



NORTHERN RAILWAY



No. 754-E/LDCE/OS/UMB/P-3/Pt-III
Dt. : 05.08.2025

Divisional Office,
Ambala Cantt.

Category 'G'/ Ambala Division

Assistant Secretary/RRB, Railway Colony, Near Railway Station, Chandigarh
Additional Registrar, RCT, Kendriyasadan, 4th & 6th Floor, Sec-9A, Chandigarh – 160017
Presenting Office, RCT, Kendriyasadan, 4th & 6th Floor, Sec-9A, Chandigarh – 160017
Chief Administrative Officer/C/ NR/Kashmiri Gate/Delhi
Chief Administrative Officer/C/ USBRL Project/JAT
Chief Project Manager, Railway Electrification/UMB, Chief Works Manager/JUDW,

Sub:- Selection for the post of office Superintendent, Level – 6 (GP 4200) against 20% LDCE quota over Ambala Division

It has been decided to conduct a Selection for the post of **Office Superintendent, Level – 6 (GP 4200)** against 20% LDCE Quota over Ambala Division. Applications from serving graduate ministerial cum typist staff of all department (except Accounts and RPF) of Ambala Division and Electrical Department of JUDW fulfilling the following eligibility condition on the date of notification i.e. 05.08.2025 , are invited for filling up of 45 vacancies .

The total number of vacancies assessed in UMB division is 45 (UR=32, SC=08, ST=05). Out of 45 vacancies, 06 reserved for PwBD. Vacancies reserve for PwBD are defined as under in terms of Railway Boards letter no. E(NG)II/2012/RC-2/1/Policy dated 27.02.2019.

PwBD categories for the post of Office Superintend			
VI	HI	LD	OD
B, LV	D, HH	OA, OL, OAL, BL, LC, DW, AAV	No

Eligibility and service conditions as on 05.08.2025 as per RBE No. 38/2019 & RBE No. 81/2019

1. Applicant should be Graduate from any recognized University.
 2. Five years regular service as Jr. Clerk or typist in PB 5200-20200+1900GP & Sr. Clerk in GP Rs. 2800/- put together.
- OR
3. Five Years regular service as Jr. Clerk / Jr. Typist in PB Rs. 5200-20200+1900 GP
- OR
4. Senior Clerk with three years regular service.

Procedure for Submission of Applications & Syllabus:-

The willing and eligible staff has to submit their application in prescribed proforma (Annexure –I, in duplicate)) along with copies of required certificates in support of qualification and caste etc. duly self-attested to their respective Sr. Subordinate/In-charge who will personally check and verify all the particulars of applicants from their office records and will forward the same duly verified before the date of closing application. One copy of each applications received by the concerned Sr. Subordinate In-Charge should be sent to Sr. Divisional Personnel Officer, N.Rly., DRM Office, Ambala Cantt. in one bunch so as to reach in this office on or before 21.08.2025 with a covering letter retaining the other one copy of application as the office record for future reference. **Application received after the due date i.e. 21.08.2025 will not be entertained under any circumstances. The candidate should require filling all the relevant column and strike out the Inapplicable columns indicating as "NA". Incomplete application, application received after the last date shall be rejected. Syllabus is hereby attached as Annexure-II.**

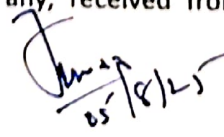
[Signature]
05/8/25

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.
- 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.
- Xii In terms of instructions contained in Railway Board Letter No. E(NG)1/2018/PM1/4 dated 14.11.2019 (RBE No. 194/2019) , (a) There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers

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 form 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.


25/8/25

Last date of receipt of Applications, Syllabus And Written Test.

The last date of receipt of Application is 21.08.2025 . The selection will be finalized based on the written examination, scrutiny of record of service and final panel will be drawn on the basis of merit. The date and venue of the written examination will be notified later to the eligible employee after scrutiny of the applications received. **The eligible staff can be called for the written test on a short notice without giving any further time after scrutiny of all the applications, hence the date of this notice may be treated as notice for examination. No supplementary written test will be held for the above said selection.**

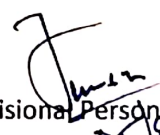
Training of the successful candidates

All such employees who will be selected as **Office Superintendent, Level – 6 (GP 4200)** against 20% LDCE quota will required to undergo prescribed training at the Personnel Training School/Udaypur. All such employees will have to successfully complete the training/Course before they are put on a working post, for which a prescribed examination at the end of the training course will be conducted.

All Supdt. /Section In-Charge of Personnel Branch are requested to give it wide publicity amongst the staff working under their control and get it noted from the staff.

Encloser:-

1. Performa
2. Syllabus


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

Copy to

1. All Branch Officers/Ambala Division
2. All S&WLI and C&WLI over Ambala Division
3. OS/Confdl. Cell:- For information & necessary action.
4. Divl. Secy. NRMU &URMU/UMB
5. Divl. Secy. AI SC/ST& OBC ASSO/UMB

ANNEXURE – I

Application for selection for the post of office Superintendent, Level – 6 (GP 4200) against 20% LDCE quota				Latest photograph (attested by the controlling supervisor)			
Ref:- Sr.DPO/UMB letter No. 754-E/LDCE/OS/UMB/P-3/Pt-III dt. 05.08.2025							
1	Name (with full initial in block letters)						
2	father's/Husband Name						
3	Date of Birth						
4	Date of initial appointment						
5	Date of regular appointment						
6	Present pay and scale						
7	Date of entry into the present grade (on regular basis)						
8	Present Designation/Station						
9	Lien Maintained in (in case of working on deputation in construction/RE or other organization)						
10	Qualification (Graduation certificate enclosed)						
11	Community (UR/OBC/SC/ST)						
12	Date of Screening (in case of appointed as Labour/Substitute)						
13	P.F. No.	HRMS ID					
14	Any D&AR/SPE/Vig./Court cases pending						
15	Contact Number/Email						
16	Award/Punishment(Copy Enclosed)			Award	2022-23	2023-24	2024-25
				Punishment	2022-23	2023-24	2024-25
Designation		Grade	Date of promotion on regular basis	Length of Service rendered in the relevant scale			
				Year	Month	Day	
Jr.Clerk/Jr.Typist		GP 1900					
Sr. Clerk/Sr.Typist		GP 2800					

Declaration

I here declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief. I understand that, if at any stage it is found that the information furnished is false, incorrect or I do not satisfy/fulfil the eligibility criteria, my candidature/appointment on promotion is liable to be cancelled besides liable for disciplinary action as per rules .I have read contents of the notification and agree to abide by the rules, regulations and procedure prescribed for promotion to the post of Office Superintend/Level-6.

Signature of the Employee

Name:

Designation:

It is certified that the details furnished above by the employee is correct and as per the records is available in this office. No D&AR/SPE/Vig. case is pending/contemplated against the above employee.

Date

Station:

Signature of Controlling Officer

with designation and seal

Annexure-II

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16032/2025

Dated:- 21.07.2025

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

DRM/NR-DLI, FZR, LKO, MB, UMB & JAT

CAO/C, K.Gate/DLI, CAO/C USBRL/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 Office Suprintendent Level-6

Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025

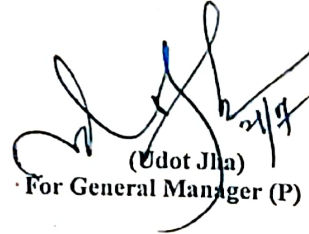
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

In reference to above subject, the syllabus for selection for the post of Office Suprintendent Level-6, 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/TT, HQs Office, Baroda House, NDLS for uploading on the website.

