

कार्मिक विभाग/Personnel Deptt.
चि.रे.का चित्तरंजन /CLW/Chittaranjan

संख्या. GMA/Genl/LDCE/Senior Clerk (13½%)

दिनांक: 16.03.2021.

PFA, PCMM, PCEE, PCME, PCPO, PCE, PCMM-Kol, PCEE/Dankuni, CMO,
Dy.CPO(W), Dy.FA&CAO-I, Dy.CMM/D, Dy.CE, Dy.GM
SPO(W/E), APO/HQ, APO/Dankuni, APO(W/M), APO(Res.), AFA(G).

NOTICE

Sub:- Filling up of vacancies for the post of Senior Clerk in Level-5 (RSRP'2016)
against 13½% of LDCE quota.

1. It is proposed to conduct a selection for promotion to the post of Senior Clerk in Level-5 of Pay Matrix (7th CPC) against 13.½%LDCE quota. Accordingly, applications are invited from eligible employees as per the criteria mentioned below.
2. The combined total number of vacancies assessed in CLW (except Accounts and RPF/RPSF) are as under:-

Sl.No.	Department	No. of vacancy against LDCE quota	Break up of post as per PBR		
			UR	SC	ST
01.	Store/CRJ	05	04	01	Nil
02.	TKO(G)	02	02	Nil	Nil
03.	Store/PCMM/CLW/DKAE	02	02	Nil	Nil
04.	Mech. & Elect 'G' cadre	06	05	01	Nil
05	Personnel Branch	06	04	01	01
06.	Administrative 'G' branch	01	01	Nil	Nil
07	Civil	01	01	Nil	Nil
Total		23	19	03	01

3. Application are called from willing staff who fulfil the conditions prescribed for selection to the post of Senior Clerk in Level-5 of Pay Matrix (7th CPC) against 13.½% LDCE quota from all departments of CLW (except Accounts and RPF/RPSF).

4. ELIGIBILITY CRITERIA

- i) The serving regular Junior Clerk-cum-typist of CLW (except Accounts and RPF/RPSF) possessing the qualification of Graduation may submit application for filling up the vacancies of Senior Clerk in Level-5 of Pay Matrix (7th CPC) against 13.½%LDCE quota.
- ii) The applicants should have completed 02 years of regular service as Junior Clerk in Level-2 of 7th CPC Pay matrix as on **16.03.2021**

5. MODE SELECTION

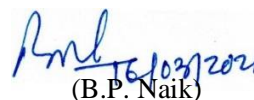
- i) The selection shall consist of the written examination. In terms of Railway Board's letter no. E(NG)I/2018/PM-1/4) RBE No. 196/2018 dated. 14.12.2018 the question paper will 100% objective type, all the questions will be of multiple choice only. Questions on Rajbhasha will also be included. There will be negative marking on evaluation. One third of the marks allotted for each question will be deducted for each wrong answers.

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- ii) Cutting, overwriting, Erasing or Alteration of any answer will not be accepted. Zero marks will be given for answer having correction/Overwriting
 - iii) The staff those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination. Relaxation to reserve category candidates (SC/ST) will be provided as per extant rule.
 - iv) This being a General Selection, no supplementary written examination will be conducted.
 - v) Selected candidates for promotion to the post of Sr. Clerks against L.D.C.E./Graduate quota are required to pass the typewriting test at the speed of 30 words per minute in English or 25 words per minute in Hindi within a period of two years of their promotion on provisional basis. Failing which the candidates should be reverted to their original post.
- 6 A copy of syllabus for the written examination is enclosed as ANNEXURE-A. The question paper shall also contain questions on Official Language policy and Rules to the extent of 10% of the total marks allotted to professional ability which may not be mandatory one to answer. (Rly. Bd's letter no. 81/02-44/12 dtd. 14.01.1982)
 7. Those staff who are eligible in terms of the conditions stipulated above as on date of issue of notification should submit their applications in prescribed proforma as shown in ANNEXURE-B duly forwarded by their controlling officers to Personnel Officers in – charge of the establishments Section.
 8. Those staff who are eligible in terms of the conditions stipulated above as on the date of issue of Notification i.e. on **16.03.2021** should submit their applications prescribed proforma as shown in ANNEXURE-B, to their controlling officers. The last date for submission of the applications to Controlling Officers concerned is **05.04.2021**. The last date of receipt of applications in this office duly forwarded by their controlling officers is **12.04.2021**.
 9. The controlling Officer should send the applications in the prescribed proforma to the respective Establishment controlling officer by **05.04.2021**. The Establishment controlling officer should verify the correctness of the particulars furnished by employees in their application with their respective SR's and forwarded only the eligible applications to the APO/Admn. in PCPO's office/ CLW on or before 12.04.2021 in a bunch with remarks "**Checked & found correct**". In case no applications received a **NIL statement may be sent**. The applications of the employees whose service cannot be spared in the event of their being selected **need not be forwarded**. If the staff is undergoing penalty or is under suspension or any departmental proceeding have been initiated for **minor/major** penalty the particulars of such employees should be advised with details along with the applications. **All applications should be sent through special messenger**. Application received after due date will not be accepted.
 10. It is advised that wide publicity should be given to all the staff working in your Department .it should also be ensured that this notice inviting applications as well as alerting is further circulated within seven days to provide adequate time to reach the staff under your control and facilitate the willing and eligible staff to submit their application before **05.04.2021** for further forwarding to this office.

