

स्वारी डिब्बा कारखाना/INTEGRAL COACH FACTORY,चेन्नै/CHENNAI-38

प्रधान मुख्य कार्मिक अधिकारी
का कार्यालय
Office of the PCPO,
दिनांक/Dated: 30.04.2019

No.PB/SIB/61/QSE

परिपत्र/CIRCULAR

विषय/Sub: Promotion of erstwhile Group-D staff to Group C as Junior Clerk in Level-2 of 7th PC Matrix (in pay band Rs.5200-20200 + 1900 GP) against 16 ²/₃ % QSE Quota.

It is proposed to conduct a selection for the post of Junior Clerk in Level-2 of 7th PC Matrix (in pay band ₹.5200-20200 + 1900 GP of 6th PC) to fill up 14 vacancies (2 UR, 3 SC & 9 ST) through Qualified Serving Employees Quota {QSE} (16 ²/₃ %). The vacancies assessed include all the three Non-Accounts seniority units.

Unit	SC	ST	UR	Total
Stores	1	3	2	6
Personnel	1	3	0	4
Engineering	1	3	0	4
Total	3	9	2	14

2. Eligibility conditions :

(a) **Eligible Staff:** The following categories * of staff who are in Level-1 of 7th PC Matrix (in pay band ₹.5200-20200 with ₹.1800 GP) are eligible to volunteer for the above selection.

- 1 Record Suppliers/ Jamedar of Peons/Peons / General Assistant(GenlAdmn)C-1
- 2 Vendors/Salesman / Assistant (Canteen)C-1
- 3 Sanitary Cleaners/Sanitary Mistry / House Keeping Assistant
- 4 Head Mali's/Mali's / Assistant Horticulture
- 5 Helpers / Assistant

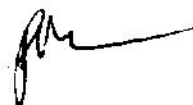
(only those declared unfit in Cey One medical classification)

* designations revised vide Board's letter No.PC-VI/2009/1/1/3(Vol.II) dated 27.12.2018

(b) RPF staff and Substitutes are not eligible. Staff belonging to other categories except those stated above are not entitled to volunteer.

(c) Service Conditions & Education Qualification:

- (1) The volunteers should have put in 2 years of regular service as on 31/12/2018. They should have completed the probation on initial appointment satisfactorily.
- (2) Should possess minimum qualification of Matriculation or equivalent.
- (3) Regular service for the above purpose does not include substitute service rendered before regular absorption.



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3. **How to apply:** Employees who fulfill the above conditions and are willing shall apply only through ONLINE website only.

Procedure to apply through ONLINE

(i) **Apply Online:** Employees are advised to apply through "ONLINE" only through following Website.

➤ In RAILNET, Portal Address <http://10.53.4.11> → ESS
Through ESS Portal → Online Application

OR

➤ Through ESS Mobile APP → Personnel Branch from the registered Mobile Number

On receipt of application through ONLINE a confirmation message will be sent to the registered mobile number of the employee available in Personnel Branch. If the SMS is not received within a day, employees are advised to contact CH.OS/SIB/PB (Note: If you have not registered your Mobile Number please contact PB computer section immediately and get it updated)

(ii) Employees are also advised to utilise the services of facilitation centre to apply through ONLINE.

(iii) If any employee possess the additional qualification, besides the qualification appearing in online portal, should submit an attested copy of the additional qualification to CH.OS/SIB/PB within 3 days from the date of submission of ONLINE APPLICATION. If the relevant certificate is not submitted the qualification appearing in the Service Register will be taken in to consideration.

4. **Last date:** The last date for submission ONLINE APPLICATION is **21.05.2019** up to 17.30 hrs. It is the responsibility of the employee to get confirmation about the receipt of their ONLINE application in SIB/PB. The same should be ensured by the employee on or before **22.05.2019**.

5. **Mode of Selection:** In terms of Railway Board's letter No.E(NG)I/2018/PM1/4 dated 14/12/2018, the written test would be 100 % objective type. All the questions will be of multiple choice only. Zero marks will be given for answers having corrections/overwriting. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.



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The questions will test the working knowledge in English language, general standard of intelligence and proficiency in Arithmetic, General Knowledge mainly pertaining to Railway matters.

Pre-Promotional Classes : Necessary pre-promotional classes would be organized for one week before conduct of written test for SC/ST volunteers. Only SC/ST volunteers would be allowed to attend the pre-promotional classes.

Date of written test: The date and venue of the written examination will be fixed and announced in due course. Employees are advised to be in readiness to appear for the written examination at short notice.

The selection will be without seniority marks and a final panel would be formed as per merit. Ref: Board's letter No.E(NG)I-2011/PM1/26 dt.06.02.2014.

Those who get empanelled would be subjected to a typing test at 25 words per minute in Hindi or 30 words per minute in English. Qualifying in the typing test is mandatory and the promotions would be treated as provisional till they qualify in the typing test within a period of two years from the date of promotion. Employees who do not qualify in the typing test within a period of 2 years from the date of promotion are liable for reversion. Such of those volunteers who have already acquired the typing knowledge of 30 wpm in English/25 wpm in Hindi, should enclose a copy of proof and they may be exempted to undergo typing test.

6. **Empanelment & posting:** On finalisation of the selection, the empanelled candidates would be promoted and posted in any of the seniority units depending upon the availability of vacancies in each unit. The Administration reserves the right to post the empanelled candidates in any department depending upon the availability of vacancy in the respective departments and no request for any change of department or unit will be considered on any account.

All the supervisors are requested to give wide publicity to this circular and convey the contents to the employees working under their control who are eligible to apply even if they are on long leave, sick, deputation, etc.


सहायक कार्मिक अधिकारी/जी
Assistant Personnel Officer/G