

दक्षिण पूर्व मध्य रेल्वे
South East Central Railway
कार्मिक विभाग, मंडल रेल प्रबंधक कार्यालय, बिलासपुर
Personnel Department, Divisional Railway Manager Office, Bilaspur

Jr.Clerk-cum-Typist (33⅓% DPQ)

NOTIFICATION NO.62/2023

Sub: Formation of panel for filling up the post of Jr.Clerk-cum-Typist in Pay Matrix Level-2 for Bilaspur Division/SECR.

It is proposed to form a panel for filling up of **07** (Seven) posts of Jr.Clerk-cum-Typist in Pay Matrix Level-2 against 33⅓% DPQ quota in for Bilaspur Division/SECR (By calling option). The break-up of vacancies is as under:

Sl.No.	Department	33⅓ %DPQ			
		UR	SC	ST	Total
1	Engineering	2	1	0	3
2	Mechanical	1	1	0	2
3	Personnel	2	0	0	2
	Total	5	2	0	7

1. ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:

- 2(Two) years service (Unreserved/Scheduled Caste/Scheduled Tribe) is mandatory for all the employees. In computing the qualifying service, the temporary service before regularization will also be taken into account. The eligible categories are furnished herewith for ready reference.

Sl.No.	Department	Description	Level
1.	Canteen	Salesman, Halwai, Bearer	Level-1
2.	Education	Safaiwala, Peons, Waterman/Water women, Games Attendant, Lab.Attendant, Mali, Chowkidar	Level-1
3.	Electrical(G)	Office Peon/Sr.office Peon, Chowkidar	Level-1
4.	Electrical(OP)	Call Boy/Sr.Call Boy, Box Boy/Sr.Box Boy, Chowkidar, Peons/Sr.Peons, Safaiwala/Sr.Safaiwala	Level-1
5.	Electrical(TRD)	Office Peon/Sr.Office Peon, Record Sorter, Chowkidar	Level-1

Sl.No.	Department	Description	Level
6.	Engineering	(A) Group D Staff (Office Engg.Deptt.) - Peon, Jamadar Peon, Record Sorter/Sr.Record Sorter, Waterman (B) Isolated categories of Bridge Side- Chowkidar/Sr.Chowkidar, Dak Runner/Sr.Dak Runner, Medically decategorised Khalasi (C) Works Side- Ticket Seller, Mali/Sr.Mali/Hd.Mali, Medically decategorised Khalasi (D) DSD Side- Store Khalasi, Khalasi, Ferro Khalasi, Ferro Typer/Ferro Printer (E) Mis Group(AEN wise) - Safaiwala, Jamadar Safaiwala, Garden Khalasi, Khalasi, Crop Cutter, Hedge Cutter, Cattle Peon M.Attendant, Hd.Mali, Hd.Khalasi, Chowkidar, Medically decategorised Khalasi, License Collector.	Level-1
7.	General Administration	Peons, Record Sorter, Jeep Khalasi/ Sr.Jeep Khalasi, Khalasi, Chowkidar	Level-1
8.	Mechanical	Peons/Senior Peons, Record Sorter, Care Taker/Sr.Care Taker, Bearer, Box Boy/Sr.Box Boy, Call Boy/Sr.Call Boy, Masalchi	Level-1
9.	Mechanical (Workshop)	Peon, Safaiwala, Helper, Asstt.Cook, Vender, C/Bearer	Level-1
10.	Medical	Peons/Sr.Peon, Record Sorter	Level-1
11.	Operating	Office Peons, Record Sorter	Level-1
12.	Personnel	Record Sorter, Jamadar Peon, MTS, Store Khalasi, Peons, Trolleyman under DRM, Khalasi under Mahila Samiti	Level-1
13.	S&T	Store Khalasi, Chowkidar, Record Sorter, Office Peon, Peon	Level-1
14.	TMO	Cook-mate (Only lien holder in the category)	Level-1
15.	Store	Peon, Record Sorter	Level-1
16.	All Department	Sr./Jr.Record Sorter, Sr./Jr.Office Peons, Care Taker/Sr.Care Taker	Level-1

(PCPO/SECR's Letter No.P-HQ/RUL/105/12/5530 Dated 31.05.2017)

2. SYLLABUS:

The tentative syllabus for selection to the post of Jr.Clerk-cum-Typist of Personnel department against 33⅓% DPQ is as under:

According to the syllabus of the examination, the general level test of intellectual ability and proficiency in English language, arithmetic and general knowledge will be completely objective (CBT) in the same part. As per Estt.Srl.191/2019, 10% questions will be related to Official Language Policy and Official Language Rules.

