



दक्षिण पूर्व मध्य रेलवे
South East Central Railway

कार्मिक विभाग, मंडल रेल प्रबंधक कार्यालय, रायपुर

Personnel Department, Divisional Railway Manager Office, Raipur



No-SECR-R0PERS(PnM)/71/2021/E-41033

Date: 28.04.2026

To,

**Sr.DEE/TRD,
S.E.C.R., Raipur.**

Sub : Written examination for selection to the post of SENIOR CLERK in Pay Matrix Level-5 in Electrical (Ministerial) department of Raipur division.

Ref : This office Notification No. ZOCP5364 dt.20.04.2026

In order to fill up the post of SENIOR CLERK in Pay Matrix Level-5 for 03 post (UR-02, SC-01, ST-00) including 01 PwBD (HI) category against 66.67% DPQ in Electrical (Ministerial) department has been assessed and notification issued vide above referred letter. The following Junior Clerk staff are found eligible for appearing in the said suitability: -

Sl. No	Emp No.	Name of staff	Com.	Desig.	Working under
1	39304AE0159	LEELA PADMA	UR	Jr.Clerk	Sr.DEE/OP/R
2	39310AC0302	DHARMENDRA KUMAR	UR	Jr.Clerk	Sr.DEE/TRS/R
3	247IK150024	RAJAN KUMAR BAITHA	SC	Jr.Clerk	Sr.DEE/OP/R

Due to non-availability of PwBD (HI) category staff in the lower grade it is filled by next eligible staff of seniority list.

1. The suitability is to be assessed on the basis of written test, the minimum qualifying marks is 50%. The mode of examination is Computer Base Test (CBT).
2. 10% marks is relaxed to the candidates belongs to reserve community (SC/ST).
3. Related syllabus is enclosed as Annexure 'A'.
4. In terms of PCPO's letter no. P-HQ/RUL/105/2, dated-13.07.2023, pre-selection coaching is not required for above suitability (Non-Safety) (copy enclosed).
5. There shall be no negative marking for incorrect Answers.

This is for your kind information and further course of action please.

Encl.: As above.

Assistant Personnel Officer
For, Sr. Divl. Personnel Officer/R
Mahendra Kumar

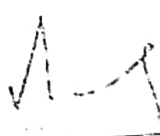
Copy to: Sr.DEE/TRS/BIA, Sr.DEE(RS&G)R, Sr.DEE/OP/R, OS/Confidential, DC-SECRMC/R, DS-AISCSTREA/R, DS-AIOBCEA/R, All concerned staff.

Date: 28-04-2026 12:00:41
Reason: Approved

For, Sr. Divl. Personnel Officer/R

TENTATIVE SYALLABUS FOR THE POST OF SR.CLERK

1	Rajbhasha Hindi
2	HOER
3	Pay and Allowances
4	Pass Rules
5	Leave Rules
6	Discipline & Appeal Rules and Conduct Rules
7	Abbreviations
8	Procurement of Materials
9	Stock Verification
10	Writing Skill
	a. Letter Writing
	b. Notifications
	c. Note Writing
11	Store Matters, Stock Items and Non-Items
12	Contractual Bills
13	General Imprest
14	Estimate & Tender
15	General Knowledge
16	Dak handling
17	Maintenance of File
18	Record keeping
19	Proceedure for condemnation
20	Uniform supply policy
21	Medical examination & facility available to Railway Employee
22	Staff Welfare
23	Budget


 27/04/2026
 वरि. मंडल विद्युत इंजीनियर (टी. आर. डी.)
 Sr. Divisional Electrical Engineer (T.R.D.)
 दक्षिण पूर्व मध्य रेलवे, रायपुर
 South East Central Railway, Raipur



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

No. P-HQ/RUL/105/2

dtd 13.07.2023

All concerned/SEC R.

Sub: Pre- Selection Training to SC/ST candidates.

Ref: This office letter No. P-HQ/RUL/105/2/1251 dtd 23.05.2016.

1. Please refer to this office letter under reference, wherein clarification on the subject matter was issued. References are being received to remove the ambiguity regarding requirement of pre- selection training while filling up the vacancies in safety and non safety categories where no reserve point exists but SCs/STs employees are coming within the normal zone of consideration.
2. Matter has been examined in the light of relevant instructions issued in this regard and in continuation of this office letter under reference, the following further clarifications are issued :
 - 2.1 In terms of instructions contained in Board's letter dtd 15.12.1997 (Estt Rule No. 24/1998) read with para 6.1 of RBE No. 272/1999 (Estt Rule No. 266/1999), pre selection training to SC/ST employee is mandatory in safety category posts only.
 - 2.2 In terms of instructions contained in Brochure on Reservation for SC/ST in Railway Service (page No. 480-483, Third edition , 1985), and Board's letter No. 83-E(SCT)42/1 dtd 14.04.1983, it is not necessary to impart pre-promotional training to SC/ST candidates when they are required to appear for selection as per general seniority in which there is no reserve vacancy exists.
3. This issues with the approval of CPO(A).

Digitally Signed by Sangram
Soren

Date: 13-07-2023 18:47:27

Reason: Approved



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004

HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

No. P-HQ/RUL/105/2 / 1251

Date:-23.05.2016

All PHODs/CHODs-SECR/BSP,
CAO(Con.)/SECR/BSP,
DRMs/SECR-BSP, R & NGP,
CWM/WRS/R, CWM/MIBS/NGP
& Dy. CMM/GSD/R.

Sub:-Pre-selection training to SC/ST candidates.

Ref:-Estt. Srl. No. 24/1998, 266/1999, Master Circular No. 68.

The issue has been raised before the Hon'ble Member of National Commission for SC during his visit to Bilaspur that SC/ST candidates are not being imparted pre-selection training properly.

As per extant instructions of Railway Board, Pre-selection/Pre-promotional training for a period of 3-4 weeks for safety categories for candidates belonging to SC/ST communities should be arranged in the Zonal Training Schools or the System Training schools. This training should cover the entire syllabus prescribed for the written examination.

These instructions are hereby reiterated and it is desired that pre-selection coaching to all the SC/ST candidates should invariably be imparted for the prescribed period covering the entire syllabus prescribed for the written examination as per extant instructions. **In this regard following guidelines are issued for compliance uniformly:-**

- (1) The period of training is fixed uniformly for 3 weeks.
- (2) This training is mandatory for all SC/ST candidates. There is no need to obtain their willingness/unwillingness for such training.
- (3) The eligible SC/ST candidates coming under zone of consideration in the selection will be spared for such training on full time basis without fail.
- (4) The attendance sheet of SC/ST candidates in the training should be sent to Personnel Branch for confirmation of above.
- (5) Personnel branch will have to ensure that the date of written examination should not be declared before getting confirmation of such training being imparted to all the eligible SC/ST candidates.
- (6) The training may be arranged at suitable place as decided by Sr. DPO in consultation with Branch Officer concerned.

These instructions should be strictly adhered to. This has the approval of Competent Authority.

Uday Kumar Bharti
23.5.16

(Uday Kumar Bharti)
Sr. Personnel Officer (Admin.)
For Chief Personnel Officer

Copy to:- Sr. DPOs/BSP, R & NGP, Dy. CPO/Con/BSP, WPO/WRS/R, APO/MIB/NGP, APO/GSD/R & All officers/P. Br./BSP for information & necessary action.