



पूर्वतटरेलवे/EAST COAST RAILWAY
मुख्यालय कार्यालय, कार्मिक विभाग, रेलसदन, साउथ ब्लॉक, भुवनेश्वर
Headquarters Office, Personnel Department, Rail Sadan,
South Block Bhubaneswar-751017



No: ECoR/Pers/Selection/Sr.Clerk/DPQ/CBT/Notice

Date-17th October' 2025

NOTIFICATION

Sub: Notification for filling up of Sr. Clerk Cum Typist post in Level-05 in East Coast Railway against Departmental Promotion quota.

It has been decided to fill up the vacant posts of Sr. Clerk Cum Typist in Level-05 of this railway on regular basis against 66.67% Departmental Promotion Quota in different departments of ECoRly. The details of which is given below.

1	No of Vacancy	Details of vacancy position are attached as Annexure-A
2	Pay Scale	Level-05 in 07 th CPC
3	Eligibility Conditions	a. In terms of RBE No-161/2009, the notified post is non-selection and post will be filled up on seniority cum suitability. The suitability will be adjudged through written test. b. As it is a non-selection post, the staff will be called on the basis of 01:01 ratio from amongst senior most of in seniority according to their community. c. The cut-off date for determining the eligibility is the date of issue of this notification.
4	Zone of Consideration	The details of staff who are coming under zone of consideration on the basis of 1:1 formula and seniority against the notified vacancies, are attached as Annexure. Annexure-B Signal & Telecom Department Annexure-C Civil Engineering Department Annexure-D Mechanical Department Annexure-E Electrical Department Annexure-F Commercial Department Annexure-G Commercial Claims Annexure-H Operating Department Annexure-I Stores (Depot) Annexure-J Personnel Department Annexure-K Statistical Department Staff coming under zone of consideration, may submit their unwillingness to appear the selection if any in proper format (Annexure-X) attached with this notification and also if any representation against zone of consideration may submit within 7 days from the date of issue of notification through their Supervisor/Controlling Officer to make good the zone of consideration as per 01:01 basis.
5	Syllabus	Department Wise Syllabus are enclosed at Annexure-L (Signal & Telecom) Annexure-M (Civil Engg)

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		Annexure-N (Mechanical) Annexure-O (Electrical) Annexure-P (Commercial) Annexure-Q (Commercial Claims) Annexure-R (Operating) Annexure-S (Stores Depot) Annexure-T (Personnel) Annexure-U (Statistical)
6	Pre-Selection Training	a. The pre-selection coaching will be held w.e.f. 27.10.2025 to 17.11.2025. b. The pre-selection training will be provided to eligible reserved employee by their respective unit/division/department in terms of RBE No-142/2019 in the above scheduled. c. Further, a confirmation may be communicated to this office on completion of the pre-selection training on or before 18.11.2025.
7	Mode of Selection	The eligible staff who satisfy the above prescribed conditions of eligibility will be called for selection which will comprise of written examination on CBT Mode followed by scrutiny of Service Record, last three years APARs etc. Written Examination i. The questions of the written examination will be 100% objective multiple choice type both in Hindi & English. ii. The written examination will be a computer based test (CBT)/Tablet Based Test(TBT) where there will be no physical question paper. All the questions will appear on the Computer/Tablet and the employee will have to mark their responses/answers to the question on Computer/Tablet. iii. There will be 110 questions of objective multiple choice types with four answer options. Out of 110 questions, 10 questions (optional) will be from "Rajbhasha". And the candidate has to answer a maximum of 100 questions. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation and rest will be ignored. iv. There shall be no negative marking for wrong/incorrect answer as the panel will be arranged in order of seniority from those qualified. v. In terms of RBE No-91/2022, Answer key will be published in the ECoRly website after completion of main written exam and supplementary exam if any. vi. Answer/Response sheets will be evaluated in terms of RBE No-59/2022 & 122/2023 through computerization mode. vii. Both physical and biometric attendance marked at the examination venue. e. The panel will be finalized by respective unit/division after publication of written result. f. The final panel will be drawn for notified vacancies in the order of seniority who secure minimum 50% marks in Professional Ability for UR candidates and 40% marks for SC/ST candidates subject to verification/scrutiny of Service

for

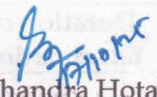
		Record, APAR of last three years, SPE/Vigilance/D&AR clearance.
	Duration of Examination	The duration of the written exam will be 02:00Hrs (120 Minutes.)
8	<u>OBJECTION TRACKER</u>	The provisional answer key will be uploaded in east coast railway website [https://rrcbbs.org.in] on completion of written exam. The Examinees may submit their representation in the provided link if any, in respect to the provisional answer key within 03 days from the date of written exam. No further correspondence about any wrong answer/question will be entertained after above stipulated period.
9	Issue of Admit Card	a. RRC/ECOR will issue e-dmit card online (through the website [https://rrcbbs.org.in]) to eligible and willing employee for appearing in the CBT/TBT. Examination Venue and time of reporting for the written examination will be there in the admit card. As no physical communication will be made after issue of this vacancy notice, it will be the responsibility of the concerned employees to regularly visit [https://rrcbbs.org.in] website for an update and to download the admit card as and when made available by RRC. b. A link will also be made available on the above website [https://rrcbbs.org.in] to the employees, explaining as to how the question will be appearing and how to mark the responses/ answers in the actual examination. Employees can practice through that link. (Tentatively four days before main written exam)
10	Tentative Date	1. Date of Pre-Selection Coaching- 27.10.2025 to 17.11.2025 2. Date of Written Test 20.11.2025
11	Supplementary Written Exam	Supplementary written examination can be held for candidates coming under the following categories i.) Failure on the part of the administration to relieve the candidate, sickness of the employees of other reasons beyond his/her control. (IREM Para-223)
12	Note: Wide publicity should be given amongst eligible staff. The copy of notification should be displayed on notice board at a conspicuous place. All the Supervisors concerned should ensure the same. It is the responsibility of the supervisor concerned to bring the notification to the notice of all staff who are coming under zone of consideration including the staff who are on deputation/leave/sick under clear acknowledgement. If any complaint is received from the employees for not being notified of the said notification, supervisory staff concerned will be held responsible. This notification shall be given wide publicity among the staff and copy of the notification may be pasted in the office noticeboard also. This notification is also available in East Coast Railway website at [https://rrcbbs.org.in]	
13	Other Conditions	Any other provisions of IREM or circular issued by Railway Board regarding terms and conditions of above selection and other conditions applicable if any inadvertently omitted in this notification should be treated as valid and operative.

Encl: 1. List of post and unit wise Zone of Consideration. (Annexure-B to K)
2. Post wise Syllabus (Annexure-L to U)

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3. List of post and unit wise Vacancy (Annexure-A)

4. Unwillingness format (Annexure-X)


(Subash Chandra Hota)

**Assistant Personnel Officer-(HQ-I)
For Principal Chief Personnel Officer**

Copy to All Concerned

1. PHODs/CHODs/HODs of ECoR/HQ/BBS
2. CAO/Con/ECOR/BBS
3. CAO/Con/RSP/ECOR/BBS
2. DRM/ECOR/KUR, WAT & SBP
3. CWM/CRW/MCS
4. CSTE/Project/ECOR/BBS
5. CE/TM/ECOR/BBS
4. DRM[P]/ECOR/KUR, WAT & SBP
5. AWPO/CRW/MCS
5. Sr.DSTE, Sr.DME, Sr.DEN, Sr.DEE/ECOR/KUR, WAT & SBP
6. Dy.CPO/RRC/ECOR/BBS
7. Ch.OS/Confidential/ECOR/BBS
8. NOTICE BOARD of PCPO Office/ECOR/BBS


For Principal Chief Personnel Officer

ANNEXURE-'A'

CATEGORY WISE AND COMMUNITY WISE VACANCY FOR SELECTION OF SENIOR CLERKS IN ALL DEPARTMENTS AGAINST DEPARTMENTAL PROMOTION QUOTA.

Department & Name POST	Mode of Filling	KUR					SBP					WAT					HQ					MCS					TOTAL
		U R	S C	S T	Total	Pw BD	U R	S C	S T	Total	Pw BD	U R	S C	S T	Total	Pw BD	U R	S C	S T	Total	Pw BD	U R	S C	S T	Total	Pw BD	
Civil Engineering Sr.Clerk	66.67% DPQ	07	00	02	09	01	03	01	00	04	01	01	01	02	04	00	02	02	02	06	01	00	00	00	00	00	23
Electrical Sr.Clerk	66.67% DPQ	00	00	00	00	00	00	00	00	00	00	00	02	01	03	00	01	01	00	02	00	00	00	00	00	00	05
Commercial Sr.Clerk	66.67% DPQ	00	00	00	00	00	01	01	01	03	01	04	01	01	06	01	01	01	01	03	01	00	00	00	00	00	12
Commercial Claims Sr.Clerk	66.67% DPQ	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	03	01	00	04	01	00	00	00	00	00	04
Operating Sr.Clerk	66.67% DPQ	02	01	02	05	01	00	01	01	02	01	04	03	01	08	01	00	01	02	03	01	00	00	00	00	00	18
Mechanical Sr.Clerk	66.67% DPQ	00	00	00	00	00	02	01	00	03	01	02	04	02	08	00	01	01	00	02	00	03	00	01	04	01	17
Personnel Sr.Clerk	66.67% DPQ	13	07	03	23	01	02	01	00	03	01	01	02	00	03	00	05	01	01	07	01	00	00	00	00	00	36
Store Depot Sr.Clerk	66.67% DPQ	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	04	01	00	05	01	00	00	00	00	00	05
Statistical Sr.Clerk	66.67% DPQ	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	02	00	00	02	01	00	00	00	00	00	02
Signal & Telecom Sr.Clerk	66.67% DPQ	01	02	00	03	00	03	00	00	03	01	02	00	00	02	00	00	00	00	00	00	00	00	00	00	00	08
Grand Total		23	10	07	40	03	11	05	02	18	06	14	13	07	34	02	19	09	06	34	07	03	00	01	04	01	130

Note: Vacancy shown for PwBDs are included in the total vacancy.



ANNEXURE-B

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)

NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Signal & Telecom	Sr.Clerk 66.67% DPQ	KUR	01	Somanath Sethi (SC)	Jr.Clerk	L-02	Tele/Store KUR	
			02	Jagabandhu Kandi (SC)	Jr.Clerk	L-02	JJKR	
			03	Baikuntha Karan (OBC)	Jr.Clerk	L-02	Sr.DSTE Office KUR	
		SBP	01	Manoranjana Sahu, (OBC)	Jr.Clerk	L-02	TIG	
			02	Sanjib Kumar Behera (SC)	Jr.Clerk	L-02	RAIR	
			03	Ugresan Mahanand (SC)	Jr.Clerk	L-02	SBP	
		WAT	01	Ummadisingu Srinivas (UR)	Jr.Clerk	L-02	Stores WAT	
			02	U Pavitra Rani (UR)	Jr.Clerk	L-02	MYD	

ANNEXURE-C

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)

NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Civil Engg.	Sr.Clerk 66.67% DPQ	KUR	01	Sambit Kumar Pradhan, (OBC)	Jr.Clerk	L-02	Dy.CE/Con JJKR	
			02	Arun Kumar Sethi, (SC)	Jr.Clerk	L-02	SSE(PW) CTC	
			03	Chandan Prakash Jayasingh (UR)	Jr.Clerk	L-02	SSE(PW) BBS	
			04	V Jagadheswara Rao (OBC)	Jr.Clerk	L-02	SSE(PW) SPT	

