



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



L/P. 535/NPB/UBLS/Vol. XXIV

Date: 18-04-2023.

Ch. OS/Wages/PB &
SSE/Trimming Shop

Sub: Formation of Select list for the post of Sr. Clerk-Cum-Typist in Level-5 (Pay Band Rs. 5200-20200 + G.P. Rs.2800) in NPB Mach Dept./UBLS. (No. of vacancies UR-03, SC-02 & ST-01)

It is proposed to conduct a suitability test (Written Examination) in connection with the above Subject. The following Junior Clerk-Cum-Typists are hereby alerted to be in readiness to appear for the written examination on completion of 21 days from the date of issue of this letter. The Date of the suitability test will be advised at short notice.

Sl.No.	Name of the employee (Sri/Smt)	Category	Shop/Office	Remarks
01	Mohamed Jasir M 42729800098	OBC	Trimming Shop	
02	Thilagavathi ZK-120140	SC	WPO/Office	

The staff concerned may be advised and acknowledgment may be obtained and forwarded to this Office.

It is the responsibility of the supervisors concerned to intimate, if any of the staff is on Leave/sick/line to their respective address and forward the acknowledgment obtained from the staff to this Office.

If any of the above-mentioned eligible employees are unwilling to appear for the suitability are required to tender their unwilling letter and the staff who opt for writing the examination in Hindi are requested to send their option to this Office immediately.

Encl: Syllabus

(Sandeep Singh)_{IRPS}
Workshop Personnel Officer
For Chief Workshop Manager

Copy to: Dy. CWM/UBLS
Copy to: Os/Hindi section for info.
Copy to: Confidential Section /WPQ/O/UBLS.
Copy to: The Secretary, SWRMU & AISCT Assn/UBLS

**SYLLABUS FOR THE POST OF SR CLERK IN LEVEL-5 (PAY BAND
(Rs.5200-20200+Gp Rs.2800) IN NPB, MECHANICAL DEPT./UBLS**

1. Working system of Time Office and rules regarding GA cards etc.
2. Parcels writing and drafting on a given subject in one Para.
3. General conditions or service and Railway service conduct rules applying to the office staff
4. General knowledge:
 - a) Organization of various Railway, the function of various Department and office constitutions, and the function of the Railway Board and its Sub Branches
 - b) Organization of the Mechanical department in detail, the jurisdiction of different divisions, their Head Quarters, and workshop on South Western Railway.
5. Knowledge of reference of Mechanical Codes & Manuals.
6. Knowledge of:
 - a) Principle of single file system
 - b) Types of files and their uses, such as Policy, loose and general etc.
 - c) Method of maintaining single files, watching their movements.
 - d) Allotment, opening and working of major heads, subheads & minor heads of files by branches.
 - e) Method of drafting letters, D.O. letters, Notes filing and addressing, use of Priority and Immediate labels, maintenance of observation register for sending reminders etc.
 - f) Rules for the issue of telegram and procedure for giving telephone messages.
 - g) Functions of different Offices in the Head Quarters, Mechanical Branch (CWM's Office)
7. General Knowledge of the rules in Board lines relating to:
 - a) Budget demands for grants and allotment.
 - b) Working expenses, and classifications under various main heads.
 - c) Rolling stock program, M&P program, and work program.
8. Knowledge of establishment matters & rules regarding Pass rules, Leave rules, D&A rules & Factories Act etc.
9. Official Language policy act & rules.