

I/396699/2025

Southern Railway

No. SR-TPJOPERS(MINS)/59/2020

Divisional Office,
Personnel Branch
Tiruchchirappalli,
Dated :31.07.2025

CWM/GOC, Dy.CPO/GOC, Dy.CMM/GOC, Dy.CME/C&W/GOC
All Branch Officers/TPJ Division

Sub: Selection for the post of Stenographer/Gr.III (English) in Pay Matrix in Level 4 in VII PC(GP Rs.2400 in VI PC) -TPJ & GOC Units.

Ref: 1.CPO/MAS Lr No.P(R) 608/Policy/Vol V dt 12.02.2015.
(PBC No.07/2015)

2. Railway Board's letter No.E(NG)-2010/PM 4/3 dated 10.11.2015 (RBE 141/2015)

3. Railway Board's Lr No.E(NG)I-2008/PM 1/15 dated 03.03.2017 (RBE 20/2017)

1. It is proposed to conduct a Selection for the post of Stenographer/Gr.III (English) in Pay Matrix Level 4 in VII PC Pay Matrix (GP Rs.2400 in VI PC)/TPJ & GOC against 25% by Promotion by selection from Shorthand knowing Clerks/Typists in Level- 2 for 1 vacancy (1 SC).

2. The selection will consist of the following:

a) 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 Board's letter No.E(NG)I1/2018/PM/4 dated 14.12.2018(RBE No.196/2018), the question paper 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).

The Examination will be conducted through CCBT. There shall be negative marking for incorrect answers" One third of the marks allotted for each question will be deducted for wrong answers"

As per PBC No: 7/2015 (Lr.No.P[R]608/Policy/Vol.V dt : 12.02.2015) Employees should secure 60% in the written examination and 60% in the aggregate to be placed

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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)/25/2 dt: 03.03.1997. Panels would be drawn up as per merit in terms of Board's letter dt: 19.06.2009(RBE No 113/2009)

(b) **Skill test** : Employees who have secured qualifying mark in the written examination (CCBT) have to undergo Stenography skill test at the speed of 80 words Per Minute for 10 minutes duration with transcription time of 50 minutes on computer (Qualifying test)

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

d) Syllabus for the selection as per PBC 139/2025 is enclosed.

3. Regular office Clerks/Typists working in Pay Matrix Level 2 (GP RS.1900) who have completed 2 years minimum regular service as on 31.07.2025 and acquired knowledge of shorthand are eligible to appear for the selection.

4. The volunteers should submit their application in the prescribed proforma complete in all respects routed through cadre controlling officer in one bunch to reach this office on or before 25.08.2025 after obtaining the approval of cadre controlling officer of the parent Department in which the employee's lien is maintained, so that the employees are relieved when they are selected for the post.

5. Those employees who are working in Construction Units /Projects /RE/deputation and fulfilling eligibility criteria can also apply if their lien is maintained in TPJ Division /Central workshop/GOC.

6. Attested copies of certificates in support of their educational qualification & Community Certificate issued by the Competent Authority (for SC/ST) should be enclosed along with the application

7. In units where Personnel Officers are not available the applications should be submitted to the Head of the unit for onward transmission to Sr.DPO/O/TPJ after due verification.

8. Applications received after 25.08.2025 at Sr.DPO/O/TPJ will not be considered.

9. Withdrawal of the candidature after selection will not be permitted

10. 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 advised with details along with the applications to this office.

11. There will be no supplementary examination"

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

13. Wide publicity may be given among the staff concerned. The notification may be posted in all the notice Boards and prominent places in Divisional Office/Units/Field offices, CWM Office/GOC shops.

14. In case no application received of your Office/unit, a 'NIL' reply should also be sent on or before 25.08.2025

15. The employee who volunteers for the above post should be in readiness to appear for the written Examination.

16. For any information concerned with this selection the applicant may contact Ch.OS/M&G/PB/TPJ through Railway Phone No: 77712, 77716

**Digitally Signed by
Maheswaran.r**

Date: 31-07-2025 18:52:21

Reason: Approved

Encl: Application format

(R.Maheswaran)

Asst Personnel Officer/E

For Sr.Divl Personnel Officer/TPJ

C/- PS to DRM/TPJ, for kind information of DRM.

C/- PS to ADRM/TPJ, for kind Information of ADRM.

C/- Principal/MDZTI/TPJ,

C/- Steno Gr.I to ST.DPO/TPJ

CI- DS/SRMU, DS/AISC/ST/REA & AICBC/REA/TPJ Division.

C/-DRM/PB/TPJ Notice Board

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PROFORMA

Application for selection to the post of Stenographer/Gr.III in Level 4 of VII PC (in GP Rs.2400/- of VI PC) against 25% from shorthand knowing clerks & Typist by PRQ

Enclosure to Lr.No.SR-TPJOPERS(MINS)/59/2020 Dated 31.07.2025

1	Name of the Employee		Affix recent photograph attested by controlling supervisor
2	Father's Name		
3	P.F.No./Emp.No.		
4	Present Designation & Station		
	(a) Pay Matrix & Level		
	(b) Regular		
	(c) MACP		
5.	Division/unit/Railway Phone No/Mobile No./ Whatsapp No.		
6.	Office		
7.	Parent Department		
8.	Date of Birth		
9.	Date of Regular Appointment		
10.	Date of entry in to the present grade		
11.	Educational Qualification: (a) Academic (b) Technical (attach proof thereof)		
12.	Whether the employee belongs to SC/ST – (attached proof thereof)		
13.	Acquired knowledge of Shorthand (English)	YES/NO	
14.	Awards, if any received during the proceeding three years		
15.	Medical classification at present		
16.	For PWBd quota, attach the nature of disability certificate in which the employee is categorized with benchmark disabilities as per PBC No.107/2022.		

Declaration: I hereby declare that the particular furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of particulars of formation given herein being found false or incorrect, I am liable to be taken up under DAR apart from my application being rejected.

Place :

Signature of the Employee

Date:

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Forwarded by the Supervisory Official

It is hereby verified with Service Register and certified from the available records that the employee fulfills the eligibility conditions of the notification and is eligible to volunteer for Stenographer/Gr.III selection in all respects.

Date:

Station:

Seal:

Signature of the forwarding officer
with Designation and Date

Forwarded to Sr.DPO/TPJ

Date:

Station:

Seal :

Signature of the cadre controlling officer
with Designation and Date

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PBC No. 139 / 2025

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
 Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
 Headquarters, Personnel Department, Chennai-600003

No:P(GS)608/XII/Steno Gr.III/2025

Date: 08.07.2025

All PHODs/DRMs/CWMs/CWE/CRSE/CAO/CPM/PDA,
 Principal MDZTI/TPJ, DTTC/GOC
 Dy.CPOs/Sr.DPOs/ Secy to GM,
 Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS,
 Secretary/RRT/MAS,
 DPOs/SPOs/WPOs/APOs of HQ/Divisions/Workshops/Units..

Sub: 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.

The 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 is enclosed for information, guidance and necessary action.

This has the approval of the Competent Authority.

Encl.: 1 page.

J JARNA SINGER
 Digitally signed by
 J JARNA SINGER
 Date: 2025.07.08
 11:00:48 +05'30'

(J. Jarna Singer)
 Assistant Personnel Officer/GI/HQrs
 for Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU
 The General Secretary/DREU
 The General Secretary/NFIR
 The General Secretary/AISCTREA
 The General Secretary/AIOBCREA
 Ch.OS/Systems/PB/HQ - to upload on the SR website.

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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*