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ANNEXURE-C

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Civil Engg.	Sr.Clerk 66.67% DPQ	KUR	05	R Sethu, (UR)	Jr.Clerk	L-02	Sr.DEN(Co-Ord)/ KUR	
			06	Gajendra Singh (ST)	Jr.Clerk	L-02	SSE(PW) GRKN	
			07	Saroj Kumar Pathak, (UR)	Jr.Clerk	L-02	Con/BBS	
			08	Prasanata Kumar Behera, (OBC)	Jr.Clerk	L-02	SSE(PW) BBS	
			09	Sanjit Panna, ((ST)	Jr.Clerk	L-02	Sr.DEN(Co-Ord)/ KUR	
		SBP	01	Surendra Behera (UR)	Jr.Clerk	L-02	Sr.DEN (Co-Ord) SBP	
			02	Parthab Kumbhar (SC)	Jr.Clerk	L-02	SSE/P.Way LSX	
			03	Krutibasa Naik (UR)	Jr.Clerk	L-02	SSE/P.Way RGL	
			04	Malti Seth, (SC)	Jr.Clerk	L-02	SSE/Works SBP	
		WAT	01	Tirupathi Rao Gedela (OBC)	Jr.Clerk	L-02	SSE/P/ VZM	
			02	Prafulla Kumar Hati (SC)	Jr.Clerk	L-02	SSE/P NWP	
			03	Sachin Kumar Meena (ST)	Jr.Clerk	L-02	SSE/P JDB	
		HQ	01	Dipti Ranjan Das (UR)	Jr.Clerk	L-02	PCE Office HQ	
			02	Kaffi (UR)	Jr.Clerk	L-02	PCE Office HQ	

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For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

ANNEXURE-D

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Mechanical	Sr.Clerk 66.67% DPQ	SBP	01	Chitaranjan Sahu, (OBC)	Jr.Clerk	L-02	SBP	
			02	Purandar Oram (ST)	Jr.Clerk	L-02	SBP	
			03	Sandeep Naik	Jr.Clerk	L-02	SBP	
		WAT	01	M Srinivasa Rao (UR)	Jr.Clerk	L-02	VSPS	
			02	J. Nageswara Rao (UR)	Jr.Clerk	L-02	DLS	
		HQ	01	Asha Rani (UR)	Jr.Clerk	L-02	PCME Office HQ	
		MCS	01	Savita (UR)	Jr.Clerk	L-02	CRW/MCS	
			02	Abhilash Sahoo (OBC)	Jr.Clerk	L-02	CRW/MCS	
			03	Susil Kumar Sahoo (OBC)	Jr.Clerk	L-02	CRW/MCS	

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

ANNEXURE-E

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Electrical	Sr.Clerk 66.67% DPQ	WAT	01	Bontu Rama Krishna (SC)	Jr.Clerk	L-02	DEE/TRD RGDA	
			02	Polinati Nageswara Rao (SC)	Jr.Clerk	L-02	CCC/ RGDA	
		HQ	01	Smt. Pralina Muduli (UR)	Jr.Clerk	L-02	PCEE Office HQ	



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ANNEXURE-F

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Commercial	Sr. Clerk 66.67% DPQ	SBP	01	Jagabandhu Kisan (ST)	Jr.Clerk	L-02	SBP	
		WAT	01	A Rajesh Babu (OBC)	Jr.Clerk	L-02	VSKP	
			02	Kakarashyam Kumar (OBC)	Jr.Clerk	L-02	VSKP	
			03	Y. Santosh Rao (OBC)	Jr.Clerk	L-02	VSKP	
			04	Lenka Appala Naidu	Jr.Clerk	L-02	VSKP	
		HQ	01	Janaki Patra, (UR)	Jr.Clerk	L-02	PCCM Office/HQ	

ANNEXURE-G

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Commercial Claims	Sr.Clerk 66.67% DPQ	HQ	01	Nibedita Swain, (UR)	Jr.Clerk	L-02	PCCM Office/HQ	
			02	Sushil Kumar Meher, (OBC)	Jr.Clerk	L-02	PCCM Office/HQ	
			03	Bikash Kumar Panda, (UR)	Jr.Clerk	L-02	PCCM Office/HQ	

for



ANNEXURE-H

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Operating	Sr. Clerk 66.67% DPQ	KUR	01	Bauri Bandhu Nayak (OBC)	Jr.Clerk	L-02	ANGL	
			02	Sukanta Kumar Behera (SC)	Jr.Clerk	L-02	Sr.DOM Office KUR	
			03	B. Venkata Rao (SC)	Jr.Clerk	L-02	CHC/KUR	
		SBP	01	Soni Savita Sundi (ST)	Jr.Clerk	L-02	SBP	
		WAT	01	L J Mahanati (UR)	Jr.Clerk	L-02	CHC/WAT	
			02	V V A Revathi (UR)	Jr.Clerk	L-02	Sr.DOM Office/ WAT	
			03	Anil Kumar Gaddai (OBC)	Jr.Clerk	L-02	CHC/WAT	
			04	Akshya Verma (OBC)	Jr.Clerk	L-02	RGDA	

ANNEXURE-I

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Store Depot	Sr.Clerk 66.67% DPQ	HQ	01	Amulya Chandra Patro (UR)	Jr.Clerk	L-02	CRW/MCS	
			02	Budhadev Hansda (ST)	Jr.Clerk	L-02	ELS/ANGL	
			03	R. Suresh Kumar (UR)	Jr.Clerk	L-02	CRW/MCS	
			04	Kamaljeet Singh (UR)	Jr.Clerk	L-02	GSD/MCS	

