

SOUTHERN RAILWAY

No.T/P.608/XII/Gr.'D' to 'C'/331/3%/PRQ(Non-Engg.) M&G

Divisional Office
Personnel Branch
Tiruchchirappalli.
Dt: 02.12.2022

All Branch Officers/TPJ Division

Sub: Notification for filling up of vacancies of Junior Clerk- cum -Typist
in Level 2 of VII PC Pay matrix (PB1- Rs.5200-20200 + GP Rs.1900/- in VI
PC) against 33 1/3% Promotion Quota in TPJ Division Seniority Unit –
NON-ENGINEERING DEPARTMENTS- reg.
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1. It is proposed to conduct a selection to fill up the vacancies in Junior Clerk-Cum-Typist in Level 2 of VII PC Pay Matrix (in Pay Band 1- Rs.5200-20200 with Grade Pay Rs.1900/-(VI PC) against 33 1/3% Promotional Quota in TPJ Division.

LAST DATE FOR APPLYING :20.12.2022

2 The number of vacancies assessed for the above selection are 16 UR, 7 SC & 4 ST as mentioned below including the anticipated vacancies as under:

Sl. No.	Department	UR	SC	ST	Total
1.	Personnel	07	02	01	10
2.	Mechanical	06	02	01	09
3.	Operating	01	01	00	02
4.	Commercial	02	02	02	06
5.	Electrical	00	00	00	00
6.	Signal & Telecommunications	00	00	00	00
7.	Total	16	07	04	27

3 The selection is open to employees of TPJ division seniority unit as indicated in Para 8 below, subject to fulfilling eligibility conditions. Employees who are selected will be allotted only against the department where vacancies exist as furnished at Para 2. Hence, the employees have to mention their choice of posting in respective Branch as per preference in the application. However the allotment of department by Railway Administration shall be final. Posting will be on administrative requirement and availability of vacancies.

4 As per the instruction contained in Railway Board's letter No.E(NG)1/2003/CFP/2 dated 22.09.2003 (RBE No. 165/2003) there will be no viva voce and the selection will be based on the written examination and scrutiny of Record of Service. Though there are no marks awarded for seniority, the selection will be finalized based on seniority in terms of railway Board's letter No. E(NG) I /2011/PM-1/26 dated 06.02.2014 and as clarified vide Railway Board's letter of even no. dated 05.05.2015.

5 The suitability of the employees will be adjudged based on their performance in the written test and Service Register along with Performance Reports. In terms of PBC No. 08/2009, the employees should obtain 50% 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. However the promotion of employees is subject to availability of vacancies at appropriate time. (PBC No.08/2009)

6 In terms of PBC -263/2018 the written examination will consist of 100% objective questions. Questions will be framed to test the working knowledge of the Railway Servant in English Language and to test their General standard of Intelligence and proficiency through Questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertaining to the work he/she has been acquainted with during his/her Railway Service. This being a selection where panel will be formed based on seniority of qualified candidates, no negative marking for wrong answers as per RBE No.194/2019. 10% of marks/questions will be framed in official language which is not compulsory which means the number of questions will be over and above 100.

7. Use of electronic gadgets including cell phone, calculator in examination hall is strictly prohibited. If anybody is in possession of the same they will be disqualified and sent out.

8. Applications are invited from employees belonging to TPJ division seniority Unit in the categories listed below subject to fulfillment of eligibility conditions

Sl. No.	Category	Level /PB + Grade Pay
1.	General /Office Assistant (erstwhile Peon, Jamedar Peon, Junior Record Sorter, Senior Record Sorter & Commercial Courier)	Level 1 in VII PC Pay Matrix (PB1-Rs.5200-20200+ GP Rs.1800/-)

9. Conditions of Eligibility:

(i) Employees should possess a minimum of 2 years regular service in the seniority unit concerned in the specified categories listed above as on 02.12.2022 i.e. as on the date of this 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.

(ii) Attested copy of educational qualification certificate i.e. Matriculation or its equivalent, SSLC etc. should be enclosed along with the application.

(iii) 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 Board's letter No. E(NG) I-2006/CFP/9 dt. 27.07.06.

10. In the case of reserved community employees, the attested copy of the community certificate should be enclosed along with the applications.

11. 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 required qualification can also apply. However, their promotion will be treated as provisional, as per Railway Board's letter No.E(NG)I-96/CFP/19 dated 07.04.2000.If such of those selected and provisionally promoted candidates fail to acquire the required typewriting test in 3 chances within 2 years from the date of provisional promotion, they will not be reverted back to their parent cadre but their increment, confirmation as Junior Clerk cum Typist, further promotions etc., will be regulated in terms of PBC No. 99/2017 dt17.07.2017. 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.

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12. The willing employees should submit their application in the prescribed proforma enclosed, duly filled in all respect including the date.

13. For enquiries, if any, they may contact.

Ch.O.S/M&G/PB/TPJ -Contact No., 77712, 77716

14. The Controlling Officer should verify the particulars and forward the same in one bunch to Personnel Branch **on or before 20.12.2022**. Applications received at DRM/P/TPJ (Receiving section) after the target date -i.e.**20.12.2022** will be summarily rejected.

25. The notification should be given wide publicity and employees who are on leave/sick should also be notified of the above selection. This notification is also available in the PETTAGAM of Personnel Branch.

Encl: Proforma for application

SVenk
2.12.22
(S.Venkatraman)
Asst. Personnel Officer/Engg,
for Sr.Divisional Personnel Officer/TPJ

C/- Principal/MDZTI/TPJ
C/- Steno to Sr.DPO/TPJ, All APOs,CSWI/PB
C/- DS/SRMU, AISC/ST/REA,AIOBC/REA/TPJ
C/- DRM/PB/O/TPJ Notice Board, Pettagam

**Application for the post of Junior Clerk - Cum - Typist in Pay Matrix Level - 2 under VII PC (Pay Band Rs.5200-20200 with Grade Pay Rs.1900 - VI PC) against 33 1/3 % PR Quota of TPJ
Division Seniority Unit (Non-Engineering)**

1	Name			
2	Employee Number			
3	Present Designation			
4	Office			
5	Community (attested Xerox copy should be enclosed in the case of SC/ST employee)	SC	ST	UR
		Tick appropriate box		
6	Date of Birth			
7	Date of Appointment			
8	Date of Regular Appointment			
9	Present Pay Matrix Level/ VII PC (Pay Band & Grade Pay - VI PC)			
10	Educational Qualification (copies of attested certificates should be attached)			
11	Details of typing skill (copies of attested certificates should be attached)			
12	Preference of Posting (Please indicate Department i.e., Mechanical, Operating, Commercial, Personnel)	1	2	3
13	Contact No.			

Please affix recent photograph and to be attested by the Controlling Officer

Declaration:

I hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false, or incorrect at a later date, I am liable to be taken under DAR for major penalty apart from my application being rejected.

Date:

Signature:

Place:

Name:

Designation & Office:

Certified and forwarded to:-

Date & Place:

Signature of Supervisory Official:

Name:

Office Seal:

Designation & Office:

Date:

Signature of Controlling Officer:

Designation: