

SOUTH WESTERN RAILWAY

**Office of the Chief Workshop Manager
Carriage Repair Workshop
Personnel Department
Hubballi-580020**



No.L/P.535/Min/Gr.D to Gr. C/Vol.III

Dated 24.06.2021

All Concerned /UBLS

Sub: - Selection to the post of Jr.Clerk-cum-Typist in Level-2 of 7th CPC Pay Matrix against 16 2/3 % Promotional Quota (Group "D" to Group "C" Selection) by calling volunteers from eligible categories of employees/UBLS

It is proposed to conduct selection for filling up of the vacancies of Jr.Clerk-cum-Typist in Level-2 of 7th CPC Pay Matrix against 16 2/3 % Promotional Quota (Group "D" to Group "C" Selection) to fill up the vacancies mentioned as under:-

No. of vacancies assessed: **02 (UR- 02, SC-Nil, ST-Nil)**

Applications are invited from the following categories of erstwhile Group 'D' staffs who fulfills the conditions of eligibility as mentioned below.

Sl.No	Categories	Pay Matrix (GP)
01	Record Sorter, ferro Printer	Level-1 (GP Rs. 1800/-)
02	Record Sorter	
03	Jamadar Peons, Sr Lascars	
04	Peons, Lascars	

2. Eligibility Conditions:

- i) All the staff of above mentioned category in Level-1 with two years continuous service in the concerned seniority unit on a regular measure reckoned as on the date of notification irrespective of the fact that whether such staff belong to UR/SC/ST are eligible to apply as per Railway Board's letter No.E(NG)-2015/PM1/20 dated 05.02.2019 (RBE NO. 20/2019 & IREM Vol.I, Para-174 (1) (iii). However the same will be subject to the condition that no person will be eligible to appear in the selection unless he/she has satisfactorily completed the period of probation in the recruitment grade. Those who have got financial up-gradation under MACPs to the next higher levels of pay in VII CPC are also eligible to apply.
- ii) The above vacancies will be filled from amongst employees with Educational Qualification of 12th pass (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate, 50% marks is not insisted upon in the case of SC/ST/Ex-serviceman. However, the existing staff as on 17.12.2014 with the pre-revised qualification of matriculation or equivalent are also eligible to apply as per RBE No.157/2015 dated 15.12.2015

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iii) Substitutes and Casual Labors are not eligible to apply.

iv) As per extant instructions candidates will be subjected for Typing Skill Test as under **(RBE No.19/2011 & 02/2017)**:

a) On Typewriter at the speed of 30 words per minute in English or 25 words per minute in Hindi

b) On Personal Computers (PCs) at the speed of 30 words per minute in English or 25 words per minute in Hindi (use of editing tools for correcting the typed mistakes are not permitted) **OR** at the speed of 40 words per minute in English or 35 words per minute in Hindi (use of editing tools for correcting the typed mistakes are permitted).

c) However, physically handicapped persons who cannot acquire Typing qualification are exempted for this purpose provided they are certified by prescribed medical authority.

v) The promotions may however be allowed on provisional basis and the concerned staff given two years time from the date of promotion to qualify the prescribed typewriting test and if they fail to qualify the typewriting test within the mentioned period, they are liable to be reverted **(RBE No.66/2000)**.

3. Selection Process:

i) **Syllabus Prescribed for the Written Test:**

Part 'A' (50% weight age)	:	To test the working knowledge of the employees in English language.
Part 'B' (50% weight age)	:	To test general standard of intelligence and proficiency through questions in Arithmetic & General Knowledge mainly pertaining to railway matters and matters immediately pertaining to work he/ she has been acquainted with his/ her Railway service.

ii) Written Examination will consist of 100% Objective Type questions with multiple choices only. To ensure the authenticity of the answers, cutting, overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction/ over writing. **There shall be negative marking for incorrect answers. 1/3 of the marks allotted for each question will be deducted for wrong answers (RBE No.196/2018 & 194/2019)**

iii) As per extant instruction, **the duration of the examination is 120 min (2 Hrs)**

iv) In terms of CPO/SWR/UBL letter No.SWR/P/R/608/Vol.II dtd.13.02.2012, the qualifying percentage of marks for selection of Gr.'D' employees to Gr.'C' posts is prescribed as under:

For UR candidates	60% and above in aggregate	Overall aggregate both written test and record of service
For SC/ST candidates	50% and above in aggregate	

