

मध्य रेल



कार्यालय : मंडल रेल प्रबंधक

कार्मिक शाखा, सोलापुर

दिनांक: 22/10/2024.

संख्या: SUR/P/Admin/Jr. Clerk/Notification/1

**ALL CONCERNED  
SOLAPUR DIVISION.**

**Sub:** Formation of panel for filling up the post of Jr. Clerk-cum-Typist (Personnel) in Pay Matrix Level-2 against 33½% DPQ for Solapur Division.

**Ref:-** This office Notification No. SUR/P/Admin/Jr. Clerk/Notification  
Dated 17/07/2024.

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Further to this office Notification No. SUR/P/Admin/Jr. Clerk/Notification dated 17/07/2024, the **surplus staff** i.e. HKA (Hospital/Conservancy), HKA(Safaiwala), WRB, RHA, who do not have any other channel of promotion in their cadre and have completed 2 years continuous service in the Level-1 on successful completion of probation period, on the date of issue of Notification are eligible to apply for the post of Jr. Clerk, Level-2 against this notification.

The date of submitting of application from such staff is extended up to 12.11.2024.

All other terms and conditions mentioned in the notification dated 17/07/2024 will remain unchanged.

Wish publicity may be given amongst such staff.

**(G.S.V. Padmarao)**  
Assistant Personnel Officer,  
For DRM (P) Solapur.

- C/- 1) DRM, ADRM: - for information please.  
2) All Branch Officer, Solapur Division:- for information & n/a pl.  
3) All Depot/Office/Unit/Incharge, Solapur Division:- for information & Necessary action pl  
4) Ch.OS (P) Con: - for information and necessary action please.  
5) Divisional Secretary:-NRMU, CRMS, AISCSTREA & AIOBCCREA:-  
for inf.pl.

The notification also available on Rail Net website:-

<http://cr.indianrailways.gov.in> Link of the Home page: Dept./Div of  
Central Railway → Solapur → Personnel Notifications.

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**ALL CONCERNED  
SOLAPUR DIVISION.**

**NOTIFICATION**

**Sub:** Formation of panel for filling up the post of Jr. Clerk-cum-Typist (Personnel) in Pay Matrix Level-2 against 33⅓% DPQ for Solapur Division/CR.

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It is proposed to form a panel for filling up of 04 (four) posts of Jr. Clerk-cum-Typist in Personnel Department in Pay Matrix Level-2 against 33⅓% DPQ quota of Solapur Division (By calling option).

**The break-up of vacancies is as under:-**

UR	SC	ST	Total	PwBD
03	00	01	04	01(VI,HI,LD)

**1. ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:**

- 2(Two) years service is mandatory for all the employees. In computing the qualifying service, the temporary service before regularization will also be taken into account. (Rly. Bd's L. No. E(NG)I-2015/CFP/8 dated 21.04.2017.
- Regular employees serving as Peon (Office Assistant/ Genl. Assistant), Record Sorter, Daftary, Jamadar, Hamal, Mali etc. and who do not have regular channel of promotion and have minimum 02 year continuous service, on the date of issue of Notification are eligible for the selection.
- Those employee coming under the Administrative control of DRM, Solapur having no other channel of promotion and who are confirmed on the date of notification and who were engaged as a Substitutes (other than CDMH/EH/Bungalow Peon) having 02 years continuous service/residency period, countable from the date of temporary status and for initially engaged Substitute CDHM/EH/Bungalow Peon treated regular from the date of screening and two years probation period, will be eligible in terms of instruction issued vide Rly. Bd's L. No. E(NG)I-2015/CFP/8 dated 21.04.2017. For employees initially engaged as a Substitute CDMH/EH/Bungalow Peon, the benefit of screening shall be extended after three years from the date of grant of temporary status.
- Those staff who have come on own request transfer, the service rendered in the old unit will count for the purpose of qualification for promotion, provided the category in which he/she was working in the old unit is an eligible category for the selection post in the new unit. As per Rly. Bd's L. No. E(NG)/I/2006/CFP/9 dated 27.07.2006 and L. No. (NG)I-2006/PM/5 dated 21.03.2006.





