

Northern Railway

Divisional Railway Manager's Office,
Northern Railway, Firozpur

No: 220-E/100/Steno/25%/G Selection/P-IV
Dated:01.08.2025

Notification no. 28(JUNIOR STENOGRAPHER, L-4)/2025/FZR Div/NR

SELECTION FOR PROMOTION TO THE POST JUNIOR STENOGRAPHER IN PAY LEVEL-4 AGAINST 25% PROMOTE QUOTA IN THE GENERAL ADMINISTRATION DEPARTMENT OF FIROZPUR DIVISION, NORTHERN RAILWAY

1. It has been decided to hold a selection for filling up 04 vacancies for the post of Junior Stenographer, Pay Level-4 against 25% promote quota in the General Administration department of FZR Division. Bifurcation of vacancies is as under:-

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)
03	01	00	04	Nil

2. Eligibility conditions:

Jr. Clerk Cum Typist/L-2 of FZR Div., NR fulfilling the service condition and possessing graduation qualification as on issue of this notification as per following condition :-

Possessing the qualification of 12th qualification as on the date of notification.

And

Minimum two years regular services as Jr. Clerk Cum Typist in Level-2.

And

Acquired knowledge of shorthand either in English or Hindi.

After passing the written test they are required to pass the shorthand test with the following speed either in English/Hindi as per (RBE No. 141/2015).

STENOGRAPHER ENGLISH/HINDI

Sr. No.	Medium English/Hindi	Speed	Duration	Transcription Time
1	English	80 WPM	10 MINUTES	50 MINUTES
2	Hindi	80 WPM	10 MINUTES	65 MINUTES

The qualification as entered in service record only will be accepted.

3. Syllabus:-

A syllabus for the above selection is attached as Annexure-II. This is a common syllabus for the post as approved by the concerned PHOD and is application for all Divisions/Units over Northern Railway.

(Signature)

4 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 questions will appear on the computer/ tablet and the employee will have to mark their responses/answer to the question 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 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 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 be 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. The qualifying marks in the written-examination are 60%. However, SC/ST employees are eligible for a relaxation of 10% against SC/ST reserved vacancies, as per extant rules.
- VII. There shall be negative marking for incorrect answers. One third (1/3) of the marks allotted for each question will be deducted for wrong answers. The duration of examination will be 120 minutes.
- VIII. In terms of Railway Board's letter circulated vide RBE No.196/2018, the online Computer Based Test (CBT) will be 100% objective type multiple choice questions for the written examination and 10% of the total marks will be from Official language policy and rules (which will be optional).
- IX. There will be computerized evaluation.

5. Notifying to the employees:

Options from willing staff, who are ready to work as Jr. Stenographer/L-4 post against the above mentioned selection, duly filled up on the prescribed Performa (enclosed) & forwarded (in a single bench) by the Sr. Subordinate are hereby called for and is to be submitted to Ch. OS/P-IV Personnel Branch, DRM Office FZR before or on **26.08.2025**. No application received after the target date i.e. **26.08.2025** will be entertained. The cut of date for considering length of service is **01.08.2025**.

If any of the above instructions were modified/alerted at a later date by the Railway Board or Headquarters, the administration reserves right to amend the above notified instructions to the extant to give the effect of the same

Note:- As per GM(P)/HQ/NDLS letter no. 807-E/Surrender of post/MPP-2017/II, Dated 19.06.2025, all the promotion of FZR Div. and JAT Div. jurisdiction should be done by



3.32
FZR Div., NR. Hence this selection to be conducted for FZR and JAT Div both after empanelment employees may be posted anywhere at FZR & JAT Div. as per administrative requirement.

6. Websites to be visited regularly for any update:

RRC/NR's website: <https://rrcnr.org>

Enclosed : Proforma of application(ANNEXURE-I) & Syllabus (ANNEXURE-II).

DA- As above


For Sr. Divisional Personnel Officer,
N. Rly, Firozpur

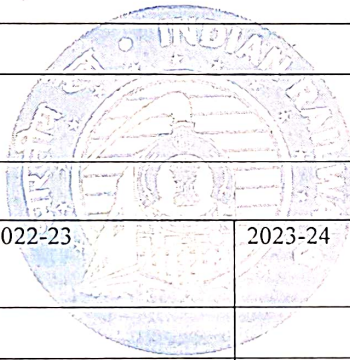
Copy to :-

1. GM(P)/HQ/NR/NDLS
2. CWM/ASR
3. All branch Officer, FZR Div., NR
4. All CS&WLI/L-7, S&WLI/L-6 of FZR Div., NR
5. All department Ministerial staff In-Charge of FZR Div., NR
6. Div. Secy. NRMU, URMU, SC/ST/OBC Association of FZR Div., NR



ANNEXURE-I

Proforma for the post of Jr. Stenographer, Level-4 against 25% Promote quota.

SN	Service particulars (Fill in Capital letter)	Attested recent Photograph					
1	Name						
2	Father's name						
3	Designation/Level						
4	Department						
5	Working under & Stn.						
6	Whether SC/ST/UR (Certificate attached)						
7	Mobile No.						
8	E-mail ID						
9	Employee No.						
10	HRMS ID No.				Signature of the employee		
11	D&AR/SPE Vig Clearance						
12	D.O.B.						
13	D. O.A.						
i)	D.OA as Jr. Clerk Cum Typist/L-2 (Total qualifying service)	Year	Month	Days			
14	Qualification (with attested copy)						
15	Award/Punishment if any. (Copy must be enclosed)				2022-23	2023-24	2024-25
i)	Award						
ii)	Punishment						

It is certified that the details mentioned herein above are true and correct if any of the above information is found false/wrong, I shall be responsible for the same.

Date: .08.2025

Signature of employee

Application of the above named employee who is working in the office as Jr. Clerk cum Typist/L-2 on regular/MACPS is being forwarded in duplicate for further necessary action.

Date: .08.2025

Signature of the controlling Officer /Supervisor
Designation/ Station (with stamp)

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.

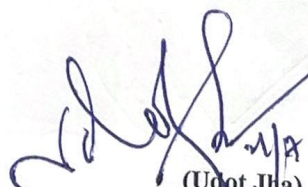
The above PS.No. is available on the website given as under:-
<https://nr.indianrailways.gov.in>

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.


(Udot 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.