

## SOUTH CENTRAL RAILWAY



Office of the  
Divisional. Railway Manager,  
Personnel Branch,  
Secunderabad Division,  
4th Floor, Sanchalan Bhavan,  
Secunderabad – 500 071.

No.SCR/P-SC/210(a)-EP-Sr.Clerk/LDCE Quota

Date: 04.05.2023

Sr.DME/Co-ord/SC,Sr.DME/DSL/KZJ,Sr.DEnHM/SC,Sr.CDO/SC,Sr.DEN/Co-ord/SC,  
Sr.DSTE/Co-ord/SC,Sr.DOM/SC,Sr.DCM/SC,Sr.DEE/TRSO/SC,Sr.DEE/M/SC,  
Sr.DEE/TRD/SC,Sr.DEE/ELS/LGD,Sr.DEE/ELS/KZJ,Sr.DSO/SC

### NOTIFICATION

Sub:- Formation of panel for filling up the post of Sr.Clerk in Level-5 of 7<sup>th</sup> CPC Pay Matrix, against 13<sup>1/3</sup>% (Serving graduate) LDCE quota in SC Divn. calling volunteers from all Departments of SC Divn.(Except Security and Accounts Department)

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In terms of RBE No.78/2019 it is proposed to conduct a selection for formation of panel for promotion to the post of Sr.Clerk in Level-5 against 13<sup>1/3</sup>% (Serving graduate) quota in all departments of SC Division (Except Security and Accounts Department). The details of vacancies are as under:

Category	UR	SC	ST	PwBD	Total
Sr.Clerk	04	02	01	01 (VH) Blind/low vision	08

1. Applications are invited from the eligible serving Jr.Clerks (Except Security and Account Department) fulfilling the following eligibility criteria.
2. **Eligibility and Service conditions of staff:** All serving graduates working as Jr.Clerks in Level-2 of 7<sup>th</sup> CPC Pay Matrix (Except Security and Account Department) having minimum two years of regular service as on date of the Notification

2.1 Education Qualification- Any Degree from a recognized university or its equivalent

### **3 MODE OF SELECTION , EMPANALMENT AND QUALIFYING MARKS**

(Railway Board's Lr.No.E (NG) I/2000/PM1/41, dated 20-08-2003, S.C.No.144/2003)

- 3.1 Professional Ability:- The professional ability of the employees in the field of selection will be adjudged through written test only. The employees must secure 60% of marks in professional ability.
- 3.2 The final panel should be drawn up in the order of merit based on aggregate marks of 'Professional ability and Record of Service'. However, the employees must secure a minimum of 60% marks in 'Professional ability' and 60% marks in aggregate, for being placed on the panel with usual relaxation of 10% for SC/ST candidates. There will be no classification of candidates as 'Outstanding'. The relaxation applicable to PwBD candidates will be applicable as per rules/instructions in vogue.

Contd...2

3.3 In case of successful empanelment based on the selection, such candidate for promotion to the post of Sr.Clerk in Level-5 will have to possess a typing speed of 30 w.p.m English or 25 w.p.m. in Hindi. Promotion may however be allowed on provisional basis and the staff concerned will be given 2 years time from the date of promotion to qualify the prescribed typewriting test.

4. **Syllabus:** A copy of syllabus is enclosed as "Annexure-A"

5. **Procedure for written examination:**

5.1 In terms of Railway Board's Lr.No.E(NG)I/2018/PM1/4,dated 14.12.2018(RBE No.196/2018), CPO/SC's S.C.No.212/2018, the written examination consists of 100% objective and all the questions will be of multiple choice only.

5.2 There shall be negative marking of incorrect answers. 1/3<sup>rd</sup> of marks allotted for each question will be deducted for wrong answers.

5.3 Cutting, over writing, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction or overwriting.

5.4 The written examination will be either in the mode of computer based test or pen and paper. If the written examination is not the computer based test it may be conducted on OMR sheets.

6. **Question Bank:**

6.1 In terms of Railway Board's Lr.No.E(NG)I-2006/PM1/34,dated 06.11.2006,CPO/SC's S.C.No.196/2006, updated Sample question banks covering the complete syllabus can be downloaded from the official website of [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in)

6.2 It is further advised that there will not be any mandatory limit of questions from the question banks.

6.3 The controlling officer/supervisor has to ensure that the question bank is circulated to all the eligible staff and holding of selections will not be postponed/delayed due to non-circulation of question banks.

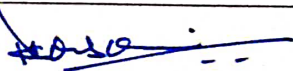
6.4 Sample question bank is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest Rules/circulars/policies.

6.5 The sample question banks so prepared should be updated regularly in accordance with the changing technology and job requirements.

7 **Date and Venue of Examination:**

7.1 **Important dates:**

Last date of submission of applications	22.05.2023
Date of publication of eligibility	26.05.2023
Tentative date of written examination	17.06.2023
<b>Note: There shall be no Supplementary Exam. Since the selection is by calling volunteers against LDCE quota.</b>	



7.2 The venue and time of examination will be intimated separately. However, it is to be advised to the volunteering staff that there will be no supplementary examination to the absentees.

7.3 The candidates may keep an update time to time from this Railway's official website i.e. [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in).

#### 8 Notifying to the staff:

8.1 The controlling officer/supervisor shall give wide publicity of the notification to all the eligible staff under their control, and notification should be displayed at conspicuous place. It is the responsibility of controlling officer/supervisor to circulate the notification among the staff concerned.

8.2 In terms of Railway Board's Lr.No.E(NG)I-72/PM1/166, dated 26.06.1972, CPO/SC's S.C.No.213/72, the Senior Subordinate/Supervisor concerned has to furnish a Certificate that "the eligible candidates were duly notified of the holding of the test and asked to submit their applications duly giving their willingness" and forward the same to Sr.DPO/O/SC. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible employees. In case of non receipt of any communication the same may be obtained from the Personnel department or from the Controlling Officer. Any laxity in this regard will be viewed seriously.

#### 9 How to apply:

9.1 The employees should submit the application in the prescribed format (enclosed as Annexure 'B') through proper channel.

9.2 The application should be on good quality of A-4 size using one side only.

9.3 They should fill up the application form in their own writing with blue or black ball point pen only.

9.4 All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/officer wherever required or otherwise same will not be considered.

9.5 Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.

#### 10 Last date for submission of Applications :

The willing and eligible volunteers has to submit their applications in prescribed proforma to their controlling supervisors on or before 22.05.2023. The controlling officer has to forward all the applications in one bunch to Sr.DPO/O/SC together with DAR/SPE/Vig. clearance on or before 24.05.2023. Applications received after the due date or with incomplete information will be rejected.

Encl: As above

  
(K.RASANA DEVI)

DPO-I/SC

for Sr.Divl.Personnel Officer/SC

**SYLLABUS FOR SUITABILITY TEST FOR PROMOTION TO THE POST OF SENIOR CLERK AGAINST 13<sup>1/3</sup>% LDCE QUOTA**

**The standard of questions will be of graduate standards and the question booklet contains**

1. General Awareness, General English, Arithmetic, General Intelligence and Reasoning
2. Introduction to Railways ; Railway organisation
3. Office skills/Information Technology/Computer knowledge
4. Leave rules/ Pass Rules
5. Allowances/Advances/Accounts & Audit
6. Seniority/MACPS/Reservation policy
7. /Pension Rules/Conduct Rules/D&AR Rules/Performance Appraisal
8. Various acts like Payment of wages Act/Minimum wages Act / Employee's compensation Act/Industrial Disputes Act/Right to Information Act/Contract Labour (Regulation & Abolition Act)/Legal Matters.
9. Welfare activities & Staff Benefit fund/Grievances- Redressal Mechanism/Industrial Relations
10. Store Procurements, Preliminary works programme, Budget, Tenders
11. Raj Bhasha

**NOTE:-**Questions set in the paper will be normally to assess the writing and analytical power of the candidates w.r.t. various topics as above which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of one particular discipline.

**ANNEXURE-B**

Mobile	
Email ID	

**APPLICATION FOR SELECTION TO THE POST OF SENIOR CLERK IN LEVEL-5 OF 7<sup>TH</sup> CPC PAY MATRIX AGAINST 13<sup>13</sup>% LDCE QUOTA(SERVING GRADUATE QUOTA) IN SC DIVISION.**

1. Name of the Employee :
2. PF Account No. :
3. HRMS ID :
4. Designation / Station :
5. Date of Birth( DD/MM/YYYY):
6. Community[ UR/SC/ST/PwBD (specify the disability) :  
(Certificate to be enclosed)
7. Date of initial Appointment/Station/Dept./Divn./Rly:
8. Total Length of service in Jr.Clerk : \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days  
(As on 01.05.2023)
9. Educational Qualifications :  
(Copies of Graduation and above Certificates to be enclosed)  
If the qualification acquired after joining service, copy of permission letter from Administration shall be enclosed.

Affix recent  
photograph  
attested by  
controlling  
supervisor

**Declaration**

I hereby declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief. I understand that, if at any stage it is found that the information furnished is false, incorrect or I do not satisfy/ fulfill the eligibility criteria, my candidature/ appointment on promotion is liable to be cancelled besides liable for disciplinary action as per rules. I have read contents of the notification and agree to abide by the rules, regulations and procedure prescribed for promotion to the post of Sr.Clerk.

Date:  
Station:

Signature of the Employee  
Name:  
Designation:

Forwarded to Sr.DPO/SC for further necessary action

It is certified that the details furnished above by the employee is correct and as per the records available in this office. No DAR/SPE/Vig cases are pending/contemplated against the above employee.

Date:  
Station:

Signature of the Controlling Officer  
Designation and office seal: