



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*