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For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Personnel	Sr.Clerk 66.67% DPQ	KUR	01	Ismail Khan, (UR)	Jr.Clerk	L-02	Pass Section KUR	
			02	Goura Prasad Samantray, (UR)	Jr.Clerk	L-02	Bill Section KUR	
			03	Lipubala Das, (UR)	Jr.Clerk	L-02	Review Cell KUR	
			04	Bangir Abhimanyu Rao, (SC)	Jr.Clerk	L-02	Court Cell KUR	
			05	Arjun Soren, (ST)	Jr.Clerk	L-02	Bill Section KUR	
			06	Sunil Paswan, (SC)	Jr.Clerk	L-02	Bill Section KUR	
			07	Arabinda Kar, (UR)	Jr.Clerk	L-02	Bill Section KUR	
			08	Santosh Kumar Biswas, (SC)	Jr.Clerk	L-02	Staff "A" KUR	
			09	Alakesh Nanda, (UR)	Jr.Clerk	L-02	Bill Section KUR	
			10	S Sibnarayan Subudhi, (UR)	Jr.Clerk	L-02	Ch.OS[P] KUR	
			11	Sanatan Behera, (SC)	Jr.Clerk	L-02	Bill Section KUR	
			12	Omprakash Goswami, (UR)	Jr.Clerk	L-02	Staff "A" KUR	
			13	Ram Nandan Pandit, (OBC)	Jr.Clerk	L-02	Bill Section KUR	
			14	Madhusmita Patra, (UR)	Jr.Clerk	L-02	Bill Section KUR	
			15	Manoj Kumar Patra, (UR)	Jr.Clerk	L-02	Bill Section KUR	
			16	Tarakanta Dhani, (UR)	Jr.Clerk	L-02	Bill Section KUR	



ANNEXURE-J

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Personnel	Sr.Clerk 66.67% DPQ	KUR	17	Malaya Kumar Behera, (OBC)	Jr.Clerk	L-02	Bill Section KUR	
			18	Smt. Arpita Mohanty, (UR)	Jr.Clerk	L-02	Bill Section KUR	
		SBP	01	Gouranga Adjuad	Jr.Clerk	L-02	SBP	
		WAT	01	K. Ganesh (UR)	Jr.Clerk	L-02	Personnel Deptt WAT	
			02	Nagamani R (SC)	Jr.Clerk	L-02		
			03	Y. Thata Rao (SC)	Jr.Clerk	L-02		
		HQ	01	Saumyakant Swain (UR)	Jr.Clerk	L-02	HQ/BBS	
			02	Swarnalata Nayak, (SC)	Jr.Clerk	L-02	HQ/BBS	
			03	Rokiah Kulsum, (UR)	Jr.Clerk	L-02	HQ/BBS	
			04	Kamal Prakash Raikwar (UR)	Jr.Clerk	L-02	HQ/BBS	
			05	Rahul Rawani, (UR)	Jr.Clerk	L-02	HQ/BBS	

ANNEXURE-K

For Category wise vacancies please refer Annexure-A (SR. CLERK Vacancies)
NAME OF STAFF WHO ARE COMING UNDER ZONE OF CONSIDERATION AS PER SENIORITY

Department	Name of Category	Unit	Sl. No	Name of Candidate & Community	Present Designation	Present Scale	Present Working Unit	Remarks
Statistical	Sr. Clerk 66.67% DPQ	HQ	01	Ajit Kumar Sahoo, (OBC)	Jr.Clerk	L-02	HQ/BBS	
			02	Manoj Kumar Kujur, (ST)	Jr.Clerk	L-02	HQ/BBS	



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Office of the
Chief Personnel Officer
Bhubaneswar - 751 023.
Dt: 12.02.2007.

No. ECoR/Pers/10/Sr Clerk

To
The CSTE/ECoR/BBS

Sub: Syllabus for Suitability test for promotion to the post of Sr
Clerk in S&T Department of ECoR/Hqs/BBS, in scale Rs 4500-
7000/- (RSP).

Syllabus for Written Test ("Professional ability") part of Suitability Test for
promotion to the post of Sr Clerk in S&T Department of ECoR/Hqs/BBS, in scale Rs
4500-7000/- (RSP) would cover:

1. Procedure for obtaining materials Stocked and Non Stocked through requisition.
2. Maintaining Ledger, Tools and Plants Register and DMTR.
3. Official Language.
4. HODER and DA cases.
5. Procedure for Selection, Promotion and Transferred.
6. Knowledge of Retirement Benefits.
7. Knowledge of Recruitment through RRB.
8. Types of Estimates.
9. Pass Rules.
10. Leave Rules.

Wide circulation may be given to the prescribed syllabus for Suitability test for
promotion to the post of Head Clerk in S&T Department of ECoR/Hqs/BBS. Whenever
a Selection/Suitability test is notified, copy of this syllabus will be annexed.

CSE/E
2/12

S.K. Samal
(S.K. Samal)

Asst. Personnel Officer (HQ-D)
for Chief Personnel Officer

NB
14/2/07



**SYLLABUS FOR SUITABILITY TEST FOR THE POST OF SENIOR CLERK IN
CIVIL ENGINEERING DEPARTMENT OF HEADQUARTERS OFFICE
(PAY MATRIX 29200-92300, LEVEL-5 OF VII CPC)**

1. Establishment

- (a) Leave Rules, types of leaves, duration, eligibility criteria.
 - (b) Pass Rules, types of passes and their eligibility criteria.
 - (c) Service Records—Opening of Service Book, procedure of maintaining and display of Service Book to employees.
 - (d) Muster Sheets, Attendance Registers and their maintenance.
 - (e) Channel of Promotion in Ministerial cadre in Civil Engg. Deptt.
 - (f) Annual Increment, rate and schedule of Increments payable.
 - (g) Dearness Allowance—present rate and schedule for enhancement of DA.
 - (h) Retirement Benefits—types of retirement benefits, amount payable on each benefit.
 - (i) RS(D&A) Rules—Suspension, revocation, Types of Suspension, Standard Forms, subsistence allowance payable, compulsory and optional recoveries during suspension.
2. Contract Management—Tender, types of tenders, Single & Open Tender, Quotations, Earnest Money Deposit, Security Deposit.
 3. Official Language Policy and Rules—features of Hindi Day, celebrations of Hindi Week and Pakhwada, various benefits given to employees on passing out various Rajbhasa courses.
 4. Accounts—Audit Para, Imprest.
 5. Staff Grievances and their redressal.
 6. Benefits given under Staff Benefit Fund.
 7. Annual Performance Appraisal Report (APAR)—various attributes and time schedule to prepare APAR.
 8. New Pension Scheme—PRAN, eligibility criteria and benefits of New Pension Scheme.
 9. Children Education Allowance(CEA)—eligibility criteria, ceiling limits of CEA.
 10. Procedure of seeking and furnishing information under RTI Act, 2005, various time schedules, various authorities prescribed to handle the information under this Act.

