

I/79192/2024



सत्यमेव जयते

कार्यालय / Office

कार्मिक विभाग, रायपुर मंडल / Deptt.of Personnel, Raipur Division
दक्षिण पूर्व मध्य रेलवे / South East Central Railway

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Sr.Clerk (13.33% LDCE)

NOTIFICATION NO.12/2024

Sub: Formation of panel for filling up the post of Sr. Clerk against 13.33% LDCE (General selection) in Pay Matrix Level-5 of Raipur Division/SECR.

It is proposed to form a panel for filling up of 05 (Five) posts of Sr. Clerk in Pay Matrix Level-5 against 13.33% LDCE (General selection) quota for Raipur Division/SECR (By calling options). The break-up of vacancies is as under:

Sl.No.	Department	13.33% LDCE				Vacancy reserved for PwBD
		UR	SC	ST	Total	
1	Personnel	02	00	00	02	01 (LV)
2	Engineering	01	00	00	01	
3	Operating	01	01	00	02	
	Total	04	01	00	05	

1.ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:

- The serving regular Jr. Clerk of Raipur Division/SECR (except RPF & Accounts) possessing the qualification of Graduation.
- 02 (Two) years regular service as Jr. Clerk in Pay Matrix Level-2 as on date of this notification.
- All Clerks (Jr. Clerk-cum-Typist) must have passed requisite Typing Test as on date of this Notification.
- Employee, who are working in Construction unit/Project or outside of Raipur division and fulfilling eligibility criteria may also apply, provided their lien is maintained in Raipur division.

(PCPO/SECR/BSP's Estt. Rule No: 155/2016, 136/2019 and PCPO/SECR/BSP's letter No. P-HQ/RUL/105/5 dated 26.11.2020)

2. SYLLABUS:

- The tentative syllabus for selection to the post of Sr.Clerk (13.33% LDCE) is enclosed as **Annexure-A** for wide publication amongst the staff concerned.

3. PROCEDURE FOR WRITTEN EAMINATION:

- The exam will be held in the manner of Computer Based Test (CBT)
- Question paper will be 100% objective type.
- All the questions will be of multiple choices only.
- There will be negative marking for incorrect answers. One third of marks for each wrong answers will be deducted.

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- e. There will be 110 questions including 10 optional questions on official language policy and candidates will have to answer any 100 questions only.
- 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, 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 Sr. Clerk. 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 no shortfall of ST-00 hence, representation of ST in the cadre of Sr. Clerk is adequate and there is no shortfall of SC-00 category hence, representation of SC in the cadre of Sr. Clerk 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

5. MODE OF SELECTION AND QUALIFYING MARKS.

- a. 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.
- b. The post of Sr. Clerk 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. Further, there is no provision of Best Amongst the failed scheme for SCs/STs staff for filling up reserved vacancies in LDCE selections.
- d. The above selection is against 13.33% LDCE quota and panel will be arranged in order of merit and not in order of seniority.
- e. Those who qualify in the written test will only be considered for empanelment as per requirement with due scrutiny of Service Record of last three (03) year and subject to found free from D&A, SPE, Vigilance clearance. Based on the overall performance, the candidates will be placed on the panel to the extent of vacancies.

(Estt. Srl. No: 266/1999, 108/2020, 99/2021 & PCPO/SECR/BSP's Estt. Rule No: 167/2009)

- f. The various factors of selection and their relative weight will be as indicated below as per Estt. Rule No.07/2020

	Factors/heading	Maximum Marks	Qualifying Marks
1	Profession ability	50	30
2	Record of Service	30	-
	TOTAL	80	48

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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 General Selection.

7. LAST DATE FOR SUBMISSION OF APPLICATIONS:

- a. The willing and eligible employees have to submit their applications in prescribed Proforma (**Annexure-B**) to their immediate supervisors on or before **13-02-2024** who will forward the applications in a bunch to the controlling officers on or before **15-02-2024**. 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 **16.02.2024** subject to applications of the staff that does not fulfill the eligibility terms and conditions should not be forwarded by the respective Unit Supervisors and Branch Officers. 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. Documents required:
 - i) Attested copy of caste certificate.
 - ii) Educational qualification certificates.
 - iii) If no documents are enclosed his application will not be accepted, and he will not be eligible to appear for selection.
 - iv) The Education Qualification of the employee will be considered based on the entry exists in the Service Record of the employee.
- 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 of SECR in the link Homepage→ About us →Division→ Raipur→ Personnel→ Question paper → Answer key 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. The details of award earned during Railway week by the candidates has to be recorded in their service record as- well- as in HRMS. The copy of

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Awards/Punishment, if any, for last 03 years i.e. 2020-21, 2021-22 & 2022-23 should also be attached with the application proforma invariably. After publication of result no claim for adding marks for award will be considered.

