



उत्तर रेलवे
NORTHERN RAILWAY



No. : 754-E/LDCE/Sr.Clerk/UMB/P-3
Date:- 05.08.2025

Divisional Office,
Ambala Cantt.

Category G, Ambala Division, Chairman/RRB/CDG,
Assistant Additional Registrar/RCT, CAO/C/Kashmiri Gate/Delhi,
CPM/RE/UMB, CAO/C/USBRL Project/JAT,

NOTIFICATION

Sub: Selection to the post of Sr.Clerk cum typist against 13 1/3% LDCE Quota in Ministerial Cadre over UMB division.

In terms of RBE No. 102/2005 & 78/2019, It is proposed to conduct a selection for promotion to the post of Sr.Clerk Cum Typist in Level- 05 of Pay Matrix (7 CPC) against 13 1/3% LDCE Quota (Serving Graduate) in all department over UMB division (Except RPF & Account department).

The total number of vacancies assessed in UMB division is 16 (UR=13, SC=03, ST=00). Out of 16 vacancies, 03 reserved for PwBD. Vacancies reserved 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 Senior Clerk			
VI	HI	LD	OD
B, LV	D, HH	OA, OL, OAL, BL, LC, DW, AAV	NO

Applications are called from volunteers/eligible employees who fulfil the conditions prescribed for selection for promotion to the post of Sr.Clerk cum typist in Level-05 of Pay Matrix (7 CPC) against 13 1/3 % LDCE Quota from all the departments in UMB division (except Accounts and RPF) as per the criteria below.

A. ELIGIBILITY CRITERIA

1. All serving regular Junior Clerks cum typists in level-2 of 7th CPC pay matrix of UMB division of Northern Railway (except RPF and Accounts) possessing the qualification of graduation in scheme of 10+2+3 and fulfilling the following conditions may apply for Sr.Clerk cum typist against 13- 1/3 % LDCE Quota.
2. Education Qualification:- Degree from a recognized university or its equivalent.
3. 02 years regular service as Jr Clerk in Level-02 of pay matrix as on 05.08.2025.
4. Employees, who are working in Construction Units / Projects or Outside Northern Railway and fulfilling eligibility criteria can also apply, provided their lien is maintained at UMB division of NR only.

B. MODE OF SELECTION , EMPANALMENT AND QUALIFYING MARKS

1. **Professional Ability:-** The professional ability of the employees in the field of selection will be adjudged through written test and record of service. The employees must secure 60% of marks in professional ability.
2. 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).
3. The written examination will be a Computer Based Test (CBT)/Tablet Based Test (TBT) where there will be no physical question paper. All questions will appear on the computer/tablet and the employee will have to mark their responses/ answers to the questions on computer/tablet.
4. 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 Venue 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

Handwritten signature and date 05/8/25

- download the admit card as and when made available by RRC. Further, no supplementary/absentee examination shall be conducted on this ground.
5. A link will also make 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.
 6. Both physical and biometric attendance will be marked at the examination venue.
 7. The written examination will be of 02 (two) hours duration.
 8. There will be computerized evaluation.
 9. The selection shall consist of written examination. In terms of Railway Board's letter No. E(NG)/2018/PM-1/4(RBE No.196/2018) dated 14.12.2018, the question paper will be 100% objective type, all the questions will be of multiple choices. Only 10% Questions on Rajbhasha will also be included. There will be negative marking evaluation on Objective Type Questions. One third of the marks allotted for each question will be deducted for wrong answer.
 10. The final panel should be drawn up in the order of merit based on aggregate marks of Professional ability and Record of Service However, the employees must secure a minimum of 60% marks in 'Professional ability' and 60% marks in aggregate, for being placed on the panel with usual relaxation of 10% for SC/ST candidates. There will be no classification of candidates as 'Outstanding'. The relaxation applicable to PwBD candidates will be applicable as per rules/instructions in vogue.
 11. In case of successful empanelment based on the selection, such candidate for promotion to the post of Sr.Clerk in Level-5 will have to possess a typing speed of 30 w.p.m. English or 25 w.p.m. in Hindi. Promotion may however be allowed on provisional basis and the staff concerned will be given 2 years time from the date of promotion to qualify the prescribed typewriting test.
 12. A copy of Syllabus for the written examination is enclosed as Annexure B.
 13. The question paper shall also contain Questions on Official Language Policy and Rules to the extent of 10% of the total marks allotted to professional ability which may not be a compulsory one to answer. (Board's letter No.81/02-442/12 dated 14.01.1982).
 14. The staff those securing less than 60% in the aggregate will not be considered eligible for inclusion in the panel. The selection shall be based entirely on merit with reference to marks obtained by the candidates in the written examination and record of service subject to the following relaxation for SC/ST employees.

For UR candidates	60% and above in aggregate	Overall aggregate both written test and record of service
For SC/ST candidates	50% and above in aggregate	

15. This being a General Selection, no supplementary written examination will be conducted.
16. The controlling officer/supervisor has to ensure that the question bank is circulated to the entire eligible staff and holding of selections will not be postponed/delayed due to non-circulation of question banks.
17. Those staff who are eligible in terms of the conditions stipulated above as on the date of issue of Notification, ie 05.08.2025 should submit their applications in prescribed Proforma as shown in Annexure-B to their controlling officers. The last date of receipt of applications in this office duly forwarded by their controlling officers is 21.08.2025.
18. It may please be noted that the controlling Officer, head of the unit have no discretion to entertain any application beyond the last date. Officers concerned shall receive the application and give acknowledgement and send all the applications bunched together in one covering letter indicating therein the total number of applications forwarded, addressed to Sr.DPO/UMB by 21.08.2025. Applications received in this office after the due date will not be entertained and will be summarily rejected.
19. The controlling officer/supervisor shall give wide publicity of the notification to all the eligible staff under their control, and notification should be displayed at conspicuous place it is the responsibility of controlling officer/supervisor to circulate the notification among the staff concerned.
20. In terms of Railway Board's L.No.E(NG)I-72/PMI/166, dated 26.06.1972, the Senior Subordinate/Supervisor concerned has to furnish a Certificate that "the eligible candidates were duly notified of the holding of the test and asked to submit their applications duly giving their willingness" and forward the same to Sr.DPO/UMB. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other

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05/8/25

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.

21. Those who volunteer and submit their application with reference to this notification are alerted to be in readiness to attend the written examination provided they are fulfilling all the conditions of notification. Eligible volunteers will be alerted separately.

C. NOTIFYING TO STAFF

The Senior Subordinate/Supervisor concerned, has to furnish a certificate that "the eligible candidates were 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 25.08.2025.

D. How to apply:-

1. The employees should submit the application in the prescribed format (enclosed as Annexure "A") through proper channel. The application should be on good quality of A-4 size using one side only.
2. They should fill up the application form in their own writing with blue or black ball point pen only.
3. All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/officer wherever required or otherwise same will not be considered.
4. Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.

E. Last date for submission of Applications:

The willing and eligible volunteers have to submit their applications in prescribed proforma to their controlling supervisors on or before 21.08.2025. The controlling officer has to forward all the applications in one bunch to Sr.DPO/UMB together with DAR/SPE/Vig, clearance on or before 21.08.2025, Applications received after the due date or with incomplete information will be rejected.

Encl:

1. Proforma of Application
2. Syllabus for Exam


For Sr. Divisional Personnel Officer,
N. Raly, Ambala Cantt

Copy to:-

1. All Branch Officer/UMB division
2. Divisional Secy./NRMU/UMB division
3. Divisional Secy./URMU/UMB division
4. Divisional Secy./AIOBC/UMB division
5. Divisional Secy./AISC/ST/UMB division

ANNEXURE-A

LAST DAY OF SUBMISSION OF APPLICATION TO Sr.DPO/UMB is 21.08.2025 (Thursday).

PROFORMA

Application to the post of Sr.Clerk cum typist in Level-5 of Pay Matrix in VI.CPC against 13 1/3% LDCE Quota over UMB division.

1. Name :
2. F/Name :
3. PF/NPS Number :
4. HRMS ID :
5. Designation/Stn :
6. Working Sr. Subordinate :
7. Rate of Pay & Level :
8. Date of Birth (DD/MM/YYYY) :
9. Date of Appointment :
10. Post/ Scale to which Initially appointed:
11. Date of entry into the Present grade :
12. on regular measure
13. Whether regular or adhoc:
14. (If adhoc followed by regularization,
15. the dates should be mentioned)
16. Total Length of service in Jr. Clerk:
17. (Year-Month-Days as on 05.08.2025)
18. Whether Typing Test Qualified or Not:
19. Whether belonging to UR/ SC/ST/PwBD :
20. (the disability certificate to be closed)
21. Educational Qualification :
22. (Copies of Graduation and above Certificates to be enclosed)
23. If the qualification acquired after joining service,
24. copy of permission letter from Administration shall be enclosed.
25. Additional Qualifications, if any:
26. Award/Punishments of last 03 years if any:
27. Email ID :
28. Mobile Number (Whatsapp No.):

Affix recent
photograph
attested by
controlling
officer

Declaration

I hereby 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 Sr. Clerk.

Signature of the employee

Name:

Designation:

Forwarded to Sr.DPO/UMB for further necessary action

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 B

59

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi

P.S.No.16031/2025

No. 751-E/Telery matter/Syllabus THTA

Dated:- 21.07.2025

DIRMNR-DLL, FZR, LKO, MRL, UMB & JAT

CAOC, K.Gate/DLL, CAOT/TSBRL/Sajjan Complex, Tikana Ngr/JAT.

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

Dy. CMM/SSR, AMV-LKO & JUDW

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

Chief Manager (Pig. & Svy) Punjab Dgh, Delhi.

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

Subj: Syllabus for Selection for the post of Sr.Clerk-Cum-Typist Level-5

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

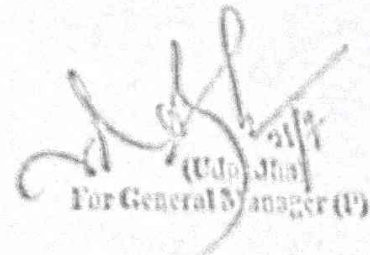
(ii) Dy.CPO HRD's Note No. PCPO/Sl/2025 (1) DL 17.07.2025

In reference to above subject, the syllabus for selection for the post of Sr.Clerk-Cum-Typist Level-5, is enclosed herewith for your information and necessary action please.

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

Hindi Version will follow.
Please acknowledge the receipt.

DA/as above


(Udip Jha)
For General Manager (P)

Copy to:-

1. All PRODs 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, 160/2, 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, NDPS for uploading on the website.

