

**EAST CENTRAL RAILWAY**

Last Date:- 16.11.2020

Office of the
GM(P)/ECR/HJP
Vaishali, 844101

No. ECR/HQ/Pers/Minist./Sr.Clerk/LDCE/13.33%

Date : .10.2020

PCE, PCOM, PCCM, PCME, PCEE,
PCSTE, PCMM, PCMD, PCSO, SDGM, DGM/G
Secy. to GM, CPO/Const., Chairman/RRC/Patna
Chairman/RRB/Patna, Chairman/RRB/MFP

NOTIFICATION

Sub:-LDCE for the post of Sr. Clerk against 13 $\frac{1}{3}$ % Quota in Ministerial Cadre of HQ's Office/ECR.

- 1) It is proposed to conduct LDCE for promotion to the post of Sr. Clerk in Level 5 of Pay Matrix(7th CPC) in East Central Railway HQ's Office against 13 $\frac{1}{3}$ % LDCE Quota. Accordingly, applications are invited from eligible employees as per the criteria mentioned below.

The total number of vacancies assessed for East Central Railway, HQ's office except Accounts and RPF, are as under:-

UR	SC	ST	Total
06	01	Nil	07

- 2) Application are called from volunteers who fulfill the conditions prescribed for LDCE to the post of Sr. Clerk in Level-5 of Pay matrix (7th CPC) against 13 $\frac{1}{3}$ % LDCE Quota from all departments of HQs offices **except Accounts and RPF.**

3) **ELIGIBILITY CRITERIA:-**

- The serving regular Jr.Clerk-cum-Typist of HQ's Offices of East Central Railway (except Accounts and RPF) possessing the qualification of Graduation and fulfilling following conditions may apply application for Sr. Clerk against 13 $\frac{1}{3}$ % LDCE Quota.
- 02 years regular service as Jr. Clerk Cum Typist in Level-2 of Pay matrix as on 01.10.2020.
- Qualified Typing skill test as on 01.10.2020
- Employees, whose lien is maintained in HQ's office/East Central Railway are working in Construction units/Projects or outside East Central Railway and fulfill eligibility criteria can also apply.

4) **MODE OF SELECTION:**

- The LDCE shall consist of the written examination. In terms of Railway board's letter No. E(NG)/2018//PM-1/4 (RBE No. 196/2018) dated 14.12.2018 the question paper will 100% objective type, all the questions will be of Multiple choice only. Question of Rajyashabha also will included. There will be negative marking evaluation on the objective type of questions. One third of the marks allotted for each question will be deducted for wrong answers.
- The staff who secures less than 60% in the aggregate will not be considered eligible for inclusion in the panel. The LDCE shall be based entirely on merit with reference to marks obtained by the candidates in the written examination, subject to usual relaxation for SC/ST as per rules.

(Contd-----2)

- c. This being a General Selection, no supplementary examination will be conducted.
- d. Cutting, Overwriting, Erasing or any type of alteration in the answer will not be accepted. No marks will be given for answer having correction/overwriting.
- 5) A copy of syllabus for the written examination is enclosed as “**Annexure-A**”. The question paper shall also contain questions on Official Language Policy and Rules to the extent of 10% of the total marks allotted to professional ability which may not be a compulsory one to answer (Board’s letter No. 81/02/-44/12 dated 14.01.1982).
- 6) Those staffs who are eligible in terms of the conditions stipulated above as on date of issue of notification should submit their applications in prescribed proforma as shown in “**Annexure-B**” duly forwarded by their controlling officers to concerned Personnel Officers in-charge of the Deptt.
- 7) In terms of Board’s letter No. Hind/84/OL/1/10/3 dated 03.11.1998, employees will have an option to answer the question paper in Hindi. Those who opt for writing the written exam in Hindi should indicate their choice in writing.
- 8) Those staff who are eligible in terms of the conditions stipulated above as on 01.10.2020 should submit their applications in prescribed proforma as shown in “**Annexure-B**” .
- 9) No application is to be entertained beyond last date. Officer concerned shall receive the application and send all the applications in bunch to this office. Applications received in this office after expiry of last date will not be entertained. NO PIECEMEAL FORWARDING OF APPLICATIONS SHALL BE RESORTED TO.
- 10) It is advised that wide publicity should given to all the staff working in your Departments/Divisions /Units. It should also be ensured that this Notification inviting applications is further circulated within seven days to provide adequate time to reach the staff under your control and facilitate the willing and eligible staff to tender their application(s) before **16-11-2020** for sending to this office.
- 11) All the applications should be submitted through **e-Office in PDF format** on the ID of e-Office **Vikash Kumar,OS/Pers/HQ/ECR/VHK,O/o-Dy.CPO/HQ/ECR.**
- 12) No candidates/staff shall be allowed to carry Mobile Phones, Calculator in the exam hall.

