

दक्षिण मध्य रेलवे  
South Central Railway  
Vijayawada Division

Divisional Office  
Personnel Department  
Vijayawada

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

Date: 19.06.2023

Jr.Clerk cum Typist (against 16 $\frac{2}{3}$ % quota) Notification  
Last date to submit applications is 10.07.2023  
Date of Examination on 16.07.2023 (Sunday) at ETTC/BZA

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 16 $\frac{2}{3}$ % quota to be filled by calling volunteers from all the Departments (except Accounts, Stores & RPF) of BZA Division.

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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 16 $\frac{2}{3}$ % quota to be filled by calling volunteers from erstwhile Group-D employees of BZA Division mentioned in below.

1.	Vacancies	Total = 08 (SC=1, ST=0, UR= 07) Out of 08, THREE vacancies are earmarked for PWBD.
2.	Qualifications	a) 12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% of marks in the aggregate. In case candidates who possess qualification higher than 12 <sup>th</sup> or equivalent examination, 50% of marks in aggregate is NOT insisted. (CPO/SC No.74/2020). b) In case of SC/ST/Ex-servicemen employees, 50% of marks is NOT insisted in 12 <sup>th</sup> (+2 stage) or equivalent (CPO/SC No.151/2015). c) Further, employees who are in service as on 17.12.2014 with matriculation are also eligible irrespective of fact whether they are GEN/OBC/SC/ST/Ex-Servicemen. (CPO/SC No.151/2015).
3.	Service conditions and eligible staff	The employees who have completed TWO years regular service in the relevant grade on successful completion of probation period irrespective of fact that whether such staff belong to GEN/OBC/SC/ST in terms of CPO/SC No. 58/2017 in the following categories. a) General Assistants (erstwhile Peons, Jamedar Peon/Duftary, Record Sorter, Sr.Record Sorter, Ferro Printers) of all Departments (except Accounts, Stores & RPF) of Vijayawada Division. b) Compound Gangman, Watchman/Chowkidar and Survey Khalasis attached to Civil Engg. Department. c) Watchman attached to S&T Department. d) Lascars, Caretakers e) Erstwhile Group-D staff working in Construction Organization and whose lien is maintained in the above cadres (except Accounts, Stores & RPF) of Vijayawada Division.

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		<p><b>Note:</b></p> <p>i) 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 be 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).</p> <p>ii) Staff working as Track Maintainers, Assistants (erstwhile Helpers) of all Departments, Pointsman, Stores Watchman and of Civil Engg. Department and other erstwhile Group-D staff for whom Regular Avenue of promotion exists are NOT eligible to apply.</p>
4.	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).
5.	Syllabus	<p>a) Part-A : To test the working knowledge in English Language.</p> <p>b) 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)</p> <p>c) Official Language Policy and Rules. (Optional)</p>
6.	Selection Procedure	The selection consists of a Written examination and Record of Service.
7.	Mode of examination	<p>In terms of CPO/SC No.212/2018, the question paper will be 100% Objective Type with multiple choice only. Candidates are advised to note the following:</p> <p>a) 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.</p> <p>b) The duration of examination is 90-120 minutes.</p> <p>c) Any distinguishing mark on the answer script would make the answer script invalid. (CPO/SC No. 74/2014)</p> <p>d) 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.</p> <p>e) Question Paper will be issued in bilingual i.e., in English and Hindi.</p>
8.	Negative Marks	There shall be negative marking for incorrect answers. 1/3 <sup>rd</sup> of marks allotted for each question will be deducted for wrong answers (RBE No. 194/2019).
9.	No. of questions	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.

  
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10.	Qualifying marks in written examination & Eligibility for empanelment	<p>a) The candidates must secure a minimum of 50% marks in case of UR/OBC candidates, and, 40% of marks in case of SC/ST candidates in order to qualify in the Written Examination (CPO/SC No.38/1986).</p> <p>b) For final empanelment, the candidates must secure a minimum of 50% marks and above <u>in aggregate i.e. Written Examination and Record of Service</u> in case of UR/OBC candidates, and, 40% of marks and above in case of SC/ST candidates <u>in aggregate i.e. Written Examination and Record of Service</u> (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) in the order of merit of the qualified employees based on the aggregate marks of 'written test and record of service'.</p> <p>c) The relaxation in qualifying standard for SC/ST candidates against reserved vacancies ONLY.</p>
11.	Other conditions	The selected employees are liable to be posted anywhere on BZA division.
12.	Question Bank	<p>Question Bank is available on railway website - <a href="http://www.scr.indianrailways.gov.in">www.scr.indianrailways.gov.in</a>→About us→ Divisions →Vijayawada Division→Personnel Branch→ CLICK HERE→ Jr.Clerk cum Typist 16 2/3% LDCE quota. However, Question Bank is attached.</p> <p>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.</p> <p>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.</p>
13.	Venue & Date of Examination	<b>On 16.07.2023 (SUNDAY) at ETTC/BZA.</b> The eligible employees are hereby alerted to be in readiness to appear for the written examination. This may be treated as notice for examination also.

