

दक्षिण मध्य रेलवे  
South Central Railway  
Vijayawada Division

Divisional Office  
Personnel Department  
Vijayawada  
Date: 22.11.2023

Lr.No. SCR/P-BZA/209/EP/P9/PRQ/Vol.6

**Jr.Clerk cum Typist (against 33 $\frac{1}{3}$ % quota) Notification**  
Last date to submit applications is 14.12.2023

**Sub:** Formation of Panel for filling up of posts in the cadre of Jr.Clerk-cum-Typist (erstwhile Group-D to Group-C) in Level-2 of 7<sup>th</sup> CPC against 33 $\frac{1}{3}$ % quota to be filled by calling volunteers from all the Departments (except Accounts, Stores & RPF) of BZA Division.

\*\*\*\*\*

It is proposed to conduct a selection for formation of panel for promotion to the post of Jr.Clerk-cum-Typist in Level-2 of 7<sup>th</sup> CPC against 33 $\frac{1}{3}$ % quota to be filled by calling volunteers from Erstwhile Group-D employees of BZA Division. The number of vacancies, for which selection is notified with break-up of posts reserved for SC/ST/PwBD/UR is as under.

UR	SC	ST	Total	Remarks
06	03	01	10	01 Vacancy is earmarked for PwBD (i.e. HH-01)

1. **Qualification:**

Both matriculates and non-matriculates are eligible to apply. (Ref: Para-189 of IREM Vol-I)

2. **Service condition & eligibility:** Erstwhile Gr.D employees who have completed TWO years regular service in the relevant grade as on 01-11-2023 wise the date of notification (RBE No: 117/2006), on successful completion of probation period, irrespective of the fact that whether such staff belong to GEN/OBC/SC/ST in terms of RBE No: 38/2017, in the following categories are eligible to apply.

2.1. General Assistants (erstwhile Peons, Jamedar Peon/Duftary, Record Sorter, Sr.Record Sorter, Ferro Printers) of all Departments (except Accounts, Stores & RPF) of Vijayawada Division.

2.2. Compound Gangman, Watchman/Chokidar and Survey Khalasis attached to Civil Engg. Department.

2.3. Watchman attached to S&T Department.

2.4. Lascars and Caretakers.

2.5. Erstwhile Group-D staff working in Construction Organization and whose lien is maintained in the above cadres (except Accounts, Stores & RPF) of Vijayawada Division.

2.5.1. In case of employees who have joined BZA Division on request, the service rendered in old unit will count in the new seniority unit provided he/she is otherwise eligible to considered for the selection to the Group-C and the category in which he/she was working in the old unit is an eligible category for selection to the post of Jr.Clerk subject to the condition that the service so rendered does not exceed the length of service of his/her immediate senior in the new seniority unit (CPO/SC No.41/2006).

2.5.2. Staff working as Track Maintainers, Assistants (erstwhile Helpers) of all Departments, Points man, Stores Watchman of Civil Engg. Department and other erstwhile Group-D staff for whom Regular Avenue of promotion exists are NOT eligible to apply.

3. **Typing skill test:**

For promotions to Group-'C' posts in the Ministerial cadre, Group-D staff will be required to possess a typing speed of 30 WPM in English or 25 WPM in Hindi Promotions may, however, be allowed on provisional basis and the concerned staff will be given two year time from the date of promotion, to qualify the prescribed typewriting test, and, if they fail to qualify the typewriting test within the said period, they will be liable to be reverted (Para-189(iii) of IREM).

*Anandh*  
22/11/23

4. **Syllabus:**

- 4.1. Part-A: To test the working knowledge in English Language.
- 4.2. Part-B: To test General standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and also matters immediately pertaining to the work the employee is acquainted with during his service. (Authority: Para 189 (i) of IREM)
- 4.3. Official Language Policy and Rules. (Optional)

5. **Selection Procedure:**

The selection consists of a **written examination and Record of Service.**

6. **Mode of examination:**

- 6.1. In terms of RBE No.196/2018, the question paper will be 100% Objective Type with multiple choices only. Candidates are advised to note the following:
- 6.2. To ensure the authenticity of the answers, cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for Answer having correction/overwriting.
- 6.3. The duration of examination is **90-120 minutes.**
- 6.4. Any distinguishing mark on the answer script would make the answer script invalid. (CPO/SC No. 74/2014)
- 6.5. Further it is also advised that the candidate should use either blue or black ink pen/ ball pen and all the answers should be answered with the same colour.
- 6.6. **Question Paper will be issued in bilingual i.e., in English and Hindi.**
- 6.7. **There shall be NO negative marking for incorrect answers where panel is arranged in the order of seniority. (RBE No. 194/2019).**
- 6.8. The test will have 110 questions. 10 questions (optional) will be on Rajbhasha. If the candidate answers more than 100 questions, the first 100 attempted questions will be counted/evaluated. Questions attempted beyond 100 attempted questions will be ignored.

