

दक्षिणरेलवे/SOUTHERN RAILWAY

सं No U/P.531/XII/PG/Sr.Clerk/LDCE 13 1/3%

मण्डलकार्यालय/Divisional Office,
कार्मिक विभाग/Personnel Branch,
मदुरै/Madurai,
Date: 15.09.2026.

All Branch Officers / MDU Division
All Supervisory Officials / MDU Division

NOTIFICATION

Sub: Selection to the post of Senior Clerk – cum - Typist in Pay Matrix level - 5 of VIIth CPC against 13 1/3 % LDCE Quota – reg.

Ref: 1. Rly. Bd's letter No.E(NG) I/2018PM1/19 dated 10.05.2019(RBE 78/2019)
2. PCPO/MAS letter No: P(Co.ord)CCBT/2024 dated: 17.10.2025

It is proposed to conduct a selection to fill up the vacancies of Senior Clerk – cum - Typist in PML - 05 VIIth CPC Pay Matrix against 13 1/3 % LDCE Quota.

Applications are accordingly invited from eligible employees for selection to the post of Senior Clerk – cum - Typist in PML - 05 of VIIth CPC Pay Matrix against Limited Departmental Competitive Examination Quota from all Departments of MDU Division except Accounts Department and RPF.

1.0 VACANCIES

Number of vacancies assessed including Higher-Grade vacancies against LDCE Quota for the above selection is detailed below:

S.No.	Department	UR	SC	ST	Total
1	Personnel	03	-	-	03
2	Civil Engineering	02	-	-	02
3	Mechanical	01	-	-	01
4	Operating	01	-	-	01
5	Commercial	-	-	-	-
6	Electrical/General	-	-	-	-
7	Signal & Telecom	-	-	-	-
	Total	07	-	-	07

The above selection is subject to the outcome of judgment ending before Hon'ble Supreme Court of India in the matter of reservation.

2.0 ELIGIBILITY CRITERIA

2.1 Serving regular ministerial Staff of all departments of MDU Division (except Accounts department and RPF), having the service as detailed below

- Possessing the qualification of Graduation as on the date of notification.

AND

- **Three years regular service as Junior Clerk cum Typist in Pay Matrix Level – 2 of VIIth CPC**

2.2 Employees, who are working in Construction Units/Projects/RE and fulfilling eligibility criteria can also apply, provided their lien is maintained in Madurai Division.

2.3 The service rendered in the old unit of employee who joined this division on own request transfer shall be reckoned subject to 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 etc., as per RBE 34/2006.

2.4 Cut Off date for eligibility will be the date of issue of notification in terms of Rly. Bd.'s letter No.E(NG) I-2005/PMI/52 dated 22.08.2006 (PBC No.155/2006).

Note:

- a) As clarified by Railway Board's letter No.E(NG)I-2014/PM1/-CC dated 22.05.2014 and E(NG)II/2013/RR-1/8 dated 18.03.2015 on the aspect of degree obtained from Open University without prosecuting 10+2 or 11+1 stream of studies, such students should produce proof of passing the entrance test, before attending such degree examination.
- b) Post Graduation certificate obtained directly from Open University or other such institution will not be accepted and such applications will summarily be rejected.
- c) Application must include attested copies of all the certificates, i.e. Educational qualification, PwBD certificate (If required), Community Certificate (SC/ST) and other relevant certificates. Without which the application will be summarily rejected.
- d) The educational qualification entered in the application form should be as per the Service Register.

3.0 SELECTION PROCEDURE

- 3.1 The written examination will be conducted as Centralized Computer Based Test (CCBT) as per PBC No.02/2025 dt 03.01.2025. The Selection consists of CCBT (Centralized Computer Based Test) Examination followed by perusal of records of qualified employees.
- 3.2 The selection consists of CCBT (Centralised Computer Based Test), as per Board's Lr.No.E(NG)I/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 examination and 10% of the total marks will be from Official Language Policy & Rules (which will be optional). The candidate has to choose any **100 questions (100 only)** out of 110 questions.
- 3.3 As per Note (4) below Para 189 of IREM Vol.I, the employees should obtain 60% marks in the written test and 60% in the aggregate for being placed in the panel. In respect of SC/ST employees, 10% relaxation in qualifying marks is allowed against reserved vacancies, and accordingly they should get 50% marks in aggregate for being placed in the panel. However the promotion of empanelled employees is subject to availability of vacancies at appropriate time.
- 3.4 As per PBC No.264/2019, there shall be negative marking for incorrect answers. One third (1/3) of the marks allotted for each question will be deducted for wrong answers. In terms of PBC No.46/2019, the duration of examination will be 120 minutes.

