'C' such as J/Peon, Record Sarter etc. in GP Rs.1900/- i 6th CPC/Level-2 of 7th CPC are eligible to apply for the post.

N.B.: The Employee should be drawing a pay on Substantive Basis(excluding MACP/Ad-hoc promotion etc.

- RPF/RPSF personnel are not eligible to apply for GDCE in terms of Railway Board's Letter No.E(NG)I/2002/PM2/9 dtd. 11.08.2003(RBE No.139/2003- ES-139/2003).

- AGE LIMIT:** Upper age limits will be reckoned as on **01.01.2019**

Community	UR	OBC	SC/ST
Upper age limit	42	45	47

- EDUCATIONAL QUALIFICATION:**

Candidate should have 12th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Ex-serviceman and for candidates who are Graduates. Typing proficiency of 30 w.p.m. in English/25 w.p.m. Hindi on computer/type writer. Those candidates who are appearing in and/or awaiting results of final examination of minimum qualification at the time of applying for the notified post are not eligible.

- Examination Fee:** Nil

- Self-attested certificates to be enclosed with application:**

a) 10 class or equivalent Board certificate in proof of date of birth;

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- b) SC/ST certificate and OBC (non creamy layer) certificate from appropriate civil authority for availing community reservation benefits (in the format meant for appointments to posts in Govt. Of India);
- c) Certificates with mark lists in proof of possessing minimum education qualification prescribed for the post (at para-4 above.)

7. Procedure to fill in the Application:

- The application Form has to be filled up by the candidates in his/her handwriting in Black Ball Point Pen.
- He/she must affix (no stapling) two recent passport colour photograph in the space provided in the form.
- Two self-addressed envelopes
- He/She should put his/her signature in full running script as in the service record.

- 8. Procedure for submitting application:** Eligible applicants should apply in prescribed format in their own handwriting as shown at Annexure-1. The last date for submission of filled-in application is 09.01.2019. The applicant should get his/her identity certified in the application by his immediate controlling supervisor. The applicant should directly send the application with all annexure and enclosures to the nominated Personnel Officer indicates at para-9 below by registered/speed post or submit in person. Where the applicant sends the application by registered speed post, railway administration will not be responsible for any postal delay. Where the applicant submits the application in person, an acknowledgement for receipt of applications would be given by the nominated Personnel Deptt. Official clearly mentioned date of its receipt duly affixing the office seal on the acknowledgement copy. Under any circumstances the application should reach the nominated Personnel Officer before office-closing time on 07.01.2019. There should be preferably nominated stickered boxes placed in the Personnel Department in Division/Workshop.

All applications, whether by post, or received in hand, shall be dropped in the box in the presence of the nominated official of the Personnel branch to ensure that no application is misplaced. A proper list may be maintained by the Personnel Branch containing the names and address of the applicant. Sr.DPO/DPO/SPO/WPO/APO may nominate one staff of the Personnel Deptt. to personally adhere to the procedure stated above under the supervision of the nominated Personnel Officer.

- 9. Address for sending applications:** Applicants should submit their applications directly to the Personnel Officers in whose jurisdiction the applicant's office falls, as shown below:

Employees working in/having lien in	Address to which application is to be sent/submitted
Mechanical, Electrical, Stores department of HQ office	SPO(M&E)/HQ/GRC, New Administrative Building, 11, Garden Reach, Kolkata-43
Medical department	SPO(HQ), 11, Garden Reach Road, Kolkata-43
Operating, Commercial, S&T of HQ office	SPO(Traffic), GM Building, 11, Garden Reach, Kolkata-43
Engineering, Personnel, Genl. Administration of HQ office	APO(HQ)/GRC, GM Building, 11, Garden Reach, Kolkata-43
ADA Division	Sr.DPO, Divl. Railway Manger's Office, SER DRM Building, Adra, West Bengal 723121.
CKP Division including SINI Workshop	Sr.DPo, Divl Railway Manager's office, SER, Post-Chakradharpur, Dist. West Singhbhum, Jharkhand-833102.
KGP Division	Sr.DPo, Divl. Railway Manager's Office, SER, Kharagpur, West Bengal-721301
KGP Workshop	WPO/Kharagpur Workshop, Kharapur, West Bengal-721301
KGP Stores	APO/Stores(GSD), Khagapur, WB-721301
RNC Division	DPO, Divl. Railway Manger's office, DRM Building, Hatia,

Annexure

	Jharkhand, Ranchi-834003
Construction Organisation having lien in SER	SPO(Con)/SER, 11, Garden Reach, Kolkata-43.
RE organisation having lien in SER	SPO(RE), 4/234, Convent Lane, Tangra, Kolkata-700015

For other eligible staff working elsewhere e.g. RRB, foreign railways, Railway Board, etc. On deputation having lien in SER, the concerned Staff officer of SER/GRC, or Division/Unit is to ensure wide publicity of the notification so as to elicit comprehensive response from the candidates.

