

<b>मध्य रेलवे/CENTRAL RAILWAY</b>	
 सत्यमेव जयते	<b>प्रधान कार्यालय / Headquarters Office</b> <b>कार्मिक विभाग / Personnel Department</b> <b>सी.एस.एम.टी., मुंबई / CSMT, Mumbai-400001</b>
क्रमांक: CR-HQ0PERS(PIPT)/39/2021/125595	दिनांक: 07.01.2026

सेवा में:

**AGM, SDGM, PCPO, PCE, PCEE, PCME, PCMD, PCSTE, PCOM, PCSO, PCCM, CAO(C), CEE(C), CE(C), CSTE(C), CCM(PS), CCM(PM), CCM(Rates), CCO, CWM(S&T) BY, MTN, PR DGM, CPRO, Sr. EDPM, Dy. CS&AO DY. CE/C/DR, DY.CEE/C/DR, P/CETI/THK, EEE/PRS CSTM**

Sub: Formation of combined panel for Promotion from erstwhile Gr. 'D' to Gr. 'C' as Jr. Clerk-Cum-Typist, Level-2, as per 7th CPC, consisting of all HQ seniority pool including Medical (except Stores, Accounts & RPF deptt.) against 33  $\frac{1}{3}$ % Departmental Quota.

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It is proposed to form a panel for promotion to the post of Jr. Clerk-cum-Typist, Level-2, against 33  $\frac{1}{3}$ % Departmental Quota from erstwhile Gr. 'D' staff in Level-1, consisting of all HQ seniority pool (except Stores, Accounts & RPF deptt.)

The assessment of vacancies of Jr. Clerk-cum-Typist, Level-2, against 33  $\frac{1}{3}$ % Departmental Quota is as under:-

UR	SC	ST	TTL	PWBD
13	11	9	33	8

In terms of guidelines issued vide Railway Board's letter No. E(NG)I-2010/PM1/16, dated 10.09.2014 the vacancies if any, that remain unfilled in promotional quota i.e. 33  $\frac{1}{3}$ % Departmental Quota, will be carried forward to the LDCE quota i.e. 16  $\frac{2}{3}$ % quota.

1. The conditions of eligibility are as under:

- All regular employees (GEN/OBC/SC/ST) in erstwhile Gr 'D' ML-1, of all HQ seniority pools (excluding staff of Stores, Accounts & RPF deptt), who do not have any other regular channel of promotion in their cadre and have completed 2 years continuous service in the relevant grade on successful completion of probation period, on the date of issue of Notification. (Authority: Railway Board's letter No. E(NG)I-2015/CFP/8 dated 21.4.2017.
- Regular employees working in lower Gr. 'C' categories, who do not have any other regular channel of promotion in their cadre and have completed 2 years continuous service on the date of issue of Notification.

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iii The employees of above mentioned HQ seniority pools having no other regular channel of promotion and who are confirmed on the date of Notification and who were engaged as Substitutes (other than CDMH/EH/Bungalow Peon) having 2 years continuous service/ residency period, countable from the date of temporary status and for initially engaged Substitute CDMH/EH/Bungalow Peon treated regular from the date of screening and 2 years probation period, will be eligible in terms of instructions issued vide Railway Board's letter No. E (NG) I-2015/CFP/8 dated 21.4.2017. For employees initially engaged as Substitute CDMH/EH/Bungalow Peon, the benefit of screening shall be extended after 03 years from the date of grant of temporary status.

iv. In case staff who have come on Own Request Transfer, the service rendered in the old unit will count for the purpose of qualification for promotion, provided the category in which he/she was working in the old unit is an eligible category for the selection post in the new unit. (Authority: - Railway Board's letter No. E (NG) I/2006/CFP/9 dated 27.07.2006 and letter No. E (NG) I-2006/PM/5 dated 21.03.2006.