- e. Only erstwhile Gr. 'D' staff who have transferred from Solapur open line division and working on construction, RE organization or elsewhere and still holding lien on Solapur division are eligible to apply. The staff not coming under the 'Administrative controls of DRM/SUR are not eligible to apply, i.e. RPF department. Account department, W/Shop and Track Machine Organization etc.

## 2. EDUCATIONAL QUALIFICATION:-

Candidate should have knowledge of reading and writing in English and Hindi.

## 3. QUALIFYING MARK IN THE WRITTEN TEST :- IREM Para-189.

	Subject	Min Percentage of Qualifying Marks
Part "A"	Intended to test the working knowledge in English. Meanings, Antonyms, Synonyms, Sentence correction (preposition, conjunction, verb-tense usage). Objective type comprehension, passage, arranging points/arguments in chronological sequence, Spotting flaws in language, arguments or rule quoted	50% Marks for General Candidates. 40% Marks for SC/ST Candidates.(Both Part "A" & "B" taken to gather)
Part "B"	General Standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and current affairs. The question paper shall also contain 10 questions on official language policy and rules.	

## 4. PROCEDURE FOR WRITTEN EXAMINATION:

- The exam will be held in OMR Based.
- Question paper will be 100% objective type.
- All the questions will be of multiple choices only.
- There will be no negative marking for incorrect Answer. Each correct answer will fetch 1(one) mark and no credit will be given to un attempted question and wrong answers.
- Cutting, Overwriting, erasing or alteration of any type in the answers will not be accepted zero mark will be given for answer having correction /overwriting.
- There will be 110 questions including 10 optional questions on official language policy and candidates will have to answer 100 questions only. If any candidate answers more than 100 questions, the first 100 attempted questions will be counted.
- The above selection is against Departmental Quota and panel is required to be drawn in the order of their seniority amongst the qualified staff as per the provisions of Para 189 of IREM. The panel will be drawn after scrutiny of Service Record and last 03 (Three) years APAR's of the staff those who qualified in the written examination test.
- The duration of examination under objective type multiple choices will be 120 minutes.
- No supplementary test will be held being general selection post.



#### 5. TYPING TEST:

The empanelled candidates for promotion to the post of Jr. Clerk-cum-Typist will be required to pass Typing Speed Test. The above Typing speed should be conducted in terms of Rly. Bd's L. No. E(NG)I-2015/CFP/8 dated 04.02.2011 & Rly. Bd's L. No. E(NG)I-2015/CFP/7 dated 16.01.2017 & 11.01.2023. However, the above promotion may be allowed on provisional basis and the staff concerned will be given (two) years time from the effective date of promotion to qualify the prescribed Typewriting test. If they fail to qualify in typewriting test within the said period they will be liable to be reverted and till such time their promotion will be provisional basis.

#### 6. SYLLABUS:-

- a. To test the working knowledge of Railway employees in English and Hindi language. (IREM Para-189 & HQ L. No. P/HQ/Ruling/O/803 dt. 13.11.2017.
- b. General standard in intelligence proficiency in Arithmetic, General knowledge pertaining to Railway matter and matter immediately pertaining to the work of employees have been acquainted with during his/her Railway service.

#### 7. FORMATION OF PANEL:-

Against 33 1/3% department quota panel shall be drawn in the order of seniority amongst the qualified employees taking in account the notified vacancies.

#### 8. PROVISION OF RESERVATION:

Reservation policy of SC/ST will be applicable as per Rly Bd's L.No.2018-E(SCT)1/25/9 dated 05.01.2023 Rly Bd's L No.2018-E(SCT)I/25/9 dated 22.06.2022 & Rly. Bd's L. No. 2018-E(SCT)I/25/9 dated 13.04.2022 & dated 02.05.2022 and HQ L.No. P/CR/HQ/RP/601-Policy dated 05.8.2022.

#### 9. DATE OF EXAMINATION AND VENUE:

The date, venue and time of examination will be intimated in due course. However, it is to be advised to the volunteering staff that there will be no supplementary examination for the absentees being.





