



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai - 600 003.

No. P(GS)608/XII/Steno/Gr.III/2026

Dt. 20.07.2026

PCE, PCME, PCOM, PCCM, PCSTE, PCEE, PCSO, PCSC, PFA, PCMM/PER, SDGM&CVO, PCMD, CAO/CN/MS & ERS, CSTE/CN/MS, CSTE/Proj./MAS, CEE/Proj./MMC, CE/CN/ERS CWMs/ LW/PER, CW/PER, GOC & S&T/PTJ, CEWE/PER, GM/ST/MMC/MAS&TPJ, MD/RH/PER, CPRO, DRM/P/MAS, TPJ, MDU, PGT, TVC, SA, Secy to GM, DGM/G, Dy.CPLO/Hqrs, DGM/OL/MMC, Sr.LO/MMC/MAS Dy.CPO/C,L&Elec.WS/PER, Dy.CPO/WS/GOC, Dy.CE/EWS/AJJ, Dy.CMM/GSD&MSD/PER SPO/CN/MS, APO/Stores/PER, APO/S&T/PTJ, APO/TMRPM & EWS/AJJ, Chairman/RRB/MAS & TVC, GM/IRCTC/Chennai, Addl.Registrar/RCT/MAS, ERS, Chairman/RRC/MAS AGM/RVNL/Chennai, Principal/MDZTI/TPJ.

Sub: Selection for the post of Stenographer/Gr.III(English) in Pay Matrix Level 4 (GP.Rs.2400/-)/HQrs.Unit.

Ref: 1. PBC 07/2015 Ir. No: P(R)608/Policy/Vol.V dt.12.02.2015
2. PBC 199/2015 (RBE 141/2015) Ir. No.P(R)436/IREM/Vol.VI dt. 09.12.2015.
3. PBC 198/2015 (RBE 142/2015) Ir. No. P(R)608/Policy/Vol.VI dt. 09.12.2015.

1. It is proposed to conduct selection to fill up the following vacancies in the category of Stenographer/Gr.III in Headquarters Unit in Pay Matrix Level-4 :-

SN	Category	UR	SC	ST	Total	PwBD
a)	25% by Promotion by Selection of shorthand knowing Clerks/Typists	21	8	4	33*	*Total vacancies include 2 earmarked for PwBD - 1 each for clause (a) – VI (B,LV) & clause (b) – HI(D,HH).
b)	25% by General Selection from serving Group `C` employees in Level-1 and above with knowledge of shorthand.	22	8	7	37*	*Total vacancies include 2 earmarked for PwBD - 1 each for clause (a) – VI (B,LV) & clause (b) – HI(D,HH).

2. The selection will consist of the following:-

2.1 Written Exam

Subject	Max. Marks	Time Allowed
Composite paper for testing the Language (English) along with General Awareness	100	120 minutes (PBC 46/2019)

The Selection consists of written test as per RBE 196/2018. The question paper will be 100% objective type of multiple choice questions for the written examination and 10% of the total marks will be from Official language policy and rules, which will be optional.

The examination will be conducted in CBT mode. **There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.**

The Syllabus (PBC 139/2025) is attached as **Annexure-A** to this notification.

2.2 Skill Test

The employees who qualify in the written examination will have to appear for the Qualifying shorthand skill Test. The stenography skill test will be conducted at the speed of 80 words per minute for 10 minutes duration with transcription time of 50 minutes on computer (RBE 141/2015, RBE 142/2015, RBE 31/2024). The shorthand test for Stenographer Gr.III (PML-4) is considered as qualifying in nature (PBC 237/2022; RBE 140/2022).

2.3 Viva- Voce

As per Railway Board's letter No: E(NG)1-2017/PM1/11 dated 04.08.2023 (RBE 98/2023) there will be no viva-voce.

2.4 The CBT and Stenography skill test will be common for both the modes of selection. Each applicant may submit only one online application. The final panel will be drawn based on their eligible categories.

3. Eligibility

- (a) Regular Office Clerks/Typists working in Pay Matrix Level-2 who have completed 2 years of minimum regular service as on **20.07.2026** and acquired knowledge of shorthand are eligible to appear for the selection against Para 1 (i) above.
- (b) All Group-C **regular** employees working in Pay Matrix Level 1 to 4 who have completed 2 years of minimum regular service as on **20.07.2026** and acquired knowledge of shorthand are eligible to appear for the selection against Para 1(ii) above.

