

NORTHERN RAILWAY
Accounts Department

Headquarter office,
Baroda House,
New Delhi.

No. 2025/Adm-I/Appendix-IIA Exam

Dt.11.11.2025

Secy. to PFA/NR, PFA/C/KGT, CAO/AR, CAO/T&R

FA&CAO/G, FA&CAO/Finance & Taxation, FA&CAO/Systems & FOIS,
FA&CAO/W&S&Catering, FA&CAO/B&B, CPM/AR, FA&CAO/T, FA&CAO/C/KGT/Delhi,
FA&CAO/HQ, FA&CAO/Internal & Audit

Dy.CAO/G, Dy.CAO/TA/NDLS, Dy.FA/Finance, Dy. FA&CAO/B&B,
Dy.FA&CAO/Stores, Workshop & Catering, Dy.FA&CAO/Pension, Sr. EDPM/HQ,
Dy.FA&CAO/System&FOIS & Claims, Dy. CAO/C&P, SR.DFM/DLI, MB LKO, UMB, FZR, JAT,
DY.FA&CAO/C/LKO, KGT/DLI, C/CDG, Dy.FA&CAO/W/CB/LKO, Dy.FA&CAO/AMV/LKO,
Dy.CPM/AR, Dy. FA&CAO/COFMOW, Dy. FA&CAO/IT, Dy. FA&CAO/USBRL/JAT, Principal
Oak Grove School Jharipani, DMRC/NDLS, IRCTC/NDLS, RVNL, Rail Tel, DFCCIL, RLDA, CRIS
Chanakyapuri, RE/ALD, RE/UMB

Sr. AFA/ADM, Sr. AFA/Finance, Sr. AFA/Stores, Sr.AFA/Pension, Sr. AFA/TA, Sr.
AFA/C/KGT, Sr. AFA/Books & Budget, Sr. AFA/RCT/DLI

AFA/EG, AFA/PF/NPS, AFA/ADM-Bills, AFA/G, AFA/Legal/RTI/Effy, AFA/W/JUDW,
AFA/W/ASR, AFA/Audit & Inspection, AFA/IC/SI/Fuel, AFA/POL/Catering/AR/TCO, AFA/WC,
AFA/Estt. , AFA/Inspection Executive, AFA/Internal Audit, AFA/Expenditure, AFA/W/GZB,
AFA/FE, AFA/FX-II, AEDPM/HQ, AFA/TA/JUC, AFA/Stores, AFA/C&P, AFA/AR, AFA/Finance,
AFA/B&B, PAO/Railway Board, RCT-LKO, RCT-GZB, Printing Press Shakurbasti Depot

Divl .Secy/ NRMU/ A/Cs, Divl.Secy./URMU/A/Cs, Divl.Secy./SC/ST Association/HQ, Divl. Secy/
OBC Association, Baroda House

Sub: Computer based test (CBT) of Appendix-II (IREM) Examination, 2025

Ref: (i) Railway Board's letter no.2025/AC-II/20/12/e-3493745 dated 02.07.2025 & 15.07.2025

(ii) Railway Board's letter no. E(NG)I/2022/PM4/9 dated 09.12.2022

(iii) Ministry of Social Justice & Empowerment's OM. F. No. 34-02/2015-DD-III
dated 29.08.2018

With reference to above, it has been decided to conduct the App. II (IREM) Examination, 2025 in CBT mode on 21.12.2025. All concerned officers are requested to forward the names of all eligible and willing candidates so as to reach this office in the attached proforma latest by 14.11.2025.

Please ensure the details of these candidates are submitted to this office as per Proforma given in **Annexure-"B" & "C"**. The cut-off date for determining eligibility shall be the date of issue of the notification. Accordingly, the following points are submitted for your kind information and further guidance:

1. There shall be 2 objective mandatory papers for Appendix-II (IREM) examination with the following syllabus:

- a) Elementary Book Keeping, English Comprehension and Reasoning.
- b) General Rules and Procedure (Covering all areas i.e. Traffic Accounts, General Expenditure, Stores and Workshop, Books and Budget etc.)

2. Exemptions granted under the previous examination pattern shall not be valid under the new Computer-Based Test (CBT) mode.
3. There will be no negative marking for Appendix-II(IREM) examination.
4. The examination is scheduled to be held on dated 21.12.2025 in two shifts, as per the programme given in **Annexure 'A'**.
5. The examination will be bilingual in Hindi/English as per the medium selected by the candidate.
6. While forwarding the application the following points may kindly be borne in mind and strictly adhered to:-
 - A) Application to be submitted strictly in the Proforma attached as Annexure "B"
 - B) Applications should be sent separately for:
 1. English & Hindi Medium
 2. JAA, Accounts Clerks, Typist, Stenos and Cash office staffs etc.
 3. General(UR, OBC, EWS) , SC/ST/PwBD candidates.

In the applications, 'Medium' opted by the candidates should be mentioned clearly. Thereafter, any changes relating to medium will not be entertained.

C.) Eligibility conditions for the candidates to appear in App. II(IREM) exam are listed below:

- i) Direct recruited JAAs & Accounts clerk should have completed minimum six month of service in Railway Accounts Office as on cut-off date i.e. dated **11.11.2025** and Accounts clerk should passed the departmental Initial Training exam and directly recruited JAAs should successfully completed the Departmental Initial Training.
- ii) Stenographers and Typists are eligible to apply vide Railway Board's letter no. 153/A/c/11 dated.14.01.54 according to which a declaration is to be given to the effect that they have put in a minimum service of one year and they have acquainted themselves with the working of Accounts Department.
- iii) Cashiers/Jr. Cashiers/Shroff/Sr. Shroff etc. are also eligible to apply vide Rly Board's letter no. 2006/AC-II/20/10 Dt. 20.09.2006, according to which a declaration is to be given to the effect that they have put in a minimum service of one year and they have acquainted themselves with the working of Accounts Department. As per the new notification issued by Railway Board vide letter no. 2006/AC-II/20/10 dated 03.07.2015 Cashiers/Jr. Cashiers/Shroff/Sr.Shroff, will be granted ten chances to appear in this exam.
- iv) Direct JAAs will be granted two chances to appear in this examination within three years of their joining service failing which their service are liable to be terminated. However, the request for grant of a third chance, on the specific recommendation of the FA&CAO, may be granted by the G.M., to be availed of within total span of four years of joining service as JAAs before action to terminate their services is taken.
- v) As per Railway Board's letter no. 2004/AC/II/20/5 Dated 20.10.2004, Accounts Clerk will be granted five normal chances to appear in this exam, followed by five more chances with the approval of the competent authority.

7. The following program is laid down which should be strictly adhered to:-

- i) Preliminary list of candidates, should be completed by dated 14.11.2025.
- ii) The last date for withdrawal of candidatures for this Examination is dated 18.11.2025
- iii) In case there is no such candidate from your office, a Nil statement may kindly be sent by the due date.
- iv) No Cognizance will be given by this office for receipt of information after the target dates mentioned above.

8. As per Railway Board's letter no. E(NG)I/2022/PM4/9 dated 09.12.2022 and Ministry of Social Justice & Empowerment's OM. F. No. 34-02/2015-DD-III dated 29.08.2018, kindly forward the names of eligible PwBD candidates who are eligible for the upcoming Appendix-II (IREM) examination, 2025, if any from your office (Annexure "C") with copy of PwBD certificate. May kindly arrange for the scribe facility, if required to the eligible candidate at your end at the examination center.

