



PBC No. 155 / 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: 23.07.2025

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 Senior Clerk – cum-Typist
in pay matrix level-5 against 13 1/3% LDCE Quota – reg

The syllabus for selection to the post of Senior Clerk – cum-Typist in pay matrix level-5 against 13 1/3% 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 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.