

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16034/2025

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

Dated:- 21.07.2025

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 Staff & Welfare Inspector 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 Staff & Welfare Inspector 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>

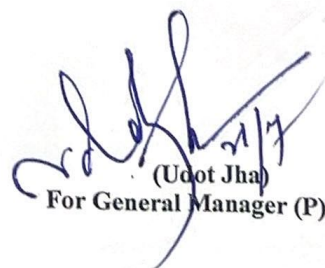
Hindi Version will follow.

Please acknowledge the receipt.

DA/as above

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.


(Udot Jha)
For General Manager (P)

(3)

**SYLLABUS FOR SELECTION TO THE POST OF
STAFF & WELFARE INSPECTOR**

Sl. No.	Topics	Tentative % of question
1.	Organizational set up & processes of Railways I. Role of Railways in development of country II. Organization of Railways – Railway Board, HQ & other units III. Role of Personnel Department vis-à-vis other departments IV. Schedule of Powers with respect to establishment matters V. General Office Procedure – a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system VI. Policy guidelines like Manuals, Codes & circulars	05
2.	General Conditions of Service & Establishment Rules I. Modes of Recruitment, Functions of RRB & RRC II. Recruitment Rules & placing of indent III. Reservation Policy for SC, ST, OBC, PwBD, EWS, ESM & CCAA IV. Maintaining Reservation Roster – practical aspects V. Special Quota Recruitment – Sports, Cultural, Scout & Guide Quota VI. Casual Labour, Substitutes & Act Apprentice trainees VII. Seniority, Lien & AVCs VIII. Promotion rules – GDCE, LDCE, Selection, Suitability & Trade Test, Refusal of promotion IX. Rules regarding APAR X. MACP & Up-gradation, Service review XI. Transfer & Deputation, Ex-cadre posts XII. Rules for Service record, DOB, Dependent family members, E-SR XIII. Pass Rules & Leave Rules	10
3.	Financial Aspects of Establishment matter I. Pay structure & Pay fixation – practical aspects II. Increments & Notional Increment III. Stepping up of Pay IV. Pay Bills & related rules V. Recoveries, Deduction of Income Tax & Arrears VI. Loans, PF, Advances & Allowances etc.	05
4.	Settlement I. Retirement rules - Old Pension scheme, New Pension scheme & Unified Pension scheme II. Post-retirement benefits - Commutation, Gratuity, GIS, Leave Encashment, Family Pension, Provident Fund Rules etc. III. Other than normal retirement cases like VR, Resignations, Ex-gratia payment IV. Handling of Pension Adalat, Pensioner's Associations	10
5.	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
6.	Use of IT platforms in Personnel Working I. E-Office, HRMS, IPAS, RESS II. CPGRAMS, UMID, GEM, IRPSM III. Working knowledge of Computers	05
7.	Medical De-categorization of Employees I. Medical examination of Railways employees II. Medical de-categorization & absorption of medically de-categorized staff	05
8.	Compassionate Ground Appointments (CGA) - Rules & Procedure I. Rules and priorities for CGA; II. Documents required for CGA; III. Verification of documents & enquiry of CGA	05

Page 1/2

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

N.Rly.

No.	Topics	Tentative % of question
9.	Welfare Activities - SBF Rules & Constitution of SBF committee, Allocation of Budget & Expenditure of Funds under various heads of SBF - Facilities to Railway employees and families – School, Holiday Home, Mahila Samitis, Handicraft Centers etc. - Cultural Activities, Recreation Center, Railway Institutes and Clubs - Sports Activities, Scout & Guides Activities - Co-operative Societies, Industrial Training Centers, Housing Societies - Canteens-statutory & non-statutory, amenities policy - Reimbursement of Fees, Scholarships - Uniform Policy - Medical benefits to employees, pensioners & families – UMID & RELHS - Homeopathic/Ayurvedic Dispensaries, Hospital Visiting Committees	10
10.	Role of Welfare Inspectors - Inspections – Related to HOER, Overtime, Sanctioned Strength & MOR - Verifications – Initial Appointment, Dependent family, Medical unfit/disability, Residential, Education, Caste certificate and Family composition etc. - Registers Maintained at various units for Grievances, Attendance etc. - Displaying of Statutory Notices - Grievance Redressal Mechanism of Railways	05
11.	Industrial Relations - Elections & Recognition of Trade Unions - Permanent Negotiation Machinery, PREM & FNM - ZRUCC, Policy regarding Unrecognized Unions, Facilities to Office bearers of Recognized Unions/Associations	05
12.	D&AR & Conduct rules - Railway Services (Conduct) Rules & related instructions - Railway Servants (Discipline & Appeal) Rules & related instructions	10
13.	Legal Matters & Grievance Redressal - Industrial & Labour Laws - Laws on Contract Labour - Employees Compensation Act - Payment of Wages Act - Minimum Wages Act - Factories Act - Railway Servants (Hours of Work and Period of Rest) Rules, - Job Analysis Meeting with LEO & Labour Commissioner, Labour Court, Industrial Tribunal Cases - CAT Act - Trade Union Act - Right to Information Act - Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013) - Court Case & CAT, HC, SC and other Statutory Commissions/Bodies	20
14.	Rajbhasha: (Optional) Rajbhasha Rules 1976 and its applicability on Railways	10