**10. LAST DATE OF SUBMISSION OF APPLICATION:**

The willing employees having fulfilled the eligibility criteria may send their application as per enclosed proforma (Annexure-A) along with self-attested photocopy of educational qualification, caste certificate, disability certificate (if any) and other necessary documents to their controlling officers by **06.08.2024**. Concerned controlling officer should duly check & verify all columns of the applications affixing his signature with stamp and sent all the applications in a bunch along with testimonial to Sr. DPO's **Office on or before 08.08.2024** positively. Application will not be directly received in this office. After the **08.08.2024 (last date)**, no application will be entertained. Staff working in Construction/Project/ Ex. Cadre organization/units etc. and maintain lien in Solapur Division should submit their application within a time. Their eligibility will be determined with reference to condition laid down, position in parent.

**11. NOTIFYING TO THE STAFF:**

Wide publicity of this notification should be given amongst the all eligible staff. A copy of notification should be displayed on a notice board at a conspicuous place. Staff who is on deputation/leave/sick should also be notified to enable them to submit their applications in time. It should be the responsibility of senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection from time to time should invariably be intimated to all the eligible employees.

**12. GENERAL INSTRUCTIONS:**

At Any stage of selection, if any applicant candidature is found to be defective/ineligible or not as per extant rules, his candidature will be rejected without assigning any notice/reason thereof. Thus mere calling or being eligible provisionally for the selection does not confer them for such promotion. The administration also reserve the right to cancel the notification/notified vacancies at its discretion, if any discrepancies are found at any stage and such decision will be final and binding on all.

The controlling staff officers should give wide circulation of this notification to all concerned and invite application form all the willing and eligible staff including those on leave/training/deputation having lien in Solapur Division.

The notification also available on Rail Net website <http://cr.indianrailways.gov.in> Link of the Home page: Dept./Div of Central Railway → Solapur → Personnel Notifications.

EA: - As above.

  
**(G.S.V. Padmarao)**

Assistant Personnel Officer,  
For DRM (P) Solapur.

C/- 1) DRM, ADRM :- for information please.

2) All Branch Officer, Solapur Division:- for information & n/a pl.

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5) Divisional Secretary:-NRMU, CRMS, AISCSTREA & AIOBCCREA:- for inf.pl.

**PROFORMA****Annexure-A**

Application for the post of Jr. Clerk-cu-Typist(Personnel) in Pay Matrix Level-2 against 33¼% DPQ of Solapur Division.

Self attested  
Photograph  
Should be  
pasted here.

1	Name (IN Block letters)	
2	Father/Husband Name	
3	PF No./NPS No./HRMS Id.	
4	Designation	
5	Level	
6	Date of Birth(Enclose attested copies)	
7	Date of appointment	
8	Place of working/Station	
9	Dt. of Initial Appointment	
10	Date of regularization	
11	Education Qualification (Enclose attested copies)	
12	Disability Certificate (Only PwBD employee)	
12	Community	
13	Mobile No.	
15	Medical Category	

Date:

Declaration: - I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief.

Signature of applicant

Date:-

The Particulars finished by the staff working under me are verified and found correct.





Objective Type Modal Question Paper for written Test of Jr.Clerk(P) GP.1900 (Level-2) (2)  
Against 33.3% Departmental Quota Form Group D to Group C in Personnel Department  
Solapur

