Northern Railway

No. 111P/Rectt/Selections/CBT/25/P-21
Date 20.11.2025

DRM office
New Delhi

Category 'J'
Delhi Division

Subject: Schedule for Departmental Promotions through Tablet based Test

Ref: 1. Railway Board vide letter No. 2025/E(RRB)/25/14 dated 21.08.2025
2. PCPO/NR Office letter dated 22.07.2025 (NR PS No 16036/2025)
3. RRC letter No 220-E/Promotion Quota/RRC/NR/2025 dated 04.11.2025 and 14.11.2025
4. This office letter of even no. Dated 04.11.2025.

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Detailed Instructions for holding the written examinations for departmental selections in Tablet based Test mode have been issued by Railway Board vide letter cited under Ref 1 and by PCPO/NR office vide Letter cited under Ref 2.

In view of the above, it had been decided by Chairman/RRC/NR vide letter cited under Ref 3 to hold the written examination through Tablet based Test for the following categories on the dates mentioned against them:

List of Examinations scheduled on 23.11.2025 (Sunday) – Total 6 categories

S.No.	Department	Post	Level	Quota
1	Electrical/EMU	Junior Engineer/ Elect-EMU	Level-6	25% PQ
2	Electrical TRS	Junior Engineer/ Elect-TRS	Level-6	25% PQ
3	Mechanical	Junior Engineer /C&W	Level-6	25% PQ
4	Mechanical	Junior Engineer /DSL/Elect.	Level-6	25% PQ
5	S&T	Junior Engineer /S&T	Level-6	40% PQ
6	All Deptt.	Office Superintendent	Level-6	20% LDCE

Link to download admit card for forthcoming Tablet Based Tests has been made live on RRC website.(https://cdn.digialm.com//EForms/configuredHtml/1287/96801/login.html).

A SMS has also been sent by RRC/LPNR, New Delhi to the candidates with their unique IDs to download their admit card.

The candidates should read the instructions on the admit card and follow them scruplously. The candidates are also advised to report on time with their Railway Identity Card alongwith admit card issued by RRC/LPNR and sparing letter from the supervisor on the date of examination.

Supervisors should ensure that sparing letter (in the enclosed format) is issued on time, with proper photo and signature attestation and other details as per instructions of RRC.

DA: as above

20.11.25
(Vivek Kumar)
Assistant Personnel Officer/Rectt
N. Rly., Delhi Division

Copy to:

1. Sr. DPO/C and Sr. DPO/II
2. Sr. DEE/ELS/GZB, Sr. DEE/EMU/GZB and All POs- Kindly advise all eligible candidates to be ready for appearing in the examination as per the schedule.
3. Sr.PRO, Delhi Division- kindly upload on https://nr.indianrailways.gov.in/ □ Division □ Delhi□ Personnel for wide publicity.

रेलवे भर्ती कक्ष
उत्तर रेलवे

Railway Recruitment Cell
Northern Railway

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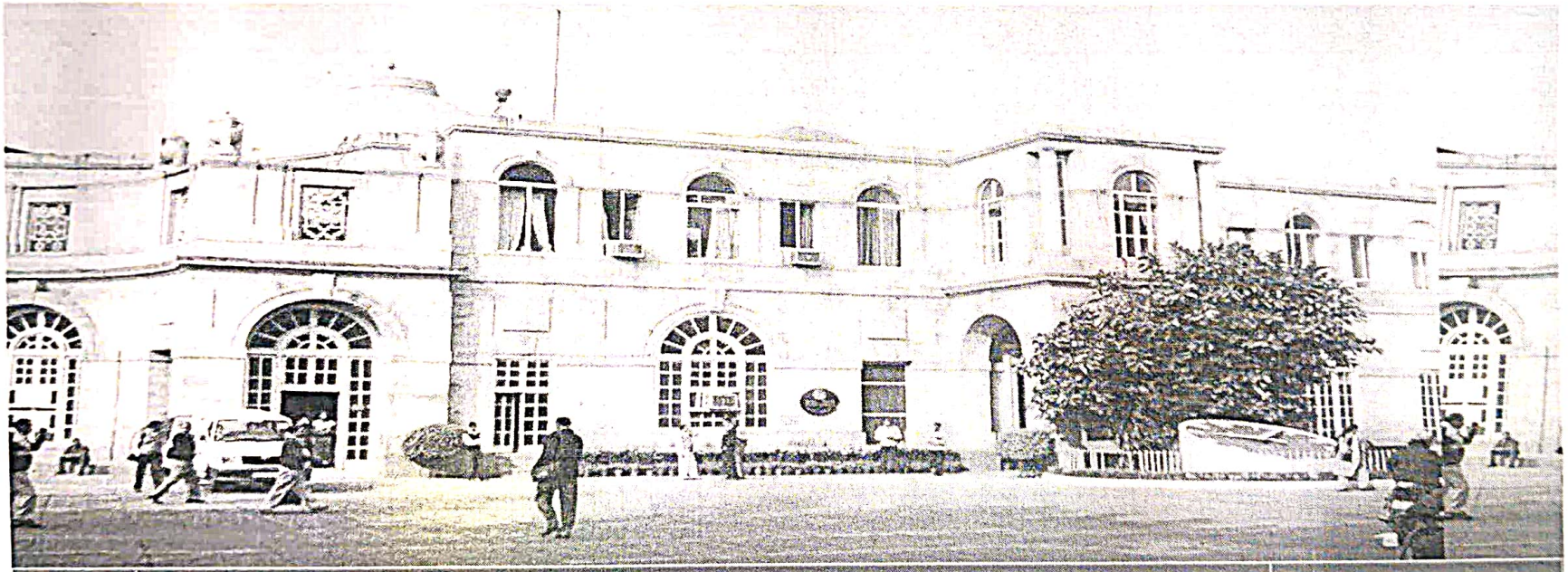
Help Desk :- For any Problem/Information Call on Mobile No. : 9560268721, 9560268722
from 09:30 AM to 18:00 PM (Except Holidays)



Date	Description	Link
20.11.2025	Kind Attention: Tablet based Test for Departmental Selections : Link to download Admit Card Instructions for login : Login ID - Candidate's Unique ID ; Password - Candidate's HRMS ID	Click here to download Admit Card
18.11.2025	Kind Attention: Notification for Engagement of 4116 Apprentices under the Apprentice Act 1961 over Northern Railway for the year 2025-26.	Click here for Notification
18.11.2025	Kind Attention: Employment Notification No. RRC/NR-04/2025-26/Sports Quota (Group C) dated 14/11/2025	Click Here for Online

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Annexure - F

FORMAT FOR EMPLOYEE'S SPARING LETTER ISSUED BY HIS SUPERVISOR

(Division Name)
Department
(Office Address)

No.: _____
Date: _____

Sub : _____
Ref : _____

This is to certify that Shri/Smt. _____(Employee Name) with _____(IIRMS ID) presently working as _____ (Designation) in _____(Department) at _____(Unit/Office), is currently working under me and is hereby spared to appear in the examination for _____ (Post/Examination) scheduled to be held on _____(Date) at _____(Venue). The employee's photograph (not older than 3 months) and signature have been verified and attested below for identification at the examination venue.

Photograph	Signature

Name of Supervisor
Designation
Signature
Date
Office stamp

Scanned with OKEN Scanner

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NORTHERN RAILWAYS
RAILWAY RECRUITMENT CELL (RRC)
Lajpat Nagar -1, New Delhi - 24

No.-220.E/Promotional Quota-LDCE/RRC/NR/2025. Dated : 04.11.2025

Sr. Divisional Personnel Officer
Northern Railway
DLI, LKO, FZR, UMB, MB

Dy. Chief Personnel Officer
Northern Railway
HQ-I, HQ-II, HQ-III
CBW/LKO, AMV/LKO, JUDW

Assistant Personnel Officer
Northern Railway
ASR

Subject : Schedule for Departmental Promotions through Tablet based Test

Ref : 1. Railway Board vide letter No. 2025/E(RRB)/25/14 dated 21.08.2025
2. PCPO/NR Office letter dated 22.07.2025 (NR PS No 16036/2025)
3. PCPO/NR Office letter No E-387/129/CBT/S-cell/P dated 29.07.2025
4. RRC letter No 220-E/Promotion Quota/RRC/NR/2025 dated 13.10.2025

Detailed Instructions for holding the written examinations for departmental selections in Computer/Tablet based Test mode has been issued by Railway Board vide letter cited under Ref 1 and by PCPO/NR office vide Letter cited under Ref 2.

Divisions and Units were advised to complete pre-selection processes for notified selections and be in readiness for the conduct of written exam as per an indicative calendar vide Letter cited under Ref 3.

Further, units were advised to cross check data pertaining to count of post wise eligible candidates and completion of pre selection training vide letter cited under Ref 4.

In view of the above, it has been decided to hold the written examination through Tablet based Test for the following categories on the dates mentioned against them:

A. List of Examinations scheduled on **23.11.2025 (Sunday) – Total 7 posts/categories**

S. No	Department	Post	Level	Quota
1	Electrical	Junior Engineer / Elec – EMU	Level – 6	25% PQ
2	Electrical	Junior Engineer / Elec – ELS	Level – 6	25% PQ
3	Mechanical	Junior Engineer / C&W	Level – 6	25% PQ
4	Mechanical	Junior Engineer / DSL / Elec	Level – 6	25% PQ
5	S & T	Junior Engineer / Signal	Level – 6	40% PQ
6	Personnel	Chief Staff & Welfare Inspector	Level – 7	20% LDCE
7	All Dept	Office Superintendent	Level – 6	20% LDCE

B. List of Examinations scheduled on **26.11.2025 (Wednesday) - Total 6 posts/categories**

S. No	Department	Post	Level	Quota
1	Electrical	Junior Engineer / Elec (Workshop)	Level – 6	25% PQ
2	Electrical	Junior Engineer / Elec – G	Level – 6	25% PQ
3	Electrical	Junior Engineer / Elec – TRD	Level – 6	25% PQ
4	Civil Engineering	Junior Engineer / Works	Level - 6	25% PQ
5	Mechanical	Junior Engineer / DSL / Mech	Level – 6	25% PQ
6	All Dept.	Sr Clerk cum Typist	Level – 5	13.33% LDCE

C. List of Examinations scheduled on **29.11.2025 (Saturday) - Total 8 posts/categories**

S. No	Department	Post	Level	Quota
1	Commercial	Chief Commercial cum Ticket Supervisor	Level – 6	75% PQ
2	Mechanical	Chemical and Metallurgical Assistant (CMA)	Level – 6	33.33% PQ
3	Mechanical	Junior Engineer / Mech (Workshop)	Level – 6	25% PQ
4	Mechanical	Chemical and Metallurgical Superintendent (CMS)	Level – 7	33.33% LDCE
5	Medical	Lab Superintendent	Level – 6	100% PQ
6	Medical	Health & Malaria Inspector	Level – 6	25% PQ
7	Personnel	Staff & Welfare Inspector	Level – 6	50% PQ
8	Genl. Admn.	Stenographer /Gr III	Level – 4	25% PQ

Detailed instructions for conduction of Examination as well as Admit cards of eligible candidates will be issued in due course of time.

You are advised to give wide publicity to the examination schedule and advise the candidates to be in readiness for appearing in the examination as per the schedule.

