



दक्षिणरेलवे/SOUTHERN RAILWAY

E-File No.46843

DIVL.RLY. MANAGER'S OFFICE
PERSONNEL BRANCH,
CHENNAI DIVN
CHENNAI.03. Date: 31.07.2025

NOTIFICATION NO.25/2025

All Branch Officers/Chennai Division

Sub: Selection for the post of Stenographer Gr III(English) in Pay Matrix Level-4 (VI PC Grade Pay -Rs.2400)/MAS Div.Unit (25% by Promotion by Selection from Shorthand knowing 'Clerks' & 25% By General Selection from serving Group 'C' employees knowing Shorthand).

Ref: 1. PBC No.07/2015 ltr No.P(R)608/Policy/Vol.V dt 12.02.2015
2. RBE No.141/2015 ltr No.E(NG)I-2010/PM 4/3 dt 10.11.2015
3. RBE No.20/2017 ltr No.E(NG)I-208/PM 1/15 dt 03.03.2017

1. It is proposed to conduct a selection for the post of Stenographer Gr III in Pay Matrix Level-4 (Grade Pay Rs.2400)

(a) 25% promotion by selection from Shorthand knowing Clerks/Typists in Level-2 for **5 vacancies. (UR-3, SC-1 & ST-1) in which 01 vacancy is earmarked for the PwBDs of category (a) (Blind, Lower Vision) as per RBE 74/2022 & PBC 37/2019.**

And

(b) 25% by General Selection from serving Group 'C' employees knowing Shorthand in Level-1 to 4 for **4 vacancies. (UR-2, SC-1 & ST-1) in which 01 vacancy is earmarked for the PwBDs of category (a) (Blind, Lower Vision) as per RBE 74/2022 & PBC 37/2019.** In terms of para 13.2 of DoPT's O.M. No. 36012/1/2020- Estt (Res.II) Dated 17.05.2022 duly circulated under Estt Rule No.168/2022, in previous vacancy cycle of DPQ non-selection (suitability). 01 post reserved for PwBD in 'LV' category, which remained unfilled and therefore it is carried forward to this vacancy cycle. Also, as per said para, "in the event of non availability of PwBD candidates

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for promotion even in the extended zone, the vacancy shall not be filled and shall be carried forward. In the subsequent year, if PwBD of respective category is not available, the same can be exchange with other categories of disabilities identified for it. If it is not possible to fill up the vacancy by reservation even by exchange, the reservation shall be carried forward for two subsequent recruitment years, where-after it shall lapse."

The eligibility conditions and selection process is as under:-

1	Application	Eligible volunteers can apply <u>only through online</u> in the following link: https://www.pbmas.in/notifications/
2	Eligible staff to apply	<p>a) Regular Junior Clerks/Typists working in Level-2 (Grade Pay Rs.1900/-) who have completed 2 years minimum service as on 31.7.2025 and acquired knowledge of Shorthand are eligible to appear for the selection.</p> <p>b) All Group C regular employees in Pay Matrix Level-1 to 4 (Grade Pay between Rs.1800 to Rs.2400) who have completed 2 years minimum service as on 31.7.2025 and acquired the knowledge of Shorthand are eligible to appear for the selection.</p>
3	Educational Qualifications	<p>There is no minimum prescribed educational qualification for promotion to the post of Stenographer Grade III in Level 4 against the 25% General Selection quota. The basic requirement is knowledge of shorthand with prescribed speed.</p> <p>[Authority-RBE No.158/2022]</p>
4	Cut-off date	The cut-off date for determining the eligibility of the employees will be the date of issue of notification i.e., 31.07.2025 (RBE 117/2006).
5	Syllabus	The candidates qualified in written examination will have to appear Qualifying Short Hand Test as prescribed as per instructions given below: [Authority-RBE No. 141/2015]. Syllabus is attached as Annexure to this notification.
6	Mode of selection	<ol style="list-style-type: none"> 1. The selection consists of written examination and Short Hand test. 2. The written examination shall be through CCBT mode (Composite paper for testing the Language(English) along with General Awareness 3. Shorthand Speed test of 80 words per minute of 10 minutes duration with transcription time of 50 minutes on computer

7. Notifying the staff

7.1 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.

7.2 Staff who are on deputation/leave/sick should also be notified to enable them to submit their applications through proper channel in time. It is the responsibility of the Supervisor concerned to bring the notification to the notice of staff on deputation/leave/Sick under clear acknowledgement.

7.3 If any complaint is received from the employees for not being notified of the said notification, supervisory staff concerned will be held responsible.

7.4 For PwBD quota, the PwBD employee should submit the nature of disability certificate in which he/she is categorized with benchmark disabilities as per PBC No.107/2022.

8. HOW TO APPLY

Employees who are eligible as per the terms and conditions notified above, should submit their applications "on-line" in the portal in the Chennai Division website through the link **www.pbmas.in/notifications/**

Opening date for on-line registration **31/07/2025**

Closing date for on-line registration **25/08/2025**

Please note that physical applications (in paper format) will not be accepted and will be rejected summarily.

The method of submitting application will be

- Employee should fill in the details in the on-line portal in the prescribed proforma/format.
- After completely filling the application, the application should be downloaded and forwarding signature of the supervisor should be obtained on the downloaded application
- After this, the application should be scanned and uploaded in the website.
- The employee should upload relevant document with the application at the time of submission.
- In case the application is not uploaded after obtaining the signature of the supervisor, it will be considered as 'unwillingness of the employee' and the name of the employee will not be considered any further. It shall be the responsibility of the Supervisors concerned to give wide publicity about this notification including those who are working outside the Division on temporary transfer/deputation etc., whose lien is with MAS Division, as well as those who are either on leave or on sick list.

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9. GENERAL

After scrutiny, the list of eligible employees to appear in the selection will be notified in the website. Hence, employees may keep a constant watch to get the updates. It shall be noted that on submitting application, the employee becomes equally responsible for ascertaining his eligibility and appearing in the written examination, if eligible, etc. Hence, they have to watch the updates at frequent intervals, which will be posted in the website (www.pbmas.in) regarding this selection. This notification is also available in Chennai Division Personnel Department website at Railnet.

Tentative Schedule for the Selection		
Sl. No	Details	Schedule
1	Final date for submission of application	Latest by 25.08.2025
2	Publication of eligibility list	Latest by 10.09.2025
3	Notification of Final number of vacancies taking into account unfilled vacancies in PQ, if any	Latest by 20.11.2025
4	Written Examination & Aptitude Test	01.12.2025 to 15.12.2025
5	Finalization of Panel	Latest by 16.12.2025 to 31.12.2025

Encl: Syllabus


(V.K.SIVAKUMAR)

APO/MAS

/Sr.Divl.Personnel Officer/MAS

Copy to:

All Branch Officers/MAS

Supervisory Officials – for necessary information & notice board display.

JE/IT – for uploading in website

Divl.Secy/SRMU.

Divl.Secy/DREU.

Divl.Secy/AISC/ST REA.

Divl.Secy/AIOBC REA.



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.

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*