



## EAST CENTRAL RAILWAY

DRM [P] OFFICE  
DHANBAD DIVISION  
DHANBAD - 826001

All Concerned  
East Central Railway  
Dhanbad Division

### NOTIFICATION

**Sub :** Formation of panel of filling up the post of Sr. Clerk in Level -5 of 7<sup>th</sup> CPC against 13 $\frac{1}{3}$ % (Serving graduate) LDCE quota in DHN Division calling volunteers from all Departments of DHN Division (Except Accounts and Security Department)

**Ref :** GM (P)/HJP's letter No.ECR-HQ0PERS(EC)/1/2024 (Comp. No.273261) dated 16.07.2024 & 08.08.2024

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In reference to above, it is proposed to conduct a selection for formation of panel for promotion to the post of Sr. Clerk against 13 $\frac{1}{3}$ % (Serving Graduate) quota in all departments of DHN Division (Except Accounts & Security Department). Details of the vacancy are given as under:

Category	UR	SC	ST	Total
Sr. Clerk	03	00	00	03

- Application are invited the eligible serving Jr. Clerks (Except Accounts & Security) fulfilling the following eligibility criteria.
- Eligibility Condition :**
  - The serving regular Jr. Clerk of Dhanbad division/ECR (except Accounts & Security) possessing the qualification of Graduation.
  - 02 (Two) years regular service as Jr. Clerk in Pay Matrix Level-2 as on date of this notification.
  - All Clerks (Jr. Clerk-cum-Typist) must have passed requisite Typing Test as on date of this Notification.
  - Employee, who is working in Construction unit/Project or outside of Dhanbad division and fulfilling eligibility criteria may also apply, provided their lien is maintained in Dhanbad division.
- Education Qualification : Any Degree from a recognized University or its equivalent
- Procedure of written Examination :**
  - Written Examination shall conduct of CBT (Computer Based Test) Mode.
  - 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.
  - If the candidate attempts more than 100 questions, the first 100 attempted questions will ONLY be evaluated. The questions attempted beyond first 100, attempted question will not be evaluated.
  - There will be negative marking @ 1/3<sup>rd</sup> of mark for wrong answer.
- Mode of selection :**
  - Professional Ability** – The professional ability of the employees in the field of selection will be adjudged through written test only. The employee must 60% of marks in professional ability.
  - The final panel will be drawn up in the order of merit based on aggregate marks of 'Professional ability and Records of Service'. However, the employees must secure 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.
  - Those who qualify in the written test will only be considered for empanelment as per requirement with due scrutiny of Service Record of individual candidates subject to found free from D&A, SPE, Vigilance clearance. Based on the overall performance, the candidates will be placed on the panel to the extent of vacancies.

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6. Notifying to Staffs :
- The controlling officer/supervisor shall give wide publicity of the notification to all the eligible staff 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.
  - 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 application duly giving their willingness and forward the same to EO Section of Sr. DPO /DHN 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.
7. How to apply :
- i) The employees should submit the application in the prescribed format (enclosed as Annexure 'A') through proper channel.
  - ii) The application should be on good quality of A-4 size using one side paper only.
  - iii) They should fill up the application form in their writing with blue or black ball point pen only.
  - iv) All relevant columns in the application should be filled completely & strike out the inapplicable column and forwarded duly signed by the controlling supervisor/officer wherever required or otherwise same will be not considered.
  - v) Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.
8. Last date of submission of application : The willing and eligible volunteers have to submit their applications in prescribed proforma to their controlling authority supervisor/Officers on or before 20.08.2024 who will forward all the applications in one bunch to EGRS section. Suvidha Kendra, DRM Office, East Central Railway, Dhanbad on or before 22.08.2024.
9. Syllabus: Enclosed as 'Annexure – B.
10. Date and venue of the examination shall be intimated separately. However, it is to be advised to the volunteering staff that there will be no supplementary exam to the absentees.
11. The candidates may keep an update time to time from this Railway's official website i.e. [www.ecr.indianrailways.gov.in](http://www.ecr.indianrailways.gov.in) >dhanbad Division>Personnel>notification.

