



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600 003.

No. P(RT)/563/LDCE/Sr.Clerk/2025-26

Dated: **30** /07/2026.

PCE, PCOM, PCCM, PCME, PCEE, PCSTE, PCMM, PCMD, PCSC
CAO/CN/MS, GM/ST/MAS & TPJ, SDGM, DGM/G
CWM/CW/PER, LW/PER, CEWE/PER CPM/RE/MS,
Chairman/RRB, Chairman/RRC, Dy.CE/EWS/AJJ,
Dy.CMM/GSD/PER

NOTIFICATION

Sub: Selection to the post of Senior Clerk – cum – Typist in Pay
Matrix Level – 5 of 7th CPC Pay Matrix against 13 ¹/₃ %
LDCE Quota in HQ seniority unit.

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1. It is proposed to conduct a selection to fill up the vacancies of Senior Clerk-cum-Typist in Pay Matrix level-5 of 7th CPC Pay Matrix against 13 ¹/₃ % LDCE Quota in Headquarters Seniority Unit by inviting online applications for the vacancies assessed as on 01.07.2026 up to 30.09.2027 as per the schedule indicated below.

To apply online	Date of Opening of online application	03.08.2026
	Date of Closing of online application	24.08.2026
Last date for forwarding the online applications received by Personnel Officers concerned to RT section.		31.08.2026

2. Vacancies:

The number of vacancies assessed for the above selection is detailed in **Annexure II** and total vacancies are as under:

UR	SC	ST	Total	PwBD
30	9	6	45	8*

* Out of 45 vacancies, 8 vacancies are earmarked for PwBD quota as per RBE No. 74/2022.

Applications are accordingly invited from eligible employees for the post of Sr. Clerk-cum-Typist from **all Departments and Units (except Accounts & RPF)** against the vacancies earmarked for Limited Departmental Competitive Examination (LDCE).

In compliance with the directions of the Hon'ble Supreme Court in M.Nagaraj Case, the above selection has been initiated only after ascertaining quantifiable date of representation of SC and ST employees in the grade as per the post based rosters and the same has been certified by the respective Cadre Controlling Personnel officers (PBC No.17/2016).

3. Eligibility Criteria

Serving regular ministerial staff of all departments - cadre controlled at Headquarters and Workshops (CW/PIR, LW/PER, CEWE/PER, EWS/PER) and Stores unit (MSD/PER, GSD/PER) having the service as detailed below:

- ❖ Possessing the qualification of graduation as on the date of notification.

And

- ❖ Three years regular service as Jr.Clerk-cum-Typist in pay Matrix Level-2 of 7th PC Pay Matrix.

The qualification as entered in Service Register only will be accepted.

Employees who are working in Construction units/Projects/RE and other units, fulfilling eligibility criteria can also apply, provided their lien is maintained in Southern Railway/HQ.

Cut Off date for eligibility will be the date of issue of notification in terms of Rly.Bd.'s letter No.E(NG) 1-2005/PMI/52 dated 22.08.06 (PBC.155/06) i.e **30.07.2026**.

Note:

- a) As clarified by Railway Board's letter No.E(NG)I-2014/PMI/1-CC dated 22.05.2014 and E(NG)II/2013/RR-1/8 dated 18.03.2015 on the aspect of degree obtained from Open University without prosecuting 10+2 or 11+1 stream of studies, such students should produce proof of passing the entrance test, before attending such degree examination.
- b) Post Graduation certificate obtained directly from Open University or other such institutions will not be accepted and such applications will summarily be rejected.

4. Method of Selection:

- a) Selection shall consist of Computer Based Test/Tablet Based Test and assessment of Service Records with 85% weightage for performance in CBT and 15% weightage for Service Records (based on service register/APAR). The selection will be purely on the basis of Merit..
- b) In terms of Railway Board's letter circulated vide RBE No.196/2018 & PBC No.263/2018, the online Computer Based Test (CBT) will be 100% objective type 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)
- c) As per RBE No.102/2005, selection will be based entirely on merit with reference to aggregate marks obtained by the employees in the CBT and perusal of Service records put together.

- d) As per Note (4) below Para 189 (i) of IREM Vol.I, the employees should obtain 60% marks in the written test and 60% 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 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.
- e) As per PBC No.264/2019, there shall be negative marking for incorrect answers. One third (1/3) of the marks allotted for each question will be deducted for wrong answers. In terms of PBC.46/2019, the duration of examination will be 120 minutes.
- f) The question paper for CBT will be bilingual i.e. **English and Hindi**.
- g) 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.

5. Order of Preference:

- a) Employees are advised to indicate their order of preference for allotment of Department/units as given in Annexure-II in the online application itself.
- b) The Choice/Preference of Department indicated by the employees in the application will be considered first based on their merit order and option subject to availability of vacancies and requirement (Communal) of the department based on their merit.
- c) The option made for where no vacancies were notified shall be treated as invalid. Option once exercised shall be final.
- d) Administration reserves the right to post the candidates as per administrative exigencies, irrespective of the preference given.

6. Syllabus:

The Syllabus for the selection, in terms of PBC No. 155/2025, is enclosed at Annexure-I.

7. Training:

Supervisors should ensure in-service training to the selected candidates.

8. General Instructions:

- a) The willing employees should submit their application through online. The link for the web portal is available under the link Personnel Department section of the southern railway internet website and also in Railnet website of Southern Railway.

