

दक्षिण पश्चिम रेलवे/ SOUTH WESTERN RAILWAY

मंडल कार्यालय /Divisional Office,  
कविभाग /Personnel Department,  
मैसूरु /Mysuru- 570 001,  
दिनांक / Dated: 11.11.2019

No.Y/P.535/XII/Pers./Vol.II

Ch.OS/Admin/Per.Br., SSE/P.Way/MYS, RNR,  
SSE/W/MYS.

Sub : Filling up of vacancies of Sr.Clerk in Level-05 of 7<sup>th</sup>  
CPC in Personnel Department, Mysuru Division against  
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Under-mentioned employees in the category of Jr.Clerk-cum-typist are coming up for promotion as Sr.Clerk in Level-05 in 7<sup>th</sup> PC pay matrix as per seniority against 08 vacancies (UR-04, SC-02, ST-02).

In terms of CPO/SWR/UBL letter No.SWR(P).535/~~Syllabus~~ dated 08.12.2006 promotion of Junior Clerks in Level-02 [PB Rs.5200-20200+1900(GP)] to Senior Clerk in Level-05 [PB Rs.5200-20200+2800(GP)] are to be ordered by way of adjudging the suitability of the eligible employees for promotion to the post of Senior Clerk by conducting a written test with qualifying marks of 50% for General and 40% for reserved community employees (SC&ST).

The syllabus for conducting the suitability test to the post of Senior Clerk in Mechanical Department received vide CPO/SWR/UBL letter No.SWR/P.535/IV/Mech/Ministerial dated 10.05.2007 is enclosed herewith. In the Question paper 10% of the marks are to be set on Official Language Act and these questions are to be set as optional questions. As per RBE No.196/2018(enclosed), examination conducted for filling up promotional posts, the question paper will be 100% Objective Type and all the questions will be of multiple choice only and there shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong Answers.

In terms of the above it is proposed to subject the following 05 employees for the written test to assess the suitability for the promotion as Sr.Clerk.


Sl. No.	Name of the employees (S/Shri/Smt.)	PF.No.	Designation/Station
01	NAGARAJU.M	13D00293	Jr.Clerk-cum-Typist, Sr.DPO(O)MYS
02	BHARATH.P	15D00385	Jr.Clerk-cum-Typist, Sr.DPO(O)MYS
03	CHIRANTH D GAUTHAM	15D00424	Jr.Clerk-cum-Typist, Sr.DPO(O)MYS
04	RANGANATHA (ST)	07D00443	Jr.Clerk-cum-Typist, SSE/W/(O)MYS
05	KUSHAL RAJ D (SC)	29800612	Jr.Clerk-cum-Typist, SSE/P.Way(O)RNR

Employees listed above, may please be alerted to be in readiness to attend the written test for assessing the suitability for promotion as Sr.Clerk. The exact date, time and venue of written test will be notified in due course.

The employee at Sl.No.01 is permitted to engage the services of Scribe to take up the written examination in terms of RBE No.140/2019. The copy of the RBE No.140/2019 enclosed herewith. He may be permitted to engage the services of the scribe duly following instructions stipulated therein. He has to engage-scribe at his cost.

Sl.No.1 and the scribe will have to give a suitable undertaking (enclosed Proforma as annexure-I) confirming that the Scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned in the Rly. Bd. Letter No. dated 17.09.2007. Both Sl.No.01 and the scribe must read Para 2.1 to Para 2.5 of the Rly. Bd. Letter No. E(NG)II/2006/RC-2/13 dated 17.09.2007 and kept in mind.

Encl.: RBE No.193/2018, RBE No.140/2019 with  
Rly. Bd. Letter No.E(NG)II/2006/RC-2/13 of 17.09.07.

  
(S.MANI KUMAR)  
APO/I/MYS  
for Sr.DPO/MYS.

Copy to: Ch.OS/IPAS, Settl. Sect., Pass Sect.

Copy to: OS/Confidential Sect., Individual Employees, Notice Board.

27 SEP 2011

SOUTH WESTERN RAILWAY

Headquarters Office  
Personnel Department  
Hubli-580020  
Date: 22.09.2011

No SWR/P/HQ/535/1/From/Personnel/Vol.1

DRM/P/UBL, SBC & MYS

Sub: Syllabus for filling up of vacancies in the category of Senior Clerks in Pay Band of ₹.5200-20200 and grade pay of ₹.2800 in all Personnel Departments/of SWR.

