

टेलीफोन नं: Telephone Nos. : 26260041, 26147700



01 83 05 7511 01 01
स. वि. क्र./I. C. F. 233
भारतीय रेल/INDIAN RAILWAYS
सवारी विभाग कारखाना
INTEGRAL COACH FACTORY
चेन्नई/CHENNAI-600 038.

प्रधान मुख्य कार्मिक अधिकारी का कार्यालय,
Office of the
Principal Chief Personnel Officer,
दि/Dated: 30.03.2022.

सं/No. PB/S1B/GDCE
All Concerned

विषय/Sub: Selection under General Departmental Competitive
Examination (GDCE) for the post of Junior Clerk -cum-
Typist in Level 2 of VII CPC.

It is proposed to conduct General Departmental Competitive Examination (GDCE) for the post of Junior Clerk -cum- Typist in Mechanical, Personnel & Stores department of Integral Coach Factory, Chennai-600038. The details of vacancies for which General Departmental Competitive Examination to be conducted are furnished below.

Sl No.	Department	Level	SC	ST	OBC	UR	Total
1	Personnel	Level 2	3	2	-	12	17
2	Stores	Level-2	2	-	-	11	13
3	Mechanical	Level-2	3	3	-	11	17
	Total		8	5	-	34	47

2. Eligibility: The employees should fulfill the following conditions as on the date of notification.

2.1. Age limit:(As on 30.03.2022)

Community	UR	OBC	SC/ST
Age limit	42	45	47

(Ref:Rly Bd's Lr.No.E(NG)1/2000/PM-2/12 dt:21.08.2001)

2.2. Service Condition: All the serving erstwhile Group-D employees of ICF having cadre status in Level-1 working in all departments except RPF/RPSF who fulfill the prescribed age and educational qualification are eligible to volunteer for the above General Departmental Competitive Examination.

2.3. In terms of Railway Board's letter No.E(NG) 1/2005/PM/2/3 dated 04.03.2005, the staff working in Zonal Railways are not eligible to apply for the posts notified by ICF through GDCE.

Contd...2

H. Malaner
30.3.2022

2.4. Educational qualification: In terms of RBE No.145/2014, the prescribed educational qualification for the post of Junior Clerk-cum-Typist is 12th (+2 stage) or its equivalent with not less than 50% of marks in the aggregate. 50% marks is not to be insisted upon in the case of SC/ST/Ex-servicemen and for candidates who are Graduates.

3. Selection procedure:

The GDCE will consist of Written/Computer based test followed by Typing skill test, verification of original certificates and medical examination. The standard of written/Computer based test under GDCE shall be that of the written/Computer based test prescribed for direct recruitment. The written/Computer based test and Typing Test will be conducted by RRC, Chennai.

Based on performance in the CBT, candidates at a ratio of 1:8 will be called for Typing Skill Test of 30 wpm in English/25 wpm in Hindi on Computer.

The question paper for CBT will be in Trilingual i.e Hindi, English and Tamil.

Empanelled candidates will be examined for fitness in the appropriate medical classification, if not already done and should be found fit in medical classification as prescribed before they are directed for training.

4. Training: Selected candidates will have to undergo induction training for a period of 21 days as required under extant rules.

5. General Conditions:

- i. Before applying for the post, the candidates should ensure that he/she fulfills all the eligible norms including the community requirements of the post.
- ii. At the time of applying, candidates should possess the prescribed minimum educational qualification. Final/Provisional certificates issued by the competent authority along with copies of all marks sheets only will be considered. Those awaiting result of the final examination need not apply.
- iii. Candidates trying to use influence or unfair means will be disqualified from the selection at any stage. RRC will reject any application at any stage of selection process if the candidate is ineligible for the post for which he/she has applied or indulges in any form of malpractice. Even after appointment such candidate is liable to be summarily removed from service.
- iv. Candidates attempting to give false information/suppress facts, attempt impersonation/fraudulence will be disqualified and are liable for debarment and/or disciplinary action even after selection.
- v. Even after qualifying in the examination if it is found that he/she is not eligible as per conditions prescribed in the notification, his/her candidature will be cancelled and they will not be considered for empanelment.
- vi. By virtue of qualifying the examination, it would not confer any right to the candidates for being placed in the panel subject to fulfillment of eligibility conditions such as service condition, parent cadre, age, qualification, etc.,
- vii. In terms of Railway Board's letter No. 2010(E) (RRB) 25/27/Pt dated: 09.06.2011, wherever any question(s) or answer(s) in the question paper is/are found to be incorrect, the question(s) would be omitted from the scope of evaluation. The marks obtained for the remaining questions will be considered for evaluation proportionately equated to the total marks.

6. How to apply: Eligible volunteers should send their application duly filled in and certified by the Supervisory officials in the prescribed format directly to the following address by post or in person on or before **30.04.2022 at 17.30 hrs.**

**Assistant Personnel Officer,
Railway Recruitment Cell,
No.5, Dr. P.V. Cherian Crescent Road,
Behind Ethiraj College,
Egmore, Chennai-600008.**

The last date and time for receipt of application in RRC is SACROSANCT. No need to attach the attested copies of certificates in proof of their passing 12th or Degree in any discipline for educational qualifications or Community Certificate in the case of SC/ST/OBC with the application. These will be called for and verified for the qualified candidates during document verification.

7. Last date for receipt of application: The applications in the prescribed format complete in all respect should be submitted to RRC, Chennai so as to reach there on or before 30.04.2022. Applications received after the said date will not be entertained.

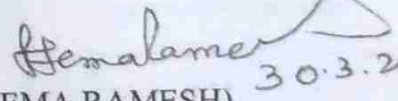
8. Invalid/Ineligible application: Applications received with the following shortcomings will be treated as invalid/ineligible.

- i. Applications not in the prescribed format/missing columns.
- ii. Incomplete/ineligible application.
- iii. Application unsigned/signed in capital letter.
- iv. Application with left hand thumb impression is not affixed / blurred / smudged.
- v. Applications of over-aged candidates.
- vi. Application received after closing dates.
- vii. Application without attestation on Photo, verification and certification of Supervisory Officials.

9. Copy of the Notification and prescribed application format is also available in ICF PB website viz., <http://10.53.4.11/PB> and can be downloaded by the employee from the website.

10. The contents of this circular may be given wide publicity and circulation by notifying the same and pasting on Notice Board at prominent places.

11. Application under RTI act: Any application even under RTI Act seeking any information will not be entertained till the completion of the entire selection process.


(HEMA RAMESH) 30.3.2022

सकाधि/सा /Assistant Personnel Officer/WS
कृते महाप्रबंधक/कार्मिक /For General Manager (P)

संलग्न/Encl: Prescribed Application Format

प्रति/Copy to: 1. The Chairman, Railway Recruitment Board