Note:- If less or nil response in category 3(a) above, then the unfilled vacancies will be included in the category 3(b) above and eligible employees will be selected.

4. The cut-off date for determining the eligibility of the employees will be the date of issue of notification (RBE 117/2006).

5. The service rendered in the old unit for an employee who joined new unit on own request transfer shall be reckoned to the extent that it will not exceed the length of service of their immediate senior in the new unit (RBE 34/2006).

6. The employees selected for the post must be fit in **CEE-ONE** medical classification.

7. Qualifying Marks & Drawal of Panel

7.1 As per PBC 7/2015, for selection to the post of Stenographer Gr.III in Level-4 (GP Rs.2400) against 25% quota for shorthand knowing Clerk/Typist and 25% General Selection from serving Group 'C' employees knowing shorthand, employees should secure 60% in the written examination and 60% in the aggregate to be placed in the panel. However, 10% relaxation and the concept of 'best among failure' scheme is equally applicable for employees belonging to SC/ST communities in the category of Stenographer with same terms and conditions as applicable to other non-safety categories vide Board's letter No.97-E(SCT)/I/25/2 dated 03.03.1997.

7.2 The employees who qualify in the CBT and Stenography Skill Test will only be considered further for assessment based on Record of Service.

7.3 As per Railway Board's letter No.E(NG)1-2006/PM1/4 dt.22.03.2006 circulated under PBC No.50/2006 the prescribed qualifying marks for empanelment for this selection is as under:-

Sl No.	Factors/Headings	Maximum Marks	Qualifying Marks
1	Professional Ability	50	30
2	Record of Service	30	-
	Total	80	48

7.4 The marks for Record of Service will be awarded considering the APARs, educational qualification and service register entries.

7.5 Panels would be drawn up as per merit in terms of Board's letter dated 19.06.2009 (RBE 113/2009).

7.6 The employees who are empanelled and promoted as Stenographer/Gr.III/HQ Units in Pay Matrix Level-4 against 25% from shorthand knowing Clerks/Typists will rank senior to those employees who are empanelled and promoted as Stenographer/Gr.III/HQrs. Units in Pay Matrix Level 4 against 25% from serving Group 'C' employees knowing shorthand.

8. Employees undergoing penalty or placed under suspension or any departmental proceedings initiated for Major penalty or any RPUP case is pending, the particulars of such employees should be mentioned while forwarding the application through online. Wide publicity should be given for staff who are on deputation/leave/sick to enable them to submit online applications through proper channel in time.

9. The willing employees should apply through online mode only, in the Personnel Branch online portal at URL <https://southernrailway.gov.in/srhqpb/home/NGaz/>. Applications received from any other mode will not be considered. The instructions for applying online for the above selection are enclosed as **Annexure-B**.

10. The link for the web portal will be made available from **20.07.2026** in the Personnel Department internet website (<https://southernrailway.gov.in/srhqpb/home/NGaz/>) and also in the Railnet website of Southern Railway.

Opening of online registration of application	20.07.2026
Closing of online registration of application	14.08.2026
Last date for forwarding applications from Divisional/Unit level to HQ Personnel dept.	21.08.2026

11. It is the personal responsibility of the concerned cadre controlling Personnel Officer to certify the correctness of the particulars in the applications on verification with Service Register and other relevant records and to certify the eligibility of the Applicant for the selection. Without such certification, online applications received will be summarily rejected and the responsibility will be fixed on the concerned Personnel Officer who forwarded the applications.

After due certification, each online application has to be forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be downloaded. The downloaded excel data file also should be verified and corrections, if any, should be carried out duly indicating the same in the remarks column. The same has to be uploaded in the website <https://southernrailway.gov.in/srhqpb/home/NGaz/> and also forwarded as e-receipt to the undersigned **on or before 21.08.2026**.

