

South Eastern Railway

Office of the
Sr. Divl. Personnel Officer/Adra
Dated:-08.11.2024

No. SER/P-ADRA/EE/3/210/JE(Works)/15%IMAQ/2024

NOTIFICATION

Sub:-Selection for filling up 03 posts {UR=03(including 01 PwBD 'c' category), SC=00, ST=00} of JE(Works) in Level-6(7th CPC) against 15% Intermediate Apprentice Quota of Engg. Dept./Adra Divn.

It has been decided with the approval of the Competent Authority to hold the selection for the post of JE(Works) in Level-6(7th CPC) against 15% Intermediate Apprentice Quota of Engineering Department. Details are mentioned as under:-

1. **No. of Vacancies:-** 03 posts {UR=03(including 01 PwBD 'c' category), SC=00, ST=00}
 - a. **PwBD vacancy** has been assessed in terms of RBE No. 74/2022 and APO/CC&R/GRC's letter No. SER/P-HQ/Ruling/911 dtd. 09.08.2023.
 - b. **PwBD 'c' category** stands for LD(OL, DW, AAV).
2. **Conditions of Eligibility:-**
 - a. **Eligibility Categories:-**
 - i. Skilled grades staff of Works Branch having the qualification of ITI/Act Apprenticeship pass or 10+2 in Science Stream with three years service in skilled grades in terms of RBE No. 86/2006 and upper age limit not exceeding 47 years in terms of RBE No. 85/2010.
 - ii. Helper, level-1 working in Works cadre having experience of three(3) years may also be made eligible for filling up the post of JE(Works) against 15% Intermediate Apprentices quota, provided they fulfill laid down educational qualification and other eligibility criteria for the post in terms of RBE No. 93/2022.
 - b. **Medical Classification:-**Candidates should have prescribed Medical Classification of Bee One (B1) category as per IRMM Vol. 1. The selected candidates should have passed in B1 Medical category before their final posting as JE(Works).

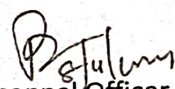
Note:-Eligibility of staff working in Construction Organization/Project Offices/other ex-cadre Organizations/Units will be determined with reference to their substantive post in the parent department subject to the fulfillment of the other conditions laid down.

3. **Scheme of Examination:-**In terms of RBE No. 196/2018 which is circulated by PCPO/GRC vide SER Estt. Srl. No. 73/2019, the question paper will be 100% Objective Type Multiple Choice only in the examination to expedite and simplify the selection process.
4. **Syllabus:-**Will be provided separately.
5. **Date of Examination & Venue:-** will be notified later.
6. **Submission of Application:-**
 - i. It should be ensured that wide publicity is given to this notification amongst all the staff concerned. It is personal responsibility of the Controlling Officers of the units that the notification reaches to all the eligible employees in time.
 - ii. Applications are invited from the volunteers who fulfill the eligibility conditions as on date of notification as detailed above which should be in the prescribed proforma (Annexure-A).
 - iii. The applicants should fill all the columns in the application form.
 - iv. The applicants should put their signature with date on the application form.
 - v. **Repeat: signature and date both are compulsory otherwise applications will be rejected.**
 - vi. The filled in applications should be submitted by the candidates to their supervisory officials/Controlling officers on or before 20.11.2024.

- vii. **Supervisor & Controlling Officer(ADENs)** will check the correctness of all the particulars in the application with service registers and other relevant records and certify the correctness of each item of the application and affixing signature with an endorsement as 'checked and verified'.
- viii. **Supervisory Officials & Controlling officers** should forward such applications duly affixing their signature and date in each of the application. The Bio-data/Service particulars should be duly verified with Service Record and forward to the Cadre Controlling Officer i.e. Sr.DEN(Co)/Adra. Subsequently, all the applications should be sent in a bunch to this office through Sr. DEN(Co)/Adra office on or before **25.11.2024**.
- ix. **Controlling Officers/Heads of the Units** have no discretion to entertain any application received beyond the target date. The applications received beyond the target date should not be entertained and the same should be disposed off at the Unit level rejecting them on account of late receipt under advice to this office.
- x. **Staff working on Construction Project/Ex-cadre Organization/Units** should submit their duly verified applications through their respective Cadre Controlling Officers where they hold lien.
- xi. **Staff who are on deputation/leave/sick** should also be informed so as to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation leave sick under clear acknowledgement and a copy of which may be sent to this office for record.
- xii. **Availability of APARs:-** The Controlling Officers & Ch. OS/APAR Cell/Sr. DPO office/Adra. should ensure that the APARs of the candidates who have volunteered for the above examination, for the last 3 years complete in all respects is available with them and are sent to this office at a short notice when called for.
- xiii. **Conveying of Adverse Remarks:** It is the responsibility of the Controlling Officer/Supervisor that if any adverse remarks or the point below the bench mark in the APAR of any candidate is detected, the same should be informed to the candidate and the representation, if received, should be disposed immediately.
- xiv. As per rules, no supplementary examination is permissible in IMAQ for the absentees under any circumstances.

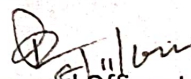
Note: This being uploaded at the website of Adra Division. Candidates have to check the website for further updates. Please acknowledge the receipt of this notification.
Web site: ser.indialrailways.gov.in

Encl: Proforma- Annexure - 'A'.


Asstt. Personnel Officer-I
for Sr. Divl. Personnel Officer/Adra

Copy forwarded for information & necessary action to:-

- i. PS to ADRM for kind information of ADRM/Adra.
- ii. Sr.DEN(Co)/Adra, Ch.OS(Estt/G)/Sr.DEN(Co/Adra, All SSE(Works)/Adra Divn.
- iii. All Bill unit in-charges- He/She is advised to verify the service particulars of the staff from their SRs and certify the same on the respective applications.
- iv. SSE(Engg/Control)/Adra for control message to the all Works supervising unit of Engg Deptt in Adra Divn.
- ☒ v. OS/DRM Cell for uploading this notification at the website of Adra Divn.


Asstt. Personnel Officer-I
for Sr. Divl. Personnel Officer/Adra

PROFORMA FOR APPLICATION

Annexture-A

To
The Sr.Divl.Personnel Officer
South Eastern Railway/ Adra

Sub: Application for appear to the Selection for promotion to the post of JE(Works) in Level-6
(7th CPC) against 15% Intermediate Apprentice Quota of Engg.Deptt/Adra Divn

Ref: Notification No: SER/P-ADRA/EE/3/210/JE(Works)/15%IMAQ/2024. Dated:-08.11.2024

In reference to the above notification, I beg to offer myself as a candidate for the said selection.

My Service particulars are as under:-

1	Name (Block Letter)	
2	Father's name	
3	Designation/Stn/ Supervisor In-Charge	
4	Department	
5	EMP.No.	
6	HRMS ID & Mobile No	
7	Date of Birth	
8	Date of Appointment	
9	Present Scale as per 7 th CPC (Level)	
10	Date of regularization to the present Grade/ scale/Level	
11	<i>Date of Promotion to the Present Grade/Level</i>	
12	Date of last medical Exam	
13	Declared fit in which medical Category.	
14	Community	
15	Educational Qualification	
16	PwBD 'c' Category, if any (Write LD(OL, DW, AAV).(Yes/No), if yes enclosed the certificate of the medical authority	

Date:

Signature of the applicant

Service Particulars are Checked & verified by the Bill Compiling In-Charge with seal.

Signature of the immediate supervisor with stamp