[Signature]
30/4/2019
PCE

पूर्व तट रेलवे



ANNEXURE - "N"

मुख्य यांत्रिक अभियन्ता
का कार्यालय, पूर्व तट रेलवे,
भुवनेश्वर

Dt: 27.08.07

No: M9/06/NG Sel./Syllabus/Hd. Clerk/Sr. Clerk

To

Chief Personnel Officer,
ECoR/Bhubaneswar.

Sub: Syllabus for selection for promotion to the post of 'Hd. Clerk' and 'Sr. Clerk' of Mech. Deptt. of ECoR HQ/BBS.

Ref: Your confidential letter No. ECoR/Pers/05/Suitability/Hd. Clerk/Sr. Clerk dated 24th August 2007.

With reference to your letter under reference, the 'Syllabus' both for selection for promotion to the post of 'Hd. Clerk' and 'Sr. Clerk' of Mech. Deptt. of ECoR HQ/BBS is appended below for your information & necessary action.

SYLLABUS FOR PROMOTION TO Hd. CLERK & Sr. CLERK POST

GENERAL

1. Organisation set-up and role of various departments;
2. General Establishment Rules, Schedule of Powers, HOER;
3. Leave Rules, Pass Rules, Service Conduct Rules & D&A Rules;
4. Recruitment, Promotion and Selection in Cadre;
5. Grievance redressal machineries in Railways;
6. Official Language Act and Implementation;
7. Stock & Non-stock items; Stock verification;
8. Placing Indents, Procurement & maintenance of Stores;
9. General Imprest & Stores Imprest;
10. Information Technology, Use of computers in office working;
11. General Arithmetic, Algebra & English of 10th standard.

In addition to above, the following syllabus will be followed on Mechanical Subjects.

MECHANICAL SUBJECTS

1. Railway Establishment and their functioning;
2. Works, M&P & RSP Programme;
3. Safety of Train Running, RSRC Recommendations;
4. Maintenance of Rolling Stock, Rolling Stock Condemnation, Scrap Disposal;
5. CRS sanction of Rolling Stock;
6. Allowance admissible to running staff;
7. 10-hr duty implementation of Running staff;
8. Periodicity of POH & ROH of wagons, coaches and locomotives;
9. Mechanical Code.

[V.S. Garg]

Chief Mechanical Engineer
East Coast Railway/Bhubaneswar

R
25.08.07



Syllabus for selection posts of Sr. Clerk Category
Scale of Pay: Rs. 4500-7000/-
Non-Safety Category

(i) Establishment:-

- (a) Leave rules, Different types of leaves and eligibility criteria, Postings of leaves, Power of sanctioning leaves.
- (b) Pass rules, Different types of passes and eligibility criteria, Maintaining of pass PTO register, card passes.
- (c) Service Sheets, Opening of service sheets, and procedure of maintaining of service sheets.
- (d) Muster sheets, attendance registers and their maintenance.
- (e) Wage period, Preparation of Pay sheet or salary bill and items to be checked by PWI/IOW in Pay sheet or salary bill, PLB, calculation of PLB, preparation of OT bills and checking of TA bills.
- (f) Retirement of staff, Processing of NR & ONR cases, Settlement dues.
- (g) DAR, Imposing of Minor and Major Penalties, Standard forms, DAR enquiries, Suspension, Subsistence Allowance.
- (h) Channel of promotion to staff, Cadre control and pin pointing.
- (i) HOER, Substitutes, Roasters, Diet Allowance.
- (j) W.C act, Enquires on W.C act, Railway act, payment of wages act, minimum wages, RTI act.
- (k) Annual increments, Increment registers, grievance registers.

(ii) Stores:-

- (a) DMTR, Different Types Ledger, Challans, DR, Issue Notes, Stock & Non stock items.
- (b) Different types of stock-BMN, CS, RM, NM, TP etc., and preparation of returns.
- (c) Stock verification, Stock sheets, Clearing of stock sheets, departmental stock verification.
- (d) Stock requisitions and NS requisitions, Local purchase.
- (e) Disposal of scrap, DS-8, Classification of scrap, Condemnations.
- (f) Charged off stores, Consumable stores, Petty stores, Imprest stores.
- (g) Write off sanction.

(iii) Contract Management:-

- (a) Tender
- (b) EMD, SD
- (c) Types of Tenders- Single, Limited, Open, Quotations.
- (d) SMB, Building Register, Site order book, Measurement book.
- (e) On account and Final Bill and various certificates.
- (f) Material statement, Completion Report.
- (g) Important features of GCC, SOR and Arbitration.

(iv) Accounts:-

- (a) Audit para, Accounts inspection notes.
- (b) Imprest.
- (c) Deposit works.
- (d) Finance concurrence.

(v) Passenger amenities

- (a) Stations and yards, Categorization of stations.
- (b) Minimum essential amenities,



::2::

Syllabus for selection posts of Sr.Clerk

(vi) Management:

- Planning and licensing of railway land.
- Boundary verification register, Encroachment Inspection register.
- Act & eviction of encroachments, GMF.
- Commercial & Non commercial plots, Way leave facility, MRT Note book,
- Money receipt book.

(vii) IVU:

- IVU, Classification of LC gates, Conversion from unmanned to manned and manned to unmanned,

(viii) Bhasha:-

- Linguistic criteria, Concept behind implementation of official language.
- Types of Hindi examinations conducted and incentives offered.
- Working knowledge and proficiency in hindi.
- Hindi as official language.

