

Northeast Frontier Railway

Office of the
General Manager (P)
Maligaon, Guwahati – 11
Dated:- 07.01.2021.

No.E/283/15/Sr.Clerk/LDCE(Q)

To,
GM/CON/MLG
All PHODs/CHODs
Chairman/RRB/GHY
Addl. Registrar/RCT/GHY
Dy.CMM/PNO, Dy. CE/Br. Line/MLG
Sr. DME/D/NGC, Sr. DSTE/MW/MLG, Sr.DEN/MLG,MD/CH/MLG
Dy.CPO/HQ, CRRC/GHY & Dy.CPO/Con/MLG
SPO/RP, DPO/GHY
APO/M, APO/T, APO/Engg, APO/Bill, APO/Gaz., APO/MPP & IT, PS-I to PCPO

Sub:- Filling up of vacancies in Sr.Clerk in Level-5 against 13 ¹/₃% LDCE quota of all departments of HQ (except RPF & Accounts).

It has been decided to hold Limited Departmental Competitive Examination (LDCE) from amongst the Serving Graduate Jr.Clerk of all departments (except RPF & Accounts)of HQ Unit/MLG in order to fill up the vacancies in the category of Sr.Clerk in Level-5 against 13 ¹/₃% LDCE quota of all departments of HQ. The detailed of vacancies of Sr.Clerk in Level-5 against 13 ¹/₃% LDCE quota are as under :-

| Number of posts to be filled up | UR | SC | ST |
|---------------------------------|----|-----|-----|
| 15 | 15 | Nil | Nil |

Eligibility Criteria:-

Serving Jr.Clerk in Level-2 (except RPF & Accounts) with two years residency period possessing the qualification of Graduation working at HQ/Maligaon Office and non-divisionalised units within the jurisdiction of PNO-MLG-GHY area including staff working under GM/CON/MLG whose lien and seniority are being maintained at HQ/Maligaon. For promotion against this quota, candidates will be required to possess a typing speed of 30 w.p.m in English or 25 w.p.m in Hindi. Promotions may however, be allowed on provisional basis and the concerned staff given two years time from the date of promotion to qualify the prescribed typewriting test and if fail to qualify the prescribed typewriting test within the said period, they will be liable to be reverted.

It is therefore, requested to give the notification wide publicity amongst the staff working under you and on receipt of the options/applications if any from the staff concerned, the same may be sent to the undersigned by 07.02.2021 positively. All the applications are to be sent by the controlling officer of the staff concerned to this office duly certified by cadre officer/controlling officer and same is to be sent to this office on or before 07.02.2021. After receipt of option/application within the time limit mentioned above will not entertained any circumstances. A specimen copy of application form and syllabus are


7.1.2021
SPD/Recd.

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enclosed herewith. Attested copies of certificates in support of educational qualification, two passport size colour photographs without glass & cap one to be pasted in the application form with signature and another to be attached with application form.

DA:- As above.


(C. S. Pandit)

Sr. Personnel Officer/Rectt
For General Manager (P)/NFR/MLG

Copy for information please:-

1. CPO/Admn/NFR/MLG
2. CPO/IR
3. General Secretary/NFREU, NFRMU,AISCSTA, NFROBCA


(C. S. Pandit)
For General Manager (P)/NFR/MLG

Format of application for the post of .Sr.Clerk in Level-5 against 13 1/3% LDCE Quota`

(Application to be filled up by the Candidates in his/her own handwriting)

Recent Passport
size colour
photograph
without glass &
cap to be pasted
here

1. Name in full (in block letters) :-
2. Father's/Husband's name :-
3. Date of Birth :-
4. Date of Appointment :-
5. Present Designation :-
6. Present Pay & Level :-
7. P. F./NPS No. :-
8. Community (UR,SC,ST) :-
9. Date of Promotion/Appointment as Jr. Clerk:-
10. Department :-
11. Place of working :-
12. Working under :-
13. Educational qualification (attach attested copies of certificate) :-
14. Whether SC/ST. If so sub-caste (attach attested copy of caste certificate) :-

Signature of Candidate:-

Date:-

Place:-

Office Phone No.:-

Personal Contact No.:-

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The particulars furnished by the staff have been checked up and found correct as per records.

Signature of Cadre Officer/Controlling Officer with seal

Syllabus for the post of Sr.Clerk in Level-5 against 13 ¹/₃% LDCE

Quota.

1. **OFFICE PROCEDURE :**
 - a. Dak handling
 - b. Maintenance of files
 - c. Record Keeping
 - d. Maintenance of statistics
2. **WRITING SKILL**
 - a) Letter/D.O writing
 - b) Notifications
 - c) Note writing
 - d) Speaking Orders
3. **Procedure of stores procurement**
4. **Railway Organizational structure**
5. **Railway Housing (Rly Qtrs Allotment) policy**
6. **Discipline and Appeal rules and Service conduct rules.**
7. **Recognition of Trade Unions Facilities to office bearers of recognized Unions/Associations.**
8. **Medical examination and facilities available to Railway employees.**
9. **Audit and Accounts narrative report.Drafts paras and their disposal**
10. **Man power Planning –**
 - a) Vacancy bank register
 - b) Creation of posts
 - c) Bench marking
 - d) Supernumerary posts
 - e) Redeployment of surplus staff
11. **Pay Rules , Pay and allowances**
12. **Leave Rules and Pass Rules**
13. **Railway Pension Rules**
14. **Hours of employment regulations**
15. **Labour Rules**
 - a) Industrial Disputes Act,1947
 - b) Payment of wages Act,1936
 - c) Minimum Wages Act,1948
 - d) Workmen compensation Act,1923
 - e) Right to Information Act.2005
 - f) Official Language Rules and Policy.
16. **Basic Knowledge of IT**
 - a) **Application of computer in office working**
 - b) **Advantage of computer.**
 - c) **Types and characteristics of computers, operating system ,components& parts of computer and related accessories and devices.**
 - d) **MS office Applications—MS word, MS Excel, ,MS Power point, MS Access.**
 - e) **Use of Internet and E.Mail.**

RD
SPO/2023