



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003.

Dated: 22/09/2025

No. P(RT)608/Jr. Clerk/33 1/3%-2025

PCME, PCE, PCOM, PCCM, PCSTE, PCEE, PCMM/PER
CAO/CN/MS, SDGM/CVO, DGM/G,
CAO/MTP/MS, DYCPLO, CPM/RE/MS, CSTE/Project/MMC,
CPRO/MAS, GM/ST/MAS
Chairman/RRB MAS & TVC, RRC/MAS

CORRIGENDUM

Sub: Selection for filling up of vacancies of Junior Clerk – cum –
Typist in Pay Matrix Level – 2 of 7th CPC Pay Matrix against
33 1/3% Promotional Quota in HQ/MAS seniority unit.

Ref: Notification dated 18.09.2025.

With reference to this office notification cited above, the para 2(b) of the notification may be read as "As per Note (4) below Para 189 (i) of IREM Vol.I, the qualifying percentage of marks will not be less than 60% marks in the written test and not less than 60% in the aggregate to be eligible to be empanelled in the panel. In respect of SC/ST employees, 10% relaxation in qualifying marks is allowed against reserved vacancies and accordingly they should get 50% marks in aggregate for being placed in the panel. However the promotion of empanelled employees is subject to availability of vacancies at appropriate time, issued vide RBE No.33/2025".

(M Prakash)

Dy. Chief Personnel Officer/IR & W
for Principal Chief Personnel Officer

Copy to: CPO/IR, CPO/Admn. CPO/G - for kind information
Dy.CPO's/Gaz, HQ, Trg, Co-ord, SPO's/Co-ord & RP, Dy.CPO/CN/MS
APO's/SMO, Genl, IR& Trg., Stores & WS/PER
All Ch. OS's/OS's of Headquarters Office
General Secretary/ SRMU, General Secretary/ DREU
General Secretary/NFIR
General Secretary/AISCSTREA, General Secretary/AIOBC Assn.
Ch.OS/Computer section for uploading the notification in the website.



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Sub: Notification for filling up of vacancies of Junior Clerk – cum –
Typist in Pay Matrix Level – 2 of 7th CPC Pay Matrix against
33 1/3% Promotional Quota in HQ/MAS seniority unit.

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1. It is proposed to conduct a selection to fill up the vacancies of Junior Clerk-cum-Typist in Pay Matrix level-2 of 7th CPC Pay Matrix against 33 1/3% Promotional Quota in Headquarters Seniority Unit through online mode in the Personnel Branch online portal at URL <https://southernrailway.gov.in/srhqpb/home/NGaz/>

Opening date of online application	19.09.2025
Closing date of online application	09.10.2025
Last date of forwarding application from concerned cadre section to RT section	14.10.2025

- a) The number of vacancies assessed for the above selection for the vacancy cycle from 01.07.2025 up to 30.09.2026 are as under:-

S.No.	Department	UR	SC	ST	TOTAL	PwBD
1.	Admin – PB/PER	1	-	-	1	
2.	Commercial	-	-	1	1	
3.	Engineering	2	-	-	2	
4.	Mechanical	-	1	-	1	1
5.	Operating	2	-	-	2	
6.	S & T	1	-	-	1	
7.	Electrical	1	-	-	1	
Total		7	1	1	9	1*

* Out of 9 vacancies, 1 vacancy is earmarked for PwBD for the category of Blind & low Vision.

- b) The selection is open to employees of HQ/seniority unit as para 5 below, subject to fulfilling eligibility conditions. Employees who are selected will be allotted, only against the department where vacancies exist as furnished at Para 1 (a) above. Hence the employees have to give their choice of posting in the order of preference in the application. The option for allotment of department exercised shall be final and will not be changed. Posting will be on administrative requirement and availability of vacancies.

2. a) As per the instructions contained in Railway Board's letter No. E(NG)1. 2003/CFP/2 dt: 22.09.2003, (RBE 165/2003) there will be no viva voce and the selection will be based on the written examination and scrutiny of Service Record. The Written Test will consist of 85 marks and Record of service will consist of 15 marks. Though there are no marks awarded for seniority, the selection will be finalized based on seniority in terms of Rly. Board's letter No. E(NG)I/2011/PM – 1/26 dt: 06.02.2014 and as clarified vide Railway Board's letter of even no. dt: 05.05.15. (RBE No.43/2015)
- b) The suitability of the employees will be adjudged based on their performance in the Written Test and Record of Service. In terms of PBC No. 08/2009, the employees should obtain 50% marks in the written test and 50% in the aggregate for being placed in the panel. In respect of SC/ST employees, 10% relaxation in qualifying marks is allowed against reserved vacancies, and accordingly they should get 40% marks in aggregate for being placed in the panel. However the promotion of empanelled employees is subject to availability of vacancies at appropriate time.

3. Eligibility criteria:

- a) The selection consists of written examination as per Board's letter No. E(NG)I/2018/PM I/4 dated 14.12.2018 (PBC:263/2018), the question paper will be 100% objective type multiple choice questions and 10% of the total marks will be from official language policy and rules which shall be optional questions.
- b) The written examination will be conducted in Computer Based Test (CBT) mode.
- c) The written examination will consist of questions on
1. The working knowledge of the Railway servant in English language.
 2. To test the General standard of intelligence and proficiency through Questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertaining to the work acquainted with during Railway Service.

4. Syllabus:

The syllabus for the examination (PBC 12/2025) is enclosed as Annexure I for reference.

5. Selection Procedure:

Applications are invited from the following employees belonging to HQ seniority unit in the categories listed below, subject to fulfilment of eligibility conditions.

