



SOUTHERN RAILWAY

E File No. 189186

Divisional Railway Manager's Office,
Personnel Branch, Chennai Division,
Chennai-600003.Dt. 31.07.2025

Notification No: 26 /2025

All Branch Officers/Chennai Division.

Sub: Notification for filling up of vacancies of Junior Clerk cum Typist in Pay Matrix Level-2 of 7th(GP Rs.1900/- VII PC) against (16^{2/3} %) Limited Departmental Competitive Examination (LDCE) Quota-MAS Division

It is proposed to fill up the following vacancies of Junior Clerk cum Typist in Pay Matrix Level-2 of 7thCPC pay matrix of MAS division against 16^{2/3}% LDCE quota for the vacancies available of all Departments in Chennai Division.

Category	Level in VII PC	PwBD	Community wise breakup			TOTAL VAC.
			UR	SC	ST	
Jr.Clerk cum Typist	Level- 2	1*	08	04	04	16

- 1*-posts reserved for PwBD categories i.e., (a)Blind, Lower Vision as per RBE 74/2022 & PBC No.37/2019.

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	Employee belonging to Chennai Division (except Accounts & RPF) in the categories listed below subject to fulfillment of eligibility conditions. <table><tr><th>S.No</th><th>Category</th><th>Pay Matrix Level</th></tr><tr><td>1</td><td>Office Peon(General Assistant)</td><td>Level -1</td></tr><tr><td>2</td><td>Bunglow Peon*</td><td>Level -1</td></tr><tr><td>3</td><td>Jamedar Peon</td><td>Level -2</td></tr><tr><td>4</td><td>Record Sorter</td><td>Level -1</td></tr><tr><td>5</td><td>Sr. Record Sorter</td><td>Level -2</td></tr><tr><td>6</td><td>Gestetner Operator</td><td>Level -2</td></tr><tr><td>7</td><td>Ferro Printer</td><td>Level -1</td></tr><tr><td>8</td><td>Commercial Courier</td><td>Level -1</td></tr><tr><td>9</td><td>Binder</td><td>Level -1</td></tr><tr><td>10</td><td>House Keeping Assistant</td><td>Level -1</td></tr></table>	S.No	Category	Pay Matrix Level	1	Office Peon(General Assistant)	Level -1	2	Bunglow Peon*	Level -1	3	Jamedar Peon	Level -2	4	Record Sorter	Level -1	5	Sr. Record Sorter	Level -2	6	Gestetner Operator	Level -2	7	Ferro Printer	Level -1	8	Commercial Courier	Level -1	9	Binder	Level -1	10	House Keeping Assistant	Level -1
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		<p>Authority: RBE 77/2016 to be read with RBE 163/2018</p> <p>*Whose lien is maintained in Peons/J.Peons category only</p> <p>Engineering Department</p> <table> <tr> <td>11</td><td>Non Artisan Khalasi Works wing</td><td>Level-1</td></tr> <tr> <td>12</td><td>Compound Gateman</td><td>Level -1</td></tr> <tr> <td>13</td><td>Mali of Works side</td><td>Level -1</td></tr> <tr> <td>14</td><td>Drainage Khalasi of Works side</td><td>Level -1</td></tr> <tr> <td>15</td><td>Safaiwala of Works side</td><td>Level -1</td></tr> <tr> <td>16</td><td>Store Watchman of Works side</td><td>Level -1</td></tr> <tr> <td>17</td><td>Watchman of Works side</td><td>Level -1</td></tr> <tr> <td>18</td><td>Rest House Watchman of Work side</td><td>Level -1</td></tr> <tr> <td>19</td><td>Sanitary cleaner of Works side</td><td>Level -1</td></tr> <tr> <td>20</td><td>Store Watchman of BRI wings</td><td>Level -1</td></tr> <tr> <td>21</td><td>Trolleyman of BRI wing</td><td>Level -1</td></tr> </table> <p><u>TRAFFIC DEPARTMENT</u></p> <p>All Record Sorters, Jamedar Peons and Peons in Level-1 duly obtaining the declaration that they are not willing to attend the Gr. D to Gr. C selection in Operating/Commercial department and there is no further avenue in their respective departments.</p>	11	Non Artisan Khalasi Works wing	Level-1	12	Compound Gateman	Level -1	13	Mali of Works side	Level -1	14	Drainage Khalasi of Works side	Level -1	15	Safaiwala of Works side	Level -1	16	Store Watchman of Works side	Level -1	17	Watchman of Works side	Level -1	18	Rest House Watchman of Work side	Level -1	19	Sanitary cleaner of Works side	Level -1	20	Store Watchman of BRI wings	Level -1	21	Trolleyman of BRI wing	Level -1
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3	Educational Qualifications	<p>As per RBE 216/2015 dt 30.12.2015</p> <p><u>Employees appointed before 17.12.2014</u></p> <p>1. Matriculation or its equivalent is the requisite educational qualification.</p> <p><u>Employees appointed on or after 17.12.2014</u></p> <p>1. 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)</p> <p>2. In case of employees who possess higher qualification in the stream of (10+2+3) but have not passes 12th with 50% marks, will be considered (without insisting on 50% in +2stage) Authority: (RBE 62/2020)</p>																																	
4	Service conditions	<p>Employee should possess a minimum of 2 years regular service in the concerned seniority unit in the specified categories as on 31.07.2025 viz the date of notification</p>																																	

