

No: 561-E/65/Personnel/Part-V/P-IV
Dated: 01.08.2025

Notification no. 18 (Sr. Clerk Cum Typist, Level-05)/2025/FZR Div/NR

SELECTION FOR PROMOTION TO THE POST OF SENIOR CLERK CUM TYPIST IN PAY LEVEL-5 AGAINST 13-1/3% LDCE QUOTA IN ALL DEPARTMENT (MINISTERIAL STAFF) OF FIROZPUR DIVISION, NORTHERN RAILWAY

2. It has been decided to hold a selection for filling up 27 vacancies for the post of Senior Clerk Cum Typist, Pay Level-05 against 13-1/3% LDCE 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/I Policy Dt. 27.02.2019)
22	03	02	27	01 (including), PwBD employee belongs to VH, HH & OD category.

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 graduation qualification as on the date of notification.

And

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

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.

4 Procedure for written examination:

