

**CENTRAL RAILWAY**

No.: NGP/P-752/F/OG/Gr.D to C



DRM's office,  
Personnel Branch,  
Nagpur.  
Date 28.12.2020

All Concerned  
Nagpur Division

**NOTIFICATION**

**Subject :-** Formation of panel for promotion to the post of Jr.Clerk cum Typist, Pay Matrix Level-2 in 7<sup>th</sup> PC ( PB-I 5200-20200 +GP Rs.1900/-) against 33.1/3 % Departmental Quota in Ministerial Cadre in different department of Nagpur Division.

\*\*\*\*\*

It is proposed to form a panel for promotion to the post of Jr.Clerk-Cum-Typist Pay Matrix Level-2 in 7<sup>th</sup> PC (PB-I 5200-20200+GP 1900/-) against 33.1/3% Departmental quota from (erstwhile) Group 'D' staff belonging to Nagpur Division.

The assessment of vacancies of Jr.Clerk-Cum-Typist PB-I 5200-20200+GP Rs.1900/- against 33.1/3 % Departmental quota is as under:

GEN	SC	ST	TOTAL
24	5	2	31

The application are invited from eligible and willing staff of (erstwhile) Group 'D' staff for formation of panel for promotion to the post of Jr. Clerk-Cum-Typist, Pay Matrix Level-2 in 7<sup>th</sup> PC (PB-I 5200-20200+GP 1900/-)

**I. Eligibility Criteria**

1. All erstwhile Group 'D' staff (i.e. Tensile operator, GMO Jr.Peon,Peon) having no regular channel of promotion, with 2 years continuous service on the date of issue of notification, whose seniority, lien is maintain in Personnel Branch of Nagpur Division i.e. working in any office of this Division as Tensile operator, GMO, Jr.Peon,Peon are eligible except Account and RPF Department. The Minimum service condition of 2 years is also applicable for SC/ST employees. There is no relaxation in service condition for SC/ST candidate. (Authority: Railway Boards letter No. E(NG)I/2015/CFP/8 dated 21.04.2017)
2. CL/Substitute service rendered by the employees after grant of Temporary status and followed by regular absorption without break (Half of the MR/Temp.status service in the case of Casual labour) will be counted toward the minimum service condition of 2 years.

**II. Other Terms and condition**

- i. Educational qualification: The candidate should have knowledge of reading and writing .
- ii. In terms of Railway Board's letter No. E(NG)I/96/CFP/19 dated 03.02.1997, the candidates appearing for the above selections will have to acquire Typing skill of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of 2 years from the date of promotion as Jr.Clerk-Cum-Typist, failing which, they are liable to be reverted. In these circumstances, the necessary declaration as in Annexure 'A' is required to be submitted by the staff along with the application.

### III. Selection Procedure:

The Selection process consists of written test followed by scrutiny of Record of Service of qualified employees in the written test by Selection Committee. The panel will be formed in order of Seniority.

The written test paper will consists in Part 'A' and Part 'B'

- a) Part 'A' To test the working knowledge of Railway employee in English language.
- b) Part 'B' General standard in intelligence proficiency in Arithmetic, General Knowledge pertaining to Railway matter and matter immediately pertaining to the work of employee has been acquainted with during his/her Railway service.\

The schedules of the selection are as under:

1	Date of Issue of Notification	28.12.2020
2	Last Date of Submission of Application to the respective office of Depot/In-charge Supervisor	27.01.2021
3	Last Date of Submission of Application to Astha Cell (DRM(P)NGP)	08.02.2021
5	The date of issue of eligibility/non eligibility list	18.02.2021
6	The date of written test	06.03.2021

This notification be got noted by the concerned individual employee working in your office immediately and the acknowledgement by kept for record. This will be the responsibility of the Depot incharge to circulate the notification, getting it noted by the individual employee and forwarding application to DRM(P)NGP, duly verified from Service Register of each employee where ever Service Register maintain by them like Engg. Department. Please ensure that no application of other ineligible staff to be sent to this office.

