

ALL CONCERNED**NOTIFICATION**

Sub: Filling up vacancies in the category of Junior Clerk cum Typist in pay matrix Level – 02, RS(RP) Rules, 2016 in various departments against 33 $\frac{1}{3}$ % quota.

(A) It is proposed to conduct a selection to fill up 13 vacancies (Break up: UR-09, SC-02 & ST-02) of Junior Clerk cum Typist in pay matrix Level – 02, RS(RP) Rules, 2016 in various departments against 33 $\frac{1}{3}$ % quota from amongst erstwhile Group-‘D’ staff working in Level – 01, RS(RP) Rules, 2016, for whom no regular avenue of promotion exists, **except the following:-**

- i) Workshop staff of Mechanical, Electrical, Civil Engineering and Signal & Telecommunication Department.
- ii) Non-Workshop Artisan staff of Mechanical, Electrical, Civil Engineering and Signal & Telecommunication Department.
- iii) RPF/RPSF Personnel,
- iv) Staff of Accounts Departments.

Note :- Employees in lower Group-‘C’ Level – 02, RS(RP) Rules, 2016, for whom no regular avenue of promotion exists will also be eligible to appear in the selection held for promotion of Group-‘D’ employee to Group-‘C’ against the prescribed 33 $\frac{1}{3}$ % quota.

Department wise vacancies are as under:-

SN	Departments	Establishment Controlling Officers	Total	Reservation		
				UR	SC	ST
01.	Combined ‘P’ Branch cadre	APO/Admn	07	04	02	01
02.	Combined Admn ‘G’ Branch cadre	APO/Admn	--	--	--	--
03.	Stores/CRJ	APO/HQ	--	--	--	--
04.	Civil Engineering	APO/Admn	--	--	--	--
05.	TKO(Accounts)	FA&CAO(A)	01*	01	--	--
06.	Combined Mech. & Elect. (G) Branch	Dy.CPO(W)	05*	04	--	01
07.	Stores /PCMM/CLW/DKAE.	APO(W)-I	--	--	--	--
	Store/HWH Cadre	APO(W)-I	--	--	--	--
Total			13	09	02	02

* against anticipated vacancies.

(B) Mode of selection :

- i) As per the instruction contained in Railway Board’s letter No. E(NG)1-2003/CFP/2 dated 22.09.2003 (RBE No. 165/2003), there will be no viva voce and the selection will be based on the written examination and scrutiny of Service Record. The **Written Test will consist of 85 marks and Record of service will consist of 15 marks.** Though there are no marks awarded for seniority. The selection will be finalized based on seniority in terms of Railway Board’s letter No. E(NG)I/2011/PM-1/26 dated 06.02.2014 (RBE No. 17/2014) and as clarified vide Railway Board’s letter of even No. dated 05.05.2015 (RBE No. 43/2015).

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 15/9/2023

- ii) Panel will be formed from amongst the candidates who secure qualifying marks of 60% in Written Test (50% for SC/ST) and overall 60% (50% for SC/ST) in Written Test and Record of Service taken together. The panel will be prepared in order of their seniority amongst the qualified staff as per the provision of para 189 of IREM, Vol -I and ACS No. 154 & 155. 'Best amongst the failure scheme' will be applicable for SC/ST candidates who will secure marks less than 50% but more than 20%.
- iii) There will be no classification of candidate as 'Outstanding' being General selection.
- iv) The empanelled candidates on their promotion to Group 'C' posts in the Ministerial cadre, erstwhile Group-'D' staff will be required to possess a Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on Personal Computers. Promotions may, however, be allowed on provisional basis and concerned staff given two years time from the date of promotion, to qualify the prescribed typewriting test and if they fail to qualify the typewriting test within the said period, they will be liable to be reverted. The other terms & conditions will be regulated in terms of RBE No. 09/2023

(C) Scheme of examination:

- i) In terms of Railway Board's letter No. E(NG)I-2018/PM1/4 dated 14.02.2018 (RBE No. 196/2018), the written examination will consist of 100% objective type questions with 100 question + 10 question on Rajbhasha relating to Official Language Act, overall 100 questions attempted. Question of Rajbhasha are optional. All question will be multiple choice (ABCD option) only through OMR sheet. There shall be no negative marking for incorrect answers as per RBE No. 194/2019 and zero marks will be given for answer having correction/ over writing.
- ii) There will be a common written examination for this selection for all the candidates.
- iii) The date, time & venue of written examination will be intimated in due course.
- iv) There will be no supplementary written examination under any circumstances.

(D) Syllabus of Written Examination :

The written examination consists of two parts i.e, Part 'A' is intended to test the working knowledge of the employee in English Language and Part 'B' consist of General standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertaining to the work they have been acquainted during their service in Railways.

