

NORTHERN RAILWAY

L. No. 220-E/100/LDCE/16-2/3%/UMB/P-3/Pt-III

Date :- 18.06.2024

Divisional Office,
Ambala Cantt.

Category G, Ambala Division

Chairman/RRB, Railway Colony, Near Railway Station, Chandigarh

Assistant Additional Registrar, RCT, Kendriya sadan, 4th & 6th Floor, Sec-9A, Chandigarh – 160017

CAO/C/Kashmiri Gate/Delhi – 6, CPD/RE/UMB, CAO/C/USBRL Project/JAT, P.O.RCT/CDG

Sub:- Selection for the post of Clerk-Cum-Typist, Level -2 (Pre-revised PB 5200-20200+1900GP) against 16-2/3% LDCE quota in different department over Ambala Division.

It has been decided to conduct a Selection for the post of Clerk-Cum-Typist, Level -2 / GP-1900 against 16-2/3% LDCE quota over Ambala Division. The applications are invited from the eligible category for this selection on the prescribed Performa enclosed.

No. Of posts:-

UR	SC	ST	Total	Vacancy resd for PWD
04	00	02	06	0

Eligibility Criteria:- The staff of eligible categories working in Level-1 / GP-1800 who have completed two years regular/continuous service as on 18.06.2024 in terms of instruction contained in P.S. No. 13188/06, in the concerned seniority unit of eligible categories of working in Grade Pay Rs. 1800/- office staff (except Account & RPF).

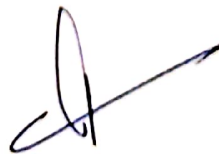
Educational Qualification (As per PS 14488/2015):- 12th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate 50% marks should not be insisted upon in case of SC/ST/Ex. Servicemen employees. Existing staff appointed before 17-12-14 with qualification Matriculation are also eligible to apply whether they are General/OBC/SC/ST/Ex. Servicemen.

The eligible staff may apply on the prescribed Performa up to 15.07.2024 under no circumstances any application received after 17.07.2024 will be entertained. The specimen prescribed form is enclosed at Annexure – I.

In terms of GM(P)/NDLS letter no. 831-E/168/Pt.III/E-IV dated 01.10.2002 and L.No. 831-E/004/Policy/ElIIBII(loose) dt. 17.10.2017 the following staffs working in Level-1/GP 1800 are eligible for the said selection

1. All staff of PB 5200-20200+GP 1800 working in administrative office i.e. office Khalasi, Ferro Printer, Sr. Safaiwala, Record Sorter, Record Lifter, Gestener Operator, Jamadar Khalasi, Jamadar and Ferro Typer.
2. The staff working as Store Khalasi, PB 5200-20200+GP 1800 in Mechanical, Electrical, S&T and Engineering Department.
3. Safaiwala (House Keeping Assistant) of All department.

Written Test will consist of 100% Multiple Choice Questions as stipulated in N. Rly P.S. NO. 15049/2018 & there shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers & other instructions issued from time to time.



- Syllabus of written exam is as under:

-2-

	D&AR Rule, Pass Rule, Leave Rules, SBF
English Language	Grammar, Jumble words, Verbs, Fill in the blanks, Preposition, Jumble Tense etc.
Maths	(Arithmetic, Profit & Loss, Interest, Work & Time, Simple arithmetic, BODMAS etc.)
General Awareness	(Railway & Others)
Abbreviations	(Railway & Others)
हिन्दी	पर्यायवाची, विपरीतार्थक, मुहावरे, संधिविच्छेद, राजभाषा, हिन्दी का ज्ञान, व्याकरण इत्यादि
Suggestions regarding improvement in working in Railway offices	

As typing skill (30 w.p.m. in English or 25 w.p.m. in Hindi) is pre-requisite for appointment into Jr.Clerks, the successful volunteers are required to acquire the typing skill within period of two years and their promotion will be provisional subject to acquiring the prescribed typing skill within the stipulated period in two chance.

