

**NORTHERN RAILWAY  
(FIROZPUR DIVISION)**

No.757-E/179/PQ/Pt.II/P1A

Date.04.08.25

**NOTIFICATION No. 06/2025/CCTC/FZR**

**Selection for promotion to the post of Commercial Cum Ticket Clerk in Pay Level-3 of 7<sup>th</sup> CPC against 33-1/3% PQ in Commercial department of FZR Division.**

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1. It has been decided to hold a selection for filling up 55 vacancies for the post of Commercial-Cum-Ticket Clerk in Level-3, against 33-1/3% Promotion Quota in Commercial 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)
43	08	04	55 (including PwBD)	3 (VH, HH & OH)

**2. Eligibility and Service conditions:**

**(i) Eligible:**

- As per RBE No. 16/2021 dated 04.03.2021 and RBE No. 38/2017, all staff of the Operating and Commercial departments in Pay Level-1 and Level-2, including Safaiwalas, having a minimum of 2 years of regular service are eligible. This applies to all categories — UR, SC, and ST.
- Staff who are working in eligible categories as per the notification but are placed in GP-2000/- or GP-2400/- due to MACP are also eligible.
- The cut-off date for determining the minimum 2 years of service shall be the date of issue of the notification.
- The employee must have passed the 10th standard (Matriculation) or an equivalent examination from a recognized Board or institution as a minimum educational qualification."

**(ii) Not Eligible:**

- Casual labour, substitutes, unscreened staff, and staff screened with conditions still pending.
- Employees transferred from other divisions or departments, excluding the Operating and Commercial departments, shall be eligible only if they have completed a minimum of two years of service in the Operating and Commercial departments of Firozpur Division.

**(iii) Other Conditions:**

- Selected candidates must pass the C-I Course from ZRTI/CH.
- Candidates must meet the medical classification standard B-2.

**Note:** - As per GM(P)/NDLS L.No. 807-E/Surrender of post/MPP-2017/II dt.19.06.2025, all the promotion of FZR Division and JAT Division jurisdiction should be done by FZR Division. Hence this selection to be conducted for FZR & JAT Division both and after the empanelment employees may be posted anywhere at FZR & JAT division as per administrative requirement.

**How to apply:** - (i) The employee should submit the application to the Personnel department in the prescribed format enclosed through the proper channel on or before 25.08.25.

(ii) The Supervisor should also affix their signature & date while forwarding application to the controlling officer.

(iii) Employee should paste the recent passport size photograph on the application which shall be attested by the concerned supervisor.

**3. Syllabus:** A syllabus for the above selection is attached as **Annexure-I**. This is a common syllabus for the post as approved by the concerned PHOD and is applicable 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/answers to the questions 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) 100% questions will be objective type multiple choice questions.
- (vi) **There will be 1/3<sup>rd</sup> negative marking.**
- (viii) There shall be questions in Official Language Policy and Rules upto 10% of marks. However, it is not mandatory to attend the same.
- (ix) There will be 110 questions of objective multiple-choice type with four answer options and the candidate has to answer a maximum of 100 questions. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation.
- (x) **The written examination will be of 02 (two) hours duration.**
- (xi) There will be computerized evaluation.

**5. Notifying to the employees:**


- (i) Employees who fulfil the above eligibility conditions may submit the application in the prescribed proforma (**Annexure-II**) to concerned Supervisory officials on or Before 25.08.2025. The supervisory concerned should forward the same in a bunch to this office on or before 25.08.2025, if there are no volunteers a NIL statement must be sent to this office.
- (ii) No applications should be sent through the employees in a piece meal manner. Application received after the due date will not be entertained and will be similarly rejected.
- (iii) Wide publicity of this notification should be given to all eligible staff under your control including those who are on deputation, leave/ sick. Representations/applications received beyond the target date will not be entertained and the same should be disposed off at the unit level rejecting them on account of late receipt.

**Please note that the last date viz., 25.08.2025**

Please acknowledge the receipt of this letter with date without fail.