This is issued with the approval of competent authority.

4/11/25

(ANURAG WADHWA)
Chairperson/RRC/NR

Copy for your kind information :-

1. PCPO, Baroda House, New Delhi
2. CPO/A, CPO/T&C, CPO/IR, Baroda House, New Delhi

(91)

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD)

No. 2025/E(RRB)/25/14 New Delhi, dated 21.08.2025

The General Managers/All Zonal Railways/Production Units
Director Generals/CTIs, Chairpersons/All RRBs

Subject: Procedural Order for holding the departmental selections in CBT mode

***

Railway Board, vide RBE 47/2025, decided that departmental selections will be conducted in CBT mode (Computer/Tablet) through an Exam Conducting Agency (ECA) to be engaged by E(RRB). In addition, E(RRB) was asked to issue further details and modalities in due course. Accordingly, RRB/Chandigarh was nominated as the Nodal RRB for engaging the ECA to conduct departmental selections across all railway units. The engagement of the ECA has now been finalized, and the enclosed Procedural Order viz. **'Role-Responsibility Framework' (Annexure-A)** and **'Standard Operating Procedure' (Annexure-B)** are circulated for the smooth conduct of departmental selections. All Railway units are advised to coordinate with their designated RRBs for further process.

DA: As above

21/8/2025

(Chandra Mohiyar Bathala)
Director/E(RRB)
Railway Board

N.Rly.

Annexure-A

Role-Responsibility Framework for Computer (Tablet) based Tests (CBTs) in Departmental Selections

1. Preamble:

This 'Role-Responsibility Framework' indicates various activities to be undertaken by Railway Recruitment Boards (RRBs), Railway Units and Examination Conducting Agency (ECA), for smooth and successful planning, conduct and follow-up on the CBT for various Departmental Selections and their respective roles, responsibilities and coordination among themselves.

2. Pairing of RRBs with Railway Units:

The RRBs and Railway Units are paired as indicated below:

SN	RRB	Railway Unit
1	Mumbai	Central Railway, IRIEEN, IRICEN
2	Malda	Eastern Railway, Metro Railway, IRIMEE
3	Muzaffarpur	East Central Railway, Rail Wheel Plant/Bela
4	Bhubaneswar	East Coast Railway
5	Jammu	Northern Railway, Rail Coach Factory/Kapurthala, Patiala Locomotive Works
6	Prayagraj	North Central Railway, Modern Coach Factory/Rae Bareilly, IRITM, JRRPFA
7	Gorakhpur	North Eastern Railway, Banaras Locomotive Works
8	Guwahati	North Frontier Railway
9	Ajmer	North Western Railway
10	Trivendrum	Southern Railway, ICF
11	Secunderabad	South Central Railway, IRICET, IRIFM
12	Ranchi	South Eastern Railway, Chittaranjan Locomotive Works
13	Bilaspur	South East Central Railway
14	Bengaluru	South Western Railway, Rail Wheel Factory
15	Ahmedabad	Western Railway
16	Bhopal	West Central Railway

Note: For Accounts and RPF departments, the respective Railways and RRBs will handle their requirements in accordance with the nomination of Nodal Railways assigned for each specific group of examinations.

3. Reporting, Coordination, and Activity-wise Roles & Responsibilities

3.1 Reporting and Control

3.1.1 **Single Points of Contact (SPOC):**

3.1.2 For **RRBs**: The respective Chairpersons shall act as SPOC.

3.1.3 For **Railway Units**: The Chairperson of RRC or a designated officer shall serve as SPOC.

3.1.4 For the **Exam Conducting Agency (ECA)**: SPOCs will be nominated for each Railway Unit, based on the grouping mentioned in Para 2.

3.2 **Coordination Mechanism:**
The designated SPOCs from RRBs, Railway Units, and ECA shall ensure coordinated planning, execution, and monitoring of all activities related to Departmental Selections.

3.3 **Standard Operating Procedure (SoP):**
Standard Operating Procedure (SoP) for Conduct of Computer (Tablet) Based Tests (CBTs) in Departmental Selections is attached as **Annexure-B.**

3.4 Activity-wise Roles and Responsibilities

(A) Pre-Examination Activities

SN	Activity	Responsible Agency
i	Scrutiny of applications/options and publication of eligible candidates list	Railways
ii	Sharing of candidate details to ECA	Railways
iii	Identification/Booking of CBT venues	Railways
iv	Arrangement of CCTV and power backup at test centres	Railways
v	Confirmation of readiness of test centres	Railways
vi	Scheduling of candidates with date, shift, and assigned test centre	Railways & ECA
vii	Preparation and download facility of Admit Cards	ECA
viii	Arrangement of tablets for conduct of examination	ECA
ix	Question Paper Preparation	Railways
x	Preparation and uploading of Mock Exam Question Set	Railways
xi	Deployment of required manpower	Railways & ECA
xii	Training of officers/staff at CBT venues	ECA
xiii	Conduct of mock test at test centres	ECA

(B) During Examination Activities

SN	Activity	Responsible Agency
i	Uploading of Question Paper	Railways
ii	Entry of candidates	Railways
iii	Registration of candidates & seat allocation	Railways & ECA
iv	Capturing candidate attendance	Railways & ECA
v	Decryption of question paper	ECA
vi	Providing rough sheets to candidates	Railways
vii	Distribution and collection of Tabs to the candidates before and after the examination	ECA
viii	Commencement of examination	Railways

N.Rly.

ix	Conduct of examination	Railways & ECA
x	Upload of candidate responses and other details	Railways & ECA

