

## SOUTHERN RAILWAY

Headquarters Office,  
Personnel Branch,  
Chennai - 600 003.

No.P(RT)608/Jr.Clerk/16 2/3%/2022-23

दि. Date: 16.08.2023

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

Sub: Notification for filling up of vacancies of Junior Clerk in Pay Matrix  
Level -2 of 7<sup>th</sup> CPC Pay Matrix (GP Rs.1900/- VI PC) against 16 2/3%  
LDCE 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 Clerks in Pay Matrix Level -2 of 7<sup>th</sup> CPC Pay Matrix ( GP Rs.1900/- VI PC) against 16 2/3% LDCE Quota.
- 1.1 The number of vacancies assessed for the above selection is as under:

Sl. No.	Department		UR	SC	ST	Total
1	Admin	PB/HQrs	-	1	-	1
		PB/PER	2	-	-	2
		GM/ST/MAS	1	-	-	1
2	Medical		2	-	-	2
3	Engg		2	-	-	2
4	Commercial		2	1	1	4
5	Operating		1	-	-	1
6	Mechanical		1	-	-	1
7	S&T		2	-	-	2
	<b>Total</b>		<b>13</b>	<b>2</b>	<b>1</b>	<b>16</b>

The assessment of vacancies is from 30.09.2022 with anticipated vacancies up to 31.12.2023.

- 1.2 The selection is open to employees of HQ/seniority unit as indicated at para 3.0 below, subject to fulfilling eligibility conditions. Employees who are selected will be posted, only against vacancies furnished at Para 1.1 above. Hence the employees have to give their choice of posting in the order of preference in Column 14 of the application. Postings of selected employees would be as per the option exercised by the employees in the application form and the merit order of the employees in the panel to be published subject to the availability of vacancies and communal break up at the time of publication of panel.
- 2.0 As per the instructions contained in Railway Board's letter No.E(NG)1-2003/CFP/2 dated 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 Register. The Written Test will consist of 85 marks and Record of Service along with APAR will consist of 15 marks and the final selection will be purely on the basis of merit.
- 2.1 The suitability of the employees will be adjudged based on their performance in the Written Test and Service Register along with APAR Grading. The employees should obtain 50% marks in the written test and 50% in the aggregate for being placed in the panel. There will be 10 % relaxation in qualifying marks for SC/ST employees against reserved posts i.e. 40% marks in the written test and 40% in the aggregate for being placed in the panel on relaxed standard. The empanelment is subject to availability of vacancies. (PBC No.08/2009)
- 2.2 The selection consists of written examination as per Board's letter No. E(NG)1/2018/PM1/4 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).

The examination will be conducted on OMR sheet. There will be negative marking for incorrect answers as per RBE 194/2019. 1/3<sup>rd</sup> of the mark allotted for each question will be deducted for wrong answers. As per Para (iii) of PBC 134/2022, detailed instruction regarding usage of OMR sheets in examination is attached as Annexure-II.

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)1-90/PM1/41 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.

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

Sl.No.	Category	Pay Matrix Level of 7 <sup>th</sup> 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
5.	House Keeping Assistant	Level -1

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

4.0 **Conditions of eligibility:**

4.1 Educational Qualification:

- i) **Employees those appointed on or after 17.12.2014**
  - a) 12<sup>th</sup> or its equivalent with not less than 50% marks in the aggregate. 50% marks in aggregate will not be insisted upon in case of SC/ST employees. (RBE 157/2015)
  - b) In the case of employees who possesses the qualification higher than 12<sup>th</sup> or its equivalent, minimum of 50% of marks in aggregate at 12<sup>th</sup> standard will not be insisted upon (RBE No.62/2020)
- ii) **Employees those appointed before 17.12.2014**

Matriculation or its equivalent is the requisite educational qualification.
- iii) Employees should have put in a minimum of 2 years regular service and successfully completed the probation period in the recruitment grade.
- iv) Copy of attested Certificate of the qualifying examination i.e. 12<sup>th</sup> or its equivalent, SSLC etc. should be enclosed along with the application.

