



SOUTHERN RAILWAY

**Headquarters Office,
Personnel Department,
Chennai – 600003.**

No. P(RT)608/Jr. Clerk/16 2/3%/2026

Dated: 30 /07/2026

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

Sub: Notification for filling up of vacancies of Junior Clerk – cum –
Typist in Pay Matrix Level – 2 of 7th CPC Pay Matrix against
16 ^{2/3} % LDCE Quota in HQ/MAS seniority unit.

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- 1.0** 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 (GP Rs.1900/- VII CPC) against 16 ^{2/3} % LDCE Quota, in HQrs seniority unit as per the schedule indicated below:

Opening of online registration of application	03.08.2026
Closing of online registration of application	24.08.2026
Last date of forwarding application from concerned cadre section to RT section	31.08.2026

- 1.1** The number of vacancies assessed for the above selection for the vacancy cycle from **01.07.2025 up to 30.09.2026** is as under:-

S. No.	Department		UR	SC	ST	TOTAL	PwBD
1.	Admin	PB/HQrs	3	2	2	7	1
		PB/PER	0	0	0	0	0
		GM/ST/MAS	0	0	0	0	0
2.	Commercial		3	2	2	7	2
3.	Engineering		8	2	1	11	0
4.	Mechanical		1	0	0	1	0
5.	Operating		1	0	0	1	0
6.	S & T		0	0	0	0	0
7.	Electrical		0	0	0	0	0
8.	Medical		2	0	0	2	1
Total			18	6	5	29	4

Out of 29 vacancies, 4 vacancy is earmarked for PwBD quota for the category of (a) blind and low vision.

2.0 Method of Selection:

- 2.1. Selection shall consist of Computer Based Test (CBT)/Tablet Based Test (TBT) and assessment of Service Records with 85% weightage for performance in CBT/TBT examination and 15% weightage for service Records (based on service register/APAR). The selection will be purely on the basis of Merit.
- 2.2 The selection is open to employees of HQ/seniority unit as para 3.0 below, subject to fulfilling eligibility conditions. Employees who are selected will be posted, only against the department where vacancies exist as furnished at Para 1.1 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.
- 2.3 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.
- 2.4 As per Board's letter No.E(NG)I/2018/PM I/4 dated 14.12.2018 (PBC No. 263/2018), the question paper will be objective type multiple choice questions and 10% of the total marks will be from official language policy and rules(optional questions).
- 2.5 The question paper for CBT will be in bilingual **English and Hindi**.
- 2.6 There will be **Negative marking** for incorrect answers as per RBE 194/2019. 1/3rd of the mark allotted for each question will be deducted for wrong answers.
- 2.7 As per the instructions contained in Railway Board's letter No. E(NG)I-2003/CFP/2 dt: 22.09.2003, (RBE 165/2003) there will be no viva voce.
- 3.0 Applications are invited from the following employees belonging to all HQ seniority unit in the categories listed 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
5.	House Keeping Assistant	Level - 1

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

4.0 Conditions of eligibility :

4.1 Educational Qualification:

i) Employees those appointed on or after 17.12.2014.

- a) 12th or its equivalent with not less than 50% marks in the aggregate. 50% marks in aggregate will not be insisted upon in case of SC/ST employees. (RBE 157/2015)
- b) In the case of employees who possesses the qualification higher than 12th or its equivalent, minimum of 50% of marks in aggregate at 12th standard will not be insisted upon (RBE No. 62/2020)

ii) Employees those appointed before 17.12.2014.

Matriculation or its equivalent is the requisite educational qualification.

- iii) Employees should have put in a minimum of 2 years regular service and successfully completed the probation period in the recruitment grade.
- iv) Copy of attested certificate of the qualifying examination i.e. 12th or its equivalent, SSLC etc. should be enclosed along with the application.

4.2 In the case of PwBD/Reserved Community employees, the **attested copy of the disability certificate/Community certificate** should be enclosed along with the applications.

4.3 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.

4.4 As per RBE No: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 General Manager.

5.0 Syllabus:

The Syllabus for the selection, in terms of PBC No. 51/2025, is enclosed at Annexure-I

6.0 General Instructions:

6.1 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.

- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 All Supervisors/Officials are advised that after empanelment, selected employees will be deputed for training at MDZTI/TPJ.

7.0 . 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/>

8.0 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.: Syllabus in Annexure-I

 30/7/26.

(M. Prakash)

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

Copy to: PCPO, 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 Junior Clerk-cum-Typist (16 2/3 % LDCE Quota)**Annexure I**

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