(C) Post-Examination Activities

SN	Activities	Responsible Agency
i	Publishing of answer keys	Railways & ECA
ii	Provide Objection management platform	ECA
iii	Make objection link live	Railways & ECA
iv	Share received objections with Railways	ECA
v	Review and redressal of objections	Railways
vi	Preparation of final answer keys (if objections upheld)	Railways
vii	Processing of candidate responses, audit logs, raw scores	ECA
viii	Sharing of final raw result to Railways post-objection redressal	ECA
ix	Result preparation	Railways
x	Panel formation and publication	Railways
xi	Handover of examination documents	ECA
xii	Invoicing, bill scrutiny, and SLA monitoring	RRBs & Railways
xiii	Bill passing	Nodal RRB & Associate Finance

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ANNEXURE-B

Standard Operating Procedure (SoP) for Conduct of Computer (Tablet) Based Tests (CBTs) in Departmental Selections in Indian Railways

1. **Requirement Assessment**
The requirement for conducting departmental exams shall be assessed by the Zonal Railway Headquarters for the upcoming 2–3 months, covering all offices/divisions under their jurisdiction. This information will be communicated to the Exam Conducting Agency (ECA) and the designated Railway Recruitment Board (RRB) for that Railway unit.

2. **Arrangement of Examination Centres**
Examination centres will be arranged by the Railway (Zonal Headquarters, Divisions and other units), ensuring adequate seating capacity, WiFi connectivity, uninterrupted power supply (back up) along with facilities for charging Tablets, and CCTV surveillance with storage capacity. The readiness of the exam centre will be confirmed by the Railway. RRB and ECA may inspect the centres to verify suitability. Preferably, centres should be within the Railway premises. If not feasible, suitable venues may be hired by the Railway.

3. **Inviting Applications**
Applications for departmental exams will be invited by the Railway through proper notifications and publication in appropriate mode. Scrutiny of applications will be conducted by the Railway. A final list of eligible candidates containing their details, exam-wise, shall be prepared and shared with the concerned RRB and ECA.

4. **Issue of Work Order**
The work order will be issued by the Zonal Railway to the ECA, with a copy marked to the concerned RRB for conducting the examination. The work order should be in the form of a simple letter, containing details such as the exam type, division/location, and the number of candidates for each exam type.

5. **Finalisation of Exam Schedule**
Once examination centres and the list of eligible candidates are finalised, exam scheduling will be done jointly by the Railway, RRB, and ECA. A minimum of 30 candidates must be scheduled per shift at a centre, which may include multiple exam types. Exams of a single type can be conducted at multiple centres across divisions. Merit lists will be prepared division-wise or zone-wise as per Railway's requirement.

6. **Minimum Candidate Threshold**
If a shift at any test centre has fewer than 30 candidates, a valid justification must be provided by the railway, as payment to ECA will be made for a minimum of 30 candidates per shift.

7. **Scheduling Timeline**
The final exam schedule must be confirmed at least 14 days before the exam date. Once finalized, the Railway will ensure booking of the exam venue along with all required facilities.

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8. **Publication of Exam Schedule**
The complete exam schedule (including date, time, centre, exam type, and candidate details) must be published on the Railway website at least 10 days before the exam.

9. **Admit Cards**
ECA will generate admit cards containing candidate details (Name, DOB, Employee No., HRMS ID), barcode for scanning, spaces for paragraph writing, signature (candidate and invigilator), and thumb impression. Admit cards will be made available through a downloadable link which will be provided by ECA and published on the Railway website at least 4 days before the exam.

10. **Question Paper Preparation**
An officer will be nominated by the Railway 14 days before the exam for each exam type. Question papers must be prepared in *PDF format as per the sample and in Bilingual (Hindi & English) form as per Para 7.3 of Letter No. E(NG)1/2019/PM 1/20 dated 19.12.2019 (Master Circular-31),* which will be provided by ECA. The question paper will be uploaded personally by the nominated officer through a secure link one day before the exam. The answer key must be prepared in Excel format, as per the sample provided by ECA and shall be uploaded by the nominated officer after completion of the exam. No assistance from others is allowed during this process. ECA will provide an instructional video for this purpose.

11. **Mock Question Paper and Instructions**
A mock question paper with up to 5 questions and exam instructions will be prepared by the nominated officer and uploaded via the provided link. These will be used for a practice session before the actual exam. The exam duration must be clearly mentioned in the instructions.

12. **Encryption of Question Paper**
Upon upload, the question paper will be automatically encrypted and will only be decrypted when the candidate logs-in to take the test. ECA shall ensure maintenance of all security protocols, access logs & encryption of the question paper and Question paper shall be accessible to the candidates only upon the start of examination.

13. **Tablet Provisioning**
ECA will provide fully charged tablets along with at least 10% spare units, 2 hours prior to the exam.

14. **Pre-Exam Preparation**
The exam drive and encrypted question paper will be downloaded in tablets 90 minutes before the start of the exam by ECA. Candidates will be thoroughly checked and their ID cards and admit cards verified before entering the exam hall at least 45 minutes in advance. Attendance and seating will be managed jointly by Railway and ECA.

15. **Paragraph Writing and Signatures**
Candidates will write a paragraph on their admit cards and sign & give thumb impression in designated spaces on the admit card and the attendance sheet.

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16. **Mock Test and Biometric Capture**
A 15 minute mock test will be conducted before the actual exam to familiarize candidates with the tablet-based interface. Candidate photographs and biometric data will be captured after login through tablet only.

17. **Training and Orientation**
ECA will provide separate instructional videos to both invigilators and candidates 4 days before the exam to ensure familiarity with the processes. These will be uploaded on the zonal Railway or division website by the nominated Railway officials.

18. **Manpower Deployment**
ECA will provide 1 venue in-charge per centre. In addition, ECA will provide 1 support staff for every 50 candidates or part thereof. Railways will assign minimum one invigilator per 30 candidates or part thereof and an officer (Centre Coordinator) for overall supervision.