**6. Websites to be visited regularly for any update:**

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

  
**For Sr. Divisional Personnel Officer  
N.Rly/Firozpur**

**Copy forwarded for information and necessary action to:**

1. Sr.DCM/FZR, Sr.DCM/JAT & Sr.DCM/FS/FZR
2. All SS, TIs & CWLI (FZR Divn. & JAT Div.)
3. All CBS, CPS, CGS & CCS (FZR Divn. & JAT Div.)
4. All CMI/MPP/FZR & JAT Division
5. Ch.OS/OS, Confidential cell, Firozpur Division
6. Divl. Secy./NRMU/URMU, SCSTREA & OBCREA of FZR Division



NORTHERN RAILWAY

2

Headquarters Office,  
Baroda House,  
New Delhi.

P.S.No.15985/2025

No. 752-E/552/PS file/EIC (Syllabus)

Dated:- 15.07.2025

DRM/NR-DLI, FZR, LKO, MB, UMB & JAT

CAO/C, K.Gate/DLI, CAO/C USBRI./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 the selection of Commercial-cum-Ticket Clerk (CCTC) (Level-3) against 33.1/3% Promotee Quota and 16.2/3% LDCE Quota

Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025

(ii) Dy.CCM/G's letter no.100MC/C-4/Syllabus & QB/2025 dated: 23.06.2025

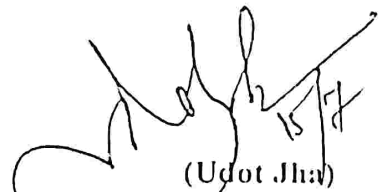
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In reference to above subject, the syllabus for selection for the post of Commercial-cum-Ticket Clerk (CCTC) (Level-3) is enclosed herewith for your information and necessary action please.

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 P.O.Ds 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 the selection of Commercial-cum-Ticket Clerk- CCTC Level 3) against 33.1/3 % Promotee Quota and 16.2/3 % LDCE Quota :

1. General English :  
Basic grammar- Synonyms, Antonyms and Reading Comprehension.
2. General Arithmetics :  
Profit & Loss, Time & work, Ratio & proportion, Average, Basis mensuration, Percentage and Data Interpretation.
3. General Knowledge, General Awareness of Railway, Current Affairs of National importance.
4. Commercial Subjects :  
Knowledge of Commercial organization of Railway at HQ and Divisional Level. Passenger amenities, Abbreviations and working Knowledge related to Ticket Checking Duties, Commercial duties ( Booking, Goods, Parcel, UTS and PRS & Enquiry Counters). Basic Knowledge about ATVMs, PMS, TMS and HHTs etc
5. Raj Bhasha :  
Official Language Policy and Rules.

**ANNEXURE-II**

Application form for the post of Commercial-cum ticket clerk in Level-3 against 33-1/3% Promotee quota in commercial Department of FZR/JAT Division.

S.N	Details of the employee	
	Photo of the employee	<div style="border: 1px solid black; width: 150px; height: 120px; margin: 0 auto; text-align: center; padding: 10px;"> <b>Passport Size Photo</b> </div>
1.	Name of the employee (in Block letter)	
2.	Father's Name/Husband Name of the employee	
3.	Designation/Station	
4.	Working under	
5.	Grade Pay Level	
6.	Date of Birth	
7.	Date of Appointment	
8.	Date of Screening	
9.	Mode of Appointment	
10.	Whether SC/ST (attached proof),	
11.	Whether two years' service completed as on 04.08.25 in Optg/Comml. dept. in FZR Div.	
12.	Education Qualification if any (certificate & mark sheet enclosed)	
13.	PF No.	
14.	HRMS ID (in Block letters)	
15.	Email ID	
16.	Contact No.	
17.	Medical Classification	

**Declaration form: -**

Thereby I declare that the above particulars are correct and true to the best of my knowledge and my candidature is liable to be cancelled if found incorrect.

**Date:-****Signature of applicant**

Forwarded with the remarks that the above particulars submitted by the employee have been checked and verified with the record available in this office.

**Signature with date of Sr. Subordinate**