DA : i) Application Proforma – Annexure - A  
ii) Syllabus – Annexure -B

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(Ravi Kumar Pandit)  
Assistant Personnel Officer-2  
for DRM (P), EC Railway, DHN

No. 01/EO/LDCE/Sr. Clerk/2024/289732

Date : 09-08-2024

Copy forward for kind information and necessary action, please:

- i) GM (P), EC Railway, Hajipur
- ii) GM/Vig, EC Railway, Hajipur
- iii) Chief OS (G) to DRM/DHN.
- iv) All Branch officer, EC Railway, DHN Division
- v) All DPOs/APOs, DHN
- vi) Divisional Secretary, ECRKU, AISCSTREA, ECROBCREA of DHN Division.
- vii) OS/IT Cell – for uploading on website
- viii) Ch. OS/All cadre, 'P' Branch, EC Railway, DHN

## Annexure – A

Application for selection to the post of Sr. Clerk in Level-5 against 13.33% LDCE Quota from serving Jr. Clerks of all departments (except Accounts & Security deptt.) of Dhanbad Division

1. Name of employee (in Block letters) :
2. Designation/Station :
3. HRMS ID :
4. Employee No. :
5. Date of Birth :
6. Date of initial Appointment :
7. Date of Appointment in Jr. Clerk(L-2) :
8. Office/Unit :
9. Community (UR/SC/ST) :  
Attested copy of caste certificate to be enclosed by SC/ST employees
10. e-mail ID :
11. Mobile No. :
12. Total length of service in Jr. Clerk as on 01.08.2024

Affix recent photograph attested by controlling supervisor

Years	Months	Days
13. Education Qualification : (Graduation /Degree & above certificates, attested copy to be enclosed), if the qualification acquired after joining service, copy of permission letter from Administration shall be enclosed.	Qualification of the Employee	Discipline
		Passing Year

### 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 understand that if at any stage, 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 rule.
- iii) I have read the contents of the notifications carefully and agree to abide by the rules, regulations and procedure prescribed for promotion to the selection.
- iv) I understand that if at any stage, it is found that I do not satisfy/fulfill the eligibility criteria, my candidature/appointment on promotion is liable to be cancelled.

Date : \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Station : \_\_\_\_\_

Name \_\_\_\_\_

Forwarded to Sr. DPO for necessary action

It is certified that the details furnished above by the employee is correct and as per the records available in this office. No. DAR/SPE/Vig/cases are pending/contemplated against the above employees.

Date : \_\_\_\_\_

\_\_\_\_\_

Station : \_\_\_\_\_

Signature of controlling Officer  
Designation and office seal

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**SYLLABUS FOR SUITABILITY TEST FOR PROMOTION TO THE POST OF  
SENIOR CLERK AGAINST 13 $\frac{1}{3}$ % LDCE QUOTA**

1. General awareness, General English, Arithmetic, General Intelligence and Reasoning
2. Office procedure (Dak handling, Maintenance of files, Record Keeping, Maintenance of statics)
3. Writing Skill (Letter/DO writing, Notifications, Note writing, speaking orders)
4. Introduction to Railways – Railway Organization
5. Office skills/Information Technology/Computer Knowledge
6. Leave Rules/Pass Rules
7. Allowances/Advances/Accounts and Audit
8. Seniority/MACPS/Reservation Policy
9. Promotion
10. Pension Rules
11. Conduct Rules
12. D&AR Rules
13. Performance Appraisal
14. Various Acts like
  - i) Payment of wages Act,
  - ii) Minimum Wages Act,
  - iii) Employee's Compensation Act
  - iv) Industrial Disputes Act
  - v) Right to Information Act
  - vi) Contract Labour (Regulation & Abolition Act)
  - vii) Legal Matters
15. Welfare Activities
16. Staff Benefit Fund
17. Grievances – Redressal Mechanism
18. Industrial Relations
19. Store procurements, Preliminary works programme, Budget, Tenders
20. Rajbhasha

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