19. **Stationery and Breaks**
Rough sheets and pens will be provided by the Railway and collected after the exam. Bio-breaks will not be permitted under normal circumstances. If absolutely necessary, the candidate must be escorted by an invigilator of the same gender.

20. **Uploading of Responses and Exam Report**
Candidate responses will be uploaded to the backend server by ECA immediately after the exam, in presence of Railway Centre Coordinator. A detailed exam day report will be signed by both the ECA Venue In-charge and the Railway Centre Coordinator.

21. **Malpractice Handling**
Any malpractice will be dealt with through a departmental enquiry. FIRs may be filed if necessary, under the Public Examination (Prevention of Unfair Means) Act, 2024 and applicable rules by the Centre Coordinator.

22. **Answer Keys and Objection Window**
ECA will publish the answer key and candidate responses via a link on the Railway website. Candidates may raise objections through the same link free of charge.

23. **Scrutiny of Objections**
ECA will compile all objections and share them with the Railway. A designated officer will examine the objections and submit a revised answer key. No marks will be awarded to any candidate for the questions that are cancelled.

24. **Processing of Results**
ECA will process candidate responses, audit logs, and raw scores and provide certified soft copies to the Railway.

25. **Publication of Results**
The revised answer key and candidate scorecards will be published on the Railway website. The final panel will be prepared and published by the Railway.

21/08/2025

N.Rly.

26. Handling of Technical issues

The ECA shall ensure smooth operation of examination software and hardware. ECA will be responsible for operation and functioning of all the links at every stage i.e. from uploading of candidate details & downloading admit card to processing of results. Any issue arising during the examination process like failure of tab, failure of link or failure of Wi-Fi etc. at the centre shall be resolved in consultation with nominated venue in charge by ECA and nominated Centre Coordinator from Railways.

27. Accounting and Invoicing

The concerned RRB will monitor the number of exams conducted and candidate count. ECA will raise an invoice to the Nodal RRB, preferably once a month, based on scheduled candidate count (minimum 30 per shift, if less scheduled). The concerned RRB will forward the exam details after every exam to the nodal RRB after verifying and confirming the same from zonal Railway.

28. Payment to ECA

The Nodal RRB will process the bills and make 100% payment to the ECA only after the final result is declared.

*****

21.

NR P.S. No. 16036/2025

NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)

HEADQUARTER OFFICE
BARODA HOUSE
NEW DELHI

NR P.S. No. 16036/2025

No. E-387/129/CBT/S.Cell/P Dt. 22.07.2025

DRM/NR, DLI, FZR, LKO, MB, UMB & JAT
CAO/C, K.Gate DLI, CAO/C, USBRL/Satyam Complex, Trikuta Ngr/JAT
CWM/CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB
Dy CMM/SSB, AMV-LKO & JUDW
Chief Manager (Ptg & Sty) Punjabi Bagh, Delhi
Dy.CE/Bridge, CB-LKO, JUC & TKJ

Sub: Holding of computer based written examinations for departmental promotions

Ref: Railway Board's letter no. E(NG)I/2025/PM1/3 dt. 26.05.2025 (RBE No. 47/2025)

1. In the light of instructions issued by Railway Board vide letter under reference for holding the written examination for departmental selections in Computer Based Test mode through an Examination Conducting Agency (ECA), it has been decided by the competent authority to hold such written examination centralized at Zonal Level in Northern Railway.

2. Accordingly, the General Manager/Northern Railway has approved a Procedure Order which is circulated herewith for suitable action by all concerned.

DA: as above

22/7/2025

(Pankaj Kumar)
Dy.CPO/HRD

Copy to:
1. All PHODs and All Officers of Personnel Deptt, HQ Office, Baroda House, NDLS
2. General Secretary, NRMU, 12 Chelmsford Road, New Delhi
3. General Secretary, URMU, 166/2 P K Road, New Delhi
4. General Secretary, AIOBCREA, 171/A3, Basant Lane, New Delhi
5. Zonal Secretary, AISCTREA, North Zone Office, Baroda House, New Delhi
6. General Secretary, NRPOA, Room No. 301, HQ Office, Baroda House, New Delhi
7. Dy.CPO/IT, HQ Office, Baroda House, New Delhi – for uploading on website

RRB's No. 160316/2025

NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)

No. E-387/129/CBT/S.Cell/P
Dt. 22.07.2025

PROCEDURE ORDER FOR HOLDING WRITTEN EXAMINATIONS FOR DEPARTMENTAL SELECTIONS ON COMPUTER BASED TEST/ TABLET BASED TEST MODE THROUGH EXAMINATION CONDUCTING AGENCY AND FURTHER PROCESSING OF SELECTIONS

1. In compliance to Railway Board's letter no. E(NG)I/2022/PM1/3dt. 26.05.2025, Northern Railway has decided to conduct written examinations for departmental selections centralized at Zonal Level. These written examinations will be conducted as Computer Based Tests (CBTs)/Tablet Based Tests (TBTs) through an Examination Conducting Agency (ECA) to be arranged by the co-ordinating RRB.

2. The written examinations will be conducted as per instructions contained in IREM Vol-I and Railway Board's letters as listed in Annexure-I. Copies of the extracts from IREM Vol-I and referred letters are attached as part of this procedure order and will prevail in case of any confusion.

