

NORTHERN RAILWAY

L. No. 220-E/100/Ranker/33-2/3%/UMB/P-3/Pt-V
Date :- 05.08.2025

Divisional Office,
Ambala Cantt.

Category G, Ambala Division

Deputy Secretary/RRB, Railway Colony, Near Railway Station, Chandigarh

Assistant Additional Registrar, RCT, Kendriya sadan, 4th & 6th Floor, Sec-9A, Chandigarh – 160017

CAO/C/Kashmiri Gate/Delhi – 6, CPM/RE/UMB, CAO/C/USBRL Project/JAT, P.O.RCT/CDG

Sub:- Selection for the post of Clerk-Cum-Typist, Level -2 (Pre-revised PB 5200-20200+1900GP) against 33-1/3% Promotee quota in different department over Ambala Division

It has been decided to conduct a Selection for filling up 24 vacancies for the post of Clerk-Cum-Typist, Level -2 (Pre-revised PB 5200-20200+1900GP) against **33-1/3% Promote quota** in different department over Ambala Division. The applications are invited from the eligible category for this selection on the prescribed Performa enclosed.

No. Of posts:-

Vacancy	UR	SC	ST	Total	PwBD (In terms of Railway Board's letter no. E(NG)II/2017/RC-2/1 Policy Dt. 27.02.2019)
UMB Divn	15	02	07	24	Including 02 post PwBD belongs to VH,HH & OD category

- 1. Eligibility Criteria:-** The staff of eligible categories working in PB-I 5200-20200+1800(GP) (New Revised pay matrix level 01 as per 7th CPC) who have completed two years regular/continuous service as on **05.08.2025** in terms of instruction contained in RBE 38/2017, in the concerned seniority unit of eligible categories of working in Grade Pay Rs. 1800/- office staff.

The staff should be able to read and write in Hindi and English. In Case of employees joined Ambala division on request transfer, the services rendered in the old unit will count in new seniority unit provided he/she is otherwise eligible to be considered for the selection to Group C and the category in which he/she was working in the old unit is an eligible category for selection to the post of Clerk cum Typist subject to the condition that the service so counted does not exceed the length of service of their immediate senior in the new seniority unit.

The eligible staff may apply on the prescribed Performa up to **21.08.2025** under no circumstances any application received after 21.08.2025 will be entertained. The specimen prescribed form is enclosed at Annexure – I. Syllabus is hereby attached as Annexure-II.

In terms of GM(P)/NDLS letter no. 831-E/168/Pt.III/E-IV dated 01.10.2002 and L.No. 831-E/004/Policy/EIIBII(loose) dt. 17.10.2017 the following staffs working in PB 5200-20200+GP 1800 are eligible for the said selection

- 1. All staff of PB 5200-20200+GP 1800 working in administrative office i.e. office Khalasi, Ferro Printer, Record Sorter, Record Lifter, Gestener Operator, Jamadar Khalasi, Jamadar and Ferro Typer.**
- 2. The staff working as Store Khalasi, PB 5200-20200+GP 1800 In Mechanical, Electrical, S&T and Engineering Department.**
- 3. House Keeping Assistant working only in the administrative office.**
- 4. Hospital Attendant**

Handwritten signature and date 05/08/25

Procedure for written examination:

- i. The written examination will be conducted by Railway Recruitment cell (RRC), Northern Railway through an Examination Conducting Agency to be provided by Railway Recruitment Board (RRB).
- ii. The written examination will be a Computer Based Test (CBT)/Tablet Based Test (TBT) where there will be no physical question paper. All the question will appear on the computer/tablet and the employee will have to mark their responses/ answers to the questions on computer/tablet.
- iii. RRC/NR will be issuing a formal admit card online (through the website <https://rrcnr.org>) to each and every eligible and willing employee for appearing in the CBT/TBT. Examination Vennue and time of reporting for the written examination will be there in the admit card. As no physical communication will be made after issue of this vacancy notice, it will be the responsibility of the concerned employees to regularly visit RRC/NR's website as well as this Division's website for an update and to download the admit card as and when made available by RRC. Further, no supplementary/absentee examination shall be conducted on this ground.
- iv. A link will also made available on the above website (<https://rrcnr.org>) to the employees, explaining as to how the question will be appearing and how to mark the responses/answers in the actual examination. Employees can practice through that link any number of times.
- v. Both physical and biometric attendance will be marked at the examination venue.
- vi. 100% questions will be objective type multiple choice questions.
- vii. There will not be any negative marking.
- viii. There shall be questions in Official Language Policy and Rule upto 10% of marks. However, it is not mandatory to attend the same.
- ix. There will be 110 questions of objective multiple choice type with four answer options and the candidate has to answer a maximum of 100 questions. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation.
- x. The written examination will be of 02 (two) hours duration.
- xi. There will be computerized evaluation.