The candidate should be literate in English/Hindi and be able to qualify in the selection.

v. Casual Labour/Substitute service will not be reckoned towards two years minimum service required as eligibility condition to appear in the selection.

vi. In terms of Railway Board letter No. E(NG)I-2015/CFP/12 dated 24.06.2016, the safaiwalas (now re-designated as HKA as per Railway Board's letter No. PC-III/2018/Standardization/2 dated, 22.10.2018) of all departments are made eligible to appear in the examination for Ministerial staff against 16 2/3% quota, subject to possessing the requisite educational qualification and other requirements for the said selection.

Now, as per Railway Board's letter No. E(NG)I-2022/CFP/9 dated 21.07.2025 and APO(S&M)'s letter No. CR-HQ0PERS(PDCM)/2/2023/477428 dated 17.12.2025, Hospital Assistant/Hospital Attendants/HKA (Level-I) are now made eligible to appear for selection to the post of Office Clerk of Medical Department against 33-1/3 % Promotion and 16-2/3% LDCE Quota vacancies under Para-174 & 189 (Supra) of IREM Vol-I.

2. Typing Test: - The selected candidates will have to appear and qualify the typing test, in terms of Railway Board's letter No. E(NG)I-2015/CFP/7, dt. 16.01.2017, read with procedures as contained in Railway Board's L. No. E (NG)I-2004/CFP/8 dated 04.02.2011. The candidates who are unable to pass the typing test will be governed as per provisions contained in Railway Board's letter No. E(NG)I-2015/CFP/7 dated 16.01.2017.

3. Mode of selection: Selection will be based on Written test and Record of Service as per Para 189 of IREM, ACS NO.155 read with Railway Board's Letter No. E (NG) I-2011/PM1/26, dt. 06.02.2014. There shall be No Viva-Voce in terms of Para 3 of Railway Board's letter No. E (NG) I-2003/CFP/2 dated 22.09.2003 and no supplementary test will be held being general selection post.

The award of marks under the head, Record of Service, shall be governed by CR Circular No. HPB/582/R/Circular, dt. 20.06.2014. (CR. No. 103/2014.) and CPO (Ruling)'s L. No. P/HQ/Ruling/O/803, dt. 01.02.16.

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4. Written Examination

Question paper (100 marks) for written examination will consist of one paper of 2 hrs. in two parts i.e. Part 'A' (50 marks) and Part 'B' (50 marks). Questions to Part 'A' will consist questions of English Language and Part 'B' will be set in both English and Hindi.

Since the matter of minimum Qualifying Marks to be secured by the candidate for promotion from erstwhile Gr. 'D' to Gr. 'C' as Jr. Clerk-cum-Typist has been reviewed by the General Manager, the candidate must secure minimum percentage of qualifying marks in aggregate of Part 'A' & 'B' (Both Part 'A' & 'B' taken together) as under:

UR - 50% SC/ST - 40% (Both Part 'A' & 'B' taken together)

5. Syllabus:

The syllabus has been published vide APO(Admin)'s letter No.CR-HQ0PERS(PIPT)/20/2021-O/o DYCPOHRD/HQ/CR-102106 dated 06.11.2025.(Copy enclosed)

The written test will be 100 % objective type with multiple choice, as clarified by Railway Board vide RBE No.196/2018 & 97/2019. Therefore, Question Paper will be prepared in two parts i.e. Part 'A' & Part 'B' and Questions in Part 'A' will only be prepared in English and Part 'B' will be prepared in bilingual i.e. both in English and Hindi.

- (i) The duration of the written test will be of 120 minutes.
- (ii) Questions – 100 compulsory and 10 of Rajbhasha (Optional) Total-110.
- (iii) The written examination will be conducted by Railway Recruitment Cell (RRC), Central Railway through an Examination Conducting Agency to be provided by Railway Recruitment Board (RRB). The written examination will be a Computer Based Test (CBT)/Tablet Based Test (TBT).
- (iv) There shall be no negative marking for incorrect answer as the panel will be formed by seniority.
- (v) First attempted 100 questions will be considered for evaluation.

The date, time and venue of the Written Examination will be communicated in due course.

There will be no Supplementary Written Examination as per extant rule.

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6. Tentative schedule of the above selection is as under:

1	Date of Issue of Notification	07.01.2026
2	Last Date of Submission of Application by the applicants, including applicants of HQ offices to the controlling officers/ In-charge/ Supervisor of respective Workshop/ Depot/Units/HQ offices.	30.01.2026
3	Last Date of Submission of Applications by the Incharges/supervisors/controlling officers of WS/Depots/Units/HQ to the concerned Gr. D cadre controlling officers of HQ office.	06.02.2026
4	Last Date of Submission of Applications of Eligible candidates with eligibility list by concerned Gr. D cadre controlling SPOs/APOs of PCPO office to APO(Admin)	11.02.2026
5	The date of issue of eligibility/non eligibility list by	20.02.2026

It is reiterated that the last date of submission of applications by all applicants is 30.01.2026, irrespective of their place of work i.e. HQ, W/Shops, Depots, Units etc. Applications received beyond 30.01.2026 must be summarily rejected by the in charge supervisors/controlling officers.

7. Instructions pertaining to applications:

The employees may be advised to take utmost care, while filling up the Proforma as incomplete/wrongly filled Proforma will be rejected and their candidature will be cancelled and no representations in this regard will be entertained. The eligible employees including staff of Headquarters offices should submit their applications in their own handwriting in the prescribed Proforma (Annexure 'A') enclosed (in triplicate) with the passport size photograph duly attested by the Controlling Officer through proper channel.

8. SCRUTINY BY CONCERNED PO's

(i) All the Incharges/Supervisors, Controlling Officers of W/S, Depots/Units/HQrs should submit the applications received by the employees to the concerned Gr. 'D' cadre controlling SPOs/APOs of HQrs, retaining one copy of application submitted by the employee.

(ii) All cadre controlling SPO/APOs of HQrs are instructed to scrutinize the applications received from their concerned deptts. with respect to the eligibility conditions as given in the notification strictly, in respect of Educational Qualifications, Service particulars, caste etc. & forward only the applications of eligible candidates with the eligibility list in the enclosed proforma (along with soft copy) duly approved by the concerned Competent Authority, retaining one copy of the application submitted by the employee.

It may be strictly noted that while deciding the eligibility of the candidates the employees who have channel of promotion other than Jr. Clerk are not made eligible in this combined selection.

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If any of the employees of the concerned seniority Pool is on deputation or working against ex-cadre posts and whose lien is maintained by this Railway, their parent controlling officers should be advised to inform the candidates about the selection, provided they fulfill the conditions.

It is also requested that the Service Records & Leave Account (duly updated) and APARs for the last three years of the applicant should be kept ready, so as to forward them to this office, when called for, at short notice.

After receipt of applications all the volunteers appearing for the selection, the applications will be further scrutinized at Headquarters level and the list of eligible volunteers will be published on RAILNET site 10.31.3.3/PERS/. The final eligibility list and other correspondence regarding above selection will be notified on RAILNET site 10.31.3.3/PERS/. The candidates may please refer to the above site for all selection related notices.

This may be treated as advance notice for preparation for Written test as written test will be held at a short notice. In case of delay in issue of eligibility list or postponement of date of written test, no separate time will be given.

To ensure that the eligible staff avail the opportunity for appearing for selection, wide publicity should be given. Supervisor/Incharge should bring to the notice of the staff working under them about this selection.

Applications of the employees who are not eligible should not be forwarded to this office. However, reason for disqualifying the candidate may be advised to them through proper channel.

Wide publicity be given by way of publishing eligibility list on the notice boards. It may be ensured that all the eligible candidates be individually advised of their eligibility to appear in selection, by deputing S&WI and obtaining acknowledgement.

English version of notification is available at Railnet site 10.31.3.3/personnel.

Hindi version will follow.

Please acknowledge receipt.

DA: As above

Digitally Signed by Manohar

Mali

Date: 07-01-2026 17:59:51

Reason: Approved

**(मनोहर का. माली)/ (Manohar K. Mali)**  
**सहायक कार्मिक अधिकारी (प्रशासन)/ APO(Admin)**  
**-/ प्रधान मुख्य कार्मिक अधिकारी / PCPO (Central Railway)**

Copy to:

PCPO, CPO(A) (G) (IR)

DGM (G): It is requested to arrange to publish the said Notification in the ensuing Gazette.

Dy.CPO (NG) (IR) (Gaz) (HRD) (HQ) (Const) Chairman RRC, DGM (Rajbhasha)

APO (S&M) (Bills) (Elect/S&T) (RRC/WB) (M&E) (RP) (Gaz) (Const) (R/Legal)

Protocol Officer (HQ) PPS-I to PCPO, Asstt. Sports Officer

Chief OS/OS (R) (Gaz) (Genl) (RRC) (Pen) (RP) (Optg.) (Comml) (Pass) (Bills) (Engg)

(Mech) (Elect) (S&T) (Med) (Stores) (Grievance) (IT) (Labour/LE) (Legal) (SBF/Wel)

(Sports) (Const) MPPI Sr. Translator (MTN) (PR) (S&T)BY

Genl Sec, NRMU, CRMS, All India SC-ST/OBC Association.

## Annexure 'A'

**PROFORMA**

**Application for the post of Jr. Clerk- cum- Typist, ML-2, as per 7<sup>th</sup> CPC against 33 1/3% departmental quota. (Consisting of all HQ seniority pools, excluding erstwhile Gr.'D' staff of Accounts, RPF & Stores deptt.)**

**(Applicant should fill form in their own handwriting)**

Mobile No.										
E mail address										
HRMS ID										

Latest Passport  
size photograph,  
duly attested by  
the Controlling  
Authority

1. Full name (In block letters) : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. PF/Staff No. : \_\_\_\_\_
4. Substantive level as per 7<sup>th</sup> CPC  
as on **07.01.2026** on Regular basis : \_\_\_\_\_
5. Place of work (Office/Station/Divn) : \_\_\_\_\_
6. Department : \_\_\_\_\_
7. Date of Birth : \_\_\_\_\_
8. Date of Appointment : \_\_\_\_\_  
in Rly Service.
- a. MRCL/Substitute/Regular : \_\_\_\_\_
- b. Post to which appointed : \_\_\_\_\_
- c. Date of Grant of Temp. Status : \_\_\_\_\_
- d. Date of Regular Absorption : \_\_\_\_\_
9. Community (Genl/SC/ST) : \_\_\_\_\_
10. Academic Qualification : \_\_\_\_\_  
(copy to be enclosed)
11. Typing Skill English/ Hindi : \_\_\_\_\_
12. Any other Knowledge & Experience : \_\_\_\_\_
13. Length of service as on date of notification : \_\_\_\_\_

I have carefully gone through all contents of the Notification and I agree with the conditions mentioned therein. I hereby certify that, if selected, I shall not withdraw my candidature.

**It is certified that dates given against column 4 above is a date of regular promotion to substantive grade and date of grant of MACP is not mentioned in the above Column .**

Place :-

(Signature of candidate)

Date :-

Name/Designation of the Candidate

**It is requested also to candidate/supervisor to verify above details from SR/PF maintaining authority.**

P.T.O

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**CENTRAL RAILWAY**

Memo No. \_\_\_\_\_

Date: . . .2026

Forwarded to APO (Admin) CSTM

It is certified that the particulars given by the employee **in the prescribed proforma** are verified from his/her Service Register and are found to be correct and He/She is eligible as per the eligibility conditions stipulated in the notification. He/She will be relieved without reliever.

(Signature of Billing Staff)  
Designation

Signature of controlling officer  
(Gazetted)

Designation : \_\_\_\_\_

Office : \_\_\_\_\_

Office Seal :

**(Controlling Officer/Authority may please ensure that Pay/Grade & Date given by the applicant is Substantive Pay/Grade/Date and does not pertain to MACP)**

मध्य रेलवे/CENTRAL RAILWAY



प्रधान कार्यालय/Headquarters Office  
कार्मिक विभाग/Personnel Department  
सी.एस.एम.टी. मुंबई/CSMT,Mumbai-400001

No. CR-HQ0PERS(PIPT)/20/2021-O/o DYCPOHRD/HQ/CR-102106

Date: 06.11.2025.

**PCE, PCCM, PCEE, PCME, PCMD, PCOM, PCSTE, PCMM**  
**DRM (P) BB, BSL, NGP, SUR, PA**  
**CWM (S&T) BY, CWM PR, CWM MTN, CWM ELW BSL, CWM MMR**  
**Dy. CPO (IR) (HRD) (HQ) (NG) (Gaz) (MTN) (PR/W)**

Sub: Syllabus for promotion to the post of Jr. Clerk cum Typist, PML-02 (**All Deptt.**), Office Superintendent, PML-06 (**All Deptt.**), Ch. S&WI, PML-07 & S&WI, PML-06 and Statistical Inspector-II, PML-06 for all the Divisions, Workshops and Units of Central Railway.

Ref: 1. Railway Board's letter No. E(NG)1/2025/PM1/3 dated 26.05.2025.

2. Railway Board's letter No. 2025/E(RRB)/25/14 dated 21.08.2025.

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As per instructions contained in Railway Board's letter No. E(NG)1/2025/PM1/3 dated 26.05.2025, for all departmental promotional examinations CBT (Computer Based Test) mode is to be adopted and instructions contained in RBE No. 47/2025 are to be followed. Accordingly, syllabus for promotion to the following posts is enclosed as detailed below.

Sr. No.	Category	Placed as
1	Junior Clerk Cum Typist, PML-02 against 33 1/3% DEPTT QUOTA AND 16 2/3% LDCE QUOTA ( <b>All Deptt.</b> )	<b>Annexure "A"</b>
2	Office Superintendent, PML-06, against 20% LDCE QUOTA ( <b>All Deptt.</b> )	<b>Annexure "B"</b>
3	Ch. S&WI, PML-7 against 20% LDCE QUOTA, S&WI, PML-6 50% DEPT & 35% LDCE QUOTA, PML-06	<b>Annexure "C"</b>
4	Statistical Inspector-II, PML-06	<b>Annexure "D"</b>

This has the approval of the Competent Authority.

This may kindly be noted by all concerned.

DA: as stated above.

Digitally Signed by Manohar

Mali

Date: 06.11.2025 14:08

APO (Admin)

For PCPO

CPO(A) (G) (IR):	For kind information please
Secy to PCPO APO (Court) (Bills/Ruling) (EL & ST) (T&C) (M & E) (RRC) (MMR) (Gaz) (IR & Wel)	For kind information please



**SYLLABUS FOR THE POST OF JR. CLERK AGAINST 33 1/3% DEPTT QUOTA AND 16 2/3%  
LDCE QUOTA IN CENTRAL RAILWAY**

**Part 'A'**

1. **English Grammar-** Articles, Synonyms & Antonyms, One word substitution, Homonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Comprehension Passage, Noun, Pronoun, Adjective, etc.

**Part 'B'**

2. **Arithmetic Math:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work, LCM & HCF.

3. **General Knowledge/General awareness/Current affars.**

4. General knowledge on the matters pertaining to the work the employee has been acquainted with during his service, noting & drafting.

5. Rajbhasha- Questions on Rajbhasha policy/Rules ACT, use of Rajbhasha in Railways, incentive scheme for working in Hindi,

6. Basic knowledge of all HRMS Modules, E-Office, CPGRAMS, Microsoft Office, GeM, UMID etc.

7. Introduction of Railways.