3. ACTION TO BE TAKEN BY DIFFERENT AUTHORITIES:

3.1 To be co-ordinated by Confidential Cell of Personnel Branch:

(i) Finalisation of procedure order
(ii) Compilation and circulation of Standard Syllabus
(iii) Compilation and circulation of Question Bank
(iv) Finalising common notification format
(v) Preparation of Selection Calendar

3.2 Role of RRC:

(i) Interaction with ECA for overall co-ordination except in cases where it is specifically instructed that ECA will be directly communicating with Question Setter and Evaluator
(ii) Finalisation of examination centres on the basis of reports received from units' incharge
(iii) Fixing date of examination in consultation with ECA in consonance with selection calendar
(iv) Nomination of Question Setter and Evaluator and its communication to the ECA
(v) Facilitating with RRC's website for displaying syllabus, notifications, issue of admit card, providing link for mock test, dealing with objection tracker, uploading of answer key, day-to-day notices and other related items for step-wise communication with candidates to ensure transparency
(vi) Providing merit-list to the indenting units
(vii) To communicate with ECA about technical glitches, if any and getting it rectified
(viii) To obtain from ECA raw examination data including CCTV footage and to send it to units along with physical records retaining a copy of all digital data.
(ix) After receipt of panels, uploading of complete data, including marks obtained in written examination on candidates' dashboard
(x) RRC will draw a model time-line for its activities, including time to be given to the question setter and evaluator keeping in mind that the merit-list is made available to all the indenting units by the end of 15th day from the date of written examination [if the written examination was conducted on 1st day of the month, the merit-list is to be made available by 16th day of that month]
(xi) Passing of ECA's bills

NR P S No. 160316/2025

NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)

No. E-387/129/CBT/S.Cell/P
Dt. 22.07.2025

PROCEDURE ORDER FOR HOLDING WRITTEN EXAMINATIONS FOR DEPARTMENTAL SELECTIONS ON COMPUTER BASED TEST/ TABLET BASED TEST MODE THROUGH EXAMINATION CONDUCTING AGENCY AND FURTHER PROCESSING OF SELECTIONS

3.3 Role of Unit incharge:

(i) Vacancy assessment as per extant rules
(ii) Issuing notification in proper format and its uploading on Units' websites with a link to RRC's website
(iii) Issue of final eligibility list and/or combined/ integrated seniority list, if required
(iv) Providing soft copy of the list of eligible candidates to RRC along with details like, HRMS id, mobile number, email id, photograph or other information as required by ECA for issue of admit card and to ensure biometric attendance. A signed hard copy of the said list is also to be provided by units to RRC
(v) Nomination of three members Selection Committee as per extant rules which should also be communicated to RRC
(vi) Nomination of required number of officials to conduct the CBT/TBT
(vii) After receipt of merit-list from RRC, to proceed further to prepare panels as per extant rules
(viii) Displaying the panels on Units' websites with a link to RRC's website
(ix) Will be the main custodian of all the written examination and panel data

3.4 Role of PHODs:

(i) Providing standard syllabus and question bank
(ii) Nomination of Question Setter and Evaluator as and when requested by RRC
(iii) Pre-examination coaching/training of candidates and providing completion certificates to RRC
(iv) Imparting pre-requisite mandatory training before promotion of empaneled candidates, wherever required

3.5 Role of Question Setter:

(i) The Question Setter will set the question paper for the centralized CBT and assist the ECA in objection tracking and settling the answer key
(ii) Will act as per extant rules and instructions as given in Railway Board's references annexed as Annexure-I.

3.6 Role of Evaluator:

(i) The Evaluator shall liase with ECA/evaluating agency and ensure the preparation of results after verification/ sample checks of answer sheets. He will be responsible for preparation of unit-wise merit-list.
(ii) Will act as per extant rules given in Railway Board's references annexed as Annexure-I.

(iii) So far as Sample evaluation is concerned, the Evaluator should follow the benchmark as under:

(a) If the number of candidates is upto 10, all coded answer-sheets provided to her/him by the ECA, is required to be physically evaluated.

(b) If the number of candidates is more than 10, 10% coded answer sheets (minimum 10 numbers) is to be evaluated physically.

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NR P.S. No. 16036/2025

(51)

NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)

No. E-387/129/CBT/S.Cell/P
Dt. 22.07.2025

PROCEDURE ORDER FOR HOLDING WRITTEN EXAMINATIONS FOR DEPARTMENTAL SELECTIONS ON COMPUTER BASED TEST/ TABLET BASED TEST MODE THROUGH EXAMINATION CONDUCTING AGENCY AND FURTHER PROCESSING OF SELECTIONS

4. SEQUENCE OF ACTION

4.1 Finalisation of procedure order
4.2 Finalisation of standard syllabus
4.3 Finalisation of question bank [dispensed with upto 31.12.2025, may be extended if required]
4.4 Finalisation of standard format for notification
4.5 Vacancy assessment
4.6 Units to inform tentative vacancies and number of candidates to RRC
4.7 Nomination of three member selection board/committee by units and its information to RRC
4.8 Issue of notification along with list of eligible candidates by units
4.9 Pre-examination coaching to be arranged by concerned PHOD
4.10 Advising examination centres by units to RRC
4.11 Nomination of question setter and evaluator by RRC
4.12 Finalising date of written examination by RRC
4.13 Nomination of examination conducting officials
4.14 Issuing call letters
4.15 Examination day
4.16 Release answer key
4.17 Activate objection tracker
4.18 Settle the final answer key along with detailed reasons
4.19 Finalise unit-wise merit-list
4.20 Meeting of Selection Board/Committee in units
4.21 Publish panel at units' website with a link to RRC's website
4.22 RRC to make available written examination marks to candidates' dashboard
4.23 Conclusion of selection
4.24 PHODs to arrange mandatory training before promotion of candidate

5. The notings pages of file no. No. E-387/129/CBT/S.Cell/P Dt. 07.07.2025 as approved by GM is also part of this procedure order. (Annexure-I)

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SR P.S. No. 16036/2025

(50)

ANNEXURE – I TO PROCEDURE ORDER NO. No. E-387/129/CBT/S.Cell/P Dt. 22.07.2025 for holding written examination for departmental selections

