



**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:** 24.09.2025

To
The Principal Chief Operations Manager,
Metro Railway,
Kolkata.

NOTIFICATION

Sub: Filling up of the 06 (Six) post of Booking Clerk(BC) in Grade Pay
Rs. 2000/- Level- 3(VII PC) in the Traffic Deptt. through 33.33%
DPQ quota.

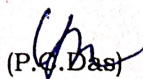
(No of vacancy – 06, UR- 02, SC-03, ST-01, PwBD-01 post in horizontal reservation.)

It has been decided by the appropriate authority to hold General Selection (written test-CBT mode) shortly for filling up the post of Booking Clerk in Grade Pay Rs. 2000/- Level- 3 (VII PC) against 33.33% DPQ 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 24.09.2025. b) Regular employees in Level-2 of operating and commercial department. with minimum 2 years regular service as on 24.09.2025 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 operating and commercial department.
2	Education qualification	Minimum Madhyamik or equivalent
3	Medical Classification	C1
5	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 “ DPQ Booking Clerk ”.
6	Last date of application	08.10.2025

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. V. Das)
Dy. Chief Personnel Officer/II
for Principal Chief Mechanical Engineer

Application for the post of Booking Clerk (L-3) through 33.33% DPO quota

PROFORMA

- 1) Name :
- 2) PF no. :
- 3) Designation & Grade Pay/Level :
- 4) HRMS ID :
- 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 :
- 10) Whether undergoing any effective Penalty if :
- 11) Contact No. :
- 12) Email ID :

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.24 .09.2025.

Signature of the departmental
Controlling officer/ Supervisor with Stamp

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