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

Page 2/2

पंकज कुमार
Pankaj Kumar
उप मुख्य कर्मिक अधिकारी / मानव संसाधन विकास
Dy. Chief Personnel Officer/HRD
N. Ry. Baroda House, New Delhi

N.Riy.

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16035/2025

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

Dated:- 21.07.2025

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 Stenographer Level-4

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 Stenographer Level-4, 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>

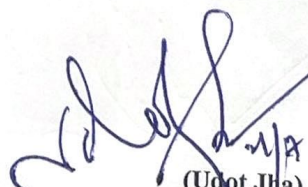
Hindi Version will follow.

Please acknowledge the receipt.

DA/as above

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.


(Udit Jha)
For General Manager (P)

**SYLLABUS FOR SELECTION TO THE POST OF
STENOGRAPHER**

Sl. No.	Topics	Tentative % of questions
1.	General Knowledge I. General Intelligence & Reasoning II. General Mathematics upto the level of 12 th Class	10
2.	Organizational set up & processes of Railways I. Organization of Railways – Railway Board, HQ & other units II. Role of Personnel & other Departments in Railways III. General Office Procedure – a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system IV. Policy guidelines like Manuals, Codes & Circulars	10
3.	English/Hindi Language Proficiency: I. Vocabulary, Grammar, Sentence Structure, Comprehension. II. Synonyms, Antonyms, One word substitution: Understanding vocabulary and grammar. III. Sentence Shuffling, Sentences Improvement, Active/Passive Voice: Testing sentence structure and grammar. IV. Translation from English to Hindi and Hindi to English	40
4.	Use of IT platforms in Personnel Working I. Working knowledge of Computers II. E-Office, HRMS, IPAS, RESS III. CPGRAMS, UMID, GEM	10
5.	Conduct Rules & D&AR Rules I. Railway Services (Conduct) Rules II. Railway Servants (Discipline & Appeal) Rules	10
6.	Establishment Rules I. Modes of Recruitment, Functions of RRB & RRC II. Employment on Compassionate Grounds III. Reservation Policy for SC, ST, OBC, PwBD & EWS IV. Seniority V. Promotion & MACP VI. Transfer & Deputation, Ex-cadre posts VII. Pass Rules VIII. Leave Rules IX. Pay Level, Increment & Fixation of Pay X. Medical examination of Railways employees XI. Retirement rules & OPS, NPS & UPS XII. Benefits to Pensioners & family	10
7.	Legal Matters & Grievance Redressal I. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013) II. Right to Information Act III. Courts like CAT, HC, SC & National Commissions IV. Grievance Redressal Mechanism of Railways	10
8.	Rajbhasha II. Rajbhasha Rules 1976 and its applicability on Railways	10% (optional)

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


Pankaj Kumar
 उप मुख्य कार्यालय अधिकारी/मानव संसाधन विकास
 उत्तर रेलवे इंडिया हाऊस, नई दिल्ली
 Dy. Chief Personnel Officer/HRD
 N. Rly. Baroda House

N.R.Y.

N.R.V.

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16032/2025

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

Dated:- 21.07.2025

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

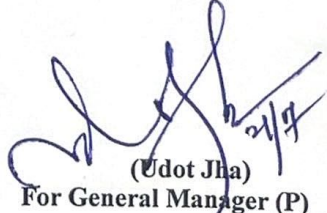
Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

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/IT, HQs Office, Baroda House, NDLS for uploading on the website.

उ. रेलवे

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

पंकज कुमार
Pankaj Kumar
उप मुख्य कार्मिक अधिकारी/मानव संसाधन विकास
उत्तर रेलवे बड़ीदा हाऊस, नई दिल्ली
Dy. Chief Personnel Officer/HRD
N. Rly. Baroda House, New Delhi

N.Rly.

	IV. Supernumerary posts, Work-charged posts 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	10
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 कार्मिक अधिकारी/मानव संसाधन विकास
Dy. Chief Personnel Officer/HRD
N. Rly. Baroda House, New Delhi

N.Rly.

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16033/2025

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

Dated:- 21.07.2025

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 Chief Staff & Welfare Inspector Level-7

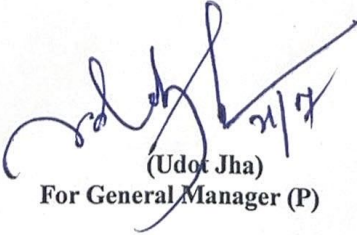
Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

In reference to above subject, the syllabus for selection for the post of Chief Staff & Welfare Inspector Level-7, 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
CHIEF STAFF & WELFARE INSPECTOR**

(5)

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 - 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	10
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.	05
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.	Financial Expenditure etc. - Canons of financial propriety - Audit and Accounts narrative report - Budget, Classification of Demands of Grants - Award of works in Works Programme - Procedure for Stores procurement, GeM, IRPSM & outsourcing	05
6.	Use of IT platforms in Personnel Working - E-Office, HRMS, IPAS, RESS - CPGRAMS, UMID, GEM, IRPSM - Working knowledge of Computers	05
7.	Medical De-categorization of Employees - Medical examination of Railways employees - Medical de-categorization & absorption of medically de-categorized staff	05
8.	Compassionate Ground Appointments (CGA) - Rules & Procedure - Rules and priorities for CGA - Documents required for CGA - Verification of documents & enquiry of CGA	05

Page 1/2


पंकज कुमार
Pankaj Kumar
 सचिव मुख्य कार्यालय/मानव संसाधन विकास
 उत्तर रेलवे बड़ीदा हाऊस, नई दिल्ली
 Dy. Chief Personnel Officer/HRD
 N. Rly. Baroda House, New Delhi

N.R.V.

Sl. No.	SYLLABUS FOR SELECTION TO THE POST OF CHIEF STAFF & WELFARE INSPECTOR (CONTD.) Topics	Tentative % of question
9.	Welfare Activities I. SBF Rules & Constitution of SBF committee, Allocation of Budget & Expenditure of Funds under various heads of SBF II. Facilities to Railway employees and families – School, Holiday Home, Mahila Samitis, Handicraft Centers etc. III. Cultural Activities, Recreation Center, Railway Institutes and Clubs IV. Sports Activities, Scout & Guides Activities V. Co-operative Societies, Industrial Training Centers, Housing Societies VI. Canteens-statutory & non-statutory, amenities policy VII. Reimbursement of Fees, Scholarships VIII. Uniform Policy IX. Medical benefits to employees, pensioners & families – UMID & RELHS X. Homeopathic/Ayurvedic Dispensaries, Hospital Visiting Committees	10
10.	Role of Welfare Inspectors I. Inspections – Related to HOER, Overtime, Sanctioned Strength & MOR II. Verifications – Initial Appointment, Dependent family, Medical unfit/disability, Residential, Education, Caste certificate and Family composition etc. III. Registers Maintained at various units for Grievances, Attendance etc. IV. Displaying of Statutory Notices V. Grievance Redressal Mechanism of Railways	05
11.	Industrial Relations I. Elections & Recognition of Trade Unions II. Permanent Negotiation Machinery, PREM & FNM III. ZRUCC, Policy regarding Unrecognized Unions, Facilities to Office bearers of Recognized Unions/Associations	05
12.	D&AR & Conduct rules I. Railway Services (Conduct) Rules & related instructions II. Railway Servants (Discipline & Appeal) Rules & related instructions	10
13.	Legal Matters I. Industrial & Labour Laws II. Laws on Contract Labour III. Employees Compensation Act IV. Payment of Wages Act V. Minimum Wages Act VI. Factories Act VII. Railway Servants (Hours of Work and Period of Rest) Rules, VIII. Job Analysis Meeting with LEO & Labour Commissioner, Labour Court, Industrial Tribunal Cases IX. CAT Act X. Trade Union Act XI. Right to Information Act XII. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013) XIII. Court Case & CAT, HC, SC and other Statutory Commissions/Bodies	20
14.	Rajbhasha: (Optional) I. Rajbhasha Rules 1976 and its applicability on Railways	10

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

Page 2/2



पंकज कुमार
Pankaj Kumar

उप मुख्य कर्मिक अधिकारी/मानव संसाधन विकास
उत्तर रेलवे बड़ीदा हाऊस, नई दिल्ली
Dy. Chief Personnel Officer/HRD
N. Ely. Baroda House, New Delhi

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16031/2025

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

Dated:- 21.07.2025

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 Sr.Clerk-Cum-Typist Level-5

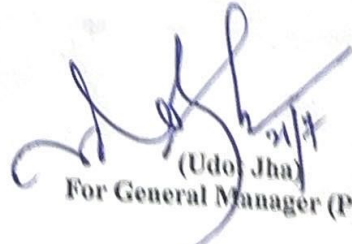
Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

In reference to above subject, the syllabus for selection for the post of 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://nr.indianrailways.gov.in>

Hindi Version will follow.
Please acknowledge the receipt.

DA/as above


(Udo 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 SR. CLERK CUM TYPIST

9

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

Page 4/2

पंकज कुमार
Pankaj Kumar
उप मुख्य कार्मिक अधिकारी/मानव संसाधन विकास
Dy. Chief Personnel Officer/HRD
N. Rly. Baroda House, New Delhi

N.Rly.

Sl.No.	SYLLABUS FOR SELECTION TO THE POST OF SR.CLERK CUM TYPIST (CONTD.) Topics	Tentative Percentage of question
5.	Man-power planning - Book of Sanction, Vacancy Bank Register - Bench-Marking & Yardsticks, Workstudy - Surrender, Redistribution, Creation, Extension & Transfer of posts - Supernumerary posts, Work charged posts - Redeployment of surplus staff - Training Modules for different posts - Training under Apprentices Act - Training Centers in Zones, Divisions & Workshops - Plan Head 65	10
6.	CGA & Medical De-categorization rules - Medical examination of Railways employees - Medical de-categorization & absorption of medically de-categorized staff - Employment on Compassionate Grounds Rules and procedures	05
7.	Welfare Activities & Industrial Relations - Staff benefit Fund - Medical & other facilities to employees - Elections & Recognition of Trade Unions - Permanent Negotiation Machinery, PREM & ZRUCC - Facilities to Office bearers of Recognized Unions/Associations	05
8.	D&AR & Conduct rules - Railway Services (Conduct) Rules & related instructions - Railway Servants (Discipline & Appeal) Rules & related instructions	10
9.	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
10	Use of IT platforms in Personnel Working - E-Office, HRMS, IPAS, RESS - CPGRAMS, UMID, GEM, IRPSM - Working knowledge of Computers	05
11.	Financial Expenditure etc. - Canons of financial propriety - Audit and Accounts narrative report - Budget, Classification of Demands of Grants - Award of works in Works Programme - Procedure for Stores procurement, GeM, IRPSM & outsourcing	05
12.	Rajbhasha: (Optional) Rajbhasha Rules 1976 and its applicability on Railways	10

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

Page 2/2

पंकज कुमार
Pankaj Kumar
उप मुख्य कार्मिक अधिकारी / मानव संसाधन विकास
उत्तर रेलवे बड़ीदा हाऊस, नई दिल्ली
Dy. Chief Personnel Officer/HRD
N. Rly. Baroda House, New Delhi

N.Rly.

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16029/2025

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

Dated:- 21.07.2025

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 Clerk-Cum-Typist Against (16 2/3% LDCE 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

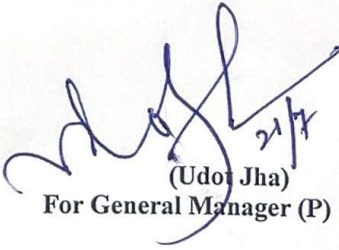
In reference to above subject, the syllabus for selection for the post of Clerk-Cum-Typist Against (16 2/3% LDCE Quota) Level-2, is enclosed herewith for your information and necessary action please.

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


(Udo 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 16 2/3% LDCE QUOTA

①

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.

संकाय कुमर
 Pankaj Kumar
 उपायुक्त कर्मिक अधिकारी / मानव संसाधन विकास
 उत्तर रेलवे इंडिया हाउस, नई दिल्ली
 Dy. Chief Personnel Officer/HRD
 H. Bdy. Baroda House, New Delhi

N.Riy.

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-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 Clerk-Cum-Typist Against (33 1/3% Promotion Quota) Level-2

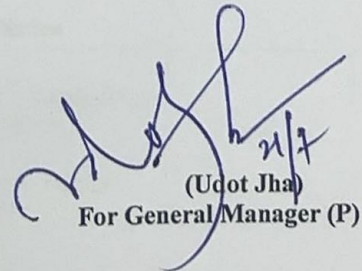
Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

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.

पंकज कुमार
 Pankaj Kumar
 उपायुक्त कार्यालय अधिकारी / मानव संसाधन विकास
 उत्तर रेलवे इंडीया हाउस, नई दिल्ली
 Dy. Chief Personnel Officer/HRD
 N. Rly. Baroda House, New Delhi

उ.रेलवे