



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/Jr. clerk/LDCE/CBT/Notice

Date-14.07.2026

NOTIFICATION

Sub: Selection for promotion to the post of Jr. Clerk-cum-Typist in Pay Matrix-2 against 16.67% LDCE Quota in Depot Cadre of Stores Department of East Coast Railway.

It is proposed to conduct a General Selection to fill up 04 (i.e.03-UR & 01-SC) including 01PwBD(VH) vacancies for promotion to the post of Jr. Clerk-cum-Typist in Pay Matrix Level-2 against 16.67% LDCE quota, Hence, inviting applications from amongst the serving erstwhile Group-D employees in Level-1 working as General Asst. (Office Peons/Jamadar Peons, Record Sorters), Asst. Depot-Stores (Helper/Khalasi), Material Checker, House Keeping Assistant- Stores (Safaiwala) etc. in Depot Cadre of Stores Department of East Coast Railway.

1	No of Vacancy	Details of vacancy position are attached as Annexure-A
2	Pay Scale	Level-02 in 07 th CPC
3	Eligibility Conditions	a. In terms of RBE No. 165/2003 & RBE No. 157/2015, vacancies against 16.67% LDCE quota for Jr. Clerk-cum-Typist shall be filled entirely on 'merit basis' by selection from employees working in Level-1 having a minimum of 02 years' regular service in the seniority unit, on the basis of competitive examination consisting of written test and record of service comprising 85 & 15 marks respectively. b. As it is a General Selection post, all-serving regular employees in Level-1, having lien in seniority groups of Depot Cadre of Stores Department of East Coast Railway viz. General Assistant. (Office Peons/Jamadar Peons, Record Sorters), Asst. Depot-Stores (Helper/Khalasi), Material Checker, House Keeping Assistant-Stores (Safaiwala) etc. with minimum 02 years' regular service as on the date of notification irrespective of the fact whether GEN/OBC/SC/ST. c. The cut-off date for determining the eligibility is the date of issue of this notification.
4	Educational Qualification	1. Minimum educational qualification appointed in the above eligible category mentioned in item3(b) before 17.12.2014 is Matriculation passed or equivalent educational qualification vide RBE No. 157/2015. 2. Minimum educational qualification appointed in the above eligible category mentioned in item3(b) on or after 17.12.2014 is 12th (+2 Stage) or its equivalent examination with not less than 50% marks vide RBE No. 157/2015.
5	Syllabus	Syllabus are enclosed at Annexure-C (Stores Department)
6	Pre- Selection Training	a. The pre-selection training will be provided to eligible reserved employee by their respective unit/division/department in terms of RBE No-142/2019.

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 in CBT Mode followed by scrutiny of Service Record, APARs. Written Examination i. The posts in the category of Jr. Clerk-cum-Typist in Level-2 against 16.67% LDCE quota shall be filled on the basis of selection. The selection process shall consist of (i) Written examination (85 marks max.) & (ii) Record of Service (15 marks max). ii. In order to bring objectivity to the selection process, it has been decided by Railway Board Vide RBE No. 196/2018 that the questions for the written examination will be 100% objective multiple choice type both in Hindi & English. iii. Accordingly, there shall be 110 multiple choice objective type questions with four answer options i.e. A, B, C & D and the candidates have to answer a maximum of 100 questions. In case, any candidate answers more than 100 questions, the first attempted 100 questions are to be taken for evaluation and rest will be ignored iv. 10% of the total marks allotted, should be set on Rajbhasa on official language policy & Rules, which will be optional. v. There shall be negative marking for incorrect Answers. One-third of the marks allotted for each question will be deducted for wrong answers (RBE No. 194/2019). vi. 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. vii. In terms of RBE No-91/2022, Answer key will be published on the ECoRly website after completion of main written exam and supplementary exam if any. viii. Answer/Response sheets will be evaluated in terms of RBE No-59/2022 & 122/2023 through computerization mode. ix. Both physical and biometric attendance marked at the examination venue. a) Candidates who attend the selection and secured minimum prescribed percentage of the qualifying marks i.e. 50% in the written test and 50% in the aggregate will be empanelled against UR vacancies and the SC candidates, who secure 40% marks in the written test and 40% marks on the aggregate will be empanelled against the SC vacancy in order of merit. b) Only those who secure the prescribed percentage of qualifying marks in the written test will be subjected to scrutiny of Record of Service/APAR. c) The panel against 16.67% LDCE quota of Jr. Clerk-cum-Typist shall be drawn in the order of merit amongst the qualified employees.
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8	Other Condition	For promotion to the post of Jr. Clerk-cum-Typist in level-2, the employees will have to possess a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi. Promotion may, however, be allowed on provisional basis and the staff concerned may be given 02 years' time from the date of promotion to qualify in the prescribed typewriting test for confirmation/regularization in Jr. Clerk-cum-Typist.
9	Duration of Examination	The duration of the written exam will be 02:00Hrs (120 Minutes.)
10	<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.
11	Issue of Admit Card	a. RRC/ECOR will issue e-admit 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)
12	Tentative Date	1. Date of Written Test: Last week of September' 2026
13	Supplementary Written Exam	Since the panel is to be formed on the basis of merit, there will be no supplementary selection for the Absentees.
14	How to Apply	1. Application in the prescribed proforma, are therefore, invited from employees fulfilling the prescribed eligibility condition, which are to be submitted through proper channel. Application should be submitted in Annexure-B format only (Copy enclosed) 2. <u>Last date for submission of application is 14.08.2026.</u> Applications should be routed by the volunteering employees through their controlling supervisors/officers to the Personnel Officer in charge of the unit. All the applications should be consolidated and verified by the Sr. DPOs/DPO(IC)/SPO(Con)/WPO and only eligible applications after preliminary scrutiny should be sent in a bunch together with the consolidated list of eligible/in-eligible candidates so as to reach this office <u>on or before 21.08.2026 positively.</u> The applications sent directly or in piece-meal to this office will not be entertained. 3. The volunteering staff who satisfy the prescribed conditions of eligibility will be given alert notice to appear in the written examination which will be held at short notice. However, the exact date, time & venue of the written exam will be intimated later on.

15	Note: - Wide circulation may please be given amongst the staff of Stores Deptt./ECoR to avoid any complaints at a later date. 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 is also available in East Coast Railway website at [https://rrcbbs.org.in].		
16	<table border="1"> <tr> <td>Other Conditions</td><td> - 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. - Representation if any against this notification should be submitted to PCPO/BBS on or before 17.07.2026, so that the same will be put up to the competent authority for consideration. Representations received beyond 17.07.2026 will not be entertained. </td></tr> </table>	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. - Representation if any against this notification should be submitted to PCPO/BBS on or before 17.07.2026, so that the same will be put up to the competent authority for consideration. Representations received beyond 17.07.2026 will not be entertained.
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Encl: 1. Vacancies of Jr. Clerk Depot Cadre (Level-2) (Annexure-A)
2. Syllabus (Annexure-C)
3. Application Format (Annexure-B)

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(Pramod Behera)
Senior Personnel Officer-(HQ)
For Principal Chief Personnel Officer

Copy to All Concerned

1. PCMM, PFA, PCPO/ECoR/BBS, CPO(Admin).
2. DRM(P)/ECoR/KUR, WAT, RGDA & SBP.
3. Sr. DMM- KUR, WAT, RGDA & SBP.
4. Dy.CMM/CRW/MCS, SMM-I/GSD& SD/MCS,
5. Dy.CPO/HQ/ECoR/BBS, DPO(IC)/RGDA, WPO/CRW/MCS, SPO(Con)/BBS
6. AMM/WSD/VSKP, AMM/DLS/VSKP, AMM/ELS/VSKP & AMM/ELS/ANGL.
7. OS/RRC/CBT(Incharge)/ECoR/BBS
8. Notice Board of PCPO Office/ECoR/BBS

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For Principal Chief Personnel Officer

**COMMUNITY WISE VACANCY FOR SELECTION OF JUNIOR CLERKS IN
STORES DEPOT CADRE OF STORES DEPARTMENTS AGAINST 16.67% LDCE QUOTA.**

Department & Name POST	Mode of Filling	STORES DEPOT (ZONAL CADRE)					TOTAL
		U R	S C	S T	Total	Pw BD	
Store Depot Jr.Clerk	16.67% LDCE	03	01	00	04	01(VH)	04
Grand Total		03	01	00	04	01	04

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

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Annexure-C

SYLLABUS FOR THE WRITTEN EXAMINATION FOR SELECTION TO THE POST OF JR. CLERK-CUM-TYPIST AGAINST LDCE QUOTA IN STORES DEPARTMENT.

The written test shall consist of ONE PAPER divided into TWO PARTS, namely PART-A and PART-B. Total Marks will be 100 marks with 100% objective multiple choice type questions.

PART-A

GENERAL ENGLISH:

Meanings, Antonyms, Synonyms, Sentence correction, Spelling, preposition, conjunction, verb-tense usage.

PART-B

GENERAL KNOWLEDGE & ARITHMATIC:

I. Basic General Knowledge & Current Affairs:

- 1) Indian Railways organization structure- Railway Board. Zonal Railways, Divisions, Production Units etc including organization of Stores Department.
- (2) East Coast Railway Zone- Organization structure, geographical jurisdiction important stations, important loading points, important tourist locations etc.
- (3) Historical and current Personalities and Places of national importance.
- (4) Current General Knowledge about Indian Government (e.g, important Offices, Ministers etc.) and Sports and Sports Personalities.

II. Arithmetic

Multiplication, Division, Averages, Percentages, Profit and Loss, Time and Work. Speed and Distance and Simple Interest etc.

- III. Rajabhasa:- (10 Marks) (Optional)** The question paper shall also contain questions on Official Language policy and Rules to the extent of 10% of the total marks allotted, which will be optional.

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ANNEXURE-B**PROFORMA OF APPLICATION FOR THE POST OF JR. CLERK-CUM-TYPIST IN PAY MATRIX LEVEL-2 AGAINST 16.67% LDCE IN DEPOT CADRE OF STORES DEPARTMENT, EAST COAST RAILWAY.**

I do hereby volunteer for selection to the post of Jr. Clerk-cum-Typist in Pay Level-2 as notified vide PCPO/BBS' letter No. ECoR/Pers/Selection/Jr. clerk/LDCE/CBT/Notice dated 14.07.2026 duly accepting all the terms and conditions and other details mentioned in the notification. I confirm that my personal/Service details are as follows:

Paste Pass port photo
of the applicant

1.	Name	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Date of Appointment	:	
5.	Capacity on initial Appointment	:	
6.	Date of Temporary Status	:	
7.	Date of Regularization	:	
8.	P.F. No.	:	
9.	Community (UR/OBC/SC/ST)	:	
10.	Academic Qualification (as per entry in SR)	:	
11.	Present Substantive Post	:	
12.	Present (scale of pay) Pay level	:	
13.	Working Unit	:	
14.	HRMS ID	:	
15.	Email ID	:	
16.	Whether PWbD or Not? if specify type and Scribe option for the purpose written exam.		
17.	Mobile/Phone No.	:	

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be canceled.

Date:

Signature of the Applicant

Certified that the above employee has submitted the application before the cutoff date in this office.

Date:

Signature & Designation of the Controlling Officer with office stamp.

Certified that the service particulars of the above employee are found correct as per the service record maintained in this office.

Date:

Signature of the cadre Personnel Officer with office stamp

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