

पूर्व तट रेलवे/East Coast Railway

मंडल रेल प्रबंधक कार्मिक (का कार्यालय)
Office of the
Divisional Railway Manager (P)
सम्बलपुर / Sambalpur
Date. 10.11.2025

No.Sr.DPO/SBP/Pers/Jr.Clerk/Sele/33-¹/₃%DPQ/2025

To
The CMS, Sr.DEN(Co-ord), Sr.DME, Sr.DEE(OP), Sr.DSTE, Sr.DEE(G), Sr.DOM, Sr.DSO,
Sr. DCM, Sr. DEE(TRD), Sr.DMM, RBA, PS(Gaz) to DRM/SBP, E.Co.Railway, Sambalpur.

Sub:- Selection for promotion to the post of Jr.Clerk-cum-Typist in Pay Matrix Level-2 (GP- ₹1900/- of 6th CPC) against 33¹/₃% DPQ of SBP Division.

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1. It is proposed to conduct a selection to draw a provisional panel of Jr.Clerk-Cum-Typist in Pay Matrix Level-2 (GP- ₹1900/- of 6th CPC) against 33¹/₃% DPQ of SBP Division to fill up the following vacancies from erstwhile Group-'D' category (i.e. staff in Pay Matrix Level-1 (GP- ₹1800/- of 6th CPC).

Vacancies assessed against 33 1/3% DPQ of SBP Division are as below:

Srl. No.	Department	Vacancy	Break up		
			UR	SC	ST
1	Operating	02	01	01	00
2	Engineering	02	02	00	00

2. Application in the enclosed format are hereby invited from eligible and willing staff working in SBP Division/ECOR and also from the staff holding lien in Sambalpur Division but working in other Division/Construction Organisation (except Accounts, Security & Store).
3. Before sending the applications to this office it should be ensured that the service particulars are verified (where the service records are maintained in Sub-Division Unit) and necessary endorsement for the above verification must be made in the applications.
4. The above vacancies include one PwBD vacancy earmarked for Benchmark Disability VI (B, LV) as per Railway Board's letter No. E(GP)2022/2/20 dated 18.08.2022 (RBE No. 97 of 2022).

ELIGIBILITY CRITERIA:

5. (a) Railway servants in erstwhile Group-'D' office categories like Office Peons, Record Sorters, Ferro Typers etc. for whom no other regular avenue of promotion into Group-'C' categories exists in their own or other department (**Ref: ECoR's Estt.Srl.No.EPS-7/2005**),
(b) Rest House Care Takers of any department for whom there is no avenue at present,
(c) Office KSIs & Office Chowkidars of any department of Division office,
(d) Store KSIs of IOW/PWI/Subordinate Units who are not having any specific channel of promotion (**Ref: CPO/ECOR/BBS' letter No.ECOR/Pers/04/AVC/RHCT/LAB/WAT/ 16 dtd.06.09.2012**) and
(e) All erstwhile Group-'D' Railway servants in Pay Matrix Level-1 (GP- ₹1800/- of 6th CPC) who are not having specific avenues of Promotion into Gr.-'C' categories in their own department are eligible to apply for the above post.
6. The Railway servants as mentioned in item No.4 (a) to (e) above should have put a minimum of 02 years regular service as on **10.11.2025** and successfully completed their probation period in the recruitment grade as per RBE No.20/2019 and ECoR Estt. Srl No.35/2019 [counting from the date of temporary status in case of initial engagement as substitute (**Ref: S.E.Rly.Esst.Srl.No.32/2003 & RBE No.20/2003**) in the eligible category].

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7. Candidates placed on the provisional panel for promotion to the post of Jr.Clerk-cum-Typist have to qualify the type-writing test on computer (RBE No.113/2005 & Estt. Srl. No.17/2005) in two genuine attempts within a period of 02 (Two) years from the date of promotion on provisional basis as per RBE No.09/2023 and if they fail to qualify the same within the said period, their service may be regulated as per RBE No.02/2017. These rules have been relaxed in favour of physically handicapped staff unable for type writing as per provision laid down in Estt.Srl.No.21/96.

8. **MODE OF SELECTION:**

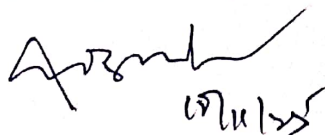
The eligible staff who satisfy the above prescribed conditions of eligibility will be called for selection which will comprise of written examination on CBT/TBT mode followed by scrutiny of Service Record, last three years APARs etc as per extant rules.

Written Examination (CBT/TBT) Mode.

- (a) 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/Table.
- (b) The duration of written test examination will be of 120 minutes.
- (c) The question paper will consist of 100% objective multiple choice type both in English & Hindi
- (d) There will be 110 multiple choice objective type questions with four answer options including ten questions (optional) will be from "Rajbhasha" and the candidates have to answer to maximum of 100 questions. In case candidate answers more than 100 questions, the first 100 attempted questions are to be taken for evaluation and rest will be ignored.
- (e) There shall be no negative marking for wrong/incorrect answer.
- (f) Written examination on CBT/TBT mode shall be aimed to test the working knowledge of the railway employees in English language, General standard of intelligence and proficiency through question in Arithmetic, General knowledge mainly pertaining to railway matters and matters immediately pertaining to the work he/she has been acquainted with during his/her railway service.
- (g) The question paper shall also contain 10 questions on official language policy and rules.
- (h) Answer / Response sheets will be evaluated in terms of RBE No. 59/2022 & 122/2023 through computerization mode.
- (i) Both physical and biometric attendance will be marked at the examination venue.
- (j) 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 Record, APAR of last three years, SPE/Vigilance/D&AR clearance.

9. **Objection Tracker**

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.



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10. **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 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)

9. **Last date for submission of application to the concerned Branch Officer through Unit In-charge is 01.12.2025 and Branch Officer should forward the applications in a bunch with a consolidated statement to this office on or before 05.12.2025 . No application should be entertained after the target date from Units to the Branch Officer. No application will be received directly from the staff concerned unless it is routed through Branch Officer and no application will be entertained in a piecemeal manner.**

Branch Officers are requested to give the Notification wide publicity amongst the staff working under their control.

Encl.: Application Proforma.



(दिगंबर पाढी / Digambar Padhee)

सहायक कार्मिक अधिकारी/Asst. Personnel Officer

कृते मंडल रेल प्रबंधक/कार्मिक/(सम्बलपुर

for Divil. Railway Manager(P)/Sambalpur



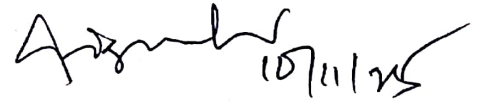
Copy to: PCPO/ECOR/BBS, Dy.CPO(Rectt.)/RRC/ECOR/BBS for information please.

Copy to: DC/ECORSC/SBP, DC/ECORSU/SBP, DS/AISCSTREA/SBP for information please.

Copy to: Dy.CE(Con.)/ECOR/SBP, for information & intimation to eligible staff if any working under their control with maintaining lien in open Line of SBP.

Copy to: Ch.OS(PERS): He is advised to wide circulation the notification among the eligible staff of Personnel Department and submit the options to Ch.OS (Staff) of this office with consolidated statement as per above scheduled i.e. 01.12.2025.

Copy to: Notice Board of DRM's office Complex.



कृते मंडल रेल प्रबंधक/कार्मिक/(सम्बलपुर

for Divil. Railway Manager(P)/Sambalpur

PROFORMA

Amul
15/11/25

ANNEXURE-I

APPLICATION FOR SELECTION TO THE POST OF JR.CLERK-CUM-TYPIST IN PAY MATRIX LEVEL-2 (WITH GP- ₹1900/- OF 6TH CPC) AGAINST 33¹/₃% DEPARTMENTAL PROMOTIONAL QUOTA.

Ref :- Notification No. Sr.DPO/SBP/Pers/Jr.Clerk/Sele/33-¹/₃%DPQ/2025, dtd. 10.11.2025.

1. Name :
2. Whether SC/ST/UR :
3. Present Designation/Station :
4. Date of entry to the present Post :
5. Date of Birth :
6. Date of initial Appointment & Category :
7. Date of attaining Temporary status if any :
8. Length of regular service as on 10.11.2025
(From the date of temporary status in case
of initial engagement as Substitute) :
9. Educational Qualification :
10. Option for medium in written exam (Tick your
choice) for Part-B of the question paper : ENGLISH / HINDI

Date of application:

Signature of the candidate

Remarks, whether SPE/Vig/D&A cases
Pending if any :

Signature of Controlling Officer/In-charge

