



Last Date- 13.09.2024

EAST CENTRAL RAILWAY

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

No.ECR-HQOPERS(SEL)/87/2020 C.N. 76590

Date : 23.08.2024

PCE, PCOM, PCCM, PCME, PCEE,
PCSTE, PCMM, PCMD, PCSO, SDGM,
Chairman/RRB/Patna & MFP
DGM/G, DGM(Law)/Patna, Secy. to GM, Chairman/RRC/Patna
SPO/Const/MHX, Patna,

NOTIFICATION

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

- 1) It is proposed to conduct LDCE for promotion to the post of Senior Clerk in Level 5 of Pay Matrix(7th CPC) in East Central Railway Headquarters Offices 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 in East Central Railway Headquarters offices except Accounts and RPF, are as under:-

UR	SC	ST	Total	PwBD
06	01	01	08	01 Post reserved horizontally out of 08

- 2) Application are called from volunteers who fulfill the conditions prescribed for selection 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 Head Quarters offices **except Accounts and RPF.**

3) ELIGIBILITY CRITERIA:-

- The serving regular Junior Clerk cum Typist of Head Quarters offices of East Central Railway (except Accounts and RPF) possessing the qualification of Graduation from a recognized university or its equivalent and fulfilling following conditions may apply application for Sr. Clerk against $13\frac{1}{3}\%$ LDCE Quota.
- 02 years regular service as a Jr. Clerk, Level-2 of Pay matrix as on date of this notification.
- Qualified Typing skill test as on date of this notification.
- 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)/I/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 Rajbhasha 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.

RWS

- c. This being a General Selection, no supplementary examination will be conducted.
- d. Cutting, Overwriting, Erasing or Alteration of any type 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 staff 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 department.
- 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) 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.
- 9) It is advised that wide publicity should be given to all the staff working in your Department/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 before 13.09.2024 for sending to this office.
- 10) All the applications should be submitted through e-Office in PDF format to this office.
- 11) 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.

R/K
23/8/24
(Ramesh Kumar)
APO/Co-Ordination
for General Manager(P)

Copy to:

- PS-1 to PCPO- for kind information of PCPO.
- PS-II to CPO/A- for kind information of CPO/A.
- All Personnel Branch Officers/HQ
- APO/MPP- for uploading on website.
- APO/ESM- For kind information & necessary action.
- Branch Secy/ECRKU & AISC&STA/ECR/HJP.

PS
23/8/24
28/8/24

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

1. Office procedure.
 - a. Dak handling.
 - b. Maintenance of files.
 - c. Record keeping.
 - d. Maintenance of statistics.
2. Writing skill.
 - a. Letter/DQ 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-Power 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, NIVARAN etc.
26. Computerisation & Digitization.

Pls

PROFORMA

Application for the post of Senior Clerk in Level 5 of Pay Matrix in VII CPC (PB-1/Grade Pay Rs. 2800 in VI PC) against 13 $\frac{1}{3}$ % LDCE in ECR/HQ/HJP.

Affix recent
photograph
attested by
controlling
officer.

1. Name :
2. Employee Number & HRMS ID :
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 measure :
9. Total length of service in Jr.Clerk as on date of this notification(YY/MM/DD) :
10. Date of posting in HQ/ECR Seniority Unit :
11. Whether regular or adhoc (If adhoc followed by regularization, the dates should be mentioned) :
12. Whether belonging to UR/SC/ST/PwBD :
13. Educational qualification :
14. Typing Test passed or not :
15. Additional qualifications, if any :
16. Option for answering the Question Paper of written test (Score out which is not applicable) : Hindi or English
17. Email id :
18. Mobile Number :

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

P.W.