#### **IMPORTANT DATES AND INSTRUCTIONS PERTAINING TO APPLICATIONS :-**

The employees may be advised to take utmost care, while filling up the application form, as incomplete/wrongly filled forms will be rejected and their candidature will not be taken into consideration and no representations in this regard will be entertained. The eligible employees should submit their applications through proper channel to the Astha Cell of DRM's office Personnel Branch NGP in the prescribed Proforma (Annexure 'A') enclosed on or before 27.01.2021, Application received after 27.01.2021 shall not be entertained.

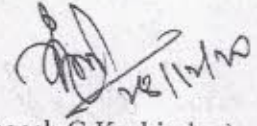
Here, it is mentioned that in case of vacancies remain unfilled against 33.1/3% departmental quota the same unfilled vacancies will be carried and will be added 16.2/3% LDCE quota of Jr.Clerk (Authority: Railway Boards letter No.E(NG)I-2010/PM 1/16 dated 10.09.2014)

**NOTE :- NO SUPPLEMENTARY WRITTEN EXAMINATION WILL BE CONDUCTED**

**This may be treated as advance notice for preparation for Written test. In case of delay in issue of eligibility list or postponement of date of written test, no separate 3 weeks time will be given.**

Please acknowledge receipt.

DA : As above.



(Mangesh G.Kashimkar)  
APO (E/W)  
For DRM(P) NGP

Annexure 'A' - Application form.  
Annexure 'B' - Syllabus  
Annexure 'C' - Question Bank

Copy to:

DPO/APO(E/W)/APO(T&C) of NGP Division : For information and necessary action.  
Ch.OS/OS's of DRM(P) NGP : For information and necessary action.  
DIVISIONAL SECRETARY,CRMS : For information and necessary action.  
NRMU,AISCSTTREA AIOBCA NGP : For information and necessary action.  
Ch.OS (P) CONFIDENTIAL : For information and necessary action.  
Ch.S&WI/S&WI : For information with a request to inform about this selection to each eligible employees of their jurisdiction for vide publicity.

(last date for submission of Application 27.01.2021)

## PROFORMA



To  
 Divisional Railway Manager (P)  
 Central Railway,  
 Nagpur

Subject :- Formation of panel for promotion to the post of Jr.Clerk cum Typist, Pay Matrix Level-2 in 7<sup>th</sup> PC ( PB-I 5200-20200 +GP Rs.1900/-) against 33.1/3 % Departmental Quota in Ministerial Cadre in different department of Nagpur Division.

\*\*\*\*\*

- 1 Name(IN BLOCK LETTERS) : \_\_\_\_\_
- 2 Father's Name : \_\_\_\_\_
- 3 Whether belongs to SC/ST ( Attested copies of certificate to be attached) : \_\_\_\_\_
- 4 Designation & P.F.No : \_\_\_\_\_
- 5 Under whom working : \_\_\_\_\_
- 6 Stn/Unit/ Depot : \_\_\_\_\_
- 7 Where holding lien/seniority : \_\_\_\_\_
- 8 Present Level and Grade pay : \_\_\_\_\_
- 9 Date of Birth : / /
- 10 Date of regular appointment/ Permanent absorption. : / /
- 11 Length of Service(as on 01.01.16) : \_\_\_ Years \_\_\_ Months \_\_\_ days
- 12 Education qualification (attested copies of certificate to be attached) : \_\_\_\_\_
- 13 Mobile No : \_\_\_\_\_
- ADHAR Card No. : \_\_\_\_\_ HRMS (ID) \_\_\_\_\_
- 14 I hereby declare that, I will acquire the typing skill of 30 wpm in English or 25 wrm in Hindi within a period of 2 years from the date of promotion as a Jr. Clerk Cum Typist failing which, I am liable to be reverted to my original post..

Date

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Desig. : \_\_\_\_\_

Office of the : \_\_\_\_\_

Memo No. \_\_\_\_\_

Date : / /

Forwarded to DRM (P) NGP, particulars given by the employees have been verified and found correct.

Signature of the Controlling Officer.

Syllabus for the post of of Jr. Clerk cum Typist, PB-I 5200-20200 +GP Rs.  
1900/- against 33.1/3%.