4.0 SYLLABUS

The syllabus for the selection is enclosed at Annexure-I as per PBC No. 155/2025.

5.0 TRAINING

Supervisors should ensure in-service training to the selected candidates.

6.0 ORDER OF PREFERENCE

- 6.1 Employees are advised to indicate their order of preference for allotment of Department/Units/Place of posting in the application form itself. The option made for where no vacancies were notified shall be treated as invalid.
- 6.2 Code in the order of choice has to be indicated for the Department at Serial No.13 of the application form.

DEPARTMENT	CODE
Personnel	PB
Mechanical	ME
Engineering	CE
Operating	OD
Commercial	CD
Electrical/G	EE
Signal & Telecommunication	S&T

- 6.3 The choice/preference of Departments indicated by the employees in the application will be considered first based on their merit order and option subject to availability of vacancies.
- 6.4 Preference for place of posting will be considered as per the merit/option of the selected employees. Option exercised in the application for department and place of posting is final and no further representations for change will be entertained.
- 6.5 However, by exercising option for Department for place of posting, the selected employees are not having any exclusive right for any department for place of posting. Selected employees will be posted in any Department of Madurai Division keeping in view of administrative requirement.
- 6.6 Administration reserves the right to post the candidates as per administrative exigencies, irrespective of the preference given.

7.0 GENERAL INSTRUCTIONS

- 7.1 Supervisors 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 The applications of the employees who are under deputation shall be routed through the respective cadre controlling Officer, where their lien is maintained after due verification of the status, grade, and service. Application received directly from where they are presently working on deputation will be rejected.
- 7.3 List of eligible employees for participating in CCBT would be published after scrutiny of the applications.
- 7.4 After the CCBT examination, pleading ignorance of the date of CCBT examination will not be accepted under any circumstances. The employees who have responded to this notification are also equally responsible to attend CCBT examination on the scheduled date and time or on the date to be notified, provided they are found eligible. For enquiry, if any, they may contact the following Railway number Ch.OS/G/PB : 72710
- 7.5 This being LDCE there will be **no supplementary** examination.
- 7.6 It shall be noted by all the applicants that purely based on the declaration given by them in the application and the attested photo copies of SSLC/Matriculation/SSC/PUC and the degree certificates along with Mark-sheets enclosed with the application, they will be admitted for written examination. In the event of employees making false declaration of educational qualifications and applications made without enclosing the attested photo

copies of above mentioned certificates, reserved community employees who do not enclose the requisite Community Certificate issued by competent authority, apart from disqualifying them for the post, they will also be taken up under D&AR.

7.7 It is the responsibility of the employees to produce original and attested copies of Educational Qualification, PwBD Certificate, Community Certificate, in the case of SC/ST employees, before the concerned authorities, as and when demanded, without which their application will not be considered.

8.0 LAST DATE & FORWARDING OF APPLICATIONS:

8.1 All the eligible employees should submit their applications as per the proforma attached as Annexure-II along with enclosures on or before the closing date i.e. **09.10.2026**.

8.2 Applications received after the last date i.e. **09.10.2026** should not be accepted and forwarded by the immediate supervisor. Supervisor shall verify the particulars of the applicants with that of the information made in the application and forward eligible applications only in one bunch with a covering letter duly mentioning the Name and designation of the applicants to Personnel Department/MDU.

8.3 The incomplete applications and the applications received directly at this office or through supervisory official after the last date will not be accepted.

