

Metro Railway
33/1, J.L.Nehru Road,
Kolkata-700071

Computer No: 4986 **File No:** MRK-HQ0PERS(ESTB)/91/2023-O/o PCPO/HQ/KOL/MRK **Dated:** 19.09.2025

To
All Concerned,
Metro Railway,
Kolkata.

NOTIFICATION

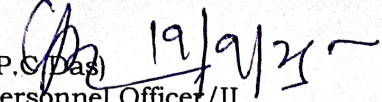
Sub: Filling up of the 01 (one) post of Booking Clerk(BC) in Grade Pay Rs. 2000/- Level- 3(VII PC) in the Traffic Deptt. of this Railway through 16.66% LDCE quota.
(No of vacancy – 01, UR- 01, SC-Nil, ST-Nil, PwBD-Nil.)

It has been decided by the appropriate authority to hold General Selection (written test) shortly for filling up the post of Booking Clerk in Grade Pay Rs. 2000/- Level- 3 (VII PC) against Departmental Quota in Traffic department of this Railway . It is proposed to fill up the post of Booking Clerk subject to the following stipulations:-

1	Eligibility	a)Regular Employees of Operating and Commercial Department in Level-1 with minimum 2 years regular service as on 19.09.2025. b) Regular employees in Level-2 of Operating and Commercial Department with minimum 2 years regular service as on 19.09.2025 including Level-1 regular service altogether. Employees who had been promoted from Level-1 to Level-2 , the tenure of service redereed in Level-1 will also be taken into account for determining the eligibility. c) Safaiwalas of all departments are eligible with minimum 2 years regular service for LDCE quota.
2	Education qualification	Minimum Madhyamik or equivalent
3	Medical Classification	C1
4	How to apply	Application in prescribed proforma to be submitted by the willing staff through email address “ spo@mtp.railnet.gov.in ” to reach this office. While sending email , subject should be mentioned as “ LDCE Booking Clerk”.
5	Last date of application	02.10.2025

It may be noted that there will be no supplementary test. The candidate who will fail to appear in the test on the scheduled date for any reason whatsoever will not get any further chance.

DA: As above.


(P.C. Das)
Dy. Chief Personnel Officer/II
for Principal Chief Mechanical Engineer



Application for the post of Booking Clerk (L-3) through 16.66% LDCE quota

PROFORMA

- 1) Name :
- 2) PF no. :
- 3) Designation & Grade Pay/Level :
- 4) Date of Birth :
- 5) Date of Appointment :
- 6) Community (SC/ST/UR/PwBD) :
- 7) Date from which working in the
Present Grade on regular
measure :
- 8) Educational Qualification :
- 9) Any other qualification the
applicant desires to mention :

Date:

Signature of the Applicant

Forwarded to PCME/M.Rly

/Kol. with reference to letter No: MRK-HQ0PERS(ESTB)/91/2023-O/o PCPO/HQ/KOL/MRK dtd.19 .09.2025.

Signature of the departmental
controlling officer with official seal