

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.254/2025

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 **04** (Four) 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	Operating	1	1	0	2
3	Personnel	2	0	0	2
	Total	3	1	0	4

1. ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:

- a. 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, Sr.Peons/Peons, Safaiwala/Sr.Safaiwala	Level-1
5.	Electrical(TRD)	Office Peon/Sr.Office Peon, Record Sorter, Chowkidar	Level-1

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.	Medical	Peons/Sr.Peon, Record Sorter, HKA	Level-1
10.	Operating	Office Peons, Record Sorter	Level-1
11.	Personnel	Record Sorter, Jamadar Peon, MTS, Store Khalasi, Peons, Trolleyman under DRM, Khalasi under Mahila Samiti	Level-1
12.	S&T	Store Khalasi, Chowkidar, Record Sorter, Office Peon, Peon	Level-1
13.	All Department	Sr./Jr.Record Sorter, Sr./Jr.Office Peons, Care Taker/Sr.Care Taker	Level-1

Authority: 1. PCPO/SECR's Letter No.P-HQ/RUL/105/12/5530 Dated 31.05.2017
2. PCPO/SECR's Letter No.P-HQ/RUL/105/2(E-86359) Dated 12.11.2025

2. SYLLABUS:

The tentative syllabus for selection to the post of Jr.Clerk-cum-Typist of Personnel department against 33½% 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)/TBT.
- b. The Question is objective type and will carry 100 marks.
- 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. 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.

(Estt. Srl. No: 71/2015 and PCPO/SECR's Letter No.P-HQ/RUL/105/12 Dated 04.04.2022)

5. 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.

6. LAST DATE FOR SUBMISSION OF APPLICATIONS:

- a. The willing and eligible employees have to submit their applications in prescribed Proforma (Annexure-A) through their controlling supervisors and Branch Officer to reach this office latest by **06.01.2026** in a consolidated manner along with covering letter.
- b. No laxity will be considered and no application will be entertain after cut-off date.
- c. It would be personal responsibility of Supervisors concern to verify the details filled-in by the applicant and forwarded it to Branch Officer in times.

7. 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.

8. 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 and 3 chances from the date of promotion, if they fail, further action will be taken as per Establishment Rule 12/17.
- b. All candidates are advised to attend the examination hall on scheduled date of exam along with proper identification memo and duly downloaded call letter having QR code through website.
- c. Unit/Section in-charges are hereby advised to release the staff positively with proper identification memo.
- d. 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.
- e. 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.
- f. 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 notice.
- g. In case of any dispute, the English version shall be applicable.
- h. 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

नोट/Note:

अभ्यर्थियों को ध्यान देना चाहिए कि रेलवे प्रशासन ऐसे अभ्यर्थियों की उम्मीदवारी चयन प्रक्रिया के किसी भी उपयुक्तता/चयन में बिना कोई कारण बताए रद्द करने का अधिकार सुरक्षित रखता है , यदि वे अयोग्य पाए जाते हैं या अपेक्षित शैक्षणिक योग्यता के दस्तावेज/प्रमाण पत्र तथा अपेक्षित चिकित्सा प्रमाण पत्र प्रस्तुत करने में असमर्थ हैं या किसी सतर्कता/एसपीई/डीएआर मामले में संलिप्त हैं।

Candidates should note that, the Railway Administration reserves the right to cancel the candidature of any candidates at any stage of suitability/selection process without assigning any reason there of if they are found in-eligible or unable to submit the requisite documents/certificates of educational qualification as well as requisite medical certificate or involved in any vigilance/SPE/DAR cases.

Digitally Signed by Bhaskar
Guha

Date: 30-12-2025 19:14:42

Reason: Approved
(Bhaskar Guha)

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: 30-12-2025

Copy forwarded for information and necessary action to:

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

PROFORMA

Application for the post of Jr.Clerk-cu-Typist in Pay Matrix Level- 02 (7th PC) against 33⅓% 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 regularization in Gr.D post with seniority unit	
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.	Mobile No.	
15.	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

Digitally Signed by Bhaskar
Guha
Date: 30-12-2025 19:11:37
Reason: Approved

Name :
Designation :
Bill Unit :
Unit/Station :

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

Signature along with the stamp
of Subordinate/In-Charge