(ix) General:-

- Brief knowledge about Engineering Code, GCC, Arbitration Act.
- Brief knowledge about IREM & IRAM, IRSM provisions.



Office of the

ANNEXURE-'P'

165

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6

Syllabus for Sr. Clerk

1. Various types of leave
2. ZRUCC & DRUCC
3. Various types of concessions granted to passenger for their journey
4. HOER & DAR
5. General knowledge about Indian Railways.
6. Various freight Incentive schemes
7. Passenger amenity works.
8. Store activity
9. General English
10. Simple arithmetic
11. General Knowledge & current event.
12. Implementation of Raj bhasa.
13. Earning contracts in commercial department
14. Private siding policy
15. Station outstanding.

29.8.07

वरिष्ठ वाणिज्य प्रबंधक (सा)
Sr. Commercial Manager (G)
पुर्वतट रेलवे, भुवनेश्वर
East Coast Railway, Bhubaneswar-23

ANNEXURE - Q
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**REVISED SYLLABUS FOR PROMOTION TO THE POST OF SENIOR CLERK OF
CLAIMS OFFICE OF ECoR/HQ/IN THE SCALE OF PAY IN LEVEL-05**

Ref: ECoR/Pers/06/Comml. (Claims)/Syllabus/Sr. Clerk/Suitability

dated 15.03.2022

1. GENERAL:

- (a) General English
- (b) General Knowledge about Indian Railway
- (c) Simple Arithmetic
- (d) Current Affairs
- (e) Rules and various type of Leave
- (f) HOER & DAR

2. COMMERCIAL (CLAIMS)

- (a) Prevention of Claims
- (b) Railways as a common carrier liability.
- (c) Unconnected consignment and matching delivery
- (d) Claims arises due to Diversion

- (e) Missing and Damage goods report

3. COMMERCIAL (REFUND)

- (a) Procedure to deal with claim for refund of over charges.
- (b) Over charge sheet
- (c) Preparation of Pay Order

4. COMMERCIAL (COACHING)

- (a) Rules for refund of fare against reserved & un-reserved tickets
- (b) Partially uses of tickets
- (c) Military Concession voucher
- (d) Refund against e-tickets & i-tickets
- (e) Refund arises due to Diversion, Short-termination/Origination & Cancellation of trains
- (f) Lost/Misplaced/ Torn/Mutilated tickets
- (g) Refund of Security Deposits

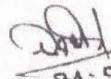
5. Railway Claims Tribunal

- (a) Compensation for the accident cases due to untoward incident/train accident.
- (b) SOP/DOP for settling Claims/Refund cases
- (c) Procedure for receipt/registration/disposal of Claims/Refund cases

6. FOIS, RMS, TMS & PMS

7. OFFICIAL LANGUAGE (RAJ BHASHA)

- (a) Official Language Act. & Implementation of Official Language
- (b) Various Courses for Hindi training for central Government Employee
- (c) Committee on Official Language and various incentives provided by IR to employees for working in Hindi


21.03.22
उ. मु. व. प्रबंधक (कवा)
Dy. CC&M (Claims)
पूर्वतट रेलवे, मुम्बई
E. Co. Railway, Bhutanagar.



Syllabus for promotion to the post of Sr. Clerk (level 05 of 7th CPC) in Operating Department/HQ/BBS

Sl. No.	Subject
1	Organisational set up in Railways
2	Leave Rule
3	Pass Rule
4	D&A Rules and Procedures
5	Basic knowledge of recent developments in freight and coaching operation over Indian Railway and tools developed to judge operating performance.
6	Basic knowledge on COA, FOIS, COIS, ICMS & IRPSM etc.
7	Maintenance of ledger, TP register, DMTR & preparation of requisition for non-stock items
8	Procedure for procurement of non-stock items through Stores department
9	Procedure for purchase of equipments through GeM
10	Knowledge of Rajbhasa Rules

19/11/18
Secy to PLOM



Office of the Manager
Principal Material Manager
Stores & Stores Section
2nd Floor, 1st Floor, 2nd Floor, 3rd Floor
Bhubaneswar-751005

No. ECoR/HQ-Stores/S-2/Syllabus for CBT/D 1538

Dtd. 08.10.2025

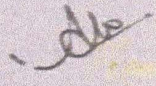
To
Dy. Chief Personnel Officers (Rectt.)
ECoR/BBS.

Sub: Formulation of a Common Syllabus for Computer Based Test (CBT) for Selection to various categories of selection posts in Stores Department/ECoR.

Ref: Your letter No. ECoR/Pers/9-D/Stores/CBT dtd. 10.09.2025.

In reference to the above, the following three items need to be incorporated in the syllabus for promotion to the post of Sr. Clerk-cum-Typist in Pay Matrix Level-5 (PB-1 with GP Rs. 2800/-) attached along with the letter under reference.

1. Tender System and procurement methodology.
2. Inventory turnover ratio, inventory valuation etc.
3. Accounts and departmental stock verification.


