


SOUTHERN RAILWAY

No. P(RT)608/JR. CLERK/33 1/3% & 16 2/3% /2022 - 23

**Headquarters Office,
Personnel Branch,
Chennai – 600003.
Dated: 17/10/2022**

PCME, PCE, PCOM, PCCM, PCSTE, PCEE, PCMM/PER
PCMD, CAO/CN & MTP/MS, SDGM/CVO, DGM/G,
DYCPLO, CPM/RE/MS, CSTE/Project/MMC,
CPRO/MAS, GM/ST/MAS & TPJ,
Chairman/RRB MAS, RRC/MAS, RCT/MAS & ERS.

Sub: Notification for filling up of vacancies of Junior Clerk – cum – Typist in
Pay Matrix Level – 2 of 7th CPC Pay Matrix against 33 1/3%
Promotional Quota in HQ/MAS seniority unit.

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- 1.0 It is proposed to conduct a selection to fill up the vacancies of Junior Clerk-cum – Typist in Pay Matrix Level – 2 of 7th CPC Pay Matrix against 33 1/3% Promotional Quota in Headquarters Seniority Unit.
- 1.1 The number of vacancies assessed for the above selection including the anticipated vacancies is as under:-

S. No.	Department	UR	SC	ST	TOTAL
1.	Admn	1	1	0	2
2.	Commercial	7	1	1	9
3.	Enggineering	3	0	0	3
4.	Mechanical	4	0	0	4
5.	Operating	2	0	0	2
6.	S & T	3	0	1	4
	Total	20	2	2	24

The assessment of vacancies is from 30.09.2022 with anticipated vacancies upto 31.12.2023.

- 1.2 The selection is open to employees of HQ/seniority unit as para 3.0 below, subject to fulfilling eligibility conditions. Employees who are selected will be allotted, only against the department where vacancies exist as furnished at Para 1.1 above. Hence the employees have to give their choice of posting in the order of preference in the application.

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- 2.0 As per the instructions contained in Railway Board's letter No. E(NG)1-2003/CFP/2 dt: 22.09.2003, (RBE 165/2003) there will be no viva voce and the selection will be based on the written examination and scrutiny of Service Record. The Written Test will consist of 85 marks and Record of service will consist of 15 marks. Though there are no marks awarded for seniority, the selection will be finalized based on seniority in terms of Rly. Board's letter No. E(NG)I/2011/PM – 1/26 dt: 06.02.2014 and as clarified vide Railway Board's letter of even no. dt: 05.05.15.
- 2.1 The suitability of the employees will be adjudged based on their performance in the Written Test and Record of Service. In terms of PBC No. 08/2009, the employees should obtain 50% marks in the written test and 50% in the aggregate for being placed in the panel. In respect of SC/ST employees, 10% relaxation in qualifying marks is allowed against reserved vacancies, and accordingly they should get 40% marks in aggregate for being placed in the panel. However the promotion of empanelled employees is subject to availability of vacancies at appropriate time.
- 2.2 The selection consists of written examination. As per Board's letter No. E(NG)I/2018/PM I/4 dated 14.12.2018 (PBC No. 263/2018), the question paper will be objective type multiple choice questions and 10% of the total marks will be from official language policy and rules (optional questions) and there will be no negative marking as per RBE No. 194/2019.

The written examination will consist of questions on:

1. The working knowledge of the Railway servant in English language.
 2. To test the General standard of intelligence and proficiency through Questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertaining to the work acquainted with during Railway Service.
- 2.3 In terms of Railway Board's letter No. E(NG)I – 90/PM I/41 dated 08.07.1992, use of Regional language in lieu of English & Hindi is permitted. The term "Regional Language" as used here means, the Official language of the state in which the office is located accordingly, use of Tamil is only allowed.
- 2.4 Employees should exercise their options of language clearly in the Application form and write the answers in the respective language opted by them. Answers written in different language/multi language will not be evaluated. The question paper will be supplied in tri language viz. English, Hindi and Tamil.

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- 3.0 Applications are invited from the following employees belonging to all HQ seniority unit in the categories listed subject to fulfilment of eligibility conditions.