The applicants may also visit Website [https:// clw.indianrailways.gov.in](https://clw.indianrailways.gov.in) for Notification & Application form

DA :- Annexure - A & B


(B.P. Naik)

Asst. Personnel Officer/Admn.
for Principal Chief Personnel Officer

SYLLABUS FOR SELECTION TO THE POST OF SENIOR CLERK IN LEVEL -5 OF PAY MATRIX
IN VII CPC (PB-2/GRADE PAY Rs. 2800/- IN VI CPC) AGAINST 13.½% LDCE QUOTA IN CLW.

1. **Office Procedure.**
 - a. Dak Handling.
 - b. Maintenance of files
 - c. record keeping
 - d. Maintenance of statistics.
2. Writing Skill
 - a. Letter/DO writing
 - b. Notifications.
3. Award of work in works programme.
4. Procedure for Stores Procurement.
5. Railway Organizational structure.
6. Railway Housing (Rly. Qrs. allotment) policy.
7. Uniform policy.
8. Discipline & Appeal rules and Conduct rules.
9. Medical examination and facilities available to Railway employees.
10. Audit and Accounts narrative report. Draft paras and their disposal.
11. Classification of demands of grants.
12. Man –power Planning, Training & development.
 - a. Vacancy Bank register/ Pool of surrendered posts.
 - b. Creation of Posts.
 - c. Redeployment of surplus staff.
13. Pay and allowances including 7th CPC.
14. Pass Rules.
15. Leave Rules.
16. Railway Pension Rules & NPS.
17. General Conditions of service.
18. Hours of Employment Regulations.
19. Right to Information Act,2005.
20. Official Language Rules and policy.
21. CPGRAM, NIVARAN Etc.
22. Computerisation & Digitization.

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PROFORMA

APPLICATION FOR THE POST OF SENIOR CLERK IN LEVEL - 5 OF PAY MATRIX IN VII CPC (PB-2/GRADE PAY Rs. 2800/- IN VI CPC) AGAINST 13.1/3% LDCE QUOTA IN CLW.

1. Name :
2. PF/NPS Number :
3. Designation :
4. Rate of Pay & level :
5. Date of Birth :
6. Date of appointment :
7. Post/Scale to which appointed
a. Initially :
8. Date of entry into present grade
on regular measure :
9. Whether regular or ad-hoc :
(If ad-hoc followed by Regularization,
the dates should be mentioned) :
10. Whether Belonging to UR/SC/ST :
11. Educational qualification :
12. Additional qualifications, if any :
13. Contact No. :

I declare that the particulars and documents furnished above are correct and true and I am liable for departmental action under DAR if the same are found to be false or fabricated later .**I also agree that my candidature may be rejected , if I am found ineligible for above selection at any stage.**

Date:

Signature of the employee

Ref: - GMA/Genl./LDCE/Sr. Clerk (13.1/3%)

Date:- 16.03.2021

Particulars given by the employee in Columns No. 1 to 12 have been verified with the Service Records and found to be correct.

Signature of the Controlling Officer

Application Accepted / Rejected
If rejected grounds of rejections:

Signature of the Personnel Officer

(To be signed by competent authority)

