

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

Sr.Clerk/S&T

NOTIFICATION NO. 28 /2024

Sub: Formation of panel for filling up the post of Sr. Clerk in pay matrix level-5 (7th Pc) against 66.66% DPQ in S&T Department of Bilaspur Division/ SECR.

It is proposed to form a panel for filling up of 01 (ONE) post of Sr. Clerk in pay matrix level-5 (7th Pc) in S&T Department of Bilaspur/SECR. The break-up of vacancies is as under:-

Community	UR	SC	ST	Total
Sr. Clerk	01	00	00	01

1. ELIGIBILITY AND SERVICE CONDITIONS OF STAFF :

Staff who have put in a minimum of 02 (Two) years service in immediate lower grade as Jr.Clerk in Pay Matrix Level-2 is eligible for promotion as Sr. Clerk in pay matrix level-5 (7th Pc) and found passed typing test or exempted.

(Authority : Para 5.1 of PCPO/BSP's Estt Rule No.302/2019)

2. PROCEDURE FOR SUITABILITY:

- The category of Sr. Clerk is classified as Non-selection post; hence staff is to be called in 1:1 ratio. The vacancy is to be filled up by Seniority-Cum-Suitability.
- Suitability will be conducted on the basis of written examination, subject to staff has to secure 50% marks & 10% marks should be relaxed to the belonging to reserved community and scrutiny of service records, APAR's and D&A clearance.
- There will be no negative marking being suitability.
- The exam. will be held in the manner of Computer Based Test(CBT).
- Questioning paper will be 100% objective type in Multiple choices only.
- 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.
- The duration of examination under objective type multiple choices will be 120 minutes.

(Authority :Para 3.1 of PCPO/BSP's Estt Rule No. 273/2005,200/09,196/11 ,315/19 & 359/18)

3. PROVISION OF RESERVATION :

- The conditions set out by the Hon'ble Supreme Court has been complied as under:-Quantifiable data has been collected in the cadre of Sr. Clerk , L-Shape roster and also maintained in due compliance of the judgment of Hon'ble Supreme Court in the case of R. K. Sabharwal Vs State of Punjab. It is seen that there is nil(0) post for SC & nil (0) post for ST shortfall in the category hence, representation of SC & ST in the cadre of Tech-II/Telecom is adequate.
- The above suitability is provisional subject to final outcome of the contempt Petition (Civil) No. 30621/2014 dtd. 26-09-2018 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)**

- c) 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.

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

4. STAFF UNDER ZONE OF CONSIDERATION:

The following staff working as Jr.Clerk in Pay Matrix Level-2 is under zone of consideration for promotion to the post of Sr. Clerk in pay matrix level-5 (7th Pc) in S&T Department.

Sl.no.	Name(Sri)	PF.No.	Design./Stn	Caste	Remarks
1	Chandra Kumar Rathore	39207289042	Jr.Clerk/CE/CON-II/BSP	OBC	

5. DATE & VENUE OF EXAMINATION:-

- a) The date, time & venue of written examination in the manner of Computer Based Test (CBT)(MCQ) will be informed in due course.

6. NOTIFYING TO THE STAFF:

- a) The controlling officer/supervisor shall give wide publicity of notification to all eligible staff of S&T department of Bilaspur Division and notification should be displayed at conspicuous place. It should be the responsibility of senior Subordinate/Supervisor to complete the formality in this respect.
- b) Syllabus for written test enclosed in **Annexure-I**

7. LAST DATE FOR SUBMISSION OF REPRESENTATION/OBJECTION (IF ANY):

- a) Representation/Objections against eligibility list may be submitted to this office within a week (i.e. 20.03.2024) from the date of issue of this notification, failing which it shall be presumed that there is no representation against the eligibility list.

8. GENERAL INFORMATION:-

- a) Candidate is advised to attend the examination hall on scheduled date of exam along with proper identification memo.
- b) There will be mock test at the exam center before stating main examination through Computer Based Test (CBT), so that candidates can be familiar with the CBT.
- c) In case of any unfair means noticed during the examination, candidate shall be asked to leave the examination hall and they will liable to be punished under DAR also.
- d) If any discrepancies are found any stage in regards to applicant's candidature is liable to be cancelled at any stage of selection without any information.
- e) 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 A
Ramesh Babu (A. Ramesh Babu)
Asst. Personnel Officer
Date: 14-03-2024
Reason: Approved

No. E/S&T/Sr. Clerk/03-24/E-62798

Copy forwarded for information and necessary action to: -

DY.CPO/CON/BSP, CSTE/CON/BSP, CSTE/PROJ./BSP, Sr.DSTE (CO.)/BSP, DC/SECRM/BSP, DS/AISCSTA/BSP, DC/ALOBCEA/BSP, CH.OS/MPP/BSP, CH.OS/CONFI./BSP, All concerned unit supervisor, Ch.OS(Bills-III), Ch.OS (APAR), Ch.OS (IT), Concerned Staffs, O.O. File.

Syllabus for written Examination Of Sr Clerk of Signal & Telecom department

1. Writing Skill: All types of official letters, Essay, Composition etc.
2. Procedure for stores procurement and all stores matters
3. All Pay & Allowances matters.
4. D&A Rules, R.S. Conduct Rules,
5. Pass Rules, Leave Rules,
6. Hours of Employment Regulation
7. Right to information Act.
7. Trade Union Matters
8. Tenders & Contracts
9. Estimates & Budgets
10. Rajbhasha
11. Audit & Accounts Matters


Sr. DSTE/BSP