(E) Eligibility and Application :

- i) The intending Railway servants in level-01, to be eligible for promotion to Level-02 in all departments should have put in a minimum of 02 years regular service and have successfully completed their probation period in the recruitment grade vide RBE No. 03/2019 and RBE No. 20/2019. For this purpose, the service rendered as substitute will also be counted if the same is followed by regularization/Screening. The candidates must have put in a minimum of 02 (two) years continuous service as on **15-09-2023** i.e the date of notification.
- ii) In terms of PCPO's circular number GMA/Ruling/RP/PwBDs Dated-16.02.2023, the reservation in promotion to the persons with Benchmark Disabilities (PwDBs) for 02 (two) vacancies is reserved for Blindness and Low vision. If no such PwBDs candidate available at the time of selection the said vacancies will be filled up as per normal roster points.

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Handwritten signature and date: 21/9/2023

Accordingly, the application are invited from all eligible candidates in the prescribed proforma (enclosed at Annexure – 'A').

- a) The last date for submission of application through proper channel to their Controlling Officer/Supervisor within **29.09.2023** and the same to be forwarded by the Controlling Officer to their respective Establishment Officer by **04-10-2023**.
- b) Respective Establishment Officers should scrutinize those applications from Service Records regarding their eligibility in respect of service particulars etc. and list out their eligibility and forward the **eligible applications** along with the eligibility certificate through special messenger to APO/Admn within **10-10-2023**. **No application will be entertained after due date i.e 10-10-2023.**
- c) No application will be considered which is not in prescribed proforma & not routed through proper channel.
- d) Application itself will not confer on the candidates any claim for automatic promotion/candidation to the post of Junior Clerk cum Typist in Level – 02, RS(RP) Rules, 2016 and actual promotion will be made on availability of post after observing necessary formalities in this regard.
- e) The Controlling Officer/Supervisor should give the wide publicity of the notification among the eligible staff working under their control and also should exhibits a copy of the Notice Board of the respective office(s).
- f) Representation, if any, on this notification should be sent to this office through proper channel by **27-09-2023** which will be finalized before closing date. Any representation received after this date will not be entertained.

This has the approval of the Competent Authority.



Asst. Personnel Officer (Admn.)
for Principal Chief Personnel Officer

Copy to:

PCME, PCEE, PFA, PCMM, PCPO, PCE, PCMO, FA&CAO(TKO), SDGM & CVO, IG-cum-PCSC, CMM(HQ), CMM/Mech/KOL, CMM/Elect./KOL, CMM/Genl/CRJ, CEE/LOCO, CESE, CEE/TM, CEE/I&D/Mumbai, CME/Loco, CME/Planning, Dy.CME(Mfg), Dy.CME/ELB, Dy.CME/ELA, Dy.CME/DKAE, Dy.CME/MPP, Dy.CME/M&P, Dy.CME/SF, Dy.CME/Prod./SF, Dy.CME/ELF, Dy.GM, Dy.CMM(HQ), Dy.CMM/(P), Dy.CMM-D, Dy.CMM/G/Kol, Dy.CMM/DKAE, Dy.CMM/S, Dy.CVO, Dy.CEE/M, Dy.CEE/M, Dy.CEE/TMM, Dy.CEE/Loco, Dy.CEE/P&I., Dy.CEE/D&D- I, Dy. CEE/I&D/DLI, Dy.CEE/I&D/HWH, CQAM, Dy.CEE/TMD, Dy.CEE/DKAE, Dy.CEE/D-II, Dy.CEE/D-I, Dy.CEE/D-III, Dy.CE, Dy.CPO/W, Dy.CPO(G&A), Principal/CHS(EM), DV(Girls')/HM, DV(Boys')/HM, DV(Girls')/BM, DV(Boys')/BM, PTTC, APO(HQ), APO(W)M, AWO, APO(W)EL, APO(W)-I, APO(Bill), APO(W)- II, ADGM, PRO, PS-I to PCPO, CS&WI/Admn., CS&WI(W).



for Principal Chief Personnel Officer

**Application form for the post of Junior Clerk cum Typist in Level-02 under
RS(RP) Rules' 2016 against 33¹/₃% promotion quota**

1. Full Name (in Capital Letters) :
2. Father's/Husband's name :
3. Present Designation :
4. Pay matrix Level (Regular/ MACP) :
5. Control No. & Bill Unit No. :
HRMS ID :
6. Date of Birth :
7. Educational Qualification (as per recorded in the Service Record) :
8. Community (UR/SC/ST) (Enclosed caste certificate, SC/ST) :
9. Date of initial appointment :
(i) Substitute :
(ii) Ty. Status :
10. Date of regular appointment (Regularization) :
11. Capacity of appointment :
12. Whether transfer from other Railway /PU, if yes then date of joining in CLW :
13. Office/ Department where presently posted :
14. Contact No. :

DECLARATION

I hereby solemnly declare that all the statements/particulars made in the above application/proforma are true and correct to the best of my knowledge and belief. I fully understand that in the event of any information furnished being found false or incorrect, my candidature for the post of Junior Clerk cum Typist in Level-02 RS(RP) Rules' 2016 will be automatically cancelled and I have no claim for the same.

Date : _____

(Signature of the employee/Candidate)

The above particulars have been examined and found correct as per records available in Service Record and other Official documents. **It is also certified that no regular avenue of promotion exists for the above named candidate.**

Date : _____

(Signature of the Establishment
Controlling Officer along with seal)

