

SOUTHERN RAILWAY

SR-TPJOPERS(ENGG)/154/2025

Divisional Office  
Personnel Branch  
Tiruchchirappalli.  
Dt: 01.08.2025

**All Branch Officers/TPJ division**

Sub: Notification for filling up of vacancies of Junior Clerk-cum-typist in Level-2 of VII PC Pay matrix (PB Rs.5200-20200 + GP Rs.1900 in VI PC) against 33-1/3% PRQ Quota in **ENGINEERING DEPARTMENT, TPJ** Division Seniority Unit --reg.  
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1.0 It is proposed to conduct a selection to fill up the vacancy in Junior Clerk-cum-Typist in Level-2 of VII PC Pay matrix ( Pay Band Rs.5200-20200 with Grade Pay Rs.1900 (VI PC) against 33-1/3% PRQ Quota from erstwhile Group 'D' employees in Level 1 of VII PC Pay Matrix from Engineering Department in TPJ division.

1.1 The number of vacancy assessed for the above selection is as under:

Sl. No.	Department	No. of vacancy	Communal Breakup		
			UR	SC	ST
1	Engineering	3	2	1	0
	Total	3	2	1	0
One Vacancy earmarked for PwBD Category					

1.2 The selection is open to employees of Engineering Department, TPJ Division seniority unit as indicated in para 3.0 below, subject to fulfilling eligibility conditions. Employees who are selected will be posted only against vacancies furnished in para 1.1 above.

2.0 As per the instruction contained in Railway Board's letter No.E(NG)1/2003/CFP/2 dated 22.09.2003 (RBE No. 165/2003) there will be no viva voce and the selection will be based on the written examination and scrutiny of Record of Service. The Written Test will consist of 85 marks and Record of Service (based on service register/ personal file) consist of 15 marks. Though there are no marks awarded for seniority, the selection will be finalized based on seniority in terms of Railway Board's letter No.E(NG)I/2011/PM-1/26 dated 06.02.2014 (PBC No.14/2014) and as clarified vide Railway Board's letter of even No. dt. 05.05.2015 (PBC No.53/2015).

2.1 The suitability of the employees will be adjudged based on their performance in the written test and record of service. The employees should obtain 50% in the written test and 50% in aggregate for being placed in the panel. There will be 10% relaxation in qualifying marks for SC /ST employees against reserved posts\_i.e.40% marks in the written test and 40% in the aggregate for being placed in the panel on relaxed standard. The empanelment is subject to availability of vacancies (PBC No.08/2009)

**3.0 Employees eligible to apply:**

Applications are invited from employees belonging to Engineering Department, TPJ Division seniority Unit in the categories listed below subject to fulfilment of eligibility conditions.



Sl. No.	Category	Level/PB + G.Pay
1.	General Assistants (Engg), Non artisan Asst-Works, Non-Artisan Asst-Bridge, Peons, lascars, chowkidars having seniority in Engg Dept in Lev-1, Store watchman (works side) in Lev-1, HKA in Lev-1	Level 1 in VII PC Pay matrix (PB Rs.5200-20200 + GP 1800)

#### 4.0 Conditions of Eligibility:

4.1 Employees with a minimum of 2 years regular service as on 31.07.2025 viz. the date of Notification are eligible to apply, in terms of PBC No. 59/2017 dt. 02.05.2017. However, no person shall be eligible to appear in the selection unless he/she has completed probation period of 02 years Level-1 satisfactorily. The period of 02 years probation is counted from the date of regularization.

4.2 Service rendered in the old cadre/Unit in respect of employees who have come to Engineering Dept, TPJ Division seniority unit on request transfer will count for qualifying service for the purpose of the above selection subject to the condition that the category in which he has working in the old unit is an eligible category for the selection/post in the new unit also as per Railway Boards letter No. E(NG)i-2006/CFP/9 dt.27.07.2006.

4.3 Continuous service after attaining temporary status will be counted for reckoning the 2 years service. They should have been empanelled in regular establishment and also completed the probation period as on 01.08.2025.

4.4 In case of Reserved Community employees, attested copy of the community certificate should be enclosed along with the application. For PwBD employees, PwBD certificate should be enclosed.

4.5 The employees will be required to possess a typing speed of 30 w.p.m. (Words per minute) 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/CF{/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 04.02.2011 instead of testing the typewriting skill on typewriters, the same will be tested on Personal Computers.

#### 5. Syllabus

The Syllabus for the Selection in terms of PBC No. 51/2025 dt: 14.02.2025, is enclosed.

#### 6.0 Selection Procedure

6.1. The written examination will be conducted as Centralized Computer Based Test (CCBT) as per RBE 11/2024 dated 08.02.2024 and PBC No. 253/2024 dated 20.11.2024.

6.2. The Selection consists of CCBT (Centralized Computer Based Test) Examination followed by perusal of records of qualified employees.

6.3. As per Railway Board's Ir.No.E(NG)1/2018/PM1 /4 dated 14.12.2018 (RBE No.196/2018), the question paper will be 100 % objective type multiple choice questions for the CCBT and 10% of the total marks will be from Official language policy and rules (which will be optional). Question numbers from 101 to 110 will be on official language policy and rules and will be purely optional. The candidate has to choose any 100 questions (100 only) out of 110 questions.

6.4 In terms of PBC No. 46/2019, the duration of examination will be 120 minutes. There will be no negative marking for incorrect answers.

#### 7.0 Date of Examination and Venue:

The date, venue and time of examination will be intimated in due course. However, there will be no supplementary examination since the selection is conducted by calling volunteers.