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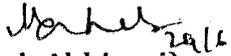
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- v) All those employees who qualify on the basis of written test and record of service will be placed in panel in the order of MERIT to the extent of vacancies notified.
4. Those who volunteer and submit their applications with reference to this notification are alerted to be in readiness to attend the written test, provided they are fulfilling all the conditions of notification. The date, time and venue of written examination will be advised in due course. They may also be advised that there will be "No Supplementary Examination".
5. The last date for the employees to submit their applications (in the Performa enclosed) to the respective controlling supervisors/ Officers is **23.07.2021**. The concerned supervisor/ officer should scrutinize the applications and certify on each application the correctness of the particulars furnished by the volunteers and forward the same in **one bunch** to reach this office (PB/UBLS) by **30.07.2021** certain.
6. **Applications with following deficiencies will be summarily rejected:**
- Incomplete applications
 - Unsigned applications
 - Applications not forwarded through concerned supervisor/ officer & without signature & seal of concerned supervisor/ officer.
 - Applications submitted/received after target dates.

Application received after last date will not be considered under any circumstances and will be summarily rejected.

All supervisory officials should give wide publicity of this notification duly exhibiting the same on the Notice Board.

Encl: **Proforma**


(Mahesh Abbigeri)
Workshop Personnel Officer
For Chief Workshop Manager

- C/- Ps to CWM/UBLS for kind information pl.
C/- All Officers/UBLS for info
C/- OS/Confd/PB/UBLS
C/- Secretary/SWRMU & AISCSTRE Assn./ UBLS for information.
C/- Notice Board.

2/01/2021 / UBLS

प्रपत्र/ PROFORMA

Application for Selection from Erstwhile Gr. 'D' to Gr. 'C' post of Junior Clerk-cum-Typist in Level-2 of pay matrix 7th CPC against 16. 2/3% LDCE Quota in Hubli workshop.

Ref: Notification No.L/P.535/Min/Gr.D to Gr.C/Vol. III (16 2/3 %) dated 24.06.2021.

I wish to apply for the post of Junior Clerk-Cum-Typist in Level-2 of pay matrix 7th CPC in response to the notification referred above.

Sl. No.	Description	Details
1.	Name in full (IN BLOCK LETTERS)	
2	P.F.No. / NPS No.	
3	Date of Birth	
4	Present Designation & Office/Unit working	
5	Present Level of Pay Matrix	
6	Date of initial appointment	
7	Date of entry into present grade on Regular Measure	
8	Details of MACPs granted, if any	
9	Whether belong to SC/ST	
10	Educational qualification (Enclose attested copies of educational certificates/Marks card of Matriculation/ PUC/ Degree ect.)	

I hereby declare that the information furnished above is correct. I am liable to be taken up under D&A Rules for any false information/declaration.

Place:

Date:

Signature of the employee.

It is certified that there are no DAR cases pending/contemplated against the above named Employee.

NOTE: [Please mention details if there is any DAR cases Pending/proposed against the employee as on the date of forwarding the application.]

Office Seal

Date:

Supervisor

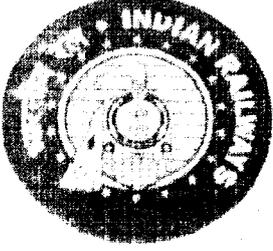
Signature of the Concerned

Forwarded to: WPO/UBLS

Office Seal

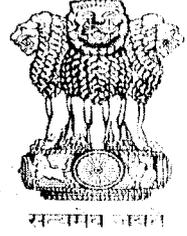
Date:

Signature of the Controlling Officer



SOUTH WESTERN RAILWAY

Office of the Chief Workshop Manager
Carriage Repair Workshop
Personnel Department
Hubballi-580020



No.L/P.535/Min/Gr.D to Gr. C/Vol.III

Dated 29.06.2021

All Concerned /UBLS

ADDENDUM

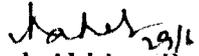
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Ref:- This office notification of even no dated 24.06.2021

Further to this office notification cited above, the following clause/condition is added in the notification as para 2 (vi)

50% marks in aggregate in 12th standard (+ 2 stage) is also not insisted upon in the case of employees who possess qualification higher than 12th (+ 2 stage) for this selection, in terms of RBE NO.62/2020

Please note and notify accordingly


(Mahesh Abbigeri)
Workshop Personnel Officer
For Chief Workshop Manager

- C/- Ps to CWM/UBLS for kind information pl.
- C/- All Officers/UBLS for infn
- C/- OS/Confd/PB/UBLS
- C/- Notice Board.