SN	RB's letter no.	Date	Subject	RBE No. (if any)
1	Section 'B'- Chapter II of IREM, Vol.I	-	Rules governing the promotion of Group 'C' staff	Para 210 to 228
2	E(NG)I/98/PM1/17	20.10.1999	Guidelines for Personnel Officers and Members of Selection Boards constituted for conducting selections for promotion to posts classified as 'Selection'	272/1999
3	E(NG)I/2018/PM ¼	14.12.2018	Introduction of 100% Objective Paper for promotional examination to expedite and simplify examination process	196/2018
4	E(NG)I/2018/PM1/4	14.06.2019	Introduction of 100% Objective Type Multiple Choice paper for Promotional examination	97/2019
5	E(NG)I/2018/PM ¼	06.09.2019	Introduction of 100% Objective Paper for Departmental selection – Clarification – reg.	NIL
6	E(NG)I/2018/PM1/4	19.05.2022	Selection for promotion from Group 'C' to Group 'B' and within Group 'C' posts Introduction of 100% Objective Type Multiple Choice Questions Clarification	59/2022
7	E(NG)I/2018/PM ¼	30.06.2022	Introduction of 100% Objective Paper for promotional examination to expedite and simplify examination process – reiteration of instructions reg.	73/2022
8	E(NG)I/2018/PM/1/4	03.08.2022	Selection for promotion from erstwhile Group 'D' to Group 'C' and within Group 'C' staff through Suitability Test, PQ, LDCE, GDCE etc. – publication of answer keys for the objective type multiple choice questions papers reg. – clarification	91/2022
9	E(NG)I/2018/PM/1/4	07.11.2023	Selection for promotion within Group 'C' posts introduction of 100% objective type multiple choice questions – clarification reg.	122/2023
10	E(NG)I/2022/PM1/36	16.1.2024	Centralized Computer Based Tests (CBT) for selections/ LDCEs	05/2024
11	E(NG)I/2022/PM1/36	08.02.2024	Amendment to para 219 of IREM, Vol.I	11/2024
12	E(NG)I/2025/PM1/3	05.03.2025	Irregularities in selections and reforms thereon	NIL
13	E(NG)I/2022/PM1/3	28.03.2025	Irregularities in selections and reforms thereon	NIL
14	E(NG)I/2022/PM1/3	26.05.2025	Holding of computer based written examinations for departmental promotions	19/2025 (later on amended as 47/2025 vide letter dt. 28.05.25)

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SR P.S. No. 16036/2025

(49)

ANNEXURE – II TO PROCEDURE ORDER NO. No. E-387/129/CBT/S.Cell/P Dt. 22.07.2025 for holding written examination for departmental selections – Note as approved by GM/NR

Sub: Conducting 'Selection' in Northern Railway – Procedure – reg.

Ref: Railway Board's letter no. E(NG)I/2025/PM1/3 dt. 26.5.25 (RBE No. 47/25)

Railway Board, vide letter under reference, has directed to hold the written examination for departmental selections in Computer Based Test (CBT)/ Tablet Based Test (TBT) mode through an Exam Conducting Agency (ECA) to be arranged by RRB. The undersigned was deputed to visit North Western Railway to learn the modalities for conducting the CBT/TBT at Zonal level as NWR has already completed previous cycle of Selections through CBT, centralized at Zonal level.

2. The elaborated instructionsas given in RB's letter under reference vis-à-vis the proposed action plan, are as under:

2.1 RB's instructions: ECA will be engaged by Railway Recruitment Board (RRB). The details of the same will be issued in due course by E(RRB).

Action being taken/ to be taken: *Noted. Preparatory action like, category-wise common syllabus for all Divisions/Units; community-wise assessment of vacancies etc., has already been initiated to ensure that NR is ready to conduct the examination as soon as ECA is available.*

2.2 RB's instructions: The Computer Based Test (CBT) may be conducted at Zonal/Unit level by an ECA on Computer/ Tablet mode.

Action being taken/ to be taken: *NR plans to conduct the CBT/TBT at Zonal level.*

2.3 RB's instructions: The Question Paper Setter would be one of the three members of the appropriate Selection Committee as provided for in extant rules at the Zonal/ Unit level.

Action being taken/ to be taken:

(A) Para 219(b) (ii) of IREM Vol-I, as inserted vide Advance Correction Slip No. 287 and circulated vide RBE No. 11/24, speaks as under (p-14/I):

> "219 (b) (ii): Further, following provisions shall be applicable for Zonal Railways which adopt Centralised Computer Based Test (CBT) for departmental selections/ LDCE/ General Selections, as the case may be:
>
> The question setter to be nominated by competent authority (General Manager of the Zonal Railway or any Head of Department to whom the power is delegated by the General Manager) will set the question paper for the centralized CBT and assist the ECA in objection tracking and settling the answer key.
>
> The evaluator to be decided by competent authority (General Manager of the Zonal Railway or any Head of Department to whom the power is delegated by the General Manager) shall liase with ECA/evaluating agency and ensure the preparation of results after verification/ sample checks of answer sheets. He will be responsible for preparation of unit-wise merit-list.
>
> The three-member committee at Division/Unit level including at least 1 officer from the department for which selection is being held and one Personnel Officer, shall be nominated for finalizing the panel as only the written exam of the selection/LDCE/General Selection is centralized while the panel formation is still at the level of seniority unit. One of the 3 committee members will be from the reserved communities i.e., Scheduled Caste or Scheduled Tribe."

(B) It is clear from the 1st & 2nd clause of the above instructions that while conducting the written examination at Zonal level, there are to be only two nominated members, one as Question Setter and another as Evaluator. There is no concept of a three member committee while conducting the written examination at Zonal level.