### 13.0 How to apply :

- (i) Employees should submit application in the prescribed Proforma enclosed at Annexure-A only.
- (ii) Application should be forwarded through proper channel. The application should be on good quality of A-4 size paper using one side only.
- (iii) Applicants should fill up the application form in their own hand writing in CAPITAL letters with BLUE/BLACK black ball point pen only.
- (iv) 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.
- (v) Employee should paste the recent photograph on the application, which shall be attested by the concerned supervisor/officer.
- (vi) 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.
- (vii) Candidates are further advised to visit SCR website to get the latest information.

  
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#### 14.0 Invalid applications :

- (i) Application NOT in prescribed format.
- (ii) Employees NOT fulfilling the conditions mentioned in this notification.
- (iii) Application without photograph/without signature/without forwarded by officer/supervisor concerned and Incorrect applications.
- (iv) Applications received after the last date.
- (v) Applications which are filled in a language other than Hindi/English.
- (vi) Leaving any column blank in the application form.
- (vii) Suppression of facts or furnishing false information in application.
- (viii) Any other irregularity.

#### 15.0 Notifying to the staff:

- 15.1 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.
- 15.2 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.
- 15.3 It is the responsibility of the employee to ensure that the educational qualifications will be entered in their Service Register.
- 15.4 This being a selection, NO supplementary written examination will be conducted.

#### 16.0 General Conditions:

- 16.1 Employees before applying should carefully read the instructions and ensure that he/she fulfills all eligibility conditions at the time of submission of applications.
- 16.2 Mere empanelment does not confer any right of promotion to the candidates.
- 16.3 Admission of the employee at all stages will be purely provisional subject to satisfying the prescribed conditions.
- 16.4 Scribe to persons with disabilities will be allowed in terms of CPO/SC No.116/2014.
- 16.5 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.

  
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17.0 Important Dates :

(i)	Last Date to submit the applications to their controlling supervisors/Officers	10.07.2023
(ii)	Applications in one bunch with covering letter duly mentioning the candidate details addressed to APO/Engg/BZA	11.07.2023
(iii)	Date of issue of Eligibility/ineligibility list	12.07.2023
(iv)	Date of examination. This may be treated as alert notice for written examination.	16.07.2023

18.0 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) Syllabus
- 2) Application Proforma 02 pages at Annexure-A

  
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(B.Saila Sudhakar)  
Asst. Personnel Officer/Engg.  
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.



**Syllabus for Written Examination for Selection to the Post of  
Jr.Clerk-Cum-Typist against 16 $\frac{2}{3}$ % LDCE Quota**

Part	Syllabus	No. of questions
<b>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.	<b>50</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.	
<b>B</b>	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.	<b>25</b>
<b>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	<b>10</b>
<b>Total no. of questions</b>		<b>110</b>

Note:

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

  
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Application for selection to the post of Jr.Clerk cum Typist in Level-2 against 16 $\frac{2}{3}$ % LDCE 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/Design. worked as	From	To	Length of service as on date of notification (YY--MM--DD)

12. Educational Qualifications:

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

13. Awards (Copies to be enclosed)

Particulars	2019-20	2020-21	2021-22
DRM Award			
PHOD Award			
GM/Railway Board Award			

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14. Penalties/Punishments (copies to be enclosed)

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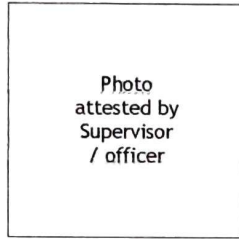
Particulars	2019-20	2020-21	2021-22
SF-11			
SF-5			
Undergoing penalty, if any			

**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/LDCE/Vol.6, dt: 19.06.2023

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