Notifying to staff:-

The Senior Subordinate/Supervisor concerned, has to furnish a certificate that "the eligible candidates are duly notified of the holding of the written examination and asked to submit their application applications duly giving their willingness. They have also been informed about availability of any further information on RRC/NRR's website (<https://rrcnr.org>) regarding availability of admit card and link for demo test." Such certificates should be forwarded to Personnel Branch addressed to Sr. DPO/UMB. It will be the responsibility... of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible employees. In case of non-receipt of any communication the same may be obtained from the Personnel department or from the Controlling Officer. Any laxity in this regard will be viewed seriously. The unwillingness, if any, received from the employees is to be forwarded to Sr.DPO/UMB on or before 21.08.2025.

J
05/8/25

As typing skill (30 w.p.m. in English or 25 w.p.m. in Hindi) is pre-requisite for appointment into Jr./Sr. Clerks, the successful volunteers are required to acquire the typing skill with period of two years and their promotion will be provisional subject to acquiring the prescribed typing skill within the stipulated period.

The notification may be circulated to the eligible staff (as mentioned above of all departments **except Account & RPF**) and to ensure the wide publicity given to all concerned and application obtained. Senior Subordinates will paste a copy of this notice board at the place of work for the information of the staff.

The application of the eligible staff may be sent to this office in a lot and not in piece-meal, after due verification of their service particular by the In-Charge/Sr. Subordinate under whom they are working. It is personal responsibility of the senior subordinate In-Charge to ensure that the staffs has fulfilled the eligibility conditions required for the said selection and no application of the ineligible staff i.e. Artisan Khalasi etc. needs to be forwarded.

The senior subordinates to personally ensure the eligibility of the staff for the said selection. The applications of the staff working as artisan Khalasi of all Deptt (i.e H.Kh (C&W), H.Kh (Works), H.Kh. (P-Way) H.Kh (S&T) and H.Kh. Elec Deptt) Trackman/Gateman of Engg deptt & Gateman and points men of operating department should not be forwarded to this office being they have their own channel of promotion. Senior subordinates are requested that the application of the eligible staff may be sent to this office in a lot and not in piece-meal by 21.08.2025 thereafter no application shall be entertained.

After the scrutiny of all the application, the eligible staff may be called for the written test on a short Notice hence the staff found eligible for written test kept ready for the same. No further advance notice for selection/written test will be provided. This may be treated as advance notice for above said selection.

Please notify to all concerned accordingly duly giving wide publicity.

Encloser:-

1. Proforma
2. Syllabus


For Sr. Divisional Personnel Officer
N.Rly. Ambala Cantt.

Copy to :

1. GM(P)/HQ/NR/NDLS

ANNEXURE – I

Last date of receipt of application: - 21.08.2025

Application for selection for the post Clerk cum Typist Level-2 (GP 1900) against 33-1/3% Promotee Quota in different deptt. over Ambala Divn		Latest photograph (attested by the controlling supervisor)		
Ref:-Sr. DPO/UMB letter No. 220-E/100/PQ./33-1/3%/UMB/P-3/Pt-II dt. 05.08.2025				
1.	Name (with full initial in block letters)			
2.	Father's Name / Husband's Name			
3.	Present Designation			
4.	Pay Band and Grade Pay (Except the grade in MACP)			
5.	Station of working / Lien Maintained in (in case of working on deputation in const/RE or other organization)			
6.	Date of Birth			
7.	Date of appointment			
	Design at the time of initial appointment			
	Date of change of category if appointed in other category other than the eligible category.			
8.	Date of entry in to eligible category			
9.	Total service in the eligible category			
10.	Whether screened (if so mention letter no. & date)			
11.	Date of confirmation			
12.	Officiating Design & Grade, if any			
13.	Education qualification (certificate attached)			
14.	Contact no./e-mail id			
15.	Whether SC/ST (certificate attached)			
16.	Staff working in RE/Const./RRB/RCT etc. indicated Lien which Division			
17.	Award/Punishment if any (Copy Enclosed)	2022-23	2023-24	2024-25
18.	Award			
19.	Punishment			

Date:

Signature of employee

It is certified that Km./ Ms./Sh./ Smt. daughter/Son/Wife of Sh.....has 02 year service as on 05.08.2025 for the eligible category of office Clerk- Cum-Typist mentioned in Sr.DPO/UMB letter No. 220-E/100/PQ./33-1/3%/UMB/P-3/Pt-II dt. 05.08.2025

Date.....
Station.....

**Signature of the controlling supervisor
(with stamp)**

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16030/2025

Dated:- 21.07.2025

No. 752-E/Policy matter/Syllabus/EIII A

DRM/NR-DI I, FZR, LKO, MB, UMB & JAT

CAO/C, K.Gate/DI I, CAO/C USBRI/Satyam Complex, TrikutaNgr/JAT.

CWM/CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB.

Dy. CMM/SSB, AMV-LKO & JUDW

DY.CE/TMC/Line, State Entry Road, New Delhi.

Chief Manager (Ptg. & Sty) Punjabi Bagh, Delhi.

Dy.CE/Bridge, CB-LKO, JUC & TKJ.

Sub: Syllabus for Selection for the post of Clerk-Cum-Typist Against (33 1/3% Promotion Quota) Level-2

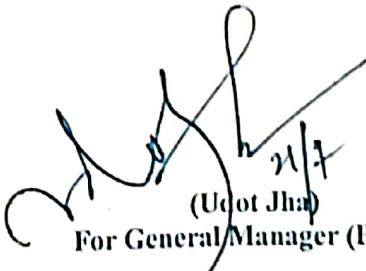
Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

In reference to above subject, the syllabus for selection for the post of Clerk-Cum-Typist Against (33 1/3% Promotion Quota) Level-2, is enclosed herewith for your information and necessary action please.

The above PS.No. is available on the website given as under:-
<https://nr.indianrailways.gov.in>

Hindi Version will follow.
Please acknowledge the receipt.

DA/as above


(Udot Jha)
For General Manager (P)

Copy to:-

1. All PHODs and All Officers of Personnel Deptt., HQ Office, Baroda House, New Delhi.
2. Genl. Secy./NRMU, 12 Chelmsford Road, New Delhi.
3. Genl. Secy./URMU, 166/2, P.K.Road, New Delhi.
4. Genl. Secy./AIOBC Rly Emp. Asso. 171/A3, Basant Lane, New Delhi.
5. Zonal. Secy. All India SC/ST Rly Emp. Asso. North Zone Office, Baroda House, New Delhi.
6. Genl. Secy. NRPOA Room No.301, HQ Office, Baroda House, New Delhi.
7. Dy.CPO/IT, HQs Office, Baroda House, NDLS for uploading on the website.

**SYLLABUS FOR SELECTION TO THE POST OF CLERK CUM TYPIST
AGAINST 33-1/3% PROMOTION QUOTA**

(10)

Sl.No.	Topics	Tentative % of questions
1.	General Knowledge - General Intelligence & Reasoning - General Mathematics upto the level of 10th Class - English/Hindi Language Proficiency upto the level of 10th Class like Vocabulary, Grammar, Sentence Structure, Comprehension	10
2.	Organizational set up & processes of Railways - Organization of Railways – Railway Board, HQ & other units etc. - Role of Personnel Department - General Office Procedure – a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system - Policy guidelines like Manuals, Codes & Circulars	10
3.	Establishment Rules - Modes of Recruitment, Functions of RRB & RRC - Employment on Compassionate Grounds - Reservation Policy for SC, ST, OBC, PwBD & EWS - Book of Sanction, Reservation Roster - Seniority - Promotion & MACP - Training - Transfer & Deputation, Ex-cadre posts - Pass Rules - Leave Rules - Pay Level, Increment & Fixation of Pay - Medical examination of Railways employees - Retirement rules & OPS, NPS & UPS - Benefits to Pensioners & family	50
4.	Conduct Rules & D&AR Rules - Railway Services (Conduct) Rules - Railway Servants (Discipline & Appeal) Rules	10
5.	Legal Matters & Grievance Redressal - Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013). - Right to Information Act - Courts like CAT, HC, SC & National Commissions - Grievance Redressal Mechanism of Railways	10
6.	Use of IT platforms in Personnel Working - E-Office, HRMS, IPAS, RESS - CPGRAMS, UMID, GEM - Working knowledge of Computers	10
7.	Rajbhasha Rajbhasha Rules 1976 and its applicability on Railways	10% (optional)

Note: The syllabus is only indicative in nature & not exhaustive.


 Pankaj Kumar
 Dy. Chief Personnel Officer/HRD
 N. B. Baroda House, New Delhi