

स्वारी डिब्बा कारखाना, चेन्नै - 600 038.
INTEGRAL COACH FACTORY, CHENNAI - 600 038.

No.PB/S1B/553/5/4

Office of the CPO,
Dated: 06/02/2019.

Ch.OS - GM's Off., PCME's Off., CWE/S's Off., CWE/F's Off., CQAM's Off./Fur.,
Ch.OS - Design Off., Dy.CME/Plg.'s Off.,
Ch.OS/SSE - Shop 19, Unit 19A, Shop 30, Unit 30A.

Sub: Suitability test for promotion as Sr.Clerk in Level 5 of 7th PC Matrix
(6th PC - 2800GP) -Engg. Seniority Unit.

It is proposed to form a select list of 12 (9 UR & 3 SC) employees, for the post of Senior Clerk (PQ), in Level 5 of 7th PC Matrix (6th PC - PB 1 + 2800GP). In terms of Railway Board's letter No.E(NG)I-2008/PM1/15 dt. 03/09/2009, the suitability of Junior Clerk for promotion as Senior Clerk against PQ vacancies should be assessed through a written test.

The date and venue in respect of the suitability written test for promotion to the post of Senior Clerk through promotional quota will be fixed and intimated in due course. The under mentioned employees may be notified to be in readiness to appear for the above suitability written test at a short notice, without fail.

S.No.	Emp.No.	Employees considered	Comm.	Designation	Unit
1	851471	GURU A		Jr.Clerk	30A
2	829100	DEVENDRANATH S	OBC	Jr.Clerk	99A
3	859018	SURESH A	OBC	Jr.Clerk	70A
4	865143	SAMAYA KUMAR S		Jr.Clerk	71E
5	867114	GOPI M	OBC	Jr.Clerk	72D
6	833299	GUNASUNDARI J	OBC	Jr.Clerk	99C
7	850478	LAKSHMI S	SC	Jr.Clerk	72C
8	819243	KANIMOZHI S	SC	Jr.Clerk	19A
9	871623	SANGEETHA G	OBC	Jr.Clerk	71E
10	874066	KAVIN KUMAR R		Jr.Clerk	71A
11	866779	BHARANIDHARAN S	OBC	Jr.Clerk	72D
12	853839	USHA S	SC	Jr.Clerk	71E

NOTE: Sl.No.7, 8 & 12 are considered against SC vacancies.

The syllabus for the written test will be as at Annexure - A. 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 with negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.

The above employees may be advised of the written test, even if he/she is on leave, sick, on duty etc., and, an advice, that he/she has already been notified of the written test, may be sent to this office, on or before 13/02/2019. It is the responsibility of the supervisor concerned, to notify the employee, of the written test, and, lapse on their part to notify the same, would be viewed seriously.

Employees, who are opting to write the examination in Hindi, are hereby advised to submit their willingness, in writing, to the undersigned on or before 20/02/2019.


सहायक कार्यालय अधिकारी/जी

Asst. Personnel Officer/G

Copy for information and n/action to:
Ch.OS/Con.Sec./PB/S,
The Principal/Silver Jubilee School,

SYLLABUS FOR THE WRITTEN TEST FOR Sr.CLERK (PQ)

- 1. Office Routine, Despatch of letter, Stationery & Dead Stock.**
- 2. Attendance in Workshops, Time Records & Work Orders.**
- 3. Leave Rules.**
- 4. Conduct Rules.**
- 5. Discipline & Appeal Rules.**
- 6. Pass Rules.**
- 7. Production of Coaches, Placement of Indents for Procurement of materials.**
- 8. Budget, Works Programme and Imprest.**
- 9. Right to Information Act.**
- 10. Knowledge of Computer Applications, especially MS Word and MS Excel.**
- 11. Official Language Policy & Rules.**