

स्वारी डिब्बा कारखाना, चेन्नै - 600 038.

INTEGRAL COACH FACTORY, CHENNAI - 600 038.

No.PB/S1B/553/5/8 Vol.I

Office of the PCPO,
Dated: 29/03/2019.

Ch.OS -PCMM Office/Shell, Ch.OS/CMM/Fur, Ch.DMS/Shell/Depot,
Ch.DMS/Fur/Depot, Ch.OS/CLS/Shell.

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

It is proposed to form a select list of 14 (13 UR & 1SC) 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 following employees may be notified to be in readiness to appear for the above suitability written test at short notice. The exact date and venue will be advised in due course.

S.No.	Emp.No.	Employees considered	Comm.	Designation	Unit
1	774081	R.THULASI	UR	Jr.Clerk	60A
2	791535	RAJALAKSHMI S	UR	Jr.Clerk	65A
3	800956	KARPAGAM	UR	Jr.Clerk	66B
4	858402	RAKHI RAJPUT	UR	Jr.Clerk	61A
5	858998	BHIM SINGH SURESH	UR	Jr.Clerk	65A
6	840683	M.PUSHPARANI	UR	Jr.Clerk	61A
7	850697	A.VENKATESWARI	UR	Jr.Clerk	66B
8	867122	R.RANJITH KUMAR	UR	Jr.Clerk	65A
9	858672	MOHAMED SULTAN ANZARI G	UR	Jr.Clerk	66B
10	871615	P.ANANDAN	SC	Jr.Clerk	66B
11	801932	K.REETHA	UR	Jr.Clerk	61A
12	859077	R.MANIKANDAN	UR	Jr.Clerk	61B
13	877531	R.ANGAMUTHU	UR	Jr.Clerk	66A
14	877620	CHRISTY ELENA SHAMS	UR	Jr.Clerk	65A

SL.NO.10 is considered against SC vacancy.

The syllabus for the written test will be as at Annexure - A. In terms of Railway Board's letter No.E(NG)I/2018/PM 1/4 dt.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 to be held at short notice even if they are on leave, sick, on duty etc., and an advice that have been duly notified of the written test to be held at short notice may be sent to this office on or before 08/04/2019. 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 15/04/2019.


सहायक शक्ति अधिकारी/जी

Asst. Personnel Officer/G

Copy for information and n/action to:
Dy.CMM/DC/S, Ch.OS/Con.Sec./PB/S,

ANNEXURE - A

SYLLABUS FOR THE SUITABILITY TEST FOR PROMOTION AS Sr. CLERK (PQ)

- 1. Demand Registration up to PO**
- 2. E. Tender**
- 3. Post Contract Correspondence**
- 4. Budget**
- 5. Policy Matters.**
- 6. Vendor Registration.**
- 7. M&P and WTA**
- 8. Depot activities**
- 9. Scrap Disposal**
- 10. Official Language Policy & Rules.**

