



दक्षिण पूर्व रेलवे
South Eastern Railway

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

No. SER/P-ADA/EP/Selection/Jr.Clerk/33.33%/2024

Dated- 09.04.2024

To
All Concerned
S. E. Railway/Adra

NOTIFICATION

Sub : Selection for promotion to the post of **Jr. Clerk-cum-Typist** in Pay Level-2 (7th CPC) against 33.33% Departmental Promotional Quota (General Selection) of all department (except Accounts, Store and Security department) in Adra Division.

It has been decided by the Competent Authority to fill up the vacancies of Jr.Clerk-cum-Typist against 33.33% Departmental Promotional Quota (General Selection) of all departments (except Accounts, Store and Security department) in Adra Division. Accordingly, applications are invited from all the eligible and willing employees of Adra Division. Details are as follows:-

1. Vacancies:

Total **25** {{**UR-18, SC-05, ST-02**} including **01 PwBD 'a' category**}.

2. Eligibility Criteria:

The regular erstwhile Gr. 'D' employee, Level-1 (substantive) such as Peon (Office Assistant/Genl. Assistant), Duftries, Record Sorters, Safaiwala of all Departments (excepts Accounts, Store and Security Department), Mali, Caretaker, Chowkidar etc. who have no separate avenue of channel for promotion/career advancement having minimum two (02) years continuous service in the relevant grade on successful completion of probation period irrespective of the fact whether such staff belong to GEN/OBC/SC/ST.

In case of appointment as substitute, his/her service condition of 02 (two) years will be counted from the dare of regularization. (RBE 165/2003 (Estt. Srl. No. 145/2003), 77/2016, 38/2017 (Estt. Srl. No. 58/2017)).

Note: In terms of Estt. Srl. No. 55/06 (RBE No. 34/06) & 129/06 (RBE No. 99/06) in respect of employees who have reported/joined in eligible Departments of Adra Division on Inter Railway Request Transfer/Inter Divisional Request Transfer on bottom Seniority, the service rendered in the old unit will be counted for the purpose of qualifying service for promotion in new seniority, subject of their immediate senior in the new seniority unit and the category in which she/he was working in the old unit is an eligible category for the selection/post in the new unit also.

3. Cut-off date:

In terms of Estt. Srl. No. 153/2006 (RBE No. 117/2006) date of notification is the cut-off date for all purpose like length of service, qualification, service condition etc.

4. Other condition:

The empanelled candidates for promotion to the post of Jr.Clerk-cum-Typist will be required to pass Typing Speed Test. The above Typing speed should be conducted in terms of Estt. Srl. No. 138/05, 30/11 & 20/17. However, the above promotion may be allowed on provisional basis and the staff concerned will be given (two) years time from the effective date of promotion to qualify the prescribed typewriting test. If they fail to qualify in typewriting test within the said period they will be liable to reverted and till such time their promotion will be provisional basis.

5. Mode of Selection:

- i. The post of Jr. Clerk cum Typist in Level-2 against 33.33% Departmental Promotional Quota (General Selection) shall be filled on the basis of selection. The selection will be consists of written test and record of service of 85 and 15 marks respectively in terms of Estt. Srl. No. 145/03 (RBE No. 165/03).
- ii. In terms of RBE No. 196/18 (SER Estt. Srl No. 73/19), 97/2019 (SER Estt. Srl. No. 122/19) and SER Estt. Srl No. 129/19, 100% objective type question will be set. All the questions will be on multiple choices only.
- iii. **There will be no supplementary examination for the absentees under any circumstance.**

6. Syllabus:

Part A: General English- Intended to test the working knowledge in English.

- i. Meanings, Antonyms, Synonyms, Sentence correction (preposition, conjunction, verb-tense usage).
- ii. Objective type comprehension, passage, arranging points/arguments in chronological sequence, Spotting flaws in language, arguments or rule quoted.

Part- B: General Standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and current affairs. The question paper shall also contain 10 questions on official language policy and rules.

7. Application form:

Enclosed as Annexure-A.

8. Last date of Submission of Application:

The willing employees having fulfilled the eligibility criteria may send their application as per enclosed proforma (Annexure-A) along with self-attested photocopy of educational qualification, caste certificate, disability certificate (if any) and other necessary documents to their controlling officers by **19.04.2024**. Concerned controlling officer should duly check & verify all columns of the applications affixing his signature with stamp and sent all the applications in a bunch along with testimonial to Sr.DPO's Office Management Section on or before **24.04.2024** positively. Application will not be directly received in this office. After the **24.04.2024** (last date), no application will be entertained.

Staff working in Construction/Project/Ex. Cadre organization/units etc. and maintain lien in Adra Division should submit their application through their respective Personnel Branch Officers. Their eligibility will be determined with reference to position in parent department in Adra Division subject to fulfillment of other condition laid down.



9. General instructions:

At Any stage of selection, if any applicant candidature is found to be defective/ineligible or not as per extant rules, his candidature will be rejected without assigning any notice/reason thereof. Thus mere calling or being eligible provisionally for the selection does not confer them for such promotion. The administration also reserve the right to cancel the notification/notified vacancies at its discretion, if any discrepancies are found at any stage and such decision will be final and binding on all.

The controlling staff officers should give wide circulation of this notification to all concerned and invite application form all the willing and eligible staff including those on leave/training/deputation having lien in Adra Division. Notification and proforma is available in the railway website of Adra Division at <https://ser.indianrailways.gov.in>.


Encl:- Proforma of application (Annexure-A).


(K. Bhanu Latha)

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

Copy forwarded for information and necessary action to:-

1. All Branch Officers of Adra Division.
2. OS to DRM/Adra for kind information of DRM/Adra and publication of the notification in the divisional website.
3. Ch.OS/Conf. : He is advised to take needful action to conduct the above selection.
4. Divisional co-ordinator/SERMU/Adra.
5. Div. Secertary/AISCSTREA/Adra.
6. Divl. Secretary/OBCREA/Adra.
7. Representative of SERMC/Adra.


for Sr. Divl. Personnel Officer
S. E. Railway/Adra

Annexure-A

Application for selection to the post of Jr.Clerk-cum-Typist, Level-2 against 33.33% quota

Ref: - Notification No. SER/P-ADA/EP/Selection/Jr.Clerk/33.33%/2024 dated 09.04.2024.

1	Name (in Block letter)		
2	IPAS Employee No.		
3	HRMS Id.		
4	Designation	(a) Substantive	
		(b) Officiating	
5	Department	(a) Parent	
		(b) Working	
6	Community (UR/SC/ST)		
7	Date of Initial Appointment & Capacity		
8	Date of Regularization		
9	Date of Med. de-cat./Re-deployment/ Change of Category/ transfer from other division/railway		
10	Educational qualification (attach attested copies of certificate)		
11	Contact No.		
12	List of documents attached	(i)	
		(ii)	
		(iii)	
		(iv)	
13	Remarks (if any)		

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge & belief. I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage of the above selection.

Signature of the employee & date

Particulars given by the employee have been verified and found correct. Forwarded to Sr.DPO/Adra for necessary action please.


10/4/2024
APol/Adra

Signature of the Controlling Officer with seal