Wide publicity may please be given to this notification.

Please acknowledge receipt.

(Saurabh Sawarn)
SPO/ESM
for General Manager(P)

Copy to:

- Secy. to PCPO - for kind information of PCPO.
- PS-II to CPO/A - for kind information of CPO/A.
- CA to CPO/IR- for kind information of CPO/IR
- All Personnel Branch Officers/HQ
- APO/MPP - for uploading on website.
- ECRKU/ECR, AISC&STA/ECR

for General Manager(P)

East Central Railway

Annexure 'A'

Syllabus for LDCE to the post of Sr. Clerk in Level 5 of Pay Matrix in VII CPC (PB-2/Grade Pay Rs.2800 in VI PC) against 13 $\frac{1}{3}$ % LDCE Quota.

1. Officer procedure.
 - a. Dak handling.
 - b. Maintenance of files.
 - c. Record keeping.
 - d. Maintenance of statistics.
2. Writing skill.
 - a. Letter/DO writing.
 - b. Notifications.
 - c. Note writing.
 - d. Speaking orders.
3. Award of works in works programme.
4. Procedure for stores procurement.
5. Railway Organizational structure.
6. Railway Housing (Rly. Qtrs. Allotment) Policy.
7. Uniform policy.
8. Booking of Running staff and non running traveling staff.
9. Discipline & Appeal rules and Conduct Rules.
10. Recognition of Trade Unions. Facilities to office bearers of recognized unions/Associations. Dealing with unrecognized unions/Associations.
11. Medical examination and facilities available to Railway employees.
12. Audit and Accounts narrative report. Draft Paras and their disposal.
13. Canons of financial propriety.
14. Classification of demands of grants.
15. Man-Pwer Planning, Training & development.
 - Vacancy Bank register/pool of surrendered posts.
 - Creation of Posts.
 - Bench Marking.
 - Supernumerary posts.
 - Redeployment of surplus staff/Medically decategorised staff
16. Pay and allowances including 7th CPC.
17. Pass Rules.
18. Leave Rules.
19. Railway Pension Rules & NPS.
20. General Conditions of service.
21. Hours of Employment Regulations.
22. Right to Information Act, 2005.
23. Labour Laws.
24. Official Language Rules and Policy.
25. CPGRAM, IVIARAN etc.
26. Computerisation & Digitization.

PROFORMA

Application for the post of Sr. Clerk in Level 5 of Pay Matrix in VII CPC (PB-2/Grade Pay Rs. 2800 in VI PC) against 13¹⁰/₃% LDCE in ECR/HQ/HJP.

1. Name :
2. Employee Number :
3. Designation :
4. Rate of Pay & Level :
5. Date of Birth :
6. Date of appointment :
7. Post/scale to which appointed initially :
8. Date of entry into present grade (Jr. Clerk) on regular measur :
9. Date of Posting in HQ/ECR seniority unit. :
10. Whether regular or adhoc (If adhoc followed by regularization, the dates should be mentioned) :
11. Whether belonging to UR/SC/ST :
12. Educational qualification :
13. Typing test passed or not :
14. Additional qualifications, if any :
15. Option for answering the Question Paper of written test (Score out which is not applicable) : Hindi or English
16. Email id :
17. Mobile Number :

Attested
Photograph

Signature of the Employee

Signature of the Forwarding Official
With designation and office seal

The particulars mentioned above are verified and certified from his service record are correct.

Forwarded

Signature of Personnel Officer