

NOTIFICATION NO. 117/2024

Sub: Formation of panel for filling up the post of Senior Clerk, 66 2/3% (DPQ) in Pay Matrix Level-5 in Commercial 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 in Commercial department of Bilaspur Division/SECR. The break-up of vacancies is as under:

Name of the Post	Categories			Total
	UR	SC	ST	
Senior Clerk	00	00	01	01

1. ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:

Staff who have put in a minimum of two years service as Junior Clerk of Commercial Department, Level-2 are eligible for promotion as Sr. Clerk, Level-5 and found passed typing test or exempted.

Authority : PCPO/BSP's of Estt Rule No. 287/2018, PCPO/BSP's Para 5.1 of 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 candidates 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)
- Question paper will be 100% objective type.
- All the questions will be of 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 : PCPO/BSP's of Estt Rule No. 273/2005, Para 3.1, No.302/2019, 200/2009, 196/2011, 359/18, 164/19, 180/19, 267/19 and 315/19)

3. PROVISION OF RESERVATION:

- The above selection will be made purely on the basis of provisions contained in PCPO/BSP's Estt. Rule No. 94/2024 and it is provisional and subject to final outcome of any court Cases/Appeal/SLP pending in Judicial Forum.

(Authority : PCPO/BSP's Estt Rule No 94/2024)

- Feeder grade posts have been identified for PwBD in terms of 54/19, 68/2022. Being arising of 01 vacancy, reservation will not be provided at this suitability. However, as and when vacancies increases then reservation will be extended in due course.

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

3. STAFF UNDER ZONE OF CONSIDERATION:

- (a) The following staff working as Junior Clerk, Level-2 are coming under zone of consideration for promotion to the post of Senior Clerk in pay matrix level-5 in Commercial department.

Srl. No.	Name	P.F No.	Design.	Stn.	Commu.	As	Remarks (Typing Test)
01.	Sri RAJESH BAA	04AB0422	Jr. CLERK	BSP	ST	ST	Exempted

4. DATE & VENUE OF EXAMINATION:

- (a) The written examination will be held **on 18-10-2024 (Friday) at 11:00** hrs at Computer Based Test Center in DRM-complex of BSP Division in the manner of CBT Test purely 100% MCQ.

5. NOTIFYING TO THE STAFF:

- (a) The controlling officer/supervisor shall give wide publicity of notification to all eligible staff of Commercial department of Bilaspur Division and notification should be displayed at conspicuous places. 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**.
- (c) All concerned supervisors are requested to spare the staff mentioned in select list with identification memo as per enclosed proforma **Annexure-II** for each and individual without fail to appear in the written examination on **18-10-2024**.

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

- (a) Representation/Objections against eligibility list may be submitted to this office on or before **11-10-2024**.
- (b) from the date of issue of this notification, failing which, it shall be presumed that there is no representation against the eligibility list.

7. GENERAL INFORMATION:

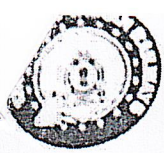
- (a) All candidates are advised to attend the examination hall on scheduled date of exam along with proper identification memo.
- (b) There will be mock test at the exam centre before starting main examination through Computer Based Test (CBT) so that candidates can be familiar with the CBT.
- (c) In case of any unfair means noticed during the examination, candidates shall be asked to leave the examination hall and they will liable to be punished under DAR also.
- (d) 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.
- (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

No.E/153/Comml/Sr. Clerk Selection/E-46610

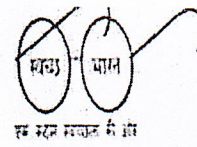
Copy forwarded for information and necessary action to:

- a) Sr.DCM/BSP, Ch. OS/Conf., Ch. OS/APAR, Bills-II, Ch. OS/IT, All Concerned Unit Incharge, BSP.
- b) Ch. OS/APAR & Ch. OS/Bills-II is advised to submit last 03 years APARs & Service Record at the earliest.

