

No.PB/S1B/61/Vol.XII/QSE

परिपत्र/CIRCULAR

विषय/Sub: Selection to Group C as Junior Clerk in pay band

Rs.5200-20200 + 1900 GP against 16 ²/₃ % QSE Quota.

It is proposed to conduct a selection for the post of Junior Clerk in pay band Rs.5200-20200 + 1900 GP to fill up **6 vacancies (2 UR, 1 SC & 3 ST)** through QSE Quota (16 ²/₃ %). The vacancies assessed includes all 3 Non-Accounts seniority units.

3. Eligibility condition :

(a) **Eligible Staff:** The following categories of staff who are in pay band Rs.5200-20200 with Rs.1800 GP are eligible to volunteer for the above selection.

1. **Record Suppliers/Jamedar of Peons/Peons**
2. **Vendors/Salesman**
3. **Sanitary Cleaners/Sanitary Mistries**
4. **Head Mali's/Mali's**
5. **Helpers (only those declared unfit in C-1 Medical classification)**

RPF staff and Substitutes are not eligible. Staff belonging to other categories except those stated above are not entitled to volunteer.

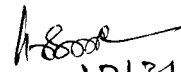
(b) Service conditions & education qualification:

- (1) The volunteers should have put in 2 years of regular service as on 31/12/2015. Should have completed the probation on initial appointment satisfactorily.
- (2) Should possess minimum Matriculation qualification.
- (3) Regular service for the above purpose does not include substitute service rendered before regular absorption.

3. Mode of Selection: Written test consisting of one paper of 3 hours duration divided into two parts - Part 'A' to test the working knowledge in English language and Part 'B' his general standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters. Objective type questions would be to the extent of 45 % to 55 % marks as per Railway Board extant instructions. Volunteers can exercise Option for Hindi Medium only in respect of Part 'B' and they should compulsorily answer part A in English only.

Pre-Promotional Classes : Necessary pre-promotional classes would be organized for one week before conduct of written test for SC/ST volunteers. Only SC/ST volunteers would be allowed to attend the pre-promotional classes.

Date of written test: Written test would be held on 13/05/2016 (Friday) at Technical Training Centre, ICF between 10.00 Hrs and 13.00 Hrs.

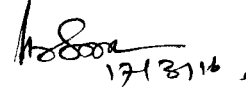

17/3/16

The service records of those who qualify in the written test would be assessed by a Selection Committee and a final panel would be formed to the extent of number of vacancies strictly as per merit.

Those who gets empanelled would be subjected to a typing test at 25 words per minute in Hindi or 30 words per minute in English and qualifying in the typing test is mandatory and their promotions would be treated as provisional till they qualify in the typing test within a period of two years from the date of promotion. Employees who do not qualify in the typing test within a period of 2 years from the date of promotion are liable for reversion. Such of those volunteers who have already acquired the typing knowledge of 30 wpm in English/25 wpm in Hindi, should enclose a copy of proof and they will be exempted to undergo typing test.

4. **Empanelment & posting** : On finalisation of the selection, the empanelled candidates would be promoted and posted in any seniority units depending upon the availability of vacancies in each unit. The Administration reserves the right to post the empanelled candidate in any department depending upon the availability of vacancy in the respective department and no request for any change of department or unit will be considered on any account.

5. **How to apply**: The contents of this circular may be notified to all the eligible staff working under your control including those who are on long leave, sick, deputation, etc and applications received in the proforma enclosed be forwarded in one lot so as to reach the undersigned on or before **18/04/2016 (Monday)**. Applications received after the closing date will not be considered.


17/4/16

सहायक कार्मिक अधिकारी /राज
Assistant Personnel Officer/Gaz

APPLICATION FOR THE POST OF JUNIOR CLERK IN PAY BAND
Rs.5200-20200 + 1900 GP AGAINST 16 ²/₃ % QSE QUOTA

- 1) Name (in BLOCK LETTERS) :
2) Emp.No. (Six Digits) :
3) Designation & Unit :
4) Whether belonging to SC/ST Community :
5) Educational Qualification :
6) Date of appointment (Regular) :
7) Date of regular Absorption :
(Applicable only for those who were appointed
as Substitutes) :
8) Typewriting Qualification : Yes / No.
(If yes, enclose copy of certificate)

Declaration

I hereby declare that all the particulars given in this application are true, complete and correct to the best of my knowledge and belief.

Date:

Signature of the applicant

Forwarded to Personnel Branch

Ch.OS/SSE/Shop

Note: Employees desirous of writing part 'B' portion alone in Hindi are requested to submit their willingness in writing separately along with their application.