



**South Eastern Railway**

Office of the  
Sr. Divisional Personnel Officer  
S. E. Railway/Adra

No: SER/P-ADA/EP/Selection/Jr.Clerk(16.67%)/2026

Dated: 19.02.2026

**NOTIFICATION**

To  
PS to DRM,AVO(P)/GRC  
Ch.OS to ADRM  
All In-charge/Supervisors of  
Sr.DPO's office, Adra,  
Hd.Master- SERMHSS, Campus-1  
Teacher-in-Charge -SERMHSS, Campus-2  
Teacher-in-Charge – Inter College, BJE  
Headmaster- SERMHSS, Campus-3

**Last date of application: 26.02.2026**

Sub:- Selection for the post of Jr.Clerk-cum-Typist in Pay Matrix Level-2 in 7<sup>th</sup> CPC against 16.67% quota through departmental selection (LDCE) of Personnel Department, Adra division.

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In order to filling up of **04 (Five) posts (UR-02, SC-01 & ST-01)** including 01 post reserved for PwBD in 'a' category of Jr.Clerk-cum-Typist in Pay Level-2 of 7<sup>th</sup> CPC against 16.67% quota through LDCE (Limited Departmental Competitive Examination) for Personnel Branch, Adra. Applications are invited from the eligible and willing staff of Personnel Branch, Adra from existing serving erstwhile Group-D employees fulfilling the prescribed conditions.

In terms of Estt.Srl.No. 03/2016 & 61/2020, modified the eligibility criteria for promotion to the post of Jr.Clerk-cum-Typist in Pay Level-2 of 7<sup>th</sup> CPC against 16.67% departmental selection is as under:-

**Eligibility Criteria:-**

1. Employees in Pay Level-1, who have no regular avenue of promotion exist & who have completed 02 (Two) years regular service in the seniority unit of Personnel Department of Sr.DPO's office/Adra, SERMHSS/Campus-I, II, III/Adra & IC/BJE on the date of issue of the notification (the date of issue of determining 02 years of regular service)(RBE No.18/2017).
2. Such regular employees of Pay Level-1, who are appointed **on or before 17.12.2014**, must have passed the Matriculation examination or equivalent from recognised institute.
3. Such regular employees of Pay Level-1, who are appointed **on or after 18.12.2014**, must have passed 12<sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. However, 50% marks in aggregate is not mandatory for SC/ST employees (RBE No. 157/2015).
4. The minimum 50% aggregate marks may not be insisted upon in the case of those candidates who possess qualification higher than 12<sup>th</sup> (+2 stage) to appear in the selection to the post of Jr.Clerk-cum-Typist in Pay Level-2 of 7<sup>th</sup> CPC against 16.67% departmental selection (LDCE) (RBE No. 62/2020).

It may be noted that '**Financial up-gradation under MACP can't be counted as regular promotion**'.

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**Modified objective and scheme of examination**

The test shall consist of a Tablet Based Test (CTBT)/Computer Based Test for one stage only comprising of only one paper with following set up:

1. Single paper of 110 marks comprising of 100% Objective Type Multiple Choice Questions with following distribution of marks.
2. Question paper will have 110 questions (There will be 110 questions out of which 10 questions (optional) will be on Rajbhasha). Out of 110 questions, 100 questions are to be attempted.
3. Questions paper will be set in bilingual format (i.e. Hindi/English). In case of any dispute/discrepancies in Hindi version, question of English version shall be treated as final. Duration of the exam will be 90 minutes. There shall be 1/3rd of the marks will be deducted for every wrong answer.
4. **There will be no supplementary examination for the absentees under any circumstances.**
5. Record of Service will be assessed based on the entries in the service book/ Personal file regarding Academic/ Technical qualification, Awards, punishment etc.
6. All types of relaxation are given to employees as per extent rule.
7. The final panel should be drawn up in the order of merit based on aggregate marks of 'Professional ability' and 'Record of service'. However, a candidate must secure a minimum of 60% marks in 'Professional ability' and 60% marks in the aggregate, for being placed on the panel. There will be no classification of candidates as 'Outstanding'.

**Other Conditions:**

The empanelled candidates for promotion to the post of Jr.Clerk-cum-Typist will be required to pass Typewriting Speed Test in English (30 W.P.M.) or in Hindi (25 W.P.M.). The test should be conducted in terms of Estt.Srl.No. 138/05, 30/11 & 20/17. However, the above promotion may be allowed on provisional basis and the staff concerned will be given 02 (Two) years-time from the effective date of promotion to qualify the prescribed typewriting test. If they fail to qualify the typewriting test within the said period, they will be liable to be reverted.

**Cut-off Date:**

In terms of Estt. Srl No. 153/2006 (RBE No. 117/2006) date of notification is cut-off date for all purpose like length of service, qualification, service condition etc.

**Distribution of Marks of Service Records:**

- (a) Service Records- (05 marks) The base marks under this heading will be taken as 03 for all employees. Further, as per SER Estt. Sri. No. 177/02 & 266/99 award and merit certificates for DRM/PHOD/GM/ Board level in the last three years, maximum 01 mark for each award/ merit certificate will be taken. For major penalty during the 03 years under consideration 01 mark to be deducted for each major penalty and ½ marks to be deducted for each minor penalty. The maximum marks under this heading should not exceed 05 marks.

- (b) Educational Qualification:- (10 marks) The marks will be allotted as follows:

SN	Education Qualification	Marks
1	Post Graduation / Master degree	10
2	Degree in Engineering / Graduation/ Hons. Degree	09
3	H.S.(10+2) / Diploma	08
4	Matriculation/ 10th Pass/ITI	07
5	Below Matric	06

(Authority as per CPO/GRC's letter no. SER/P-HQ/Ruling/0/963 dated 23-03-2023)

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**Mode of Submission of Applications:-**

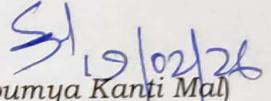
1. The willing and eligible staff, including the staff on deputation to others departments and railways having lien at Personnel Department, Adra, S. E. Railway should submit their applications in prescribed proforma. The controlling officer/section in-charge should duly check & verify all columns of applications. All applicants should send their applications through in-charge along with testimonials (as per proforma attached) to Admn. (Genl.)/Cadre Management Section of Sr.DPO's office, Adra **on or before 26.02.2026**. After last date i.e. 02.03.2026, no application will be entertained.
2. No applications will be entertained after the above due dates.
3. If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reason.
4. A list of eligible employees will be circulated after scrutiny before written examination.

The administration also reserves the right to cancel the notification/notified vacancies at its discretion, if any discrepancies are found at any stage and such decision will be final and binding on all.

A copy of Syllabus is enclosed as Annexure-B and proforma is enclosed as Annexure-A. Notification is also available in Notification Page of Personnel Department, Adra in the website- <https://ser.indianrailways.gov.in/>.

This may be give wide publicity amongst the staff.

- Encl: (a) Proforma Application (Annexure-A).  
(b) Syllabus (Annexure-B).

  
(Soumya Kanti Mal)  
Asth. Personnel Officer-II  
**for Sr. Divl. Personnel Officer**  
**S. E. Railway/Adra**

Application for promotion to the post of Jr.Clerk-cum-Typist in Pay Matrix Level-02 (Grade Pay- Rs. 1900/-) ADA  
 against 16.67 % LDCE of Personnel Department of Adra Division.

**APPLICATION FORMAT**

1.	Name in full ( Block letters)	:				
2.	Father/Husband's Name	:				
3.	Date of Birth	:				
4.	Date of appointment	:				
5.	PF No & HRMS ID	:				
6.	Mobile Number & email id	:				
7.	Present Designation	:				
8.	Department	:				
9.	Present Pay with Level/ Regular or MACP	:				
10.	Community (UR/SC/ST)	:				
11.	(a) Whether PwBD or not	:				
	(b) If yes, type of disability(certificcate to be enclosed	:				
12.	Working under/office	:				
13.	Date of Initial Appointment & Capacity	:				
14.	Mode of Appointment & Date	:	Please Tick Date	Casual	Substitute	Temporary
15.	Date of Screening	:				
16.	Date of attaining temporary status	:				
17.	Date of Regularisation	:				
18.	Total period of Service on Regular measure as on the date of notification	:	YY	MM	DD	
19.	Educational qualification (Attach attested copies of certificates)	:				
20.	Staff if any being de-categorised/came on transfer from other department and joined in Personnel. Deptt. Should mention the date of such joining	:	YY	MM	DD	
21.	List of documents attached	:				
		:				
		:				
		:				

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge & belief. I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage.

Dated:

(Signature of the applicant with date)

Forwarded by Section In-Charge for necessary action.

Signature of the Bill In-Charge



मुख्यालय/Headquarters  
कार्मिक विभाग/Personnel Department  
11, गार्डन रीच रोड /11, Garden Reach Road  
कोलकाता - 700 043/Kolkata - 700 043

No. SER/P-HQ/EP/CCBT/Jr. Clerk/LDCE & DPQ/2025

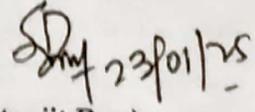
Date: 23.01.2025

To  
The Sr. DPOs/ADA, CKP, RNC, KGP,  
WPO/KGPWS,  
APO (Stores)/KGP,  
South Eastern Railway

**Sub:** Approved Uniform Syllabus towards general selection to the post of Junior Clerk - cum - Typist, L - 2 against 16⅓% LDCE for Personnel Department & 33⅓% DPQ for all Departments (except Accounts & Safety) over South Eastern Railway

In order to Standardize the Syllabus for conduction of Selection through CCBT, the Syllabus as enclosed have been prepared and approved by the Competent Authority i.e. CPO (A)/GRC vide e-office no. 289778 (Note#14) towards selection to the post Junior Clerk - cum - Typist, L - 2 against 16⅓% LDCE for Personnel Department & 33⅓% DPQ for all Departments (except Accounts & Safety) over South Eastern Railway. This may be circulated to all concerned to enable all the probable candidates to prepare themselves for the forthcoming examinations.

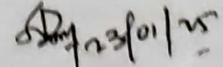
You are therefore requested for wide circulation of the same and it is also available on the website: [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in).

  
(Satyajit Roy)

Assistant Personnel Officer (HQ)  
for Pr. Chief Personnel Officer

Copy forwarded for information to the:

1. Secy to GM: for kind information of GM
2. PS to PCPO: for kind information of PCPO
3. PA to CPO (A)/GRC: for kind information of CPO (A)
4. Dy. CPO (HQ)/GRC
5. APO (HRMS)/GRC
6. APO (Ruling)/GRC
7. OS/HRMS for uploading in the official website

  
for Pr. Chief Personnel Officer

Uniform Syllabus of selection for the post of Jr. Clerk-cum-Typist in Pay Level - 2 in 7<sup>th</sup> CPC — against 16⅔% Departmental Selection (LDCE) for Personnel Department & 33⅓% DPQ (General Selection) for all Departments (except Accounts & Safety), is as under:

**1. General English - 40 question (Matriculation Level)**

- (i) Meanings, Antonyms, Synonyms, Sentence correction (preposition, conjunction, verb-tense usage).
- (ii) Objective type comprehension, passage, arranging points/arguments in chronological sequence, spotting flaws in language, arguments or rule quoted.
- (iii) Letter Writing, Noting, Drafting, Precis, Paragraph Writing, Essay Writing, Application Writing, Grammar & Composition.

**2. Mathematics-40 question (Matriculation Level).**

- (i) Multiplications, divisions, averages, percentages, profit & loss, Time and Work, speed and distance, simple interest etc.
- (ii) HCF & LCM of numbers, Simplification, Square root & Cube root, Partnership, Data Analysis, Boats & Streams, Ratio & Proportion etc.

**3. General Knowledge & current Affairs - 10 question**

- (i) Historical and current personalities and place of national importance.
- (ii) General Knowledge about Indian Government (E.g. Important offices and Ministers etc.) and sports (E.g. Personalities).
- (iii) Pertaining to Railway matters and matters immediately pertaining to the work, candidates supposed to have been acquainted with during their Railway Service like office, Establishment Matters
- (iv) General Knowledge related to Railways and matters, Establishment matters, Normal functioning/working of all department, Test reasoning etc.

**4. Railway related - 10 question**

- (i) Indian Railways organization structure Railway Board, Zonal Railways, Division, Production unit etc.
- (ii) South Eastern Railway Zone-Organization structure, geographical jurisdiction, important stations, important loading points, important tourist location etc.
- (iii) Training (Karmyogi etc.), Knowledge of IT applications, Grievance Redressal, Railway Recruitment Rules, Promotion & Transfer.
- (iv) Manpower Planning - Vacancy bank register, Creation of posts, Bench marking, Supernumerary posts, Redeployment of surplus staff, HRMS & Transfer/redistribution of posts.
- (v) Labour laws - Industrial Disputes Act, 1947, Payment of wages Act, 1936, Minimum Wages Act 1948, Workmen compensation Act, 1923, New Labour Codes as applicable.

**5. Rajbhasha (optional) - 10 question.**

The question paper shall also contain questions on official language and policy rules to the extent of 10% of the total marks allotted which will be optional.

*Dr. Jyoti*