



South Eastern Railway

Office of the
Sr. Divisional Personnel Officer
S. E. Railway/Adra
Dated: 11-01-2022

No: SER/P-ADA/EP/Selection/Jr.Clerk(16.67)/2022

NOTIFICATION

To
All In-Charge/Supervisors of
Sr.DPO's office, Adra,
Principal- GHSS/Adra, IC/BJE,
Headmaster- MPS/Adra,
Teacher-in-Charge -BHSS/Adra.

Last date of application: 10.02.2022

Sub:- Selection for the post of Jr.Clerk-cum-Typist in Pay Level-2 in 7th CPC against 16.67% quota through departmental selection (LDCE) of Personnel Department, Adra.

In order to filling up of **06 (Six) posts (UR-04, SC-01 & ST-01)** of Jr.Clerk-cum-Typist in Pay Level-2 of 7th CPC against 16.67% quota through LDCE (Limited Departmental Competitive Examination) for Personnel Branch, Adra. Applications are invited from the eligible and willing staff of Personnel Branch, Adra from existing serving erstwhile Group-D employees fulfilling the prescribed conditions.

In terms of Estt.Srl.No. 03/2016 & 61/2020, modified the eligibility criteria for promotion to the post of Jr.Clerk-cum-Typist in Pay Level-2 of 7th CPC against 16.67% departmental selection is as under:-

Eligibility Criteria:-

1. Employees in Pay Level-1, who have no regular avenue of promotion exist & who have completed 02 (Two) years regular service in the seniority unit of Personnel Department of Sr.DPO's office/Adra, GHSS/Adra, BHSS/Adra, MPS/Adra & IC/BJE on the date of issue of the notification (the date of issue of determining 02 years of regular service).
2. Such regular employees of Pay Level-1, who are appointed **on or before 17.12.2014**, must have passed the Matriculation examination or equivalent from recognised institute.
3. Such regular employees of Pay Level-1, who are appointed **on or after 18.12.2014**, must have passed 12th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. However, 50% marks in aggregate is not mandatory for SC/ST employees.
4. The minimum 50% aggregate marks may not be insisted upon in the case of those candidates who possess qualification higher than 12th (+2 stage) to appear in the selection to the post of Jr.Clerk-cum-Typist in Pay Level-2 of 7th CPC against 16.67% departmental selection (LDCE).

It may be noted that **'Financial up-gradation under MACP can't be counted as regular promotion'**.

Mode of Selection:-

The selection will consists of Written Test followed by Record of Service as per para 219(j) of IREM Volume-I edition 2009. In terms of Estt.Srl.No. 73/19, 122/19 & 129/19-

- 1) 100% objective type question would be set.
- 2) Duration of examination will be 120 minutes.
- 3) $\frac{1}{3}$ rd of mark will be deducted for each wrong answer.
- 4) To ensure the authenticity of the answer, cutting, overwriting, erasing or alteration of any type in the answer sheet will not be accepted. Zero (0) marks will be given for answer having correction/over writing.
- 5) Blue colour ball pen is to be used in examination.
- 6) There will be 110 questions, out of which 10 questions (optional) will be on Rajbhasha. If the candidates answer more than 100, the first 100 attempted questions will count.

**There will be no supplementary examination for absentees under any circumstances.
Panel will be formed strictly in the order of merit.**

The empanelled candidates for promotion to the post of Jr.Clerk-cum-Typist will be required to pass Typewriting Speed Test in English (30 W.P.M.) or in Hindi (25 W.P.M.). The test 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 **02 (Two) years time** from the effective date of promotion to qualify the prescribed typewriting test. If they fail to qualify the typewriting test within the said period, they will be liable to be reverted.

Important Dates:-

The willing and eligible staff, including the staff on deputation to others departments and railways having lien at Personnel Department, Adra, S. E. Railway should submit their applications in prescribed proforma. The controlling officer/section in-charge should duly check & verify all columns of applications. All applicants should send their applications through in-charge along with testimonials (as per proforma attached) to **Admn. (Genl.) section of Sr.DPO's office, Adra on or before 10.02.2022.**

Date of Written examination and pre-selection training for SC/ST candidates will be notified later on.

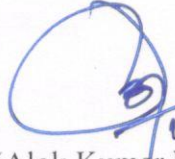
Ground of rejection of candidature:-

1. Incomplete application.
2. If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reason.
3. A list of eligible candidates will be circulated after scrutiny before Written examination.

A copy of Syllabus is enclosed as Annexure-B and proforma is enclosed as Annexure-A. Notification is also available in Notification Page of Personnel Department, Adra Division in the website- <https://ser.indianrailways.gov.in/>.

This may be give wide publicity amongst the staff.

Encl: Proforma Application (Annexure-A) and Syllabus (Annexure-B).


(Alok Kumar Ray)
Astt. Personnel Officer-II
for Sr. Divl. Personnel Officer
S. E. Railway/Adra

PROFORMA

To
The Senior Divisional Personnel Officer,
South Eastern Railway, Adra Division

Sub:- Application for the post of Jr.Clerk-cum-Typist in Pay Level-2 in 7th CPC against 16.67% quota through departmental selection (LDCE) of Personnel Department, Adra.

Ref:- Sr.DPO/Adra's Notification No: SER/P-ADA/EP/Selection/Jr.Clerk (16.67)/2022 dated: 11-01-2022.

In response to the above, I hereby offer my candidature for the aforesaid selection. My bio-data are furnished as under:-

1.	Name (In Block Letter)	:					
2.	Employee (PF) No.	:					
3.	Present designation & station	:					
4.	Present Pay with Pay Level (Mention regular or MACP)	:					
5.	Community (UR/SC/ST)	:					
6.	Date of Birth	:					
7.	Date of initial appointment & capacity	:					
8.	Mode of appointment and date	:	Please tick (✓)	Casual	Substitute	Temporary	Others
			Date				
9.	Date of screening	:					
10.	Date of attaining temporary status	:					
11.	Date of regularisation	:					
12.	Total period of service on regular measure as on the date of notification	:	YY	MM	DD		
13.	Educational qualification (Attach attested copies of certificate)	:					
14.	Contact No.	:					

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

Yours faithfully,

Dated:

(Signatur of the applicant)

Forwarded for necessary action.

Signatur of the controlling officer/in-charge
with office Seal

SYLLABUS

Syllabus for selection for the post of Jr.Clerk-cum-Typist in Pay Level-2 in 7th CPC against 16.67% quota through departmental selection (LDCE) of Personnel Department, Adra is as under:-

1. Basic knowledge in English

2. Mathematics:

HCF & LCM of numbers, Simplification, Square root & Cube root, Percentage, Average, Ratio & 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, candidate supposed to have acquainted with during their Railway Service like office, Establishment matters, use of Rajbhasha, Normal functioning/working of all department, Test reasoning.

4. Rajbhasha (optional)