7. **Qualifying marks in written examination & Eligibility for empanelment: (Ref: CPO/SC No.38/1986)**

- 7.1. The candidates those belonging to UR/OBC must secure a minimum of 50% marks and 40% of marks in case of SC/ST candidates in order to qualify in the Written Examination.
- 7.2. **For final empanelment**, the UR/OBC candidates must secure a minimum of 50% marks and above; and the SC/ST candidates must secure a minimum of 40% of marks and above **in aggregate i.e. Written Examination and Record of Service** (IREM/Para-189, CPO/SC No.15/2014, CPO/SC Lr. No. P(R) 605/XI, dt: 22.08.07 and P(R)605/XV, dt: 11.07.2022). (CPO/SC No.38/1986).
- 7.3. Panel will be drawn in the order of seniority/inter se-seniority restricting to the notified vacancies. (Ref:IREM Vol-I Revised Edition-1989 Chapter-2, Para-219 (i))
- 7.4. The relaxation in qualifying standard for SC/ST candidates against reserved vacancies ONLY.
- 7.5. The selected employees are liable to be posted anywhere on BZA division.
- 7.6. **Best among failed Scheme:** Even after relaxation, if SC/ST candidates are not available for empanelment or SC/ST slots remain unfilled, Scheme of Best among failed shall be applicable where SC/ST candidates securing 20% under written test and record of service separately shall be promoted on Adhoc basis under in-service training. (Ref: RB.No-88-E (SCT) 1/231 dated: 28-06-1995)

*Amerindh*  
*22/11/23*

## 8. Question Bank:

- 8.1. Question Bank is available on railway website – [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in) → About us → Divisions → Vijayawada Division → Personnel Branch → CLICK HERE → Jr.Clerk-cum-Typist 33.1/3 quota. However, Question Bank is attached.
- 8.2. Question bank is only indicative in nature but not exhaustive. The volunteers are advised to update their knowledge keeping in accordance with the changed- technology and job requirement with latest Rules/circulars/policies.
- 8.3. 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.

## 9. Venue & Date of Examination:

The eligible employees are hereby alerted to be in readiness to appear for written examination. The Venue & Date of Examination will be intimated in short notice.

## 10. How to apply :

- 10.1. Employees should submit application in the prescribed Proforma enclosed at Annexure-A only.
- 10.2. Application should be forwarded through proper channel. The application should be on good quality of A-4 size paper using one side only.
- 10.3. Applicants should fill up the application form in their own hand writing in CAPITAL letters with BLUE/BLACK black ball point pen only.
- 10.4. All the relevant columns in the application should be filled completely & strike out the inapplicable columns. Applications of the eligible employees filled in all aspects should be forwarded by the controlling supervisor/officer wherever required or otherwise same will NOT be considered.
- 10.5. Employee should paste the recent photograph on the application, which shall be attested by the concerned supervisor/officer.
- 10.6. Candidates are advised to indicate their personal mobile number and valid e-mail IDs and keep them active for communicating the information regarding the selection.
- 10.7. Candidates are further advised to visit SCR website to get the latest information.
- 10.8. Allowing scribe to persons with disability in terms of CPO/SC No: 116/2014.

## 11. Invalid applications :

- 11.1. Application NOT in prescribed format.
- 11.2. Employees NOT fulfilling the conditions mentioned in this notification.
- 11.3. Application without photograph/without signature/without forwarded by officer/supervisor concerned and incorrect applications.
- 11.4. Applications received after the last date.
- 11.5. Applications which are filled in a language other than Hindi/English.
- 11.6. Leaving any column blank in the application form.
- 11.7. Suppression of facts or furnishing false information in application.
- 11.8. Any other irregularity.

*Anuradh*  
22/11/23

**12. Notifying to the staff:**

- 12.1. The controlling officer/supervisor shall give wide publicity of this notification to all the eligible staff working 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 including staff on leave/deputation/training/sick or working in other units.
- 12.2. In terms of CPO/SC's SC No.212/72, 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 this office. 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.**
- 12.3. It is the responsibility of the employee to ensure that the educational qualifications will be entered in their Service Register.
- 12.4. This being a selection, NO supplementary written examination will be conducted.

**13. General Conditions:**

- 13.1. Employees before applying should carefully read the instructions and ensure that he/she fulfills all eligibility conditions at the time of submission of applications.
- 13.2. Mere empanelment does not confer any right of promotion to the candidates.
- 13.3. Admission of the employee at all stages will be purely provisional subject to satisfying the prescribed conditions.
- 13.4. **Due care will be taken in verifying the employees' details from Service Register. However, each employee is also equally liable & responsible to furnish his own service particulars including charge sheets/awards in the application, and, also equally liable & responsible for non-furnishing of service particulars in the application.**

**14. Important Dates:**

14.1	Last Date to submit the applications to their controlling supervisors/Officers	14.12.2023 (Thursday)
14.2	Applications in one bunch with covering letter duly mentioning the candidate details addressed to APO/Engg/BZA	18.12.2023 (Monday)
14.3	Date of issue of Eligibility/ineligibility list	21.12.2023 (Thursday)
14.4	Date of examination will be intimated in short notice	****

The notification is uploaded in SCR website [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in) - About us – Divisions – Vijayawada – Personnel.

This has the approval of Competent Authority.

**Encl:**

- 1. Application Proforma 02 pages at Annexure-A
- 2. Syllabus at Annexure-B

*Anirudh*  
22/11/23

(M.ANIRUDH)  
Asst. Personnel Officer/SR&Leave  
For Sr.DPO/BZA

**Copy to:**

- 1. All Branch Officers/BZA Division.
- 2. DPO/BZA & all APOs/BZA Division.
- 3. Ch.OS/Con. Section
- 4. OS/IT Cell: for uploading in website.
- 5. DSs : SCRES, SCRUMU, AISCSTREA, SCROBCREA/BZA division.

**ANNEXURE-A**

Application for selection to the post of Jr.Clerk cum Typist in Level-2 against  $33\frac{1}{3}\%$  quota from eligible staff, mentioned in the notification, of all departments (except Accounts, Stores & RPF) of BZA Division.

1.	Name (in CAPITAL letters)	
2.	Designation	
3.	GP/ Level	
4.	Office /Unit	
5.	PF/NPF No.	
6.	Date of Birth	
7.	Date of appointment	
8.	Community (UR/SC/ST) Attested copy to be enclosed by SC/ST employees)	
9.	Contact Number (Whatsapp)	
10.	Whether belongs to PWBD (YES/NO). If YES, enclose attested copy of certificate.	

**11. Service Particulars as on date of notification:**

Post worked as	From	To	Length of service as on date of notification

**12. Educational Qualification:**

Qualifications	Date of passing	Mention Percentage (%)	Attested copy enclosed (YES/NO)
SSC			
Inter/ Diploma			
Degree			
PG			

**13. Awards (Copies to be enclosed)**

Particulars	2020-21	2021-22	2022-23
DRM Award			
PHOD Award			
GM/Railway Board Award			

*Anuradh*  
*22/11/23*

**14. Penalties/Punishments (copies to be enclosed)**

Particulars	2020-21	2021-22	2022-23
SF-11			
SF-5			
Undergoing penalty, if any			

**Declaration**

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

Date:

Station:



Signature of applicant

Forwarded to APO/Engg./BZA with reference to

Sr.DPO/BZA Lr.No. SCR/P-BZA/209/EP/P9/PRQ/Vol.6, dt: 22.11.2023

Date:

Station :

Signature of  
Supervisor/Officer with stamp

**For Sr.DPO/Office use only (Not for the candidates)**

Certified that particulars furnished by employee from S.No.1 to 12 above have been verified and found correct as per Service Register and the length of service of employee as on date of notification certified as under:

Total length of service		
Years	Months	Days

Signature of Cadre Officer

*Anuradh*  
22/11/23

**Syllabus for Written Examination for Selection to the Post of Jr.Clerk-Cum-Typist  
Against 33 $\frac{1}{3}$ % Promotional Quota**

<u>Part</u>	<u>Syllabus</u>	<u>No.of Questions</u>
<b>Part-A</b>	<b><u>English Language :</u></b> Tenses, Direct and Indirect Speech, Usage of Articles, Comprehension, Active and Passive voice, Spelling Test, Rearrangement of sentences in Paragraphs etc.	50
<b>Part-B</b>	<b><u>Arithmetic:</u></b> Multiplications, Averages, Percentages, Simple & Compound Interest, LCM & HCF, Problems on Age, Problems on Trains, Time & Work, Profit & Loss, Speed & Distance etc.	25
	General standard of intelligence and proficiency through questions mainly pertaining to Railway matters and matters immediately pertaining to the work he has been acquainted with during Railway Service.	25
<b>Part-C</b>	<b><u>Rajbhasha (optional):</u></b> The question paper shall also contain questions on official language and policy and rules to the extent of 10% of the total marks allotted, which will be optional.	10
<b>Total no. of questions</b>		110

**Note:**

1. Each question carries one mark.
2. Candidate to attempt only 100 questions.
3. If candidate attempts more than 100 questions, first 100 attempted questions only will be evaluated.

*Anuradh*  
22/11/23