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

8.5 **Wide publicity of this notification may be given among the staff working under your control.**

Encl: 1. Annexure-I -- Syllabus

2. Annexure-II -- Proforma Application.

M ESAKKI

Digitally signed by M
ESAKKI
Date: 2026.09.15
11:07:06 +05'30'

(एम. इसक्की M. ESAKKI)

सहायक कार्मिक अधिकारी

Assistant Personnel Officer/T

/कृते वरिष्ठ मंडल कार्मिक अधिकारी/मदुरै

/Sr. Divisional Personnel Officer/MDU.

Copy to: PCPO/MAS - for kind information please.

Ch.OS/Genl. & Confdl./MDU.

DS/SRMU/MDU, DS/DREU/MDU, DS/AIOBC REA/MDU, DS/AISCST REA/MDU.

SYLLABUS FOR SELECTION TO THE POST OF SENIOR CLERK IN LEVEL-5
AGAINST 13 1/3 % LDCE QUOTA

1. Organizational Structure of Ministry of Railways at Railway Board, Zonal Railway, Divisional/Unit levels.
2. Office Procedure
 - a) Management of DAK and Receipts
 - b) File Management System
 - c) Records Management including Records Retention Schedule
 - d) Classification of documents and handling of classified documents
 - e) Dealing of VIP, MP, MLA and ca-iii references
3. Forms of Communications
 - a) Letter/DO writing
 - b) Notifications
 - c) Writing Noting on files.
4. Award of Works in Works Programme
5. Procedure for Stores Procurement (including through GeM)
6. Statutory Audit, Audit / Accounts Inspection Notes, Draft Para
7. Standards of financial propriety
8. Railway Housing (Railway Quarters Allotment) Policy.
9. Discipline & Appeal Rules and Conduct Rules
10. Medical examination and Medical facilities available to Railway employees.
11. Man-Power Planning – Vacancy Bank, Creation of Posts, Benchmarking, Supernumerary Posts, Redeployment of surplus staff, Redistribution of posts
12. Pay and Allowances
13. Pass Rules
14. Leave Rules
15. Railway Pension Rules (OPS, NPS & UPS)
16. Railway Servants (Hours of Work & Period of Rest) Rules, 2005.
17. Model Schedule of Powers
18. Right to Information Act 2005
19. Official Language Policy, Act and Rules

Note-1:- Questions set in the paper will be normally to assess the understanding of the candidates w.r.t. various topics as above which various ministerial staff are required to know.

Note-2:- 10% of the total marks will be from Official Language Policy, Act and Rules, which will be optional.

APPLICATION FORM FOR THE POST OF Sr.CLERK CUM TYPIST IN PML-05 OF VIITH CPC AGAINST 13 1/3 %**LDCE QUOTA**

1	Name			Photograph (Not older than one month) attested by Controlling Officer/Supervisor					
2	Employee No. & HRMS ID								
3	Date of Birth								
4	a) Date of Initial Appointment								
	b) Date of Regular Appointment								
5	Present designation/Station								
6	Present Pay and Scale								
7	Date of entry into the present grade (on regular basis)								
7	Date of entry as Jr.Clerk								
8	Contact	a)							
	a) Mobile No. b) e-mail ID	b)							
9	Educational Qualification	Graduate							
		Post Graduate							
10	Community (Tick applicable)	UR		SC		ST			
11	Lien maintained in	Department:							
12	Category	Years & Months							
	As Junior Clerk in PML-02 of VII CPC								
13	Indicate the choice of Department by writing Department code	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
14	Enclosures of attested copies of certificates (Tick box below each item)	SSLC/Matriculation		HSC/Pre-Degree		Degree with mark Sheets		Community	

Attested copies of all the certificates i.e. 10th, 11th, 12th/HSC/PUC/Pre-degree/Entrance test/Graduation in proof of qualification ,PwBD, and community i.e. SC/ST should be enclosed without which the application will be rejected.

Declaration of the employee

I hereby declare that the particulars furnished by me are true and correct to the best of my knowledge.

Signature:

Place:

Name:

Date:

Designation:

Certification of Supervisor

The service particulars furnished by the employee in the Application Form are verified and found correct. It is also certified that the employee is fulfilling the eligibility conditions prescribed for this selection.

Certified and forwarded to DPO/O/MDU.

Signature:

Place:

Name:

Date:

Designation: