

SOUTH WESTERN RAILWAY

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

No.B/P.531/VI/PG/Gr.D to Gr.C/16 2/3% /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 (VIIPC) against 16 2/3% quota in SBC Dn.

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 16 2/3% LDCEI Quota in SBC Division including vacancies in Construction Organisation/BNC. The total number of vacancies with breakup of SC/ST/UR, are as under:

SC: 01, ST: 02 , UR: 05, Total = 08

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. Safaiwalas of all Departments.”

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

1. They should possess educational qualification of 12th or equivalent with 50% marks in the aggregate, 50% marks is not insisted in case of SC/ST/Ex-servicemen. However, the candidates who possess qualification higher than 12+2stage but does not possess 50% marks in the aggregate may also apply as per Bds ltr No. E(NG)I-2015/CFP/5 dtd 31.7.2020(RBE No.62/2020). 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 dtd 15.12.2015.
2. They should have put in a minimum of two (2) years of regular service including probationary period in the concerned seniority unit (SBC Division Gr.D Seniority) reckoned as on the date of notification .

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3. 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 shall be negative marking for incorrect answers. One third of the marks allotted to each question will be deducted for every wrong answer**

4. 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	

All those employees who qualify on the basis of CBT and record of service, will be placed in panel in the order of merit 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.

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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, Bangalore so as to reach the same on or before 18.00 hrs on 08.12.2020.

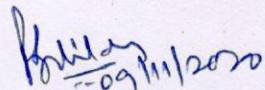
Applications with following deficiencies will be summarily rejected:

- i) Incomplete applications,
- ii) Unsigned applications,
- iii) Applications signed in capital letters
- iv) 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: Ch.OS/Admn/PB/SBC, Ch OS/Genl Branch/SBC
Ch.OS/Mech, KJM, Ch OS/Elec & Elec/TRD, Comml, Optg, Civil Engg,
S&T and Medical depts./SBC,
All Notice Bds in Divisional 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 16 2/3% QUOTA.

Ref: Sr.DPO/SBC letter No.B/P.531/VI/PG/Gr.D to Gr.C/16 2/3%/2020 of 9.11.2020

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