

**Divisional Railway Manager's Office,
Northern Railway, Firozpur**

No: 752-E/61/Pt.-V/P-IV

Dated: 01.08.2025

Notification no. 32 (Jr. Clerk Cum Typist, Level-2/2025/FZR Div/NR

SELECTION FOR PROMOTION TO THE POST OF JUNIOR CLERK CUM TYPIST IN PAY LEVEL-2 AGAINST 33-1/3% PROMOTE QUOTA IN ALL DEPARTMENT (MINISTERIAL STAFF) OF FIROZPUR DIVISION, NORTHERN RAILWAY

1. It has been decided to hold a selection for filling up 79 vacancies for the post of Jr. Clerk Cum Typist, Pay Level-02 against 33-1/3% Promote quota in all department (Ministerial staff) 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)
62	10	07	79	Including 05 post PwBD belongs to VH, HH & OD category

The following Level-I staff of FZR Div., NR are eligible to apply for the above said selection as per revised channel of promotion circulated NR PS no. 12513 & 12513-A and as per RBE no. 38/2017, No. E(NG)I-2015/CFP/8 Dated 21.04.2017.

“ Office Khalasi/Office Peon/Gen. Asstt., Daftary, Jamadar Khalasi, Record Lifter, Record Shorter, Gestetner Operator, Safaiwala, Jamadar, Store Khalasi (Elect., Mech, Engg. Sig.), Storeman, Ferro Printer, Ferro Typer, Challandar, Ferro Khalasi, House keeping Assistant & Hospital Attendant.”

Note: None technical Level-I staff i.e. TD Peon, Control Peon, Peon & Khalasi, who are working in transportation, Commercial department are not eligible.

2. Eligibility conditions:

The desired staff must fulfill the following eligibility criteria as on date issue notification.

- Employees should possess a minimum of 2 years regular service in the seniority unit concerned in the specified categories listed above as on 01.08.2025 i.e. as on the date of notification, are eligible to apply in terms of RBE No. 38/2017 dated 21.04.2017. However, no employee will be eligible to appear in the selection unless he/she satisfactorily completed the period of probation in the recruitment grade. The period of probation in the recruitment grade is uniformly two years of all. Staff must have completed 2 years regular service after screening as on date of notification.
- Staff must be capable to read and write.



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.

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 will not be any negative marking. 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. The employee must possess a typing speed of 30 words per minute (wpm) in English or 25 wpm in Hindi. Candidates not meeting this requirement may also apply; however, their promotion will be treated as provisional in accordance with Railway Board letter No. E(NG)I-96/CFP/19 dated 07.04.2002. Provisionally promoted candidates must pass the prescribed typewriting test within three chances and two years from the date of provisional promotion. Failure to do so will not result in reversion to their parent cadre, but their increment confirmation, further promotion, etc., will be governed as per RBE No. 02/2017. Further, in accordance with Railway Board's RBE No. 19/2011, the typewriting skill will be tested on personal computers instead of traditional typewriters.
- X. There will be computerized evaluation.



5. Notifying to the employees:

Options from willing staff, who are ready to work as Jr. Clerk Cum Typist/L-2 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 extent to give the effect of the same

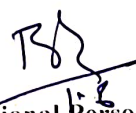
Note:- As per GM(P)/HQ/NDLS letter no. 807-E/Surrender of post/MPP-2017/II, Dated 19.06.2025, all the promotion of FZR Div. and JAT Div. jurisdiction should be done by FZR Div.. NR. Hence, this selection to be conducted for FZR and JAT Div both after empanelment employees may be posted anywhere at FZR & 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. Chairman RRB/JAT
4. All branch Officer, FZR Div., NR
5. Dy CPO/ Const./NR/NDLS, USBRL, JAT
6. CS&WLI, S&WLI/ FZR Div., NR
7. All department Ministerial staff In-Charge of FZR Div., NR

ANNEXURE-I

Proforma for the post of Jr. Clerk Cum Typist, Level-2 against 33-1/3% 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	Employee No.					
9	HRMS ID No.			Signature of the employee		
10	D&AR/SPE Vig Clearance					
11	D.O.B.					
12	D. O.A. in Level-I					
i)	D.OA (Temporary Status)			Year	Month	Days
ii)	DOA (Screening/Regualr)			Year	Month	Days
13	Qualification (with attested copy)					
14	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 Level-I post on regular 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.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

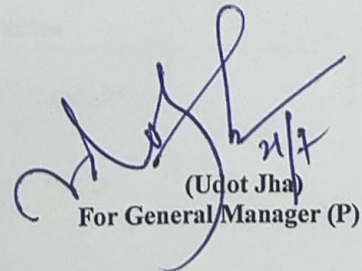
Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

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 I. General Intelligence & Reasoning II. General Mathematics upto the level of 10 th Class III. English/Hindi Language Proficiency upto the level of 10 th Class like Vocabulary, Grammar, Sentence Structure, Comprehension	10
2.	Organizational set up & processes of Railways I. Organization of Railways – Railway Board, HQ & other units etc. II. Role of Personnel Department 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.	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. Book of Sanction, Reservation Roster V. Seniority VI. Promotion & MACP VII. Training VIII. Transfer & Deputation, Ex-cadre posts IX. Pass Rules X. Leave Rules XI. Pay Level, Increment & Fixation of Pay XII. Medical examination of Railways employees XIII. Retirement rules & OPS, NPS & UPS XIV. Benefits to Pensioners & family	50
4.	Conduct Rules & D&AR Rules I. Railway Services (Conduct) Rules II. Railway Servants (Discipline & Appeal) Rules	10
5.	Legal Matters & Grievance Redressal I. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013). II. Right to Information Act V. Courts like CAT, HC, SC & National Commissions III. Grievance Redressal Mechanism of Railways	10
6.	Use of IT platforms in Personnel Working I. E-Office, HRMS, IPAS, RESS II. CPGRAMS, UMID, GEM III. Working knowledge of Computers	10
7.	Rajbhasha I. Rajbhasha Rules 1976 and its applicability on Railways	10% (optional)

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

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

उ.रेलवे