- 4.2 In the case of reserved Community employees, the attested copy of the community certificate should be enclosed along with the applications.
- 4.3 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 required typewriting test from the date of provisional promotion, they will not be reverted but their increment, confirmation as Jr.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 04/02/11, instead of testing the typewriting skill on typewriters, the same will be tested on Personal Computers. As per Railway Board's letter No.E(NG)I-2022/CFP/13 dated 11.01.2023 (RBE.09/2023), 2 genuine attempts will be allowed in normal course and further attempts shall be allowed for valid reason with the personal approval of General Manager.

- 5.0 The willing employees should submit their application through online in the web portal [www.Srhqpb.in](http://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	23.08.2023
Closing of online registration of application	14.09.2023
Last date of forwarding application from concerned cadre section to RT section.	18.09.2023

- 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 on this 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 Instruction to Cadre controlling 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 this Office, at frequent intervals to know the date of written examination.

- 6.3 The Service Registers and APAR for the last 3 years of the applicants 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 in online portal	23.08.2023
2.	Closing date of Applications in online portal.	14.09.2023
3.	Date of publishing the final eligible list	19.09.2023
4.	Date of Written Examination	First week of Oct 2023.
5.	Date of publishing written Examination results	Third Week of Oct 2023.
6.	Scrutiny of records	Nov 2023
7.	Publishing of panel	Nov 2023
8.	Commencement of Training	Nov/Dec 2023

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

*MBS*  
*16/8/2023*  
(Meena Baskaran)

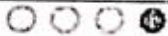

Dy. Chief Personnel Officer/R & W  
For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: CPO/IR, CPO/Admn, CPO/CN/MS- for kind information  
Dy.CPO's/Gaz, T,M&E, IR& Trg, Co-ord.  
SPO's/EMS,RP, RE/MS CN/MS, GM/ST/MMC/MAS  
APO's/T, M&E, IR& Trg. , Stores/PER, Genl. Wel.  
All Ch. OS's/OS's of Headquarters Office  
General Secretary/ SRMU, General Secretary/NFIR  
General Secretary/AISCSTREA,  
General Secretary/AIOBC Assn.  
OS/Computer section for uploading the notification in the website.

OMR INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE MAKING ANY ENTRY IN THE ANSWER SHEET

1. This answer sheet consists of two copies, the original copy and the duplicate copy below. Do not attempt to separate or displace them while answering.
2. Use Blue/Black Ball Point Pen only. Gel pens/pencils are not allowed. It is not required to darken the second copy separately.
3. Do not put any stray marks anywhere on the answer sheet. Use of any other paper Calculating machine & mobile technology is prohibited and will lead to disqualification.
4. Your answer sheet will be evaluated through electronic scanning process. Incomplete and incorrect entries may render your answer sheet invalid.
5. Carefully fill up all the necessary particulars in the answer sheet. Change of answer sheet is not permitted.
8. While darkening the appropriate circle(s) in the boxes, darken the chosen circle(s) fully as given below.

Correct Method		Wrong Methods	
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9. Candidates are to answer questions from the multiple choices of answers A, B, C, D or N/A (Not Attempted). For Questions that you do not wish to attempt please shade the N/A option. Answers marked with N/A option will not be considered for evaluation.
10. Select the right answer to each question and darken the correct circle on the answer sheet. Once darkened, changes are not permitted.
11. 1/3rd of the allotted marks will be deducted for every wrong answer/multiple answer.
12. Please handover the answer sheet along with its duplicate copy to the invigilator before leaving the examination hall.
13. Failure to adhere to instructions above will render your answer sheet invalid and will not be evaluated.
14. Please affix your signature in the box – 'Signature of the Candidate'.
15. Do not write anything in the box – 'Dummy No'.