Sl. No.	Category	Pay Matrix Level of 7 th CPC Pay Matrix
1.	General/Office Assistants	Level - 1
2.	TADK/Bungalow Peon*	Level - 1
3.	Asst. Ferro Printer & Ferro Printer	Level - 2
4.	Material Checker	Level - 2

*Only those B/Peons who have been provided lien as Peon in HQ seniority unit are eligible.

4.0 Conditions of eligibility :

- 4.1 Employees with a minimum of 2 years regular service as on 14.10.2022 viz the date of notification are eligible to apply, in terms of PBC No. 59/2017 dt. 02.05.2017. However, no employee will be eligible to appear in the selection unless he/she has satisfactorily completed the period of probation in the recruitment grade. The period of probation in the recruitment grade is uniformly two years for all.
- 4.2 Service rendered in the old Cadre/Unit in respect of employees who have come to Headquarters seniority unit on request transfer will count for qualifying service for the purpose of the above selection subject to the condition that the category in which he was working in the old unit is an eligible category for the selection/post in the new unit also as per Railway Boards letter No. E(NG)I - 2006/CFP/9 dt. 27.7.06.
- 4.3 In the case of reserved Community employees, the attested copy of the community certificate should be enclosed along with the applications.
- 4.4 The employees will be required to possess a typing speed of 30 w.p.m in English or 25 w.p.m in Hindi. Those who are not having the requisite typing qualification can also apply, however, in terms of Railway board's letter No. E(NG)I - 96/CFP/19 dated 07.04.2000 their promotion will be treated as provisional. If such of those selected and provisionally promoted candidates fail to qualify in the selected and provisionally promoted candidates fail to qualify in the required typewriting test within 3 chances, within 2 years from the date of provisional promotion, they will not be reverted but their increment, confirmation as Junior Clerk, further promotions etc., will be regulated in terms of PBC No. 99/2017 dt. 17.07.2017. Further in terms of Board's letter No. E(NG)I - 2004/CFP/8 dated 04.07.2005 and E(NG)I - 2004/CFP/8 dated 04.02.2011, instead of testing the typewriting skill on typewriters, the same will be tested on Personal Computers.

- 5.0 The willing employees should submit their application through online in the web portal www.Srhqpb.in. The application portal will be active only after two weeks from the date of issuing of the notification

Opening of online registration of application	01.11.2022
Closing of online registration of application	21.11.2022
Last date of forwarding application from concerned cadre section to RT section	23.11.2022

- 6.0 The Cadre Controlling Personnel Officers and other Controlling Officers in – charge of the Establishment matter should ensure that the notification is brought to the notice of all concerned. If any of the employees belonging to Headquarters Seniority Unit is on deputation elsewhere, with their lien still in Headquarters Seniority Unit, they should also be intimated about this notification. This is the Personal responsibility of the Cadre Controlling Personnel Officer and other Controlling Officers in – charge of the Establishment matters.
- 6.1 The employees may also be advised that the eligible list of employees to be admitted to the written examination forming part of the above selection will be advised after scrutiny of all the entries in their applications and to be certified based on the documents.
- 6.2 The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time, provided they are found eligible. The eligible employees shall get in touch with their Headquarters Office or with Office, at frequent intervals to know the date of written examination.
- 6.3 The Service Register and APAR for the last 3 years of the applications should be obtained updated and kept ready for immediate transmission to this office whenever called for.
- 6.4 All Supervisors/Officials are advised that after empanelment, selected employees will be deputed for training at MDZTI/TPJ.

- 7.0 The tentative programme of the selection is as follows:

1.	Opening date of Applications online portal	01.11.2022
2.	Closing date of Applications online portal	21.11.2022
3.	Date of publishing the final eligible list	24.11.2022
4.	Date of Written Examination	Third Week of December 2022
5.	Date of publishing written examination results	First week of January 2023
6.	Scrutiny of records	February 2023
7.	Publishing of Panel	February 2023

The notification is available in the web – site of Southern Railway Headquarters Personnel Branch at Rail – net.


(Meena Baskaran)

Dy. Chief Personnel Officer/R & W
for Principal Chief Personnel Officer

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