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(C)The above instruction as brought out in point 2.3 above is contradicting the existing provisions of IREM Vol.I inserted vide ACS No. 287 (p-14/1) and circulated vide RBE 11/2024 (p-14) [reproduced in para (A) above] because the said provisions of IREM have still not been amended/withdrawn vide RBE 47/2025 (p-17) or otherwise also. In this context, a meeting of PCPO/NR and PEDE(N) was held on 03.07.2025 wherein the undersigned was also present. It was informed by PEDE(N) that the nomination of question setter is still to be done by the GM or by the delegated authority but the nominated officer should compulsorily be a member of any of the three member selection committee nominated at divisional/unit level. Thus, the domain of officers available for nomination as Question Setter seems to have been restricted. A communication has been done to Railway Board (p-19) on this aspect indicating the procedure being adopted by NR.

(D) Accordingly, subject to approval of this note by GM, concerned PHODs will be approached for nomination of Question Setter and Evaluator as per instructions contained in RBE 11/2024 [ACS No. 287 to IREM Vol-I] till a clarification is received from Railway Board.

2.4 RB's instructions: The Question Paper Objection Tracker and Result to be arranged by the ECA.

Action being taken/ to be taken: *(i) Para 219(b) (ii) of IREM Vol-I, as inserted vide Advance Correction Slip No. 287 and circulated vide RBE No. 11/24, inter-alia speaks as under (p-14/1):*

> "The evaluator to be decided by competent authority (General Manager of the Zonal Railway or any Head of Department to whom the power is delegated by the General Manager) shall liase with ECA/evaluating agency and ensure the preparation of results after verification/ sample checks of answer sheets. He will be responsible for preparation of unit-wise merit-list."

(ii) *Further, Vide RBE No. 91/2022 (p-11 to 11/2) Railway Board has stipulated for introduction of an objection tracker kind of system and has left it to the Railways to devise their own system as has already been done by some of the Railways. Accordingly, for Northern Railway, following steps are proposed to be taken after conclusion of written examination:*

> *"1. The paper setting authority shall arrange to furnish the answer key directly to the ECA immediately after the examination;*
>
> *2.The ECA will arrange to upload the ANSWER (and not just the options) along with each question through a web link on RRC's website;*
>
> *3. The examinees of the corresponding examination will be given a weblink to represent against answer key within 7 days (including intervening holidays) from the day next to date of publishing of Keys with respect to Keys and ambiguity in Questions along with supporting documents. ECA will be providing a link on RRC's website to handle such representation. After the allowed period, the representation window will be closed and ECA will arrange to make available all such representations directly to the Question Setter;*
>
> *4. The decision of the Question Setter on all representations shall be final and no further correspondence in this regard will be entertained;*
>
> *5. The final answer key along with decision taken on the representations received, will be published on RRC/NR's website. At this stage, Question Setter's decision for discounting of any questions or otherwise on account of 'incorrect wording of questions' or 'all answers are wrong' like situations will also be communicated;*
>
> *6. Evaluation will be started only after the completion of actions upto para 5 above."*

(iii) *Role of Evaluator has further been elaborated in Railway Board's letter no. E(NG)I-2018/PM1/4 dt. 28.09.19 (p-8/1 to 8/2) to cross-check the answer-key and other modalities to finalise the answer-key duly considering the objections received from the candidates.*

(iv) *Instructions regarding discounting of any question or otherwise on account of 'incorrect wording of questions' or 'all answers are wrong' or like situations, are contained in RBE No. 59/22 (p-9 to 9/1), as re-produced below:*

> "There have been instances where one (or more) set of question paper(s) involve an error in question(s) at the printing stage or a question having wrong answer or otherwise. It has come to notice that different RRBs are adopting different methods for dealing with such cases. With a view to have uniformity by all RRBs in such cases, please note that in future, wherever any question(s) in the question paper(s) is found to be incorrect, the question(s) may be omitted from the scope of evaluation instead of giving grace mark(s) and raw score may be assessed on percentage basis. For example, there are total 100 number of questions and one question is wrong, only marking of 99 questions be considered and the marks obtained may be proportionally equated to the marks of 100 questions followed by necessary normalization process."

(v) Compliance of Railway Board's instructions in 2.4 above, will be ensured by compliance of above instructions or any other instruction on the subject.

2.5 RB's instructions: The empanelment to be done by the Selection Committee formed at the Units with due approval of the competent authority.

Action being taken/ to be taken: (i) *The whole process for preparation of a panel consists of following components:*

(a) Professional ability; (b) Record of Service; (c) Seniority and (d) Aptitude Test (in some cases).

Relevant instructions for constitution of Selection Boards and action to be taken by Selection Boards before making recommendations to competent authority regarding suitability of employees for filling up 'Selection Posts', are contained in Para 217 to Para 219 of IREM Vol-I (p-4/4 to 4/9).

(ii) *Actions in above paras (2.1 to 2.4) will ensure completion of formalities to adjudge only 'Professional ability' which is to be taken into account by the appropriately constituted Selection Boards at Divisional/Unit's level to prepare panels after adjudging rest of the parameters, viz., record of service, seniority & Aptitude test, wherever necessary. The panels so formed by such committees will be approved by the competent authority at Division/Unit level.*

2.6 RB's instructions: The nodal officer for coordination between ECA and the Administration may be Sr. DPO/ Chairman RRC in the Zone and Dy.CPO/SPO in a Production Unit.

Action being taken/ to be taken: *As the exercise will be conducted at Zonal level, Chairman/RRC/NR will act as the nodal officer.*

3. Further, a draft procedure, as placed in file, may be followed which is subject to drawing of further detailed procedure alongwith specific time-line for actions to be taken, as and when required.

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