3. PROCEDURE FOR WRITTEN EXAMINATION:

- a. The exam will be held in the manner of Computer Based Test (CBT)
- b. Question paper will be 100% objective type.
- c. All the questions will be of multiple choices only.
- d. There will be 110 questions including 10 optional questions on official language policy and candidates will have to answer 100 questions only. If any candidate answers more than 100 questions, the first 100 attempted questions will be counted.
- e. The above selection is against Departmental Quota and panel is required to be drawn in the order of their seniority amongst the qualified staff as per the provisions of para 189 of IREM (Estt. Rule No: 75/2015). The panel will be drawn after scrutiny of Service Record and last 03 (Three) years APAR's of the staff those who qualified in the written examination/CBT test. No supplementary test will be held in terms of PCPO/SECR/BSP's letter dated 16.01.2007.
- f. The duration of examination under objective type multiple choices will be 120 minutes.

(PCPO/SECR/BSP's Estt. Rule No: 200/09, 196/11, 75/15, 359/18, 164/19, 180/19, 267/19 and 315/19)

4. PROVISION OF RESERVATION:

- a. The conditions set out by the Hon'ble Supreme Court in the matter of Jarnail Singh Vs Lachhmi Narain Gupta for extending reservation in promotion to SCs/STs has been complied viz Quantifiable data has been collected in the cadre of Jr.Clerk-cum-Typist. L-shape roster is also maintained in due compliance of the judgment of Hon'ble Supreme Court in the case R. K. Sabharwal Vs State of Punjab. It is seen that there is shortfall of SC-02 hence, representation of SC in the cadre of Jr.Clerk-cum-Typist is inadequate and there is no shortfall of ST-00 category hence, representation of ST in the cadre of Jr.Clerk-cum-Typist is adequate.
- b. The above selection is provisional subject to final outcome of the judgement in the matter of Jarnail Singh & others Vs Lachhmi Narain Gupta & other at Hon'ble Supreme Court.

(Authority : PCPO/BSP's Estt Rule No.66/21,123/22, 165/2022)

PCPO/BSP's letter No. P-HQ/RUL/105/2 (E-86359) dtd 03-02-2023

- b. The feeder grade post is identified for PwBD in terms of 168/22. However, as and when vacancies arises/reaches up to roster point No. 25 reservation will be provided in due course of time at any point within roster point No 25.

(Authority : PCPO/BSP's Estt Rule No.54/19 & 168/2022)

5. MODE OF SELECTION AND QUALIFYING MARKS.

- a. The said Selection Establishment No. 70/17, 72/17, 359/18, 164/19, 315/19, 66/21 and PCPO/Bilaspur's letter No. P-HQ/RUL/105/12, Vol- II/6864 dated-27.12.2019, there will be no viva-voce and no supplementary exam will also be conducted.
- b. The professional ability of the employee in the field of selection will be adjudged through written test on CBT mode only. The employees must secure minimum 60% marks in aggregate i.e in both written test and record of service. The post of Jr.Clerk-cum-Typist is non-safety hence the relaxation in the qualifying marks for candidates belongs to SC/ST community is applicable as per Estt. Sl.No.266/99.
- c. The final panel shall be drawn up in order of seniority amongst the qualified candidates on aggregate marks of "Professional ability" and "Record of Service" even though the candidates from different departments panel is required to be drawn in the order of their seniority amongst the qualified staff as per extant codal provisions and rules. There will be classification of "Outstanding". Respective weightage of marks of professional ability (written test) and record of service will be as per extant rules.

(Estt. Srl. No: 266/1999)

6. DATE OF EXAMINATION AND VENUE:

- a. The date, venue and time of examination will be intimated in due course. However, it is to be advised to the volunteering staff that there will be no supplementary examination for the absentees being.