IV.	Supernumerary posts, Work-charged posts	10
V.	Redeployment of surplus staff	
VI.	Training Modules for different posts	
VII.	Training under Apprentices Act	
VIII.	Training Centres in Zones, Divisions & Workshops	
IX.	Plan Head 65	
6.	CGA & Medical De-categorization rules I. Medical examination of Railways employees II. Medical de-categorization and absorption of medically de-categorized staff III. Employment on Compassionate Grounds Rules and procedures	05
7.	Welfare Activities & Industrial Relations I. Staff benefit Fund, Medical Facilities to employees II. Elections & Recognition of Trade Unions III. Permanent Negotiation Machinery, PREM & FNM IV. ZRUCC, Policy regarding Unrecognized Unions, Facilities to Office bearers of Recognized Unions/Associations	05
8.	D&AR & Conduct rules I. Railway Services (Conduct) Rules & related instructions II. Railway Servants (Discipline & Appeal) Rules & related instructions	10
9.	Legal Matters & Grievance Redressal I. Railway related Industrial & Labour Laws including applicable laws on Contract Labours II. HOER III. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013) IV. Right to Information Act V. Court Case & CAT, HC, SC and other Statutory Commissions/Bodies VI. Grievance Redressal Mechanism of Railways	10
10.	Use of IT platforms in Personnel Working I. E-Office, HRMS, IPAS, RESS II. CPGRAMS, UMID, GEM, IRPSM III. Working knowledge of Computers	05
11.	Financial Expenditure etc. I. Canons of financial propriety II. Audit and Accounts narrative report III. Budget, Classification of Demands of Grants IV. Award of works in Works Programme V. Procedure for Stores procurement, GeM, IRPSM & outsourcing	05
12.	Rajbhasha: (Optional) I. Rajbhasha Rules 1976 and its applicability on Railways	10

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

SYLLABUS FOR SELECTION TO THE POST OF OFFICE SUPERINTENDENT (CONTD. FROM PAGE 1 AND CONCLUDED HERE)

Page 2/2

पंकज कुमार
Pankaj Kumar
उप मुख्य व्यक्ति अधिकारी, मानव संसाधन विभाग
उत्तर रेलवे क्षेत्रीय कार्यालय, नई दिल्ली
Dy. Chief Personnel Officer/HRD
N. Rly. Baroda House, New Delhi

N.Rly.

SYLLABUS FOR SELECTION TO THE POST OF

OFFICE SUPERINTENDENT

Sl.No.	Topics	Tentative % of question
1.	Organizational set up & processes of Railways - Role of Railways in development of country - Organization of Railways - Railway Board, HQ & other units etc. - Role of Personnel Department vis-à-vis other departments - Schedule of Powers with respect to establishment matters - General Office Procedure - a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system - Policy guidelines like Manuals, codes & circulars	05
2.	General Conditions of Service & Establishment Rules - Modes of Recruitment, Functions of RRB & RRC - Recruitment Rules & placing of indent - Reservation Policy for SC, ST, OBC, PwBD, EWS, ESM & CCAA - Maintaining Reservation Roster - practical aspects - Special Quota Recruitment - Sports, Cultural, Scout & Guide Quota - Casual Labour, Substitutes & Act Apprentice trainees - Seniority, Lien & AVCs - Promotion rules - GDCE, LDCE, Selection, Suitability & Trade Test, Refusal of promotion - Rules regarding APAR - MACP & Up-gradation, Service review - Transfer & Deputation, Ex-cadre posts - Rules for Service record, DOB, Dependent family members, E-SR - Pass Rules & Leave Rules	25
3.	Financial Aspects of Establishment matter - Pay structure & Pay fixation - practical aspects - Increments & Notional Increment - Stepping up of Pay - Pay Bills & related rules - Recoveries, Deduction of Income Tax & Arrears - Loans, PF, Advances & Allowances etc.	10
4.	Settlement - Retirement rules - Old Pension scheme, New Pension scheme & Unified Pension scheme - Post-retirement benefits - Commutation, Gratuity, GIS, Leave Encashment, Family Pension, Provident Fund Rules etc. - Other than normal retirement cases like VR, Resignations, Ex-gratia payment - Handling of Pension Adalat, Pensioner's Associations	10
5.	Man-power planning - Book of Sanction, Vacancy Bank Register - Bench-Marking & Yardsticks, Workstudy - Surrender, Redistribution, Creation, Extension & Transfer of posts	

Page 1/2

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