(Alok Singh)
CMM/Con

Syllabus for selection of Sr. Clerk-cum-Typist.
Introduction to Railway Organization.
Organization of stores department, on zonal level, district level and depot level.
Codification of items in 8 digits. Unified PL Nos. Advantages of codification
Unit code, Depot code, consignee code, category of stores code, card code, A R D code and allocation code: Purpose & implementation
Sources of supply, various agencies for procurement of stores.
Canons of financial propriety.
Purchase powers of Stores department officers
Tender system, types of tenders, tender committee, finalization of tenders.
Various preferences in purchase.
Contract Management, Liquidated damages, Risk purchase
Registration of Firms
Local Purchase
Earnest Money & Security deposits
Provisioning of material through estimate sheet
Recoupment, shop work order, issue order, red signal
Maxima, Minima, average annual consumption, buffer stock
Difference between Annual Estimate method and Max-Min method and Implications
Computer Generated recoupment (Module-II)
Other methods of recoupment
Sources of receipt of material in depot.
Various registers used in receipt section
Registration of purchase orders, RR, challans, inspection notes
Collection of material from parcel office, goods shed and transport companies, part delivery, open delivery, I Bond, Credit note book
Accountal of material in weighment registers, material received without document, material received from other depots
Inspection of material, inspection agencies, sample
Rejection of material, rejection memo, ground rent on rejected material.
Claim against carriers
Duties of issue clerk, order of posting of receipt and issue vouchers in bin card. Imprest stores. One for one items.
Sub-depot main-depot system. Custody stores. Requisition-cum-issue note.
Issue order. Engineering plant reserve.
Issue to workshops. Receipt of shop manufactured items from workshops.
Issue of items for fabrication, procedure and accountal.
Methods of stocking
Material handling equipments
Concept of shelf life
Various modes of dispatch of material.
Booking of material by parcel, goods. Booking of a full load wagons. Recent policies of Railways for booking wagons & less than wagon parcels
Dispatch of material by registered post parcel, transport companies. Road
Transport contracts. Delivery per bearer, Precautions to be taken
Procedure of store delivery van. Hand delivery. System adopted after stoppage of stores delivery vans
Returned advice note, its valuation, accountal and disposal.
Survey committee, its functions and recommendations. Modes of scrap disposal
Survey sheet, lot register, bid sheet, delivery order. Recent changes in system of scrap disposal.
Prevention of inactive, overstock and surplus items.
A B C, F S N and V E D analysis.
Performance monitoring of stores department.
Inventory turn over ratio. Inventory valuation
Frequency and object of verification of stock items in stores department.

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Verification by accounts department and also by departmental officials.
Finalization of stock sheets and discrepancies.
Objectives, phases and modules of computerization.
Input and output data. Computers printouts. Feeding of stores vouchers as per card codes.
Rejection of vouchers, their rectification. A R D feeding.
Difference between batch mode system & on line system.
Salient features of MMIS
Duties in case of fire. Prevention of fire. Fire fighting equipment.
Accidents like spilling of acids, burst of gas cylinders. First aid.
System of issues at the time of accidents on line, floods.
Raj bhasha rules. Different areas.
Raj bhasha promotion schemes.
Leave rules.
Pass rules.
T A rules
Pay sheet preparation.
Discipline and appeal rules. Railway Service conduct Rules
Creation of work-charged establishment. Need, yardsticks D&G changes, value of scrap sales procedure etc.
Works and M&P Programme, various provisions, GMs powers
Corporate safety plan
Safety issues identified for materials management
Safety items as suggested by RDSO: Brief overview
Procurement & stocking of safety items: Differences compared to other items
Life cycle costing based procurement
Periodic inspection-schedule of stores department
ISO certification of purchase office & stores depots: Purpose & advantages



ANNEXURE-'T'

**SYLLABUS FOR PROMOTION TO THE POST OF SR.CLERK-CUM-TYPIST IN
SCALE PB-1 WITH GP Rs. 2800/-.**

- Ministry of Railways (Railway Board), Railway Zones, Objectives of Railway Management.
- Organizational set up in Railways.
- Production Units and Attached Railway Offices/Organizations.
- Rules governing Recruitment, Training and Development. Appointment on compassionate ground, PWD Quota, Scouts & Guides Quota, Sports & Cultural Quota.
- SC/ST Reservation Policies- both in recruitment and promotion. Maintenance of reservation and Roster Register, Incumbency Register.
- Promotions & Selections, Suitability Test, Trade Test, Seniority and Confirmation.
- Disciplinary and Appeal Rules 1968- Punishments, Penalties, Warning Censure.
- Leave Rules, Pass Rules, Allotment of Quarter, Retention of Quarter & Recovery of rents etc.
- Maintenance of SR and Leave Record.
- Pay Fixation, Allowances, Increment, Pay Bills, Loan & Advances.
- Grant of incentives to staff- Higher Education, Rajbhasa etc.
- Industrial Relations- PNM, JCM, Staff Councils, PREM, Un-recognized Unions/Associations, Recognition of Unions/ Association.
- Staff Grievances and redressal of grievances.
- Hours of Employment Regulation.
- Staff Welfare and Welfare Organizations in Railways.
- Retirement Benefits
- Right to Information Act-2005
- New Pension Scheme.

16/6/16



ANNEXURE - "U"



EAST COAST RAILWAY

Office of the PF,
2nd Floor, Rail Sadan, C.S.Pu
Bhubaneswar-751 017

Date: 23.09.2025

No: ECoR/ Accts/ BBS/ FA(F&B)/ Syllabus

Dy.CPO(Rectt)
ECoR/BBS.

Sub. : Preparation of common syllabus for slection to the post of Seni
Clerk -cum-Typist in Level-5 against 66.6% DPQ in Statisti
Department of ECoR through CBT.

Ref: Your office Ltr. No.ECoR/Pers/01/MISC/Syllabus/Statist
dtd.11.09.25.

With the above subject, the finalized syllabus of Senior Clerk -cum-Typist
Level-5 against 66.6% DPQ in Statistics Department is enclosed for your kind informati
and necessary action.