7. LAST DATE FOR SUBMISSION OF APPLICATIONS:

- a. The willing and eligible employees have to submit their applications in prescribed Proforma (**Annexure-A**) to their controlling supervisors on or before **05-07-2023** who will forward the applications in a bunch to the controlling officers on or before **07-07-2023**. The controlling officer will forward all the applications in a consolidated manner along with covering letter after due scrutiny to this office on or before **10-07-2023**. Applications received after the last date will summarily be rejected without assigning any reason.

8. NOTIFYING TO THE STAFF:

- a. Wide publicity of this notification should be given amongst the all eligible staff. A copy of notification should be displayed on a notice board at a conspicuous place. Staff who is on deputation/leave/sick should also be notified to enable them to submit their applications in time. It should be the responsibility of senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection from time to time should invariably be intimated to all the eligible employees.

9. GENERAL INFORMATION:

- a. Candidates will be empanelled as per IREM Para 189 against existing vacancies. They will have to attain typing speed of 30/40 words per minute in English or 25/30 words per minute in Hindi within 2 years from the date of promotion, if they fail, further action will be taken as per Establishment Rule 12/17.
- b. SC/ST candidates shall apply in the prescribed application form along with attested true copy of the certificate issued by the District Magistrate, Collector or authorized officer not below the rank of Tehsildar.
- c. After the written examination is over, the answer keys will be published on the website (www.secr.indianrailways.gov.in) for the departmental examinations conducted by the division at its level. Candidates are advised to download the answer key from the website and submit their representation regarding alternative answers in objective type questions to the concerned department within 03 days. After which no further representation will be considered.
- d. All candidates are advised to attend the examination hall on scheduled date of exam along with proper identification memo.
- e. Unit/Section in-charges are hereby advised to release the staff positively with proper identification memo.
- f. There will be mock test at the exam centre before starting main examination through Computer Based Test (CBT) so that candidates can be familiar with the CBT.
- g. In case of any unfair means noticed during the examination, candidates shall be asked to leave the examination hall and they will liable to be punished under DAR also.
- h. If any discrepancies are found at any stage in regard to the applicant's candidature is liable to be cancelled at any stage of selection without any information.
- i. In case of any dispute, the English version shall be applicable.
- j. The notification also available on SECR website- <http://www.secr.indianrailways.gov.in> Link of the Home page: Dept./Div of SECR
→ Divisions → Bilaspur → Personnel → Notifications

Digitally Signed by
R.shankaran
Date 26-06-2023 18:13:00
(R.Shankaran)
Respected Approved
Asstt. Personnel Officer-III
for Sr Divl. Personnel Officer

No. E/SA/EST/PB/Jr.Clerk-cum-Typist/33 $\frac{1}{3}$ %/Pt.V

Date 26-06-2023

Copy forwarded for information and necessary action to:

All Branch Officer, Dy.CPO/Con./BSP, Ch.OS/DRM, Ch.OS/ADRM-I&II, Ch.OS(P), Principal HSS-1 & 2, Ch.S&WI/Co-ord, DC-SECRMC/BSP, DS-SC/ST Association/BSP, DS-OBC Association/BSP.

PROFORMA

Application for the post of Jr.Clerk-cu-Typist in Pay Matrix Level- 02 (7th PC) against 33 $\frac{1}{3}$ % DPQ (General selection) quota of Bilaspur Division.

Self attested
Photograph
should be
pasted here.

1.	Name of the Candidate (In Block letters)			
2.	Fathers/Husband Name			
3.	P.F. /NPS No.			
4.	HRMS Id			
5.	Place and unit of posting			
6.	Designation/Station			
7.	Date of Birth			
8.	Date of Appointment			
9.	Date of Regularisation in working post (Only in case of TADK & Substitute)			
10.	Pay Matrix Level (7 th PC)			
11.	Department			
12.	Whether belong to UR/ST/SC			
13.	Educational/Academic Qualification (Enclose attested copy of certificate)			
14.	Choice of Department	1	2	3
15.	Mobile No.			
16.	Remarks if any			

Date:

Declaration: I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief.

Signature of the Candidate

Name :
Designation :
Bill Unit :
Unit/Station :

The particulars furnished by the staff working under me are verified and found correct.

Signature along with the stamp
of Subordinate/In-Charge