#### 8.0 Training:

The promotion of selected candidates will be subject to their successful completion of the prescribed training. The standard of training will be the same as for the Direct Recruits.

#### 9.0 Posting:

Those who are selected are liable to be posted to any Depot / Office in Engineering department of TPJ division where the vacancy exists. There is no right on the part of staff to claim posting as per his / her choice.

#### 10.0 Forwarding of applications:

10.1 The willing employees who fulfil/accept the above conditions should submit their applications in the prescribed proforma enclosed to their supervisory officials on or before 23.08.2025.

10.2 Supervisory officials shall collect the applications and forward it in one Bunch with the covering letter indicating the names of the volunteers to reach this office (Sr.DPO/O/TPJ) on or before 26.08.2025.

10.3 Administration will not be responsible for non receipt of application sent in piecemeal.

10.4 Applications received after 26.08.2025 will not be entertained under any circumstances.

1.	Last date for submission of application to the respective controlling official by the applicant	23.08.2025
2.	Last date for receipt of application duly forwarded by supervisory officers to Sr.DPO/O/TPJ	26.08.2025





## 11.0 General

**11.1 The Branch/Supervisory Officials should ensure that the notification is brought to the notice of all concerned. If any of the employees belonging to TPJ division seniority unit is on deputation elsewhere with their lien still in TPJ division unit, they should also be intimated about this notification.**

11.2 The employee may also be advised that the eligible list of employees to be admitted to the CCBT examination forming part of this above selection, will be advised after scrutiny of their applications and to be certified based on the documents.

11.3. The employees who have responded to this notification are also equally responsible to attend the CCBT examination on the Scheduled date and time, provided they are found eligible. The eligible employees shall get in touch with their Branch/Supervisory officials or with Sr.DPO/O/TPJ at frequent intervals, to know the date of CCBT examination.

11.4 The service register of the applicants should be updated and kept ready for immediate transmission to this office whenever called for.

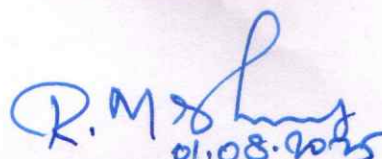
11.5 The notification should be given wide publicity and employees who are on leave/sick should also be notified of the above selection. This notification is also available in the website of Southern Railway TPJ division Personnel Branch Rail Net.

### Other Conditions

1. All other terms and conditions applicable to such selection as per extant rules as on the date of notification will be applicable and items overlooked / omitted if any be treated as valid and operative.
2. Railway administration reserves all rights to cancel or amend the Notification partly or wholly at any time without any prior notice or assigning any reasons thereof.

Please acknowledge the receipt of this letter with date without fail.

Encl: i) Syllabus  
ii) Application (Annexure-I)

  
(R. MAHESWARAN)

Asst. Personnel Officer/Engg  
for Sr.Divl. Personnel Officer/TPJ

Copy to: PCPO/MAS-for kind information  
PS to DRM/TPJ for kind information of DRM  
Steno Gr.I to ADRM/TPJ for kind information of ADRM  
Steno Gr.I to Sr.DPO/TPJ,  
All Supervisors/Field Units/TPJ division  
Ch.OS/Works Branch, Notice Board  
Ch.S&WI for uploading the notification in the website  
DS/SRMU/TPJ, DS/DREV/TPJ, DS/AI SC&ST REA/TPJ,  
DS/AI OBC REA/TPJ

**Syllabus for Jr.Clerk-cum-Typist (33 1/3 quota)**

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

*Rund*



Annexure -I

Application for the post of Junior Clerk-Cum-Typist in Pay Matrix Level 2 of VII PC Pay Matrix (GP Rs.1900 in VI PC) against **33-1/3% PRQ** Quota in Engg Dept, TPJ Division Seniority Unit (Encl: Sr.DPO/TPJ letter. No. SR-TPJOPERS(ENGG)/154/2025 dated 01.08.2025

1.	Name		Affix Recent Passport size Photo  (To be attested by the immediate Supervisor)			
2.	Emp No.					
3.	Present Design.					
4.	Present Pay Level					
5	Present Office					
6	Contact No. a) Personal Mobile No.					
	b) Office Railway Phone No.					
7	Community (tick appropriate Box)	<table border="1"> <tr> <td>UR</td> <td>SC</td> <td>ST</td> </tr> </table> (If SC/ST, copy of attested community certificate should be attached)	UR	SC	ST	
UR	SC	ST				
	If PwBD indicate Nature of PwBD (attach documentary Proof)					
8	Date of Birth					
9	Date of Appt.					
10	Design. & Date of regular appointment					
11	Date of entry in TPJ Seniority Unit					
12	Educational Qualification (attested proof to be enclosed)					
13	Details of Typing qualification (attested proof to be enclosed)					
14	If Casual Labour a) Date of Engagement					
	Date of Temporary Status					
	c)Date of empanelment					



Declaration

1. I hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect at a later date, I am liable to be taken up under D&AR for major penalty, apart from my application being rejected.
2. I will not seek exemption from typing skill test. If I do not qualify in all the three typewriting tests conducted by the administration within the two years period I will abide by the conditions stipulated in PBC No.99/2017 dated 17.07.2017.

Date:

Signature:

Place:

Name:

Designation:

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The service particulars furnished by the employee are verified with the entries available in the Service Register and found correct.

It is also certified that the employee is fulfilling the eligibility conditions prescribed for this selection.

Certified and forwarded to Sr.DPO/TPJ

Date:

Signature of the Supervisory official:

Place:

Name

Design.