		subject to the conditions made in para 3 (ii) in RBE No. 99/2006.
5	Staff joined on request transfer on bottom seniority in this Division.	<p>Service rendered by them in the old unit will be reckoned for determining their eligibility in the new unit subject to –</p> <p>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 (RBE No: 34/2006).</p> <p>He/she is otherwise eligible to be considered for the selection to Group 'C' posts as per the extant rules; and the category in which he was working in the old unit is an eligible category for the selection/post in the new unit also. (RBE 99/2006)</p>
6	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).
7	Syllabus	<p>As detailed in PBC- 15/2025 Dt. 21.01.2025 and the same is enclosed as Annexure.</p> <p>In terms of PBC.No.205/2016, 10% of the total marks will be set on Official Language Policy and Rules. But the questions on the same will not be of compulsory in nature and is purely optional.</p>
8	Mode of selection	<p>The selection shall consist of written examination and perusal of Record of Service (RBE 165/2003).</p> <p>As per instructions 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 Service Register. The Written Test will consists of 85 marks and Record of Service along with performance reports (based on entries in the Service Resister/Personnel file) will consist of 15 marks and the final selection will be purely on the basis of merit. (PBC NO. 54/2012)</p> <p>In terms of PBC 204/2024 the written examination will be conducted under Centralized Computer Based Test (CCBT) mode.</p>

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9	Written Examination	<p>(i) The selection consists of written test as per Board's letter No.E(NG)/1/2018/PM1/4 dated 14.12.2018 (RBE 196/2018). The Question Paper will be 100% Objective type multiple choice questions.</p> <p>(ii) In terms of PBC.No.205/2016, 10% of the total marks will be set on Official Language Policy and Rules. But the questions on the same will not be of compulsory in nature and is purely optional.</p> <p>(iii) In terms of PCPO/MAS Letter No. P(R) 608/P/Vol. XV(OL) dated 28.06.2019, Question Papers will be in Trilingual (English, Hindi & Tamil language) for the selection.</p> <p>(iv) In terms of Railway board letter No.E(NG) 1/2018/PM 1/4 dated 14.11.2019 (RBE 194/2019) there will be negative marking @ 1/3 mark for a wrong answer for LDCE Selection where panel is arranged in the order of merit from those qualified.</p> <p>(v) In terms of PBC 268/2022 the written examination shall be conducted CCBT (Centralized Computer Based Test) mode.</p> <p>(vi) The instructions for CCBT will be issued in due course.</p> <p>(vii) Electronic devices will not be allowed inside the examination hall and the <u>violators of the above guidelines will be taken up under DAR.</u></p> <p>The written Examination will consist of questions on</p> <p>1. The working knowledge of the Railway servant in English Language should be answered in English only.</p> <p>2. 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.</p> <p>In terms of Para 3 of RBE No:122/2023 in case of the question(s)/ Answer(s) in the Questions paper are incorrect, the procedure as prescribed in the letter no:2010/E(RRB)/25/27 dated:9.6.11 is to be adopted only for those candidates who have attempted that/those incorrect question(s) or question(s) with wrong answer(s).</p>
10	Supplementary examination	There will be no Supplementary written examination, being an LDCE selection.
11	Procedure for Empanelment	The final panel will be drawn in the order of merit based on aggregate marks of 'Professional Ability' and 'Record of Service', being an LDCE selection, in terms of RBE 113/2009. However, a candidate must secure a minimum of 60% marks in the 'Professional Ability' and 60% marks in the aggregate for consideration of placement in the panel and the final empanelment is subject to availability

	<p>of vacancies.</p> <p>As the final panel will be drawn on the basis of merit, there will be no classification as "Outstanding".</p> <p>The decision of the administration for place of posting and allotment of Department in MAS Division of the empanelled candidates will be final. No request in this regard will be entertained.</p>
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12. Notifying the staff

12.1 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.

12.2 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.

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

12.4 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.

13 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

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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.

14. 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.

gkn 31/7/25
(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. 51 / 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/Jr.Clerk/33 1/3%/2025

Date : 14.02.2025

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 the post of Junior Clerk – cum- Typist in Pay Matrix Level-2
against 16 2/3 % LDCE quota - Reg.

Ref: PCPO/MAS letter No.P(Co-ord) CCBT/2024 dated 20.11.2024
(PBC No.253/2024).

The syllabus for the post of Junior Clerk – cum - Typist in Pay Matrix Level-2 against 16 2/3 % LDCE quota is enclosed for information, guidance and necessary action.

This has the approval of the Competent Authority.

Encl.: 1 page.

(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 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.