PART A

English

Grammar: Articles, Anonyms and Synonyms, Singular and Plural, Gender etc.;  
Making words with the use of given word;  
Writing of Application, Letters and Essays.

PART B

General Knowledge & General Arithmetic;  
General knowledge on the matters pertaining to the work of employee has been  
acquainted with during his service.

RAJBHASHA:

Questions on Rajbhasha, use of Rajbhasha in Railway, incentive scheme for working  
in Hindi.

A handwritten signature and the initials 'R/S' are located at the bottom right of the page.

## QUESTION BANK

Sub :- Formation of panel for promotion to the post of Jr. Clerk cum Typist, PB-I 5200-20200 +GP Rs. 1900/- against 33.1/3% Departmental Quota in Ministerial Cadre in different department of Nagpur Division.

TIME : 3 HRS

MAX MARKS : 100

NOTE : Part 'A' to be answered in English only.

## PART 'A'

Q.1 Write an essay of about 20 Lines in any one of the following.

- A journey by Train.
- Any Indian festival.
- Railway Week and it's significant.
- Role of Indian Railway for natural integration.
- Importance of your city in India and Indian Railway.
- My country and My State.

Q.2 (a) Write an application to the Competent Authority for Mutual transfer. (Do not write any body's name).

- A leave application in emergency.
- A letter from Father to Son to study well.
- A letter to Municipality for conducting "Swachata Abhiyan" in your ward.
- A letter to DRM(P) for your pay fixation on promotion etc.

Q.3 Fill up the blanks by choosing correct words from the bracket. Attempt any five.

- He is popular \_\_\_\_\_ his subordinates. (among, with, at, in)
- He was laughing \_\_\_\_\_ his friends views. ( with, at, in, upon)
- They \_\_\_\_\_ going to the Cinema to-night. (am, at, are, to, is)
- Birds love \_\_\_\_\_ sing. (in, for, on, to)
- The girl was carrying a basket \_\_\_\_\_ flowers. (to, by, for, of)
- Education is the need \_\_\_\_\_ our country. (or, to, for, on)
- The village was destroyed \_\_\_\_\_ fire. ( from, with, for, by )

Q.4 Write plural of any five.

- Man
- Knife
- Glass
- Books
- Clock
- Chair
- Child
- Wife, etc.

Q.5 Write opposite of any five.

- Advantage
- Above
- Bottom
- Care
- Clean
- Death
- Fall
- Fat, etc.

Q.6 Make sentences with the following words (Any five).

- Leave
- Salary
- Absent
- Decide
- Shift
- Train
- Station
- Promotion
- Sickness
- Thanks.

PART 'B'

NOTE: To be answered either in English or Hindi.

Q.7 Name the following (Any Five)

- (1) Father of the Nation.
- (2) General Manager of Central Railway.
- (3) DRM of Nagpur Division Central Railway.
- (4) Chief Minister of Maharashtra.
- (5) President of India.
- (6) Minister of Railways.
- (7) Minister of State for Railways.
- (8) Governor of Maharashtra.
- (9) Governor of Madhya Pradesh.
- (10) Chief Minister of Madhya Pradesh.

Q.8 Give full form of the following abbreviations. (Any Five)

- (1) ADRM (2) CPO (3) DA (3) HRA (4) MOSR (5) MR (6) PF
- (7) CL (9) MRCL (10) UNO (11) LEO (12) CRMS (13) NRMU
- (14) RCT. (15) SSE (16) COS

Q.9 (1) हिन्दी में कार्य करने के लिये रेल्वे कर्मचारीको कौन- कौन से पुरस्कार प्रोत्साहन

दिये जाते है।

(2) हिंदी का भारतीय रेल में उपयोगिता के बारे में पाँच पंक्तिया लिखे।

(3) हिंदी में कामकाज के लिए भारत को कितने भाग में विभाजित किया गया है एवं वह क्या है।

(4) राष्ट्रभाषा हिन्दी की आवश्यकता क्या है।

Q.10 Ramesh has taken loan of Rs.10000/- from Railway Co-Operative Society at a rate of 8% per year. If he return the amount in one in 12 instalment what will be the monthly instalment.

