

मंडल रेलवे वाणिज्य का कार्यालय
Office of the Divl. Railway Manager (Commercial)

17 NOV 2021

दक्षिण मध्य रेलवे, विजयवाडा
S.C. RAILWAY, VIJAYAWADA.

Lr.No. SCR/P-BZA/210(a)/EP/Sr.Clerk/LDCE/Vol.2

Sr. DCM / BZA

दक्षिण मध्य रेलवे
South Central Railway
Vijayawada Division

Divisional Office
Personnel Department
Vijayawada

Date: 15.11.2021

V-6

Sr.Clerk cum Typist (LDCE) Notification
Last date to submit applications by volunteers is 16.12.2021

Sub: Formation of Panel for promotion to the post of Sr.Clerk cum Typist in Level-5 (7th CPC) against 13 1/3% LDCE quota - Ministerial cadre of all Departments (except Accounts & RPF) of BZA Division.

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 cum Typist in Level-5 (7th CPC) against 13 1/3% Limited Departmental Competitive Examination (LDCE) Quota. The details of vacancies are as under:

SC	ST	UR	Total
02	02	18	22

The other details are as under:

1	Educational Qualifications	Graduation (any degree) from recognized University.
2	Eligible staff with service conditions	2 years regular service as Jr.Clerk in Level-2 of 7 th CPC Pay Matrix as on the date of Notification.
3	Mode of Selection	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. The final panel should be drawn 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 candidates who are empanelled will be provisionally promoted as Sr.Clerk-cum-Typist subject to their passing Typewriting proficiency of 30 w.p.m. in English or 25 w.p.m. in Hindi within TWO years from the date of their promotion, failing which they are liable to be reverted to the post of Jr.Clerk in Level-2 in their parent department (CPO/SC No.90/2000)
4	Application	Eligible employees should submit application in the prescribed Proforma enclosed as Annexure-A

Jandha
15.11.21

5	Syllabus	Syllabus for the written test is enclosed as Annexure 'B'. There shall be questions on official language policy & Rules upto 10% of marks. However, it is not mandatory to attend the same.
6	Question Bank	<p>Question Bank is available on railway website - www.scr.indianrailways.gov.in → About us → Divisions → Vijayawada Division → Personnel Branch → CLICK HERE → Sr.Clerk cum Typist 13.1/3 LDCE quota.</p> <p>Question bank is only indicative in nature but not exhaustive. The examinees 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>
7	Written Examination	<p>Written Examination will be objective type multiple choice question paper consisting of 110 questions (including 10 questions on Official Language Rules) of which candidates are required to answer any 100 questions.</p> <p>If the candidate attempts more than 100 questions, the first 100 questions attempted will ONLY be evaluated. The questions attempted beyond first 100 questions will NOT be evaluated and ignored.</p> <p>To ensure authenticity of the answers, Cutting, over writing, erasing or alteration of any type in the answer will NOT be accepted and Zero marks will be given for such answers.</p> <p>Examination will be in a pen and OMR system. Candidates should use Black or Blue Ball point Pen only for the written examination.</p>
8	Duration of examination	90 to 120 minutes.
9	Negative Marking	There will be negative marking @ 1/3rd of mark for wrong answer.
10	Venue & Date of Examination	Will be intimated separately.
11	Place of posting	Selected candidates will be posted in any Department/place over BZA division as per the vacancies existing at that time.

Jandha
15.11.21

12.0 How to apply :

- (i) Employees should submit application in the prescribed Proforma enclosed as 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.

13.0 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.

14.0 Notifying to the staff:

- 14.1 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.
- 14.2 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.

Jandhar
15.11.21

- 14.3 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.
- 14.4 It is the responsibility of the employee to ensure that the educational qualifications will be entered in their Service Register.
- 14.5 This being a general selection, NO supplementary written examination will be conducted.

15.0 Last date for submission of Applications:

The willing and eligible employees have to submit their applications in prescribed Proforma to their controlling supervisors/Officers on or before **16.12.2021**, who will forward all the applications in one bunch to APO/G/, Sr.DPO/O/BZA on or before **23.12.2021**.

- 16.0 The notification is uploaded in SCR website www.scr.indianrailways.gov.in - About us - Divisions - Vijayawada - Personnel

This has the approval of Competent Authority.

Encl:

- 1) Application Proforma (Annexure-A)
- 2) Syllabus (Annexure-B)

Sudha
15.11.21

(B.Saila Sudhakar)
Asst. Personnel Officer/G.
For Sr.DPO/BZA

Copy to:

- 1) All Branch Officers/BZA Division.
- 2) All APOs/BZA Division.
- 3) Ch.OS/Con. Section
- 4) OS/IT Cell: for uploading in website.
- 5) DSs : SCRE Sangh, SCRM Union, AISCSTREA, SCROBCREA/BZA division.

Jandha
15.11.21
APo/G/BZA

ANNEXURE-A

Application for selection to the post of Sr.Clerk cum Typist in Level-5 against 13.1/3% LDCE quota from Jr.Clerk cum Typists in Level-2 of all departments (except Accounts & RPF) of BZA Division.

1.	Name (in CAPITAL letters)	
2.	Designation	
3.	Office /Unit	
4.	PF No.	
5.	Date of Birth	
6.	Date of appointment	
7.	Community (UR/SC/ST) Attested copy of caste certificate to be enclosed by SC/ST employees)	
8.	Contact Number (Whatsapp)	

9. Service Particulars as on date of notification:

Post worked as	From	To
Jr.Clerk-cum-Typist		
Total length of service as Jr.Clerk cum Typist		
Years	Months	Days

10. Educational Qualifications:

Qualifications of employee	Discipline	Date of passing
Graduation/Degree (attested copy to be enclosed)		
Post Graduation/Any other Qualifications (attested copy to be enclosed)		

11. Awards (Group awards shall NOT be included)

Particulars	2018-19	2019-20	2020-21
DRM Awards			
PHOD Awards			
GM/Railway Board Award			

12. Penalties/Punishments (copies to be enclosed)

Particulars	2018-19	2019-20	2020-21
SF-11			
SF-5			
Undergoing penalty, if any			

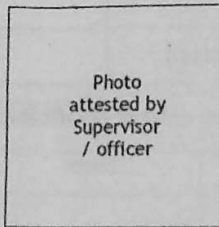
Declaration

- i) I hereby declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief.
- ii) I have read contents of the notification carefully and agree to abide by the rules, regulations and procedure prescribed for the above selection.
- iii) 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.
- iv) 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.

Sardha
15.11.21
APO/G

Date:

Station:



Signature of applicant

Forwarded to APO/G/BZA with reference to Sr.DPO/BZA Lr. No.SCR/P-BZA /210(a) / EP/Sr.Clerk/LDCE/Vol-2, dt: 15.11.2021

Date

Station

Signature of Supervisor/Officer with stamp

For PERSONNEL 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 as Jr.Clerk cum Typist		
Years	Months	Days

Signature of Cadre Officer

**Syllabus for Written Examination for Selection to the Post of
Sr.Clerk-Cum-Typist against 13.1/3% LDCE Quota**

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

1. General Awareness, General English, Arithmetic, General Intelligence & Reasoning.
2. Introduction to Railways: Railway organization.
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.

Sudha
15.11.21
APO/G/BZA