

## SOUTH WESTERN RAILWAY

Divisional Office,  
Personnel Department,  
Bengaluru- 23.,  
Date: 09.11.2020.

No.B/P.531/VI/PG/Gr.D to Gr.C/33 1/3% /2020

Director/IRIDM/HJL, Director/MDDTI/SBC  
Chairman/RRB/BNC,  
All Branch Officers, SBC Dn  
Dy CPO/CN/BNC, Dy CCM/Claims/BNC,  
Addl Registrar/RCT/BNC,  
Sr AFA/Tfc Accounts/SBC, Dy CEE/RE/SBC,  
All Supervisory Officials/SBC Dn.

**Sub: Selection to the post of Junior Clerk cum Typist in level-2 of  
Pay matrix- against 33 1/3% quota in SBC Dn.**

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It is proposed to conduct selection for promotion from Level-1 to Level-2 of pay matrix (erstwhile Group-D staff to Group-C service) as Junior Clerk cum Typist in Level-2 of Pay Matrix (VIIPC) against 33 1/3% Promotional Quota in SBC Division including vacancies in Construction Organisation/BNC. The total number of vacancies with breakup of SC/ST/UR, is as under:

SC: 05, ST : 06 , UR: 11, Total = 22

**The staff working in the following categories whose lien is maintained in SBC division & working in Level-1 of Pay Matrix (VIIPC) are only eligible to apply:**

- “1. Peons, Jamedar Peons, Junior/Senior Record Sorter, Roneo Operator of General Administration Dept;
- 2.Pumper, Care Taker, Compound Gangman, Valveman, Garden Khalasi, RH Watchman, UGD Khalasi, Watchman in Works wing and Bridges wing, Lascar in Works wing and Bridges wing of Civil Engg Dept”.

The volunteers from the above categories should fulfill the following conditions:

1. The employees (Both Matriculates and non Matriculates) should have put in a minimum of two years of continuous service in the relevant grade on successful completion of probation period irrespective of the fact whether such staff belong to GEN/OBC/SC/ST, reckoned as on the date of notification.
2. The selection consists of computer Based Test consisting of two parts Part-A and Part-B as detailed under Syllabus for selection

Note: (i) The question paper will comprise 100 % objective type multiple choice questions only.

(ii). All objective type MCQ will carry equal marks

(iii). There will be **no negative marking for incorrect answers.**

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SOUTH WESTERN RAILWAY

3. As per extant instructions, those employees who are selected will be tested on Personal Computers(PCs) at the speed of 40 words per minute in English or 35 words per minute in Hindi. 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 said period they will be liable to be reverted. However, physically handicapped persons (orthopaedically handicapped) who cannot acquire Typing qualification are exempted for this purpose provided they are certified by prescribed medical authority.

#### SYLLABUS FOR WRITTEN TEST:

- Part 'A' (50% weightage) : To test the working knowledge of the employees in English language.
- Part 'B' (50% weightage) : 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.

In terms of CPO/SWR/UBL letter No.SWR/P/R/608/VoII dtd 13.2.2012, the qualifying percentage of marks for selection from Level-1 to Level-2 of pay matrix (erstwhile Group 'D' employees to Group 'C' service) is 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 |                                                           |

Best amongst the failed Scheme:

Even after relaxation if SC/ST candidates are not available for empanelment or SC/ST slots remain unfilled, Scheme of 'Best amongst Failed' shall be applicable where SC/ST candidates securing 20% and above in CBT Test and record of service separately shall be promoted on Adhoc basis under in-service training.

**All those employees who qualify on the basis of CBT and record of service, will be placed in panel in the order of seniority to the extent of vacancies notified.**

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. Eligible volunteers will be alerted separately. The date time and venue of written examination will be advised.

There will be NO Supplementary Examination.

Please notify the staff working under your control and forward their applications (in the Proforma enclosed) received from employees under one cover with a letter addressed to Divisional Personnel Officer, South Western Railway, Bengaluru so as to reach the same on or before 18.00 hrs on 08.12.2020.

*Adhikari* ...3...  
09/11/2020

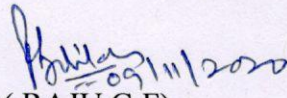
Applications with following deficiencies will be summarily rejected:

- a) Incomplete applications,
- b) Unsigned applications,
- c) Applications signed in capital letters
- d) Applications not forwarded through controlling Supervisory Officials & without signature & seal of Office Supervisor.

Applications 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: One Proforma.

  
( RAJU.G.F)  
DPO/SBC.  
/Sr.DPO/SBC.

Copy to:ADENs/Central/SBC, CTR/YPR, Genl/SBC, SW/SBC, BWT, HUP, DPJ,  
Kunigal, MYA,  
ADEN/Bridges/SBC,  
SSE/Works/SBC, SSE/W/MYA, SBC, BWT, HUP, DPJ, Central/SBC,  
SSE/Bridges/SBC,  
Ch.OS/Admn/PB/SBC, Ch OS/Genl Branch/SBC,  
Ch.OS/Mech, Elec & Elec/TRD, Comml, Optg, Civil Engg, S&T and  
Medical depts./SBC,  
All Notice Boards in Divil Office,  
DS/SWRMU, AISCSTREA & AIOBCREA/SBC Dn

## PROFORMA

APPLICATION FOR SELECTION FROM ERSTWHILE GROUP 'D' STAFF TO GROUP 'C' POST OF JUNIOR CLERK-CUM-TYPIST IN LEVEL-2 OF PAY MATRIX (VIIPC) AGAINST 33 1/3% QUOTA.

Ref: Sr.DPO/SBC ltr No.B/P.531/VI/PG/Gr.D to Gr.C/33 1/3%/2020 dtd 09.11.2020.

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1. NAME ( IN BLOCK LETTERS ) :
2. P.F. NO/NPS NO. :
3. DATE OF BIRTH :
4. DATE OF INITIAL APPOINTMENT :
5. PRESENT DESIGNATION & DEPARTMENT:
6. OFFICE / STATION. PRESENTLY WORKING:
7. PAY BAND + GRADE PAY/LEVEL IN (VIICPC):
8. DATE OF ENTRY INTO PRESENT :  
GRADE ON REGULAR MEASURE
9. WHETHER BELONG TO SC/ST/OBC/UR :
10. EDUCATIONAL QUALIFICATION :  
(attested copies of Certificates to be enclosed).
11. OPTION TO WRITE IN ENGLISH OR HINDI :

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

Encl:

DATE:  
OFFICE:

Signature of the employee

Forwarded to Sr.DPO/SBC.

Office Seal

Signature of the Supervisory Official