



## SOUTHERN RAILWAY

Headquarters Office,  
Personnel Department,  
Chennai – 600 003.  
Dated: **30** /07/2026

No. P(RT)563/LDCE/OS/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**

**Sub:** Notification for filling up of vacancies of Office Superintendent in Pay Matrix Level-6 of 7th CPC (GP Rs.4200/-) against (20%) Limited Departmental Competitive Examination (LDCE) Quota.

**Ref:** 1. Railway Board's letter No. E(NG)/I/2018/PM1/19 dt: 10.05.2019.  
(RBE No. 78/2019, PBC No.116/2019)

2. Dy.CPO/Co-ord letter No. P(Co-ord)CCBT/2024 dt: 17.10.2025.

\*\*\*\*

It is proposed to conduct selection for the post of Office Superintendent (OS) in pay Matrix level-6 VII-PC against 20% LDCE Quota by inviting online applications in the Personnel Branch online portal for filling up the vacancies assessed as on 01.01.2026 up to 31.03.2027 as per the schedule indicated below:

|                                                                                                                    |                                              |                   |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|
| <b>To apply<br/>online</b>                                                                                         | <b>Date of opening of online application</b> | <b>03.08.2026</b> |
|                                                                                                                    | <b>Date of closing of online application</b> | <b>24.08.2026</b> |
| <b>Last date for forwarding the online applications received by<br/>Personnel Officers concerned to RT section</b> |                                              | <b>31.08.2026</b> |

### 1. Vacancies

The number of vacancies assessed for the above selection is detailed in **Annexure-II** and overall vacancy is as under:

| Dept.             | UR | SC | ST | Total | PwBD |
|-------------------|----|----|----|-------|------|
| HQ                | 74 | 19 | 11 | 104   | 14*  |
| Security Dept. ** | 5  | 1  | 0  | 6     | 0    |

\* Out of 104 vacancies, 14 vacancies are earmarked for PwBD quota as per RBE No. 74/2022.

\*\* As per Railway Board letter No.E(NG)/I/2024/PM4/14 dated 01.04.2025, common examination will be conducted for the 20% LDCE Quota, however, separate merit list will be drawn. Ministerial staffs of the Security Department will not be eligible for vacancies in other ministerial categories and vice versa.

Applications are accordingly invited from eligible employees for the post of Office Superintendent, in Pay Matrix Level-6- VII PC (GP Rs.4200/- VI PC) from all Departments (except Accounts & RPF) against the vacancies earmarked for Limited Departmental Competitive Examination (LDCE) for HQ.

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)

## **2. Eligibility Criteria**

**For HQ vacancies** - Serving regular ministerial staff of all departments - cadre controlled at Headquarters and Workshops (CW/PER, LW/PER, CEWE/PER, EWS/AJJ) and Stores unit (MSD/PER, GSD/PER).

**For Security Department vacancy** - Serving regular ministerial staff of security departments, having the service condition as detailed below:

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

and

❖ Three years regular service as Sr.Clerk-cum-Typist in pay Matrix Level-5 – VII PC.

OR

❖ Five Years regular service as Jr.Clerk-cum-Typist in pay matrix Level-2 - VII PC and Sr. Clerk in Pay Matrix Level-5 – VII PC put together.

OR

❖ Five Years regular service as Jr.Clerk-cum-Typist in Pay Matrix Level-2 – VII PC.

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.

**Note:** Attested copies of all the certificates, i.e. Educational Qualification, PwBD Certificate, Community Certificate (SC/ST) and other relevant certificates should be available in the Service Register.

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.

## **3. Method of Selection:**

- 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.
- 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 CBT/TBT examination and 10% of the total marks will be from Official language policy and rules (which will be optional)
- Standards of the examination would be that for Direct recruitment to Graduate level of equivalent posts.
- 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.
- As per Railway Board's letter No.E(NG) 1-2005/PMI/20 dated 17.06.2005, selection will be based entirely on merit with reference to aggregate marks obtained by the employees in the CBT Examination and perusal of Service records put together. Minimum qualifying marks for CBT examination is 60% and 60 % in aggregate for empanelment and placement in the panel would be according to merit only. Subject to usual relaxation for SC/ST staff, those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel.

- f) The panel of successful employees will be in the order of merit to the extent of vacancies notified, with relaxation if required for SC/ST employees for reserved posts as per Railway Board's letter No.E(NG)I-98/PM1/7 dated 20.10.1999. (RBE No.272/99)
- g) The question paper for CBT will be Bilingual i.e. **English and Hindi.**

**4. Syllabus:**

The syllabus for this examination is enclosed in **Annexure - I** (PBC No. 15/2025)

**5. Training:**

- a) Employees selected against LDCE Quota have to undergo 21 days mandatory training followed by 1 day tour. All of them will have to successfully complete the mandatory training course before they are put on a working post, for which a prescribed examination at the end of the training course will be conducted. (PBC No. 172/2012)
- b) Attending the prescribed training is mandatory. After the selection, request, if any, for postponing or for attending next training course etc., will not be entertained, under any circumstances. (RBE No:102/2005)

**6. 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) Option once exercised shall be final.
- d) **Administration reserves the right to post the candidates as per administrative exigencies, irrespective of the preference given.**

**7. General Instruction:**

- a) Cadre controlling Officers should ensure that the notification is brought to the notice of all concerned, if any of the employees belonging to these seniority units is on deputation elsewhere with their lien still on these units, they should also be intimated by concerned cadre controlling officers, about the notification.
- b) The application of the employees who are under deputation, shall be routed through the respective cadre controlling officer where their lien is maintained after due verification of the status, grade and service. Application received directly from where they are presently working on deputation will be rejected.
- c) **List of eligible employees for participating in CBT/TBT examination would be published after scrutiny of the applications.**
- d) After the CBT/TBT Examination is over, pleading ignorance of the date of CBT/TBT examination will not be accepted under any circumstance. The employee who have responded to this notification are also equally responsible to attend the examination on the scheduled date and time or on the date to be notified, provided they are found eligible, for enquiry, if any, they may contact the following Railway number.

