SOUTHERN RAILWAY

No. P(S)535/ VIII/Promotion / Jr. Clerk

Headquarters Office,
Personnel Branch,
Chennai-600003,
Date:09.09.2026.

PCMD/MAS, MD/RH/PER.
DRM/P/MAS, TPJ, MDU, SA, PGT, TVC.

Sub: Notification for filling up of vacancies of Junior Clerk-Cum Typist in Level -2 of 7th CPC Pay Matrix (GP Rs.1900/- VI PC) against Promotional Quota (33 1/3%) in Medical Department.

1.0 It is proposed to conduct a selection to fill up 3 vacancies (**UR-3,SC-Nil& ST-Nil)** of Junior Clerk- Cum – Typist, in Level -2 of VII CPC Pay Matrix (GP Rs.1900/- VI PC) against 33 1/3% Promotional Quota in Medical Department, this Railway through online mode in the Personnel Branch online portal at URL https://Southernrailway.gov.in/srhqpb/home/NGaz.

Opening date of online application	10.09.2026
Closing date of online application	18.09.2026
Last date of forwarding application from concerned cadre Section to RT Section.	25.09.2026

1.1 The selection is open to employees among House Keeping Assistant (Safaiwala) in Level -1 of VII CPC Pay Matrix of Medical Department, subject to fulfilling eligibility conditions. The selected employees will be posted as Jr. Clerk- Cum – Typist, in Level -2 of VII CPC, in any Division / Unit of Medical Department **where vacancies exist in Division/units**.

2.0 As per the instructions contained in Railway Board's letter No.E(NG)1-2003/CFP/2 dated 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 dated 06.02.2014 and as clarified vide Railway Board's letter of even no.dt.05.05.15 (RBE 43/2015).

2.1 The suitability of the employee will be adjudged based on their performance in the written Test and Record of Service. All those who qualify on the basis of written test and Record of Service, the qualifying percentage of Marks will not be less than 60% marks in the professional ability and not less than 60% in the aggregate to be eligible to be empanelled in the panel as per the existing Note (4) below Para 189(i) of IREM, Vol. I. For SC/ST employees, relaxation in qualifying marks will be applicable as the extant Rules" .There will be no classification of candidates as " Outstanding". In respect of SC/ST employees,10% relaxation in qualifying marks is allowed against reserved

vacancies", and accordingly they should get 50% marks in the written examination and 50% marks in aggregate for being placed in the panel against reserved vacancies. However, the promotion of empanelled employee is subjected to availability of vacancies at appropriate time.

Eligibility Criteria :

a). The selection consists of written examination as per Board's letter No. E(NG)/2018/PM 1/4 dated 14.12.2018 (PBC:263/2018), the question paper will be 100% objective type multiple choice questions and the questions will be for 10% of the total marks prescribed for the written exam which are not compulsory.

b) The written examination will be conducted in Computer Based Test (CBT) mode.

2.2 The written examination consists of one Question paper of **2 hours duration to test the working knowledge of the Railway servant in English Language and 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.**

2.3 The question papers for CBT will be in English and Hindi.

Selection procedure:

3.0 Applications are invited from the House Keeping Assistant working in Level-1 of Medical Department only from all Divisions/ Units of this Railway.

4.0 **Conditions of eligibility:**

4.1 Employees with a minimum of 2 years regular service as on 09.09.2026 viz., 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. The period of probation in the recruitment grade is uniformly two years for all.

4.2 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.

4.3 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.

4.4 In the case of reserved Community employees, the attested copy of the community certificate should be enclosed along with the applications.

4.5 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 required qualification can also apply. However, their promotion will be treated as provisional, as per Railway Board's letter No. E(NG)I-96/CFP/19 dated 07.04.2000. If such of those selected and provisionally promoted candidates fail to qualify in the required typewriting test within 3 chances, within 2 years from the date of provisional promotion, they will not be reverted but their increment, confirmation as Jr. 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 04/02/11 instead of testing the typewriting skill on typewriters, the same will be tested on Personal Computers.

5.0 The Cadre Controlling Personnel Officers and other Controlling Officers 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 on this unit, they should also be intimated about this notification.

5.1 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 their applications.

5.2 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. The eligible employees shall get in touch with their concerned Divisional office (Personnel Branch) or PCPO/O/MAS (Medical Section), at frequent intervals to know the date of written examination. For enquiry, if any, they may contact the following Railway number.

Ch. OS/Medical : 23664

5.3 The Service Registers and year wise Performance Report for the last 3 years of the applicants should be obtained updated and kept ready for immediate transmission to this office whenever called for.

5.4 All Supervisors/Officials are advised that after empanelment, selected employees will be deputed for training at ZRTI/TPJ and after successful completion of training, they will be posted to the departments where the vacancies exist by issuing direction to report directly from Training Institute to the place of posting. Therefore once relieved for training, it shall be treated as relieved once for all except those posted in the same department.

5.5 Applications from Construction office, MTP/RE organization, Projects office, RRB's/RRC/RCT/ would not be received directly by Medical Section, PCPO/O/MAS. All such applications shall be routed through concerned Cadre Controlling Personnel Officers and should be forwarded after due verification of facts.

The Cadre Officer/Controlling Officer should verify the particulars and forward the same in one bunch to the undersigned, with date, on **25.09.2026** Applications received at PCPO/O/MAS (Medical Section) after the target date, will be rejected. Similarly, applications submitted by the employees after **25.09.2026** should not be considered by the Cadre/Controlling Officers.

5.6 This notification should be given wide publicity and employees who are on Leave/Sick list etc. should be notified of the Selection. This notification also available in the web-site of Southern Railway Head-quarters Personnel Branch at Rail-net.

(M. Syed Sirajuddin)
Sr. Personnel Officer/ SM
for Dy.Chief Personnel Officer/ Trg

Copy to: CMS/MAS,TPJ,MDU, SA, PGT, TVC - for information please

GS/ SRMU, GS/DREU, GS/AISCSTREA, GS/AIOBC Assn - for kind Information please.