- h. 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.
- i. 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.
- j. Staff working on ex-cadre post/deputation or in Construction organization with lien in Raipur division should submit their application through parent department.
- k. The notification also available on SECR website- <http://www.secr.indianrailways.gov.in> Link of the Home page: Dept./Div of SECR
→ Divisions → Raipur → Personnel → Notifications

Digitally Signed by Nikita
Agrawal
Date: 08-02-2024 18:31:44
Reason: Approved

(Nikita Agrawal)
Asstt. Personnel Officer
For, Divl. Personnel Officer/IC

No. SECR-ROPRS(PnM)/194/2021/e-51005

Date: 07.02.2024

Copy forwarded for information and necessary action to:

All Branch Officer, Dy.CPO/Con./BSP, CPM(GSU)/R, DC-SECRM/R, DS-SC/ST Association/R, DS-OBC Association/R, Ch.OS (P)

For, Divl. Personnel Officer/IC

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Annexure-ATentative syllabus for written test to the post of Sr. Clerk in Pay Matrix Level-5
against 13.33% LDCE quota in Raipur Division

1. Office procedure.
 - a. Dak handling.
 - b. Maintenance of files.
 - c. Record keeping.
2. Writing skill.
 - a. Letter/DO writing
 - b. Notifications.
 - c. Note writing.
 - d. Speaking order.
3. Award of works in works programmer.
4. Procedure for stores procurement.
5. Railway Organizational structure.
6. Railway Housing (Rly Qtrs. Allotment) policy.
7. Uniform policy.
8. Booking of Running staff and non running traveling staff.
9. Discipline & Appeal rules and Conduct Rules.
10. Recognition of Trade Union, Facilities to office bearers of recognized Unions/Association.
Dealing with unrecognized Union/Associations.
11. Medical examination and facilities available to Railway employees.
12. Audit and Accounts narrative report. Draft paras and their disposal.
13. Cannons of financial propriety.
14. Classification of demands of grants.
15. Man-Power Planning
 - a. Vacancy Bank register.
 - b. Creation of Posts.
 - c. Bench Marking.
 - e. Supernumerary posts.
 - f. Redeployment of surplus staff
 - g. HRMS.
16. Pay and allowances including 7th PC
17. Pass Rules.
18. Leave Rules.
19. Railway Pension Rules.
20. General Conditions of service.
21. Hours of Employment Regulation.
22. Labour laws.
 - a. Industrial Disputes Act. 1947
 - b. Contract Labour (Regulation & Abolition) Act.
 - c. Payment of wages Act, 1936
 - d. Minimum wages Act, 1948
 - e. Workmen Compensation Act, 1923
23. Right to information Act.
24. Computerization and Digitalization.
25. CPGRAM, NIVARAN etc.
30. Official Language Rules and Policy. (राजभाषा)

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Annexure-B

PROFORMA

Filling up vacancies in the category of Sr. Clerk in pay matrix level-5, in Raipur Division against 13.33% LDCE quota.

Name of the candidate (In Black Letter)	:	
PF No./IPAS/HRMS id	:	
Date of Birth	:	
Community (SC/ST/UR)	:	
Date of initial appointment & Post	:	
Present Designation	:	
Date of Promotion in Present Grade	:	
Length of Service as Jr. Clerk	:	
Present Pay Level	:	
Education Qualifications	:	
Whether regular or adhoc	:	
Whether typing passed, if yes (Copy may be enclosed)		
Office/unit/station	:	
Department	:	
Awards of last 03 years, if any, during 2020-21,2021- 22 & 2022-23		
Punishment during last 03 years, if any, during during 2020-21,2021-22 & 2022-23		
In case staff working in construction/Project. Furnish category & Department in which he holds the lien	:	

I the undersigned hereby declare that I am ready for posting anywhere in Raipur Division, if got selected against the post of Sr. Clerk (13.33% LDEC quota). I will not claim for my posting in a particular Department and not claim my returning back in the parent cadre & unit after posting. I hereby declare that I have passed typing test and particulars given are correct. I declare that the details given above for Award, D&A/Punishment/SPE/VIG are correct and I will not claim for any award other than furnished above.

Signature of Applicant

Date:
Place:

Name:
Designation:

Particulars given above are verified and found correct.

Signature of Sub-Ordinate
Office In-charge with Date and Seal

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