12. The eligibility of the employees are provisional and those who are found ineligible in terms of conditions of this Notification dated 20.07.2026 will have no claim for inclusion in the panel even after successful completion of any stage of the selection process.
13. This may be given wide publicity among the staff concerned. The notification may also be uploaded in the respective division/unit websites for wide publicity of the employees. The notification may also be pasted in all the notice Boards and prominent places in Divisional Offices/Units/Field Offices.
14. In case no application received in your office/unit, a '**NIL**' report should also be sent to the undersigned as e-receipt on or before 21.08.2026.
15. Applicant must upload attested copies of certificates in support of their Educational Qualification (entries should be available in the Service Register) and Community Certificate (for SC & ST). PwBD employees should submit the **Disability Certificate** in which he/she is categorized with benchmark disabilities (PBC 107/2022) and the same should have been entered in the service register by the Competent Authority.
16. Withdrawal of the candidature after Selection will not be permitted.
17. Applicant may note that the nature of duty of Stenographer Gr.III involves outstation duties at short notice, to attend meetings along with the officers and perform all other duties including confidential work assigned by the administration from time to time.
18. **There will be no supplementary examination.**
19. The employees who volunteer for the above post should be in readiness to appear for the written Examination.

20. All the applicants are hereby advised to visit the Railnet (<https://sr.railnet.gov.in/HQRS/personnel/PBC/Website/HqpbMain.htm>) and RRC websites (www.rrcmass.in) for regular updates on the progress of the selection.

This issues with the approval of Competent Authority.

Encl: As above.

(J. Jarna Singer)
SPO/Genl.
for PCPO/SR

Copy to: PCPO, CPO/G, CPO/Admin, CPO/IR – for kind information please.
All PB officers/HQrs.,
All Ch.OS/OS/PB/HQrs,
GS/SRMU, GS/DREU, GS/NFIR, GS/AIOBCREA, GS/SC/STREA,
IT Cell/PB/HQ - to upload in the railnet please.

Annexure A

Syllabus for selection to the post of Stenographer Gr.III against 25% by promotion by selection of shorthand knowing clerks/Typists & against 25% by General Selection from Serving Group C employees knowing shorthand.

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	50	The questions will be primarily based on use of Articles, Prepositions, Synonyms and Antonyms, Active-voice & Passive-voice, Degrees of comparison, Word Spelling check, Idioms & phrases, Direct and Indirect speech, punctuation, etc.
Part B	General Knowledge	50	General knowledge, Current Affairs, Railway related General Knowledge, Railway related Abbreviations, etc.
Part C	Official Language Policy and Official Language Rules	10*	Official Language Policy and Rules.

** These questions will be optional*

INSTRUCTIONS FOR APPLYING ONLINE

Link for applying online: <https://southernrailway.gov.in/srhqpb/home/NGaz/>

Instructions to Candidates:-

1. The candidate who desires to apply will have to click on the appropriate link. The link will lead to a application format in which the candidate needs to fill up the required particulars.
2. The application format has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, he/she should download the filled up application, from the portal in PDF format and print out of the same should be taken.
3. In the print out, the photograph of the candidate should be affixed in the space provided and the candidate should affix his/her signature, wherever the space is provided. The affixed photograph should be duly attested by the controlling supervisor/official.
4. After affixing the signature and photograph, the candidate should get the signature in the columns/space provided for forwarding the application filled by the controlling supervisor/ official by making appropriate entries including the name and seal of the forwarding supervisor/official. Annexure – A should also be filled by the cadre controlling personnel officer.
5. The completed application, duly forwarded by the controlling supervisor/official and the Annexure–A should be scanned and uploaded in the portal in PDF format by the candidate.
6. Once the scanned PDF format of the application is submitted, the candidate has to click on the 'SUBMIT" button and submit the application.
7. Once the scanned copy of the application is submitted, the candidate will not be able to make any change in the application already submitted.
8. On submitting the completed application as above, a unique application number will be allotted to the candidate which will be specific for each candidate with respect to each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for further reference.
9. The candidate can check the status of his application by entering the unique application number and other relevant details.

Instructions to Personnel Department

- The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer and Divisional Officer etc.
- The details of user rights and passwords will be issued.
- The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division / Unit for recommendation. If required, they may be forwarded along with reasons/remarks to the personnel officer of the unit.
- The concerned Personnel Officer will accept the application and forward the same to Headquarters.
- The concerned Personnel Officer can also reject the application duly specifying the reason for rejections.
- In case there is a need for the applications to be forwarded with the approval of the concerned departmental Officer, then a print out of the eligible / non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel Officer, before forwarding the same to Headquarters.
- Thereafter, the list of eligible candidates will be generated through the online portal by the concerned officer and the process of selection will be further processed as per the extant instructions.