10. Screening of applications:

- Officers as indicated in addresses at para-9 would arrange screening of all the applications received in their offices.
- Applications not fulfilling the eligibility conditions mentioned in this notification, applications without self-attested copies of prescribed certificates, applications without postal correspondence address, applications without controlling Supervisor's identity certificate, incomplete applications in any manner, and late applications would be rejected by the nominated Personnel Officers receiving the applications. These officers would arrange to prepare a list of such rejected applications clearly mentioning the reason for rejection and circulate the list to all the offices where the applicants are working and also a consolidated statement to be given to this office for record. RRC/SER will also upload the list of eligible and ineligible candidates in the website of SER for general information and viewing. The rejected applications would be kept in the custody of the jurisdictional Sr.DPO/DPO/SPO/WPO/Apo. RRC/SER/GRC will not be responsible for screening of applications and their rejection.
- A number candidates would not have acquired the required qualification at the time of their appointments and hence, the same may not be reflected in their service records and they would have acquired the qualification afterwards. In such cases, the candidature can be provisionally allowed if they submit a copy of their passing. On their final selection, their credentials will be verified with the original copies.
- The nominated Personnel Officers as mentioned at Para-9 above will only forward all the eligible applications along-with a statement of eligible applications received by them with soft copy to Chairman, Railway Recruitment Cell (RRC/GRC) 25.01.2019.

11. Issue of call letters for written test: The call letter would be issued to the eligible applicants directly by post to their postal correspondence address given in their application in the same manner as in the case of open market candidates. The applicant should keep track of the exam dates which will be notified by RRC/SER through website www.ser.indianrailways.gov.in. In case applicant does not receive the call letter at least one week before the notified exam date due to postal delay, the applicant should contact RRC/SER for duplicate call letter three working days before the exam date. Duplicate call letter will be issued on production of original photo 'Identity Card' issued by South Eastern Railway.

12. Selection procedure:

- GDCE Quota is earmarked out of Direct Recruitment Vacancies. The standard of Written examination will be therefore similar to that conducted by RRB for open market candidates.
- The question paper shall be of Objective Multiple Choice type in English and Hindi only and likely to include questions pertaining to General Awareness, Arithmetic, General Intelligence & Reasoning. The Question paper will be of 90 minutes duration for 100 Questions.
- Written examination will be conducted ONLINE in computer(CBT). It will be informed separately through above website.
- There shall be negative marking in Written Examinations and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.
- The date, time and venue of the written examinations and typing tests will be fixed by RRC/GRC and will be intimated to the eligible candidates in due course. Any request for change of centre/venue will not be entertained under any circumstance.

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- f) There will be no supplementary examination for any candidate who are absent for Written Exam./Typing Test for whatever reason.
- g) On qualifying written examination, candidates will be shortlisted for next stage of selection i.e. Typing Test and Document Verification as per their merit as per extant rules.
- h) During document Verification the candidate has to bring all necessary documents in original. After satisfactory document verification, the candidate will be considered for empanelment subject to fulfilment of other relevant criteria.
- i) The candidates recommended for appointment will have to pass requisite medical fitness test(s) conducted by the Railway Administration to ensure that the candidates are medically fit to carry out the duties connected with the post.
- j) The panel will be formed strictly in the order of merit.

13. SYLLABUS FOR THE EXAMINATION:

The syllabus for the Written Examination will be generally in conformity with educational standard prescribed for the post and is same as applicable for RRB Examinations.

14. The vacancies of Jr.Clerk-cum-Typist under GDCE are assessed covering Hd.Qrs./Divisions/ Units of South Eastern Railway. The applicant employees who are selected are liable to be posted to anywhere in South Eastern Railway. **Those who are not willing to posting involving transfer, need not apply.**
15. The allotment of division of the selected employees will be at the discretion of the Administration, subject to availability of GDCE quota vacancies. The applicants cannot claim for posting as per their choice.
16. In case wrong declaration/particulars given by the candidates, he/she is liable to be taken up under D&AR also.
17. Decision of the Railway Recruitment Cell/SER/GRC in the matter of selection will be final.

