

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

No.PB/S1B/553/5/6

Office of the PCPO,
Date: 15/02/2019.

Ch.OS/PB/Shell, & Ch.OS/CBS/Fur.

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

It is proposed to form a select list of 06 UR 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 dated 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. | Unit |
|-------|---------|----------------------|-------|------|
| 1 | 809539 | JESSIE THANGAM P | OBC | 51A |
| 2 | 827657 | UDAYA SANKARI R.P. | | 90A |
| 3 | 850929 | VISHNUPRIYA G | | 90A |
| 4 | 850451 | BABY BINDU K | | 90A |
| 5 | 871640 | ASHA ANOOP | | 90A |
| 6 | 867165 | VIGNESH G.P | OBC | 90A |

NOTE: Sl.No.6 is due to complete 2 years during March 2019.

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 22/02/2019. 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 01/03/2019.


सहायक कर्मिक 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 SUITABILITY TEST FOR PROMOTION AS SR.CLERK

1. Role of PB in ICF
2. Recruitment
3. Leave Rules.
4. Conduct Rules.
5. Discipline & Appeal Rules.
6. Pass Rules.
7. Promotion- Selections & Non-Selections
8. Pension and Settlement
9. Fixation of pay
10. Cadre work
11. Labour Laws
12. Labour Welfare
13. Bills
14. Official Language Policy
15. MACP
16. Welfare Amenities