

सवारी डिब्बा कारखाना, चेन्नै 600 038

INTEGRAL COACH FACTORY, CHENNAI-38.

मुख्य कार्मिक अधिकारी का कार्यालय,

Office of the

Chief Personnel Officer,

दि/दि. 12/09/2014.

No.PB/S1A/5/Clerk-cum-Cashier/Vol.I

NOTIFICATION

It is proposed to conduct selection for 1 SC vacancy for the post of Clerk-cum-Cashier (Ex-cadre) in Pay Band ₹ 5200-20200+1900(GP) for Canteens in ICF. Syllabus, duties and responsibilities and application format for the post are furnished in the ANNEXURES - I & II respectively. Details of the post and other conditions are furnished below.

2. Eligibility Conditions as on the date of notification.

- Service Condition:** The employees who are working in the Pay Band ₹ 5200-20200+1800 except RPF staff, are eligible to apply for the post of Clerk-cum-Cashier (Ex-cadre). The applicants should have completed 2 years of probationary period.
- Educational Qualification:** A minimum qualification of pass in X Std or its equivalent.
- Employees who had worked earlier in the ex-cadre post are eligible to apply only after a cooling period of 3 years in the cadre post.
- Employees working in ex-cadre post are not eligible to be considered.

3. आवेदन कैसे करें/How to Apply: Applications should be submitted in the proforma as in Annexure-II to their Supervisors on or before ~~4/10/2014~~ 05/10/2014. The Supervisory Officials will forward the applications to APO/Gaz in one lot on or before 05/10/2014 certain. Application received after the last date and sent individually by the employee will not be entertained under any circumstances.

4. पैनल में रखने का तरीका/Mode of selection: Selection for the ex-cadre posts of Clerk-cum-Cashier will consist of a Written Test (Objective Type and small answer) and a performance report. There will be 50 questions and the duration of the examination is 90 minutes. No negative marks for the wrong answers. The distribution of marks is as under.

Factors / Headings	Maximum marks	Qualifying marks
Professional Ability (Written test)	50	30
Record of Service (Service Register and Performance Report)	30	18
Total	80	48

Empanelment will be based on marks secured i.e., on merit.

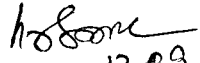
Relaxation in marks as per extant Railway Board's orders would be given to reserved employees, considered against reserved vacancies.

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**5. अवधि एवं घर्णाधिकार/Tenure and Lien:**

- i. The selected candidates for the post of Clerk-cum-Cashier shall have a maximum tenure of 3 years. However, in exigencies the tenure may be extended by another 2 years.
- ii. They are clearly given to understand that their posting in ex-cadre would not confer on them any prescriptive right or claim for regularization/promotion/seniority or selection in ex-cadre.
- iii. Those selected will have their lien in the parent cadre and would continue to be eligible for promotion in the parent cadre according to their seniority position.
- iv. They have to seek further progression only in their parent cadre according to normal avenues.
- v. The administration reserves the right to repatriate them to their parent cadre even before the specified period in the interest of the administration.

All Controlling Officers/Supervisors may arrange to give wide publicity to this circular.

  
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सहायक कार्मिक अधिकारी/राज  
Assistant Personnel Officer/Gaz

SYLLABUS FOR THE POST OF CLERK-CUM-CASHIER/EX-CADRE

1. Drafting and Noting
2. Maintenance of Registers and files.
3. Daily stock Register.
4. General Knowledge, English and Letter Writing.
5. General Administrative matters, General despatch and correspondence with other offices.
6. Simple Arithmetic and Accountancy principles.
7. Official Language Policy and Official Language Rules.

DUTIES AND RESPONSIBILITIES FOR THE POST OF CLERK-CUM-CASHIER (EX-CADRE)

1. Maintenance of store Ledger duly posting receipt and issue of Canteen items.
  2. Proper accounting of credit and Cash Bills.
  3. Maintenance of cheque book and pass book and deposit with Bank.
  4. Maintenance of daily receipt and payments Register (Day Book).
  5. Maintenance of DSR.
  6. Accounting of token sales.
  7. Drawal of items from Stores Depot.
  8. Preparation of daily Profit and Loss Statement and monthly balance sheet.
  9. Staff Matters, Leave, G.A List, Duty Roster, and Correspondence with Personnel Branch, etc.
  10. Maintenance of all Office files and correspondence with various departments.
  11. Any other job as instructed by Chairman, Secretary and Managers from time to time.
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APPLICATION FORMAT FOR EX-CADRE POSTS OF CLERK-CUM-CASHIER(Ex-Cadre) in the Pay Band of ₹ 5200-20200+1900.  
(Notification No.PB/S1A/5/Clerk-cum-Cashier/I dt. 12/09/2014)

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1. Name (BLOCK LETTER) :
2. Emp.No. :
3. Designation :
4. Shop/Unit/T.No. :
5. Date of Birth :
6. Date of Appointment :
7. Date of entry into present grade :
8. Present Pay Band/Grade Pay :
8. Educational Qualification :
9. Technical Qualification :  
(Photo copy to be enclosed) :
10. Whether belongs to SC/ST :
11. Mobile Number for Contact :
12. Any other remarks :

Date:

Signature of the applicant

Forwarded by: