

METRO RAILWAY
KOLKATA

No.MRTS/E.328/2/Promotion (Gr.D)/33.33%

Date: 09.08.2024

CORRIGENDUM

All Concerned (excluding Accounts & Security)
Metro Railway, Kolkata.

Sub.: Selection for promotion to the post of Jr. Clerk-cum-Typist in Level-2 of Pay Matrix of 7th PC against 33.33% Promotional Quota (i.e. Gr.'D' to Gr. 'C') in Metro Railway, Kolkata by calling volunteers from all Departments (except Accounts & Security Deptt.).

Ref.: This office letter of even no. dated 22.06.2023.

In reference to the notification issued on 22.06.2023 for promotion to Jr. Clerk-cum-Typist (in Level-2), the following modifications have been made with the approval of Competent Authority.

1) The details of Breakup of vacancy will be read as under:-

Category /Post	UR	SC	ST	Total	PwBD (VH)
Jr. Clerk-cum-Typist	11	03	01	15	01

2) It is stated that the employees who belong to the PwBD (VH) category may submit application in response to the Notification dated by 22.06.2023.

3) It is also stated that only House Keeping Assistant, Commercial Porter & PwBD(VH) candidates who were eligible as per the terms & conditions of Notification dated 22.06.2023 will be eligible to apply in response to the present letter.

4) The applications submitted earlier by all the employees will be automatically considered & they need not apply again.

5) The last date for submission of application is 31.08.2024.

6) The applications should be sent directly by the employees through email to the email address of SPO/T i.e. spo@mtp.railnet.gov.in.

7) The earlier notification under reference is attached.

SP
21/24
09/08/24
Assistant Personnel Officer/IC
for Principal Chief Mechanical Engineer

Metro Railway
33/1, Jawaharlal Nehru Road
Kolkata

15/6

No.MRTS E.328/2/Promotion(Gr.D)/33.33%

Dated: 22.06.2023

All Concerned (excluding Accounts & Security)
Metro Railway/Kolkata.

Sub: Selection for promotion to the post of Jr. Clerk-cum-Typist in Level-2 of Pay Matrix of 7th PC against 33.33% Promotional Quota (i.e. Gr.'D' to Gr.'C') in Metro Railway/Kolkata by calling volunteers from all Department (except Accounts & Security Deptt.).

1. It has been decided by the appropriate authority to conduct a Selection Test for formation of panel for the post of Jr. Clerk-cum-Typist in Level-2 of Pay Matrix of 7th PC, against 33.33% Promotional Quota in all Department (except Accounts & Security Deptt.) in Metro Railway/Kolkata. The details of vacancies are as under :

Category/Post	UR	SC	ST	Total
Jr.Clerk-cum-Typist	11	03	01	15

2. Applications are invited from the eligible serving employees fulfilling the following eligibility criteria.
3. **Eligibility and service conditions of staff:**
The erstwhile Gr.D staff who have completed 02(Two) years continuous service(TRS) in the relevant grade irrespective of the fact whether such staff belong to General/OBC/SC/ST on the date of notification having no avenue of promotion(viz.Peon, Record Sorter, Dak Currier, Store Khalasi/ADS) in their own channel are eligible to apply for the above Selection.
4. **Mode of selection.**
- 4.1. The Selection shall consist of a written examination and assessment of Record of Service.
- 4.2. The duration of written examination will be of 120 minutes.
- 4.3. **Written examination.**
Part-A : Intended to test the working knowledge in English language.
Part-B : General standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters pertaining to work. The question paper shall also contain 10% questions on official language policy and rules.
- 4.4. The question paper will consist of 100% objective multiple choice questions and to be printed in bilingual form i.e. both in English & Hindi. The answers are to be marked on OMR answer sheet. There will be four answer options A, B, C & D.
- 4.5. The panel shall be drawn in order of seniority amongst the qualified employees taking into account the notified vacancies.
5. **Other conditions.**
A typing skill (30 w.p.m. in English or 25 w.p.m. in Hindi) is pre-requisite condition for promotion to the post of Jr.Clerk-cum-Typist. The successful volunteers are required to acquire the typing skill within a period of two years from the date of promotion and their promotion will be provisional subject to acquiring the prescribed typing skill within the stipulated period. In case of their failure to qualify in the typewriting test within this period, they are liable to be reverted.

Contd.to P/2.

12/6/2023

12/6/23

Metro Railway

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6. **Submission of application.**

Last date for submission of applications by the willing employees is 14.07.2023. Applications of volunteering employees should be routed through their controlling supervisors/ officers to the office of the PCPO. All the application should be consolidated and verified by the Controlling Supervisors/Officer-in-Charge of the unit. After preliminary scrutiny, only eligible applications should be sent in a single bunch together with the consolidated statement(eligible/ineligible) so as to reach at the office of the PCPO by 21.07.2023 positively. The applications sent directly to this office will not be entertained.

7. Applications pro-forma is enclosed as ANNEXURE-A

8. Application should be submitted as per format at ANNEXURE A only. It is requested that the controlling officers should make wide publicity of this office notification amongst employees working under their control.

9. **Pre-selection coaching.**

Pre-selection coaching for a period of 3-4 weeks to the reserved community candidates(SC/ST) will be imparted before the selection. As it is mandatory, refusal if any should be taken in writing.

DA : As above.

09/7
22/6/2023

Asstt. Personnel Officer/IC
for Pr. Chief Personnel officer