- b) 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.
- c) The employees may also be advised that the eligible list of employees to be admitted to the CBT will be advised after scrutiny of all the entries in their applications and as certified based on the documents in Service Record.
- d) The employees who have responded to this notification are also equally responsible to attend the CBT on the scheduled date and time, provided they are found eligible. The eligible employees shall get in touch with their Headquarters Office or with Office, at frequent intervals to know the date of CBT.
- e) The Service Register and APAR for the last 3 years of the applicant should be updated and kept ready for immediate transmission to this office whenever called for.

9 . Last date & Forwarding of applications:

- a) Application should be submitted through online mode only at <https://southernrailway.gov.in/srhqpb/home/NGaz/> duly adhering to the procedure and instructions as envisaged in PBC No. 150/2022 & 232/2022.
- b) Attested copies all the certificates i.e. 10th, 12th, Entrance test, Graduation in proof of the qualification and community i.e. SC/ST, PwBD, if any should be enclosed **IN SINGLE PDF only**, without which the application will be rejected.
- c) Applications received from any other mode will be summarily rejected.
- d) Cadre controlling Officer/Supervisor shall verify the particulars of the applicants with that of the information made in the application and forward eligible applications only.

The notification is also available in Southern Railway Personnel Branch website. <https://southernrailway.gov.in/srhqpb/home/NGaz/>

10. The tentative programme of the selection is as follows:

1.	Opening date of Applications in online portal	03.08.2026
2.	Closing date of Applications in online portal	24.08.2026
3.	Last date of forwarding application from concerned cadre section to RT section	31.08.2026
4.	Date of publishing the final eligible list	04.09.2026
5.	Date of the CBT	September/ Oct 2026

The notification is also available in the website of Southern Railway Headquarters Personnel Department at Railnet.

Encl.: Annexure I – Syllabus.

Annexure-II – Department vacancies.



(M. Prakash)

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

Copy to: PCPO, PCSC, CPO/G, CPO/Admin, CPO/IR – for kind information

Dy.CPOs/Gaz, Trg, Co-ord, SPO/GI, SPO/SM.

APO/T,M&E, APO/Stores/PER,APO/Welfare,

APO/IR & Trg, APO/TM/RPM

All Ch.OS's/OS's of Headquarters office.

GS/SRMU, GS/DREU, NFIR, AISCSTREA, AIOBCREA

Computer section - for uploading the notification in the railnet.

SYLLABUS FOR SELECTION TO THE POST OF SENIOR CLERK IN LEVEL-5
AGAINST 13 1/3 % LDCE QUOTA

1. Organizational Structure of Ministry of Railways at Railway Board, Zonal Railway, Divisional/Unit levels.
2. Office Procedure
 - a) Management of DAK and Receipts
 - b) File Management System
 - c) Records Management including Records Retention Schedule
 - d) Classification of documents and handling of classified documents
 - e) Dealing of VIP, MP, MLA and ca-iii references
3. Forms of Communications
 - a) Letter/DO writing
 - b) Notifications
 - c) Writing Noting on files.
4. Award of Works in Works Programme
5. Procedure for Stores Procurement (including through GeM)
6. Statutory Audit, Audit / Accounts Inspection Notes, Draft Para
7. Standards of financial propriety
8. Railway Housing (Railway Quarters Allotment) Policy.
9. Discipline & Appeal Rules and Conduct Rules
10. Medical examination and Medical facilities available to Railway employees.
11. Man-Power Planning – Vacancy Bank, Creation of Posts, Benchmarking, Supernumerary Posts, Redeployment of surplus staff, Redistribution of posts
12. Pay and Allowances
13. Pass Rules
14. Leave Rules
15. Railway Pension Rules (OPS, NPS & UPS)
16. Railway Servants (Hours of Work & Period of Rest) Rules, 2005.
17. Model Schedule of Powers
18. Right to Information Act 2005 ~
19. Official Language Policy, Act and Rules

Note-1:- Questions set in the paper will be normally to assess the understanding of the candidates w.r.t. various topics as above which various ministerial staff are required to know.

Note-2:- 10% of the total marks will be from Official Language Policy, Act and Rules, which will be optional.

Annexure - II**Consolidated vacancy for Sr.Clerk - 13 1/3% LDCE for vacancy period from 01.07.26 to 30.09.27**

Sl.No	Dept		UR	SC	ST	Total	PwBD
1	Electrical		0	0	0	0	0
2	Medical		1	0	0	1	0
3	Engineering		1	0	0	1	0
4	S&T		1	0	0	1	0
5	Operating		0	0	0	0	0
6	Commercial		5	4	3	12	2
7	Admin	PB/HQ	5	3	2	10	1
		PB/PER	4	0	1	5	1
		Stat	2	1	0	3	1
8	Mechanical		1	0	0	1	0
9	LW/PER		0	0	0	0	0
10	CW/PER		2	0	0	2	1
11	EWS/AJJ		0	0	0	0	0
12	CEWE/PER		0	0	0	0	0
13	GSD/PER		5	1	0	6	1
14	Stores/PER		3	0	0	3	1
Total			30	9	6	45	8

* Out of 45 vacancies, 8 vacancies are earmarked for PwBD quota as per RBE No.74/2022