

SOUTHERN RAILWAY

No.SR-TPJ0PERS(Genl)/41/2025

Divisional Office
Personnel Branch
Tiruchchirappalli.
Dt: 07.08.2025

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 16 2/3% LDCE Quota in **NON-ENGINEERING DEPARTMENTS**-TPJ division seniority unit - reg.

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1.0 It is proposed to conduct a selection to fill up the vacancy of 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 16 2/3% LDCE Quota from erstwhile Group 'D' employees in Level 1 of VII PC Pay Matrix in Non-Engineering Departments of TPJ division Seniority unit.

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 | Personnel | 1 | 1 | 0 | 0 |
| | Total | 1 | 1 | 0 | 0 |

1.2 The selection is open to employees of TPJ division seniority unit as indicated in para 3.0 below, subject to fulfilling eligibility conditions.

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 exam will consist of 85 marks and Record of Service alongwith APAR consist of 15 marks and the final **selection will be purely on the basis of merit.(PBC No.54/2012)**

2.1 The suitability of the employees will be adjudged based on their performance in the written exam and Service Register along with APAR Grading. The employees should obtain 50% in the written exam and 50% in the 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 TPJ division seniority Unit in the categories listed below subject to fulfilment of eligibility conditions

| Sl. No. | Category | Level/PB + G.Pay |
|---------|---|---|
| 1. | General/Office Assistant (erstwhile Peon, J.Peon, Jr.Record Sorter, Sr.Record Sorter) | Level 1 in VII PC Pay matrix (PB Rs.5200-20200 + GP 1800) |

4.0 Conditions of Eligibility:

4.1 Educational Qualification:

(i) Employees those appointed on or after 17.12.2014

- 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)
- 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.

4.2 Employees with a minimum of 2 years regular service as on as on the date of notification i.e 07.08.2025 are eligible to apply, in terms of RBE 18/2017 dated 09.03.2017. However, no employee will be eligible to appear in the selection unless he/she has satisfactorily completed the probation period in Recruitment grade.

4.3 The service rendered in the old cadre/unit in respect of employees who have joined TPJ Divisional Seniority unit on request transfer will count for qualifying service for the purpose of the above selection subject to the conditions that the category in which he had working in the old unit is eligible category for the selection/post in the new unit also as per Railway Board letter No.E(NG)I-2006/CFP/9 dated 27.07.2006. (RBE 34/2006)

4.4 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 07.08.2025

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

4.6. 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-98/CFP/19 dated 07.04.2000. 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. As per Railway Board's letter No.E(NG)I-2022/CFP/13 dated 11.01.2023 (RBE 9/2023), 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 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.

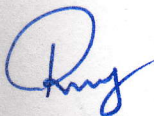
6.2. The Selection consists of CCBT (Centralized Computer Based Test) Examination followed by perusal of records of qualified employees.

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). 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 shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers(RBE 194/2019)

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:

8.1 Selected employees will be deputed for MSTC training.

9.0 Forwarding of applications:

9.1 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 28.08.2025

9.2 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 01.09.2025

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

9.4 Applications received after 01.09.2025 will not be entertained under any circumstances.

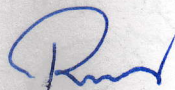
| | | |
|----|---|------------|
| 1. | Last date for submission of application to the respective controlling official by the applicant | 28.08.2025 |
| 2. | Last date for receipt of application duly forwarded by supervisory officers to Sr.DPO/O/TPJ | 01.09.2025 |

10.0 General

10.1 **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.**

10.2 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.

10.3 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.



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

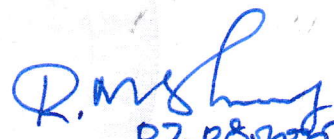
10.5 The notification should be given wide publicity and employees who are on leave/sick should also be notified of the above selection. This notification is also available in the website of Southern Railway TPJ division Personnel Branch Rail Net.

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)


07.08.2015
(R. Maheswaran)

Asst. Personnel Officer/E,
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 DPO/TPJ APO/T
All Supervisors/Filed Units/TPJ division
All Ch.O.Ss/All Departments, Notice Board
Ch.S&WI for uploading the notification in the website

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 16 2/3% LDCE Quota in Non-Engineering Departments of TPJ division Seniority Unit (Encl:Sr.DPO/TPJ Ir.No.SR-TPJ0PERS(Genl)/41/2025 dated 07.08.2025

| | | | | | | |
|-----|--|---|--|----|----|----|
| 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 | | | | |
| 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 (enclose attested copy) | | | | | |
| 13. | Details of Typing qualification (enclose attested copy) | | | | | |
| 14. | If Casual Labour | | | | | |
| | a) Date of Engagement | | | | | |
| | b) Date of Temporary Status | | | | | |
| | c) Date of empanelment | | | | | |

Rng

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

The service particulars furnished by the employees 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 -----

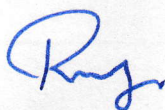
Date:

Signature of the Supervisory official:

Place:

Name

Design.



Syllabus for Junior Clerk-cum-Typist (16 2/3 % LDCE 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.