The syllabus for filling up of vacancies with promotion to the post of Senior Clerk, Pay Band of ₹.5200-20200 and Grade Pay of ₹.2800 is as follows.

"Basic concepts in establishment matters such as Recruitment, Selection, Promotion, Reservation/Rosters, Settlement, Basic Labour Laws like Employees Compensation Act, Payment of Wages Act, Industrial Disputes Act."

This issues with the approval of CPO.

(S. Srinivasaraghavan)  
Dy. CPO/IR  
For Chief Personnel Officer

For DPO/SBC w.r.t letter No. B/P.535/M/PG/Sr Clerks dated 17.08.2011 for information and n.a. please.  
All Personnel Branch Officers.

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22 SEP 2011

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड RAILWAY BOARD)

KIS 196

No. F(NG)1/2018/PM 1/4

New Delhi, Date: 31.12.2018

The General Managers  
All Zonal Railways & PUs  
(As per Standard list)

**Sub: Introduction of 100% Objective Paper for promotional examination to expedite and simplify examination process.**

The promotion of staff within Group 'C' by "Selection" or "non selection" process and Group 'D' to 'C' is regulated by provision contained in Section 'B' of Chapter-II of Indian Railway Establishment Manual Volume I; and instructions contained in Board's letter No.F(NG)1/98/PM 1/17 dated 20.10.1999 and other instructions issued from time to time.

2. The existing system of examination conducted for filling up promotional posts has been reviewed by the Board and to bring objectivity to the selection process it has been decided as under:-

- (i) The question paper will henceforth be 100% Objective Type;
- (ii) All the questions will be of multiple choice only;
- (iii) A large Question Bank may be created from which the questions can be selected randomly for conducting a Computer Based Test;
- (iv) Railways may conduct examination in CBT mode or pen and paper depending on their preparedness;
- (v) If computer based Test takes time to implement, the tests may be conducted on OMR sheets, which shall have a carbon copy, kept in safe custody of officer nominated by the authority nominating the Selection Committee at HQ/Division/PU/Workshop;
- (vi) OMR can be evaluated manually. A model Answer Sheet shall be given by the paper setter in a separate cover on conclusion of the examination;
- (vii) 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;
- (viii) There shall be negative marking for incorrect Answers. One third of the marks allotted for each question will be deducted for wrong Answers;
- (ix) Responsibility for evaluation shall be with the Officer nominated for evaluation;
- (x) The system of coding & decoding of answer sheets will continue.

(xi) Any selection which has already been notified will be conducted as per the existing instructions only and the new instructions would apply for those selections which are notified after the date of issue of these instructions;

3. The above changes would be applicable to all Departments, except Accounts and RPF, who deal with their own establishments.

Please acknowledge receipt.



(D. Joseph)

Jt. Director/Estt.(N)

Railway Board

No. E(NG)I/2018/PM 1/4

New Delhi, Date: 12.2018

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
रेलवे बोर्ड RAILWAY BOARD

No.E(NG)I/2014/PM1/3

The General Managers,  
All Zonal Railways & PUs etc.  
(as per standard list)

New Delhi, dated August 26<sup>th</sup>, 2019

Sub: **Guidelines for providing various facilities including allowing scribes to person with disabilities at the time of departmental examination.**

Reference Board's letter of even number dated 01.09.2014 on the above subject which provides that the various facilities including scribes to persons with disabilities as laid down in Railway Boards letters No. E(NG)II/2006/RC-2/13 dated 17.09.2007, 18.02.2011, 27.04.2017, 25.09.2013 and 19.12.2013, for direct recruitment, may be made applicable for departmental examinations also, wherever circumstances so warrant.

A doubt has been raised by one Zonal Railway as to whether the facility of scribe for departmental examination is restricted to persons recruited against 3% PwD quota or it can also be extended to persons who have been certified disabled by a Railway Doctor due to disability during service. If yes, whether the facility is available for promotion from Group 'C' to Group 'B' also, in addition to promotions within Group 'C'.

The matter has been examined in consultation with the Management Services Dte., and it is clarified that the instructions contained in Board's letter of even number dated 01.09.2014 ibid is also applicable to persons who have attained the disability while in service, for appearing in all departmental examinations both within Group 'C' and from Group 'C' to Gazetted categories.

(D. Joseph)

Joint Director/E(NG)  
Railway Board