(Shashikant Mishra)
FA&CAO(F&B)

शशिकांत मिश्र, आई.आर.ए.एम
Shashi Kant Mishra, IRAS
वित्त सलाहकार एवं मुख्य अधिकारी (पी एल बी)
Financial Advisor & Chief Accounts Officer (F&B)
पूर्व तट रेलवे/East Coast Railway
भुवनेश्वर-७५१०१७/Bhubaneswar-751017



**SYLLABUS FOR SENIOR CLERK- CUM – TYPIST IN LEVEL-5 AGAINST 66.67% DPQ IN STATISTICS
DEPARTMENT PROMOTION IN ECoR.**

1. ESTABLISHMENT MATTERS

- Organizational set up in Railway
- Various kinds of leaves
- Leave Rules, Pass Rules
- Increment Pay bills, Loan and Advances
- D&A Rules

2. STATISTICAL COMPILATION WORKS

Name of monthly statements of Statistics

Information available from Monthly Statements

- 1A- Passenger Train Performance (Punctuality Statistics)
- 1B- Passenger Train Performance
- 2- Goods Train Performance
- 3- Passenger and Goods Train Performance (Tonne Kilometers and figures based on them)
- 4A- Rolling Stock (Locomotive Performance)
- 4B- Rolling Stock (Carriage and Wagon) Performance
- 5A- Fuel and Power Statistics
- 6A- Lubricating Oil Statistics
- 6B- Parcel Traffic Statistics
- 7A- Revenue Freight Traffic Statistics (Plan Head Commodity groups on originating basis)
- 7B- Revenue Freight Traffic Statistics (Detailed Commodity-wise on originating basis)
- 7C- Commodity Statistics (Carried basis)
- 8C- EMU, MEMU, DHMU, DEMU trains, rail bus and rail car performance for non-suburban Sections.
- 9- Train Performance of Narrow Gauge
- 10- Managerial Information Monthly Statements (1-A to 5)

3. INFORMATION AVAILABLE FROM PERIODICAL STATEMENTS

- a. Telegraphic report of Approximate Gross Earnings and Traffic Handled
- b. Advance Statement of Approximate Gross earnings and traffic handled on originating basis and carried basis
- c. Statement of Gross Earnings and Traffic handled by the Station staff (ST-5 returns)

 बि.स. एवं म.स. (वि.स. एवं म.स.)
F.A. & C.A.O. (F&G)
पूर्व तट रेलवे/East Coast Rail
भुवनेश्वर/Bhubaneswar



4. DEFINITIONS

Primary Unit, Fundamental Units, Derivative Units with examples, Local traffic, Carried Traffic, Originating Traffic, Terminating traffic, Gross traffic with examples, Route Kilometer, Running Track Kilometer, Mean Kilometer, Gross Earnings, Net Earnings, Revenue Traffic, Non-revenue Traffic, Gross Tonne Kilometer, Net Tonne Kilometer, Suspense, Working Expenses, Gross earnings, Assistance required engine, Light Engine, Through Goods train, Shunting and siding services.

5. INFORMATION AVAILABLE FROM ANNUAL STATISTICAL STATEMENTS

- 1- Financial Results of Govt. Railways
- 2(a) Capital-at-Charge of Govt. Railways (excluding worked lines)
- 2(b) Capital Outlay of branch lines worked by Govt. Railways
- 3- Total investment of Govt. Railways (excluding worked lines) from different sources
- 4- Working expenses (excluding suspense and payments to worked lines) of Govt.
- 5- Capital-at-charge/Capital Outlay, Revenue earnings and expenses.
- 6- Gross earnings of each Railway Systems
- 7- Working expenses (excluding Suspense and payments to worked lines)
- 8- Kilometrage Statement
- 9A- Mean kilometrage worked, No. of stations, Gradients on Government Railways.
- 9B- No. of stations classified
- 10 A, B, C- Rolling Stock in Service on Govt. Railways
- 12- Passenger Revenue Statistics of Govt. Railways – Passengers Originating and carried
- 13- Goods Revenue Statistics of Govt. Railways – Tonnes originating
- 15- Results of working of Coaching and goods services on Govt. Railways
- 16- Tonne Kilometrage pertaining to Steam, Diesel and electric locomotives on Govt. Rlys.
- 17- Train and Engine Kolometrage
- 18- Engine Hours
- 19 (a)- Vehicle and Wagon kilometer
- 19 (b)- Goods train performance
- 20 Running of train and Speed of Goods train
- 21-Shunting and light running
- 22- Engine usage on Govt. Rlys- Average no. of engines used daily on various services, EKM/day per engine employed on various services and NTKM per locomotive day
- 23- Loads of trains of Govt. Rlys.
- 24- Vehicles and wagons no. and these usage Govt. Rlys.
- 25- Density of traffic on Govt. Rlys.


बि.स. एवं फू.ले.अ. (वित्त एवं खरीद)
F.A. & C.A.O. (F&B)
पूर्व तट रेलवे/East Coast Railway
भुवनेश्वर/Bhubaneswar



- 26(a)-Repair of Rolling stock
- 26(b)- Cost of repairs and maintenance of rolling stock of Govt. Rlys.
- 27(a)- Fuel Consumption by classes of fuel on Govt. Railways
- 27(b)-Fuel Consumption by classes of services on Govt. Railways
- 27(c)- Electric power consumption by classes of services
- 28- Efficiency statistics of Govt. Rlys- NTKM, GTKM per engine hr. and Turnaround
- 30-Analysis of working expenses
- 31 - Oil Consumption on Govt. Railways
- 32- EMU train statistics
- 33- Performance of Rail Cars/Rail buses
- 38(a), 39(a)- Value of Stores purchased by Govt. Rlys, Stores transaction of Govt. Rlys
- 38(b), 39(b)- Stores purchased and modes of procurement, summary Statement of Stores transaction on Govt. Rlys
- 40- Staff Statistics
- 41- Statistics of accidents and unusual occurrence
- 43- Cost of Police Force and RPF employed
- 44- No. of Sub-standard staff quarters on Govt. Rlys.

वि.स. एवं मू.ले.न (वि.स. एवं मू.ले.न)
F.A. & C.A.O. (F&B)
पूर्व तट रेलवे/East Coast Railway
भुवनेश्वर/Bhubaneswar



Annexure-X

Date - _____

To
The Dy.CPO/RRC,
East Coast Railway,
Bhubaneswar.

(Through Proper Channel)

Sub: For selection to the post _____, Level _____,
against _____ % of Quota, _____ Department.

I the undersigned hereby state that I am **unwilling** to appear for the selection to the post
of _____ Level _____ against _____ % of quota _____ Department
which was notified vide Notification No _____, Dated-

Signature _____

Name of Employee _____

HRMS ID/ PF No- _____

Designation _____

Division/Unit _____

Phone No- _____

Am