Q.11 Punjab Mail starts from CSTM at 19:40 hrs. And with constant speed of 60 K.M. per hours. If Bhusawal is 440 KMS. From CSTM, at what time the train will reach Bhusawal.

Q.12 Solve the following any five.

(a)  $4000.50$

(b)  $2125$

(c)  $3.06$

$300.25$

$\underline{\times 9}$

$\underline{\times 2.5}$

$+ 25.75$

$11.50$

$08.20$

(d)  $\frac{4}{3} + \frac{1}{6} + \frac{2}{3}$

(e) 4, 8, 16, -----64, -----64.

(f)  $13 \overline{) 5902}$

(g)  $21.30 - 8.35 =$



भाग- 'ख'

टिप्पणी- हिन्दी या अंग्रेजी में उत्तर लिख सकते हैं।

प्रश्न-7 निम्नलिखित के नाम लिखे। (कोई पाँच)

1. भारत के राष्ट्रपिता
2. मध्य रेल के महाप्रबंधक
3. मध्य रेल, नागपुर मंडल के मंडल रेल प्रबंधक
4. महाराष्ट्र के मुख्यमंत्री
5. रेल्वे मंत्रि
6. भारत के राष्ट्रपति
7. रेल राज्य मंत्रि
8. महाराष्ट्र के राज्यपाल
9. मध्यप्रदेश के राज्यपाल
10. मध्यप्रदेश के मुख्यमंत्री

प्रश्न- 8 निम्नलिखित के पूर्ण रूप लिखे। (कोई पाँच)

1. ए डी आर एम
2. सी.पी.ओ
3. डी. ए
4. एच.आर.ए.
5. एम.ओ.एस.आर
6. एम.आर
7. पी.एफ
8. सी.एल.
9. एम.आर.सी.एल
10. यू.एन.ओ
11. एल.ई.ओ
12. सी.आर.एम.एस
13. एन.आर.एम.यू
14. आर.सी.टी
15. एसएसई
16. सी ओ एस

प्रश्न- 9 (1) हिन्दी में कार्य करने के लिये रेल्वे कर्मचारीको कौन- कौन से पुरस्कार प्रोत्साहन दिये जाते हैं।

(2) हिंदी का भारतीय रेल में उपयोगिता के बारे में पाँच पंक्तिया लिखे।

(3) हिंदी में कामकाज के लिए भारत को कितने भाग में विभाजित किया गया है एवं वह क्या है।

(4) राष्ट्रभाषा हिन्दी की आवश्यकता क्या है।

प्रश्न-10 रमेश ने रेल्वे सहकारी सोसाइटी से प्रति वर्ष 8% दर से रु 10,000/- का कर्ज

लिया है। यदि वह एक वर्ष में 12 किस्त में संपूर्ण राशि लौटाता है तो प्रति

माह उसकी किस्त कितनी होगी।





प्रश्न-11 पंजाब मेल मुंबई छ.शि.ट से समय 19.40 बजे छूटकर 60 किमी/घंटा कि निरंतर गति से चलकर मुंबई छ.शि.ट 440 किमी दूरी पर भुसावल में कितने बजे पहुंचेगी ?

प्रश्न-12 निम्नलिखित में से कोई पाँच का उत्तर लिखे ।

a) 
$$\begin{array}{r} 4000.50 \\ 300.25 \\ + 25.75 \\ 11.50 \\ \hline 08.20 \end{array}$$

(b) 
$$\begin{array}{r} 2125 \\ \times 9 \\ \hline \end{array}$$

(c) 
$$\begin{array}{r} 3.06 \\ \times 2.5 \\ \hline \end{array}$$

(d) 
$$\begin{array}{r} 4 + 1 + 2 \\ 3 \quad 6 \quad 3 \end{array}$$

(e) 4, 8, 16, -----, 64, -----, 64.

(f) 
$$13 \overline{)5902}$$

(g)  $21.30 - 8.35 =$