18. This notification may be given wide publicity by circulating to each and every station and depot of Divisions/units and pasting on Notice Boards at prominent places.

19. The copy of the Notification & prescribed application format is also available in the web-site of South Eastern Railway and can be downloaded by the employees from the website www.ser.indianrailways.gov.in-> Railway Recruitment Cell .

Encl: Application format at Annexure-I

M. K. Prasad
10/12/18
(M. K. Prasad)

Chairman, Railway Recruitment Cell,
South Eastern Railway, Garden Reach.

Copy to :

- | | |
|--------------------------------------|--|
| 1. Secy. To GM/SER- of GM. | for kind information. |
| 2. Dy. Secy. to AGM/SER- | for kind information of AGM. |
| 3. All PHODs/CHODs, SER/GRC | for information and circulating in their respective |
| 4. DRM-KGP/CKP/ADA/RNC. | departments and offices. |
| 5. CAO/Con/SER/GRC. | |
| 6. CWM/KGP/Workshop. | |
| 7. Dy. CE/Workshop/SNY. | |
| 8. Chairman/RRB/Kolkata, Ranchi | |
| 9. Chairman/RRB/Maldia | |
| 10. Sr.DPO/DPO/SER-KGP/ADA/CKP/RNC | for wide publicity in all offices and field units in |
| 11. SPO(Con)/GRC | Divisions/Workshop/Construction units and HQ Office. |
| 12. SPO(RE)/KOL | They will also receive and screen applications received |
| 13. SPO(M&EL),(Med),(Engg.) &(T)/GRC | from employees and forward eligible applications only to |
| 14. APO(HQ)/GRC & APO(Stores)GSD/KGP | Chairman/ RRC/GRC along with detailed lists of eligible |
| | and ineligible candidates. |

M. K. Prasad
10/12/18

Chairman, Railway Recruitment Cell,
South Eastern Railway, Garden Reach.

**Application for Recruitment against GDCE Quota in South Eastern Railway
(Only for serving regular railway employees except RPF/RPSF staff)**

Railway Recruitment Cell/South Eastern Railway GDCE Notification Number-SER/P-HO/RRC/GDCE/PERS/2018	For Office use only : Control Number
	Roll Number

1. Category/Post applied for :

2. Name of Candidate:
(in capital letters)

3. Father's Name :
(in capital letters)

4. Date of Birth:(DD/MM/YYYY): / /

5. Community: (Tick ✓) SC ST OBC UR

Paste recent colour
passport size
photograph.
Photograph should be
attested by the
controlling Supervisor
on the print out form.

a) If OBC please state whether belonging to Minority Community(Write Yes/No) ()
b) If minority, indicate community : _____

6. **Educational Qualifications:**

Qualification	Board/University	Year of Passing
SSC/10 th Class		
HS		
Degree		
Others		

7. Employee details:
a) Present designation & Station: _____ b) Controlling Officer: _____
c) DOA: _____ d) PF/NPS Number: _____

8. Are you Physically Disabled(Tick ✓) VH HH OH

9. Address for communication (in capital letters):

10. Mobile No: _____ E-mail ID: _____

11. Do you seek age relaxation under any of the categories mentioned below:(Tick ✓ appropriate box)

SC	ST	OBC	Physically Disabled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State: _____
Pin Code: _____

12. Visible Marks of Identification: (moles etc. on your body)

1.	
2.	

13. List of Documents enclosed(fill in the details of the copies of certificates/documents enclosed)

i)	iii)	v)
ii)	iv)	vi)

14. Declaration by the candidate

I have read the GDCE Notification referred above and hereby declare that all the particulars given above by me are true and to the best of my knowledge. I am aware that in the event of any information furnished by me is found false/incorrect at any stage, my candidature will be rejected/cancelled without any notice at any stage, and I am also liable for criminal action. I will abide by the instructions given in the notification.

Signature of the candidate	Left hand Thumb Impression	Place: _____ Date: _____
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15. Identity/Eligibility Certificate

It is certified that the details submitted by the applicant _____ Designation _____
under _____ are verified and found correct. He/She is a regular Railway Employee working in this office
and is eligible to appear for the GDCE Exam. for the post of Jr Clerk-cum-Typist

Name/Signature of Controlling Supervisor <u>Designation & Official Seal</u>	Signature of Controlling Officer <u>Designation & Official Seal</u>	Name/Signature of Personnel Officer (concerned Division/WS/Unit/Hd.Qrs.) <u>Designation & Official Seal</u>
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