**OS/Recruitment Section: 22614.**

- e) No supplementary examination will be conducted.
- f) It shall be noted that in the event of employees making false declaration of Educational qualifications and applications made without enclosing the attested photo copies of certificates, reserved community employees who do not enclose the requisite community certificate issued by competent authority, apart from disqualifying them for the post, they will also be taken up under D&AR.



- g) Document verification will be conducted by concerned section before forwarding the application with originals and enclosures. It is responsibility of the employees to produce original and attested copies of Education Qualification and Community Certificate, in the case of SC/ST employees, certificate of disability, in case of PwBD employees, before the concerned authorities, as and when demanded, without which their application should not be forwarded.
- h) For PwBD quota, the PwBD employees should submit the nature of disability certificate in which he/she is categorized with benchmark disabilities as per PBC no. 107/2022.

**8. 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 Department website. <https://southernrailway.gov.in/srhqpb/home/NGaz/>

**9. Time Schedule:**

| Sl.No. | Details                                                    | Scheduled date        |
|--------|------------------------------------------------------------|-----------------------|
| 1      | Date of opening of online application                      | 03.08.2026            |
| 2      | Date of closing of online application                      | 24.08.2026            |
| 3      | Last date of receipt of eligible application by RT section | 31.08.2026            |
| 4      | Publication of eligible list of candidates                 | 04.09.2026            |
| 5      | Date of written examination                                | Month of SEP/Oct 2026 |

This may be given wide publicity among the staffs concerned.

Encl: Syllabus in Annexure-I.  
Vacancy details in Annexure – II

  
(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 OFFICE SUPERINTENDENT IN LEVEL-6**  
**AGAINST 20% LDCE QUOTA**

- 1 **Office Procedure**
  - a) Dak Handling
  - b) Maintenance of files
  - c) Record keeping
  - d) Maintenance of statistics
- 2 **Writing Skill**
  - a) Letter/DO writing
  - b) Notifications.
  - c) Note writing
  - d) Speaking orders
- 3 Award of works in Works Programme
- 4 Procedure for stores procurement
- 5 Railway Organizational structure
- 6 Railway Housing (Railway Quarters Allotment) Policy
- 7 Uniform policy
- 8 Booking of Running staff and non-running travelling staff
- 9 Discipline & Appeal rules and Conduct Rules
- 10 Recognition of Trade Unions. Facilities to office bearers of recognized Unions/Associations. Dealing with Unrecognized unions/Associations
- 11 Medical examination and facilities available to Railway employees
- 12 Audit and Accounts narrative report. Draft Paras and their disposal
- 13 Cannons of financial propriety.
- 14 Classification of demands of grants.
- 15 Man-Power Planning
  - \* Vacancy Bank register
  - \* Creation of posts
  - \* Bench Marking
  - \* Supernumerary posts
  - \* Redeployment of surplus staff
- 16 Pay and Allowances
- 17 Pass Rules
- 18 Leave Rules
- 19 Railway Pension Rules
- 20 General Conditions of service
- 21 Hours of Employment Regulations
- 22 Labour Laws
- 23 Right to Information Act 2005

**Note:-** Questions set in the paper will be normally to assess the writing and analytical power of the candidates w.r.t. various topics as above which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of one particular discipline.

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

## Annexure – II

| Consolidated Vacancy Position of OS LDCE - 20% Quota |             |                |     |    |    |    |      |
|------------------------------------------------------|-------------|----------------|-----|----|----|----|------|
| Department                                           |             |                |     | UR | SC | ST | PwBD |
| HQ                                                   | Electrical  |                | 2   | 1  | 1  | 0  | 1    |
|                                                      | Medical     |                | 4   | 3  | 1  | 0  | 1    |
|                                                      | S & T       |                | 5   | 4  | 1  | 0  | 1    |
|                                                      | Admin       | PB/HQrs        | 17  | 12 | 3  | 2  | 1    |
|                                                      |             | PB/PER         | 10  | 7  | 1  | 2  | 1    |
|                                                      |             | GM/ST/MAS      | 2   | 1  | 1  | 0  | 1    |
|                                                      | Engineering |                | 5   | 4  | 0  | 1  | 1    |
|                                                      | Mechanical  | PCME/O/MAS     | 2   | 1  | 0  | 1  | 1    |
|                                                      |             | TP branch/HQrs | 3   | 3  | 0  | 0  | 1    |
|                                                      | Operating   |                | 0   | 0  | 0  | 0  | 0    |
|                                                      | Commercial  | Claims         | 13  | 10 | 2  | 1  | 1    |
|                                                      |             | Rates          | 10  | 8  | 2  | 0  | 1    |
| Units                                                | CW PER      |                | 10  | 7  | 2  | 1  | 1    |
|                                                      | LW PER      |                | 7   | 5  | 1  | 1  | 0    |
|                                                      | EWS AJJ     |                | 0   | 0  | 0  | 0  | 0    |
|                                                      | CEWE PER    |                | 1   | 1  | 0  | 0  | 1    |
|                                                      | Stores/PER  |                | 0   | 0  | 0  | 0  | 0    |
|                                                      | GSD/MSD PER |                | 13  | 7  | 4  | 2  | 1    |
| Total                                                |             |                | 104 | 74 | 19 | 11 | 14   |

Out of 104, 14 vacancies are earmarked for PwBD for the category of Blind and low vision