(रुहीना तुफैल खान)
मंडल कार्यालय अधिकारी
कृते वरिष्ठ मंडल कार्यालय अधिकारी
Digitally Signed by Ruheena
Tufail Khan
Date: 09-10-2024 19:45:55
Reason: Approved



South East Central Railway
Office of the
Sr. Divisional Commercial Manager
DRM Complex, Bilaspur- 495004
(फोन) 07752-247130 (फैक्स) 07752-247136 (फैक्स)



No. Com I H Cadre/Syllabus/Sr. Clerk/10/22.

Date: 11.10.2022

To
The Sr. Divl Personnel Officer,
S.E.C. Railway, Bilaspur.

Subj:- Supply of Syllabus for selection/suitability to the post of Sr.Clerk in Pay Matrix Level-5 (7th P.C.)
against 66 2/3% DPQ in Commercial Department.

Ref:- APO-I/SECR/BSP's letter No. E/99/Comm/CI.III/7/47087, dated 21.09.2022.

As desired vide letter under reference the syllabus for selection/suitability to the post of Sr.Clerk
in Pay Matrix Level-5 (7th P.C.) against 66 2/3% DPQ in Commercial Department is as under :-

1	Office Procedure.
	A) DAK handling. B) Maintenance of Files C) Record Keeping.
2	Writing skills.
	A) Letter/DO writing. B) Notification. C) Note Writing. D) Speaking Orders.
3	Allotment of Quarters and its retention.
4	Procedure for Stores Procurement.
5	Different kinds of Ticket Indent.
6	Discipline & Appeal Rules.
7	Man Power Planning.
8	Pass Rules & Leave Rules.
9	Right to information Act & Redressal of Complaints and Grievances.
10	Official Language Rules and Policy.
11	Organization of Commercial Department and its functions.
12	Abbreviations/Full Form Related to Railway & Station Code.
13	Station Accounts.
14	Refund Rules.
15	Claims and prevention Rules & Procedure.
16	Demurrage & Wharfage.
17	Imprest Cash.
18	Accountal of RRs.
19	Awarding of Tenders of STD/PCO, JTBS, Pay & Use Toilet, Catering Units, Cleanliness, Bed Rolls.
20	Rules regarding MST, QST and Izzat MST & Platform permit.
21	Passenger Amenities.
22	Different types of Earning, Parcel Leasing Policy, Policy of Passenger Halt.
23	Regarding Rajbhasha.
24	Basic Question related to department of Engineering, Mechanical, Electrical, Operating, S&T.
25	Commercial Manual.
26	Basic Question related Safety.
27	Railway related current affairs.
28	Question related to Coaching and Freight.
29	Computerized reservation of Passenger Services, UTS/PRS, NTES/IVRS.

(Vikas Kumar Kashyap)
Sr.Divl.Comml.Manager
S.E.C.Railway, Bilaspur.

Annexure-II**Proforma of Identification Memo**

Sr. Divl. Personnel Officer,
S. E. C. Railway, Bilaspur.

Sub: Sparring of staff for appearing in written examination for the post of Senior Clerk
in Pay Matrix Level-05 (7th PC) against 66⅔% DPQ quota of Commercial Dept.
Ref: - Notification No.117/2024 dated 09-10-2024.

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In reference to the above quoted letter, Shri _____ is hereby spared to attend the examination on CBT Mode for the post of Senior Clerk in Pay Matrix Level-05 (7th PC) against 66⅔% DPQ on **18-10-2024 (Friday)**, timing from **11:00 hrs at Bilaspur Division CBT center, DRM Complex, SECR/ Bilaspur**. The detail of the staff is furnished here under:-

Srl. No.	Particulars	Remarks
1	Name	
2	Father's Name	
3	PF No:/NPS No:	
4	Designation/ Station/Bill Unit	
5	Staff Released to attend written exam at station	Bilaspur Division CBT center DRM Complex, SECR/ Bilaspur
6	Grade Pay/Pay Matrix Level in the 7 th PC	
7	Date of Birth	
8	Date of Appointment	
9	Community/ Caste (please tick)	UR /SC/ ST/ OBC

Passport size photo with attestation of officer / supervisor
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Specimen signature of staff	LTI of staff

Signature of Immediate Officer/
Supervisor (With office stamp & seal)