- 1)----- Earth moves round the sun.  
A)An B)A C)The D)None of this.
- 2) Who is the Gender of 'Mare'  
A)Elephan B)Horse C)Yak D)Bull
- 3)Who is the Plural of "life"  
A)lifes B)lives C)life D)Uvess
- 4)This toy belongs -----Somnath.  
A)For B)of C)to D)None of this.
- 5)Drinking is injuries -----health.  
A)in B)of C)to D)None of this.
- 6)-----elephant was hit by the train.  
A)An B)A C)The D)None of this.
- 7)I Write something -----board.  
A)in B)on C)at D)None of this.
- 8)455+898+145-258=?  
A)1240 B)1340 C)1400 D)None of this.
- 9) श्रृंखला को पूरा करें। Complete the series  
7,10,8,11,9,12,—  
A)10 B)12 C)8 D)18
- 10) तीन व्यक्तियों की वर्तमान आयुएँ अनुपात 4: 7: 9 में आठ वर्ष पहले, उनकी आयु का योग 56 था जो उनकी वर्तमान आयु है। (वर्षों में) (The present ages of three persons in proportions 4:7:9 Eight years ago, the sum of their ages was 56 find their present ages.(In years)  
A)16 B)28 C)30 D)35
- 11)789+478=?  
A)1200 B)1267 C)1250 D)1480
- 12)2+22+222+2222+22222+222222=?  
A)215485 B)246912 C)514856 D)487598
- 13)0,0,1,1,4,8,9,?,16  
A)13 B)27 C)11 D)81
- 14)96,90,78,?,36,6  
A)48 B)60 C)72 D)54
- 15)5,11,23,47,96 गलत संख्या ज्ञात करें। Find Wrong number.  
A)47 B)11 C)96 D)23
- 16)2,3,7,16,32,----,93 खाली जगह भरें Fill in the blanks  
A)47 B)57 C)75 D)45
- 17)2+4=20,3+9=90,1+5=?  
A)20 B)26 C)25 D)75
- 18) भारत का पीएम कौन है? Who is the PM of India?  
A)Shri Rajnath Singh B) Shri Namnath Kovind

- C) Shri Narendra Modi  
19) सोलापुर डिवीजन के डीआरएम कौन हैं? Who is the DRM of Solapur Division?  
A) Shri V.K.Nagar B) Shri Gautam kumar  
C) Shri Hitendra Malhotra D) None of this.
- 20) Who is the General Manager of Central Railway. मध्य रेलवे के महाप्रबंधक कौन हैं  
A) Shri D.K.Sharma B) Shri V.K.Sharma C) Shri P.K.Sharma D) None of this.
- 21) Number of spokes on national flag is ? राष्ट्रीय ध्वज पर प्रवक्ता की संख्या कितनी है?  
A) 10 B) 24 C) 12 D) 36
- 22) Capital of Maharashtra? महाराष्ट्र की राजधानी?  
A) Nagpur B) Pune C) Mumbai D) None of this.
- 23) IPAS का पूर्ण रूप? (Full form of IPAS?)  
A) Intrigated Payroll Accounting System B) Intrigated Payroll Accounting Scheme  
C) Intrigated Payment Accounting System D) None of this.
- 24) AIMS Stand by ?  
A) Accounting Information Management System  
B) Accounting Information Management Scheme  
C) Advanced Information Management System  
D) None of this.
- 25) How Many LHAP Given by a year Regular railway employee?  
एक वर्ष के नियमित रेलवे कर्मचारी द्वारा कितने एलएचएपी दिए जाते हैं?  
A) 10 B) 24 C) 20 D) 36
- 26) How Many CL is given by working in depot railway employee?  
डिपो में काम करनेवाले रेलवे कर्मचारी को कितने सीएल दिए जाते हैं?  
A) 10 B) 08 C) 12 D) 36
- 27) Who is the eligible for gold pass? गोल्ड पास के लिए कौन पात्र है?  
A) CPO B) DPO C) CRB D) DRM
- 28) महाराष्ट्र हिंदी राजभाषा के किस क्षेत्र से संबंधित है?  
A) A B) C C) B D) None Of the above
- 29) एनपीएस प्रणाली कब शुरू हुई? (When did the NPS system ever start?)  
A) 01.01.2005 B) 01.01.2004  
C) 01.01.2003 D) None Of the above
- 30) रेलवे कर्मचारी को पितृत्व अवकाश कितने दिनों के लिए दिया जाता है? (How many days are paternity leave given by Railway employee?)  
A) 10 B) 15 C) 20 D) 25
- 31) 525X12=-----?  
A) 6352 B) 6300 C) 6500 D) 5680
- 32) 40390-11550=-----?  
A) 28597 B) 29854 C) 27485 D) 28840
- 33) 3% of 43960 is ?  
A) 1325 B) 1318 C) 1352 D) 1425
- 34) 2.659+0.837-0.356  
A) 3.25 B) 3.18 C) 3.14 D) 4.25