Sl. No.	Category	Pay Matrix Level of 7 th CPC Pay Matrix
1.	General/Office Assistants	Level – 1
2.	TADK/Bungalow Peon*	Level – 1
3.	Asst. Ferro Printer & Ferro Printer	Level – 2
4.	Material Checker	Level - 2

*Only those B/Peons who have been provided lien as Peon in HQ seniority unit are eligible.

6. Conditions of eligibility:

- a) Employees with a minimum of 2 years regular service as on the date of Notification are eligible to apply in terms of PBC No.59/2017 dt 02.05.2017. However, no employee will be eligible to appear in the selection unless he/she has satisfactorily completed the period of probation in the recruitment grade.
- b) As per RBE 55/1997, dated 17.04.1997, regarding counting of service rendered in the old unit on 'own request transfer', the service rendered in the absorbing unit alone will count for eligibility wherever a minimum length of service is specified as a condition for consideration for promotion including promotion to general selection posts.
- c) The above instructions were partially modified vide RBE 34/2006 dated 21.03.2006, wherein it is said that, on counting of service rendered in old unit on 'own request transfer' for the purpose of qualifying service for promotion in new unit, the service rendered by them in the old unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition for promotion including promotion to General posts in the new unit, subject to the condition that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new unit and the benefit of counting of service will be applicable only if those cases where the staff join the new unit on request transfer in the same category of posts.
- d) The employees will be required to possess a typing speed of 30 w.p.m in English or 25 w.p.m in Hindi. Those who are not having the requisite typing qualification can also apply, however, in terms of Railway board's letter No. E(NG)I – 96/CFP/19 dated 07.04.2000 their promotion will be treated as provisional. If such of those selected and provisionally promoted candidates fail to qualify in the required typewriting test from the date of provisional promotion, they will not be reverted but their increment, confirmation as Junior Clerk, further promotions etc., will be regulated in terms of PBC No. 99/2017 dt. 17.07.2017. Further in terms of Board's letter No. E(NG)I – 2004/CFP/8 dated 04.07.2005 and E(NG)I – 2004/CFP/8 dated 04.02.2011, instead of testing the typewriting skill on typewriters, the same will be tested on Personal Computers.
- e) As per Railway Board's letter No.E(NG)I-2022/CFP/13 dated 11.01.2023 (RBE 09/2023), 2 genuine attempts will be allowed in normal course and further attempts shall be allowed for valid reason with the personal approval of the General Manager.
- f) In the case of reserved Community employees, the attested copy of the community certificate should be enclosed along with the application.
- g) In case of PwBD candidates, certificate of disability provided by competent authority should be enclosed along with the application.
- h) The question paper for CBT will be in English and Hindi.

7. General Instruction:

- a) The Cadre Controlling Personnel Officers and other Controlling Officers in – charge of the Establishment matter should ensure that the notification is brought to the notice of all concerned. If any of the employees belonging to Headquarters Seniority Unit is on deputation elsewhere, with their lien still in Headquarters Seniority Unit, they should also be intimated about this notification. This is the personal responsibility of the Cadre Controlling Personnel Officer and other Controlling Officers in – charge of the Establishment matters.
- b) The employees may also be advised that the eligible list of employees to be admitted to the written examination forming part of the above selection will be advised after scrutiny of all the entries in their applications and to be certified based on the documents.
- c) The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time, provided they are found eligible.
- d) The Service Register and APAR for the last 3 years of the applications should be obtained updated and kept ready for immediate transmission to this office whenever called for.
- e) All Supervisors/Officials are advised that after empanelment, selected employees will be deputed for training at MDZTI/TPJ.

8. Tentative time schedule:

1.	Opening date of online application	19.09.2025
2.	Closing date of online application	09.10.2025
3.	Last date for receipt of Applications at RT Section, after due verification by the HQ Cadre Personnel Officer.	14.10.2025
4.	Date of publishing the final eligible list	17.10.2025
5.	Date of Written Examination	09.11.2025 to 22.11.2025
6.	Date of publishing provisional answer key	26.11.2025
7.	Finalizing the answer key	03.12.2025
8.	Finalization of Results	08.12.2025
9.	Publication of Panel	12.12.2025

The notification is also available in the web – site of Southern Railway Headquarters Personnel Branch at Rail – net.

Encl: Syllabus – Annexure I


(M Prakash)

Dy. Chief Personnel Officer/IR & W
for Principal Chief Personnel Officer

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Syllabus for Jr.Clerk-cum-Typist (33 1/3 quota)

Question paper will be consisting of 110 Questions, each carrying 1 mark and the examination will be of 120 minutes duration. Out of 110 Questions, 10 Questions will be on Official Language Policy and Official Language Rules. While the employees are encouraged to attempt the Questions on Official Language Policy and Official Language Rules, these Questions will not be compulsory. Hence, a candidate should attend any 100 Questions. The Questions will be of objective type with multiple choices and are likely to include questions pertaining to:

Parts	Subject	Approximate No. of Questions	Details
Part A	English	40	The question will be primarily based on use of Articles, Prepositions, Synonyms (same meaning) and Antonyms (opposite meaning), Active-voice & Passive-voice, Degrees of comparison, Word Spelling check, missing letter, arranging correct order of words in a sentence etc.
Part B	Arithmetic, General Knowledge (to test the general standard of intelligence and proficiency through question in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertaining to the work the railway servant has been acquainted with during the Railway service.)	60	The questions will be primarily based on Number System, Decimals, Fractions, Ratio and Proportions, Percentage, Average, Simple and Compound Interest, Profit and Loss. General knowledge related to Railways, Current Events.
Part C	Official Language	10*	Official Language Policy and Rules.

* These questions will be optional