The notification may be circulated to the eligible staff (as mentioned above of all departments **except Account & RPF**) and to ensure the wide publicity given to all concerned and application obtained. Senior Subordinates will paste a copy of this notice board at the place of work for the information of the staff.

The application of the eligible staff may be sent to this office in a lot and not in piece-meal, after due verification of their service particular by the In-Charge/Sr. Subordinate under whom they are working. It is personal responsibility of the senior subordinate In-Charge to ensure that the staffs has fulfilled the eligibility conditions required for the said selection and no application of the ineligible staff i.e. Artisan Khalasi etc. needs to be forwarded.

The senior subordinates to personally ensure the eligibility of the staff for the said selection. **The applications of the staff working as artisan Khalasi of all Deptt (i.e H.Kh (C&W), H.Kh (Works), H.Kh. (P-Way) H.Kh (S&T) and H.Kh. Elec Deptt) Hospital Attendants , Trackman/Gateman of Engg deptt & Gateman and pointsmen of operating department should not be forwarded to this office being they have their own channel of promotion.** Senior subordinates are requested that the application of the eligible staff may be sent to this office in a lot and not in piece-meal on the very next date of closing of receipt of application i.e. positively on 17.07.2024 thereafter no application shall be entertained.

After the scrutiny of all the application, the eligible staff may be called for the written test on a short Notice hence the staff found eligible for written test kept ready for the same. No further advance notice for selection/written test will be provided. This may be treated as advance notice for above said selection.

It may also be informed that there is no provision of supplementary exam being selection against LDCE quota.

Please notify to all concerned accordingly duly giving wide publicity.


 18/6/24
 For Sr. Divisional Personnel Officer
 N.Rly. Ambala Cantt.

Copy to
 All Branch Officers/Ambala Division
 All S&WLI and C&WLI over Ambala Division
 OS/Confdl. Cell:- For information & necessary action.
 OS/Prime Cell: For uploading on facebook of Personnel Branch.
 Dy. CE/C/UMB, BTI, CDG (I&II), JAT
 Divl. Secy. NRMU & URMU/UMB, AI SC/ST & OBC ASSO/UMB
 All control office for control message

ANNEXURE - I

Last date of receipt of application: - 17.07.2024

Application for selection for the post Clerk cum Typist Level-2 (GP 1900) against 16-2/3% LDCE Quota in different deptt. over Ambala Division

Ref:- DPO/UMB letter No. 220-E/100/M.Q./16-2/3%/UMB/P-3/Pt-II dt. 18.06.2024

Latest photograph
(attested by the controlling supervisor)

1.	Name (with full initial in block letters)	
2.	Father's Name / Husband's Name	
3.	Present Designation/Station	
4.	Pay Band and Grade Pay (Except the grade in MACP)	
5.	Station of working / Lien Maintained in (in case of working on deputation in const/RE or other organisation)	
6.	Date of Birth	
7.	Date of appointment	
	Design at the time of initial appointment	
	Date of change of category if appointed in other category other than the eligible category.	
8.	Date of entry in to eligible category	
9.	Total service in the eligible category	
10.	Whether screened (if so mention letter no. & date)	
11.	Date of confirmation	
12.	Officiating Design & Grade, if any	
13.	Education qualification along with photocopy of certificates	
14.	Contact no./e-mail id	
15.	PF NO./HRMS ID	
16.	Whether SC/ST (certificate attached)	
17.	Staff working in RE/Const./RRB/RCT etc. indicated Lien which Division	
18.	Proficiency in Typing	Hindi English W.P.M. W.P.M.

Date:

Signature of employee

It is certified that Km./ Ms./Sh./ Smt. daughter/Son/Wife of Sh.....has 02 year service as on 18.06.2024 for the eligible category of office Clerk- Cum-Typist mentioned in DPO/UMB letter No. 220-E/100/M.Q./16-2/3%/UMB/P-3/Pt-II dt. 18.06.2024

Date.....

Signature of the controlling supervisor
(with Stamp)