

दक्षिण पूर्व रेलवे/South Eastern Railway

मंडल रेल प्रबंधक(का.) कार्यालय, खड़गपुर

Office of the DRM (P) KGP

दिनांक/Dated: 24.10.2025

संख्या/SER/P-KGP/EE/210/3/Sr. Clerk/25

To
The Senior Divisional Engineer (Co),
S. E. Railway, Kharagpur.

Sub: Approved Uniform Syllabus towards selection to the post of Sr. Clerk-cum-Typist/L-5
against 66.67% DPQ in Civil Engineering Department over South Eastern Railway.
Ref: APO(HQ)/GRC's letter No. SER/P-HQ/EE/CBT/Sr. Clerk//DPQ/2025 dated 24.09.2025.

Enclosed please find herewith photocopy of APO(HQ)/GRC's letter dated 24.09.2025 under
reference along with enclosure which is self explanatory.

It is therefore requested for wide circulation of the same.


सहायक कार्मिक अधिकारी
Asstt. Personnel Officer

कृते वारिष्ठ मंडल कार्मिक अधिकारी
for Sr. Divisional Personnel Officer
दक्षिण पूर्व रेलवे, खड़गपुर
S.E.Railway/Kharagpur.

Copy to: Ch. OS IT/Cell under Sr. DPO/KGP for uploading the same in Divisional Website.


कृते वारिष्ठ मंडल कार्मिक अधिकारी
for Sr. Divisional Personnel Officer
दक्षिण पूर्व रेलवे, खड़गपुर
S.E.Railway/Kharagpur.

दक्षिण पूर्व रेलवे / South Eastern Railway

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

No. SER/P-HQ/EE/CBT/Sr.Clerk/DPQ/2025
e-Office file no. 337698

Dated: 24.09.2025

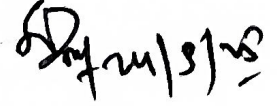
To
The DRM(P)-KGP/RNC/CKP/ADA,
S. E. Railway

Sub: Approved Uniform Syllabus towards selection to the post of Sr. Clerk-cum-Typist/L-5 against 66.67% DPQ in Civil Engineering Department over SER.

In order to standardize the syllabus for conduction of written test through CBT, the syllabus as enclosed has been prepared and approved by the competent authority i.e. CE(G)/GRC for suitability with written test to the post of Sr. Clerk-cum-Typist/L-5 against 66.67% DPQ in Civil Engineering Department over S. E. Railway. This may be circulated to all concerned so as 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.

Encl: As Above



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

Copy forwarded for information and necessary action to:

1. Secy. to PCE/SER: for kind information PCE/SER
2. CE(G)/GRC
3. CE/RSW/GRC: for Civil Engineering Workshop/Sini
4. Dy.CE/Sdg. & G/GRC
5. Sr.DEN (Co)- KGP/RNC/CKP/ADA
6. APO(HRMS)/GRC: for circulation of the syllabus in South Eastern Railway website



for Pr. Pr. Chief Personnel Officer

Syllabus for the Post of Sr. Clerk-Cum-Typist, Level-5 against 66.67% DPQ in Civil Engineering Department, South Eastern Railway

- 1. Office procedure and writing Skills:**
 - i. Dak handling, Maintenance of files, Record keeping
 - ii. Writing noting in files, Letter Writing
- 2. General Service Condition of Railway Servants:**
 - i. Pay, Allowances and Advances
 - ii. Pass Rules
 - iii. Type of Leaves & Leave Rules
 - iv. Settlement, Pension, Dues after death.
- 3. Basic Knowledge of IT:**
 - i. Application of Computer in office working
 - ii. Hardware (Disc, RAM, ROM, Monitor), Software (MS-Word, MS-Excel) and Power Point Presentation.
- 4. Railway Related matters:**
 - i. Indian Railways organization structure
 - ii. South Eastern Railway Zone-Organization structure, geographical jurisdiction, important stations, important loading points; important tourist locations etc.
 - iii. Recruitment, Promotion and Transfers
 - iv. Railway Servants (Discipline and Appeal) Rules
 - v. Welfare activities & Staff Benefit fund
 - vi. e – office के बारे में जानकारी
 - vii. HRMS की कार्यकारी जानकारी
 - viii. Training (Karmyogi etc.)
 - ix. Grievance Redressal System (CPGRAM etc.)
 - x. RTI Act 2005, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 etc.
 - xi. Maintenance of Cash Imprest, Preparation of Pay Orders, Clearance of Bills.
 - xii. IREPS (Tender & Contract), IRWCMS, TMS, IRPSM, IRWCMS, RBCS, TMS, I.R.GCC के बारे में जानकारी
 - xiii. Store procurement procedure, Stock and Non Stock items, In active surplus and dead stock, T&P and consumable items, Stock verification, Issue note
 - xiv. MSOP (Engineering Dept.): - Works, Arbitration and HR matters.
 - xv. General Conditions of Contract (GCC 2022), Procedure of Tender opening, EMD & SD, LOA, Extension of DOC, Termination of Contract
 - xvi. Audit:- Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.
- 5. General English:**
 - i. Meaning, Antonyms, Synonyms, Sentence correction
 - ii. Objective type comprehension, passage
 - iii. Voice and Narration etc.
- 6. Mathematics:**
 - i. Averages, Percentages, Profit & Loss, Time and Work, Speed and distance, Simple and Compound Interest
 - ii. Data Interpretation, Ratio and Proportion, Boat and Streams, Partnership etc.

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7. **General Knowledge and Current Affairs:**

- i. Indian History & Culture, Geography, Indian Polity & Constitution, Science (Physics, Chemistry, Biology), Indian Economy, Environment
- ii. Current affairs in context to India, International events and Indian Railways
- iii. Static GK covering significant facts about people, places, organizations (Indian Railways etc), and events.

8. **General Intelligence and Reasoning:**

- i. Verbal reasoning:- Analogy, Syllogism, Coding-Decoding, and Blood Relations,
- ii. Non-verbal reasoning:- including Series Completion, Figural Classification, Spatial Visualization, Mirror Images, Problem Solving, Decision Making and Critical Thinking etc.

9. **राजभाषा का पाठ्यक्रम:**

राजभाषा अधिनियम 1963, राजभाषा नियम 1976, संघ सरकार की राजभाषा नीति, संवैधानिक व्यवस्था, राजभाषा हिन्दी के प्रयोग संबंधी नियम, केन्द्रीय सरकार के कार्यालयों में राजभाषा कार्यान्वयन संबंधी आदेश प्रयोग करने पर मिलने वाले विभिन्न प्रोत्साहन पुरस्कार।

