

South Eastern Railway

Office of the
Sr. Divl. Personnel Officer
S.E. Railway, Kharagpur

No. SER/P-KGP/EN/260/10/EN/Sr. Clerk/Syllabus/25

Date: 14.10.2025

To

The Sr. DSTE(Co-ord.)

S.E. Railway, Kharagpur

Sub: Approved uniform syllabus for the post of Sr. Clerk-cum-Typist in Pay Level-5 (7th CPC) against 66.67% DPQ in S&T Department of KGP Division.

Ref: PCPO/GRC's letter No. SER/P-HQ/EN/Sr. Clerk/syllabus dated 29.08.2025.

Enclosed please find the copy of PCPO/GRC's letter cited under reference regarding syllabus for selection to the post of Sr. Clerk-cum-Typist in Pay Level-5 (7th CPC) in S&T Department of Kharagpur Division.

This is for your information and wide circulation amongst all the eligible staff of this Division so as to enable all the probable candidates to prepare themselves for the forthcoming examination.


Assistant Personnel Officer
for Sr. Divl. Personnel Officer
S.E. Railway, Kharagpur
Date: 14.10.2025

No. SER/P-KGP/EN/260/10/EN/Sr. Clerk

Copy to Ch. OS/TT cell/Sr. DPO Office/KGP for uploading the same on Divisional Website.


for Sr. Divl. Personnel Officer
S.E. Railway, Kharagpur

दक्षिणपूर्बरेलवे / South Eastern Railway

मुख्यालय/ Headquarters:
कार्मिकविभाग / Personnel Department
गार्डनरीच, कोलकाता - ७०००४३
Garden Reach, Kolkata - 700043

NO: SER/P-HQ/EN/Sr. Clerk/Syllabus

Date: 29.08.2025

To
The Sr. Div. Personnel Officers
(ADA/CKP/KGP/RNC)
South Eastern Railway

Sub: Approved uniform syllabus for the post of Sr. Clerk-cum-Typist, Level-5
against 66.67% DPQ in S&T Dept. over S.E. Railway.

In order to Standardize the Syllabus for conducting the written test through CCBT, the syllabus as enclosed has been prepared for written test to the post of Sr. Clerk in Level-5 against 66.67% DPQ in S&T Dept. over South Eastern Railway. This may be circulated to all concerned so as to enable all the probable candidates to prepare themselves for the forthcoming examinations.

This has the approval of the Competent Authority.

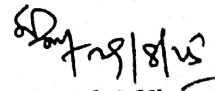
You are therefore requested for the wide circulation of the same and it is also available on the website- www.ser.indianrailways.gov.in .

Encl: - As above.


(Satyajit Roy)
Asstt. 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 PCSTE for kind information of PCSTE
3. PS to PCPO for kind information of PCPO
4. CSE/CSTE(Proj)/CPO(A)
5. Dy. CSTE(Proj)/Dy. CPO(HQ)
6. Sr. DSTE (ADA/CKP/KGP/RNC)
7. SSTE/HQ/GRC
8. APO(HRMS)/APO(Ruling)
9. OS/HRMS-for uploading in the Railway website


for **Pr. Chief Personnel Officer**

Syllabus for the departmental examination of Jr. Clerk to Sr. Clerk

- a) General Awareness, General English, Arithmetic, General Intelligence and Reasoning
- b) Introduction to railways/railway organization
- c) Office skill, information technology/Computer knowledge
- d) Leave & Pass rules
- e) D & A Rules
- f) Full forms of popular Railway Establishments, Institutions
- g) allowance/advance/accounts/audit
- h) Seniority, MACP, reservation policy
- i) Pension rule, performance appraisal
- j) Various acts like Payment of wages Act/Minimum wages Act Employee's compensation Act/Industrial
- k) Disputes Act/Right to Information Act/Contract Labour (Regulation & Abolition Act)/Legal Matters.
- l) Welfare activities & Staff Benefit fund/Grievances- Redressal Mechanism/Industrial Relations
- m) Store Procurements, Preliminary works programme, Budget, Tenders
- n) Schedule of power with respect to stores & accounts & Misc matters
- p) Raj Bhasha.

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