9. The Controlling officer may ensure about the following points:

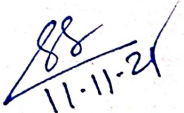
- (i) The Certificate is also to be given by the Controlling Officers that the information given in respect of the candidate is correct. The applications are to be forwarded as per format prescribed at Annexure-B. Controlling officers may also forward application for 'Additional Chance' with full particulars along with this application.
- (ii) If any change becomes necessary after sending the data, only the specific changes or modifications may be advised, instead of sending the complete list again.
- (iii) The controlling officer may also ensure that the names of debarred candidates who are not eligible to appear in the App. II (IREM) Examination are not forwarded. In such cases controlling officers will be held responsible.
- (iv) Incomplete applications will not be considered and therefore controlling officers may ensure that full particulars of previous attempts/chances availed etc. are clearly mentioned.

10. It is reiterated that in addition to above instructions, all other instruction regarding conducting the Appendix-II IREM Examination circulated from time to time should-be scrupulously followed.

11. The complete list of candidates as per Proforma given in Annexure 'B' should be sent by soft copy (to be filled in Excel format in font size-12, Times New Roman) as well as hard copy upto dated **14.11.2025**. Submission in both soft copy as well as hard copy is mandatory. All physical correspondence in connection with the above examination should be sent in a sealed name cover addressed to Sr. AFA/Admin. without fail (Soft copy to be forwarded to the Email id : srafaadmnr@gmail.com).

All concerned including those on deputation to other Organizations/Departments may be informed accordingly.

DA: (i) Annexure 'A', 'B' & 'C'


11.11.24
Sr. AFA/Admin.

(Annexure to Northern Railway's letter no. 2025/Adm-I/Appendix-IIA Exam, dated 11.11.2025)

Shift Timings (Date-21-12-2025)		
	Elementary Book Keeping, English Comprehension and Reasoning (Shift 1)	GRP (Shift 2)
Reporting Time	8.00 AM	1:00 PM
Gate Closure Time	8.30 AM	1:30 PM
Biometric	8.30 AM to 9.00 AM	1.30 PM to 2.00 PM
Practice Test	9.15 AM to 9.30 AM	2.15 PM to 2.30 PM
Exam Start Time	10.00 AM	3:00 PM
Exam End Time	12.00 PM	5:00 PM



Format for submission of Candidates list (Last date:14.11.2025)
List of Candidates for appearing App. II (IREM) Examination, 2025

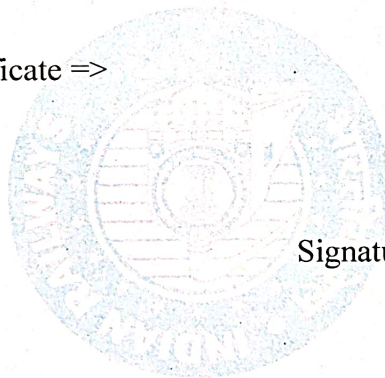
List of Candidates for appearing App. II (IREM) Examination, 2025																					
S. No	Name of candidate	HRMS ID	D O B	Date of Appointment in Accounts Department	Designation	Office where working	Category (Gen (Includin g OBC& EWS) /SC/ST)	Medium	Previously appeared in Years						No. of Chance	Has Initial Training been received (Yes/No)	Whether candidate has a disability of 40% or above 40 % as per extant rule (Yes/ No)	If percentage disability is less than 40% whether the candidate are eligible for facility of scribe (Yes/ No)	Preferable Center	E-Mail ID	Whatsapp Mobile No
									Present		Absent		Non-Counting								
									Year	Roll No	Year	Roll No	Year	Roll No							
																		</			

Signature and stamp of Concerned Officer

(Annexure to Northern Railway's letter no. 2025/Adm-I/Appendix-IIA Exam, dated 11.11.2025)

Details of PwBD Candidate

1. Name =>
2. Designation =>
3. Office where working =>
4. Type of Disability =>
5. Percentage of Disability =>
6. Scribe facility required or not (40% or Greater than 40% disability) =>
7. If percentage disability is less than 40% whether candidate are eligible for facility of scribe =>
8. Copy of PwD Certificate =>



Signature and stamp of Controlling Officer