



PBC No. 12 / 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

Dated: 17.01.2025

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 Level-2
against 33 1/3 % Promotional quota.**

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 Level-2
against 33 1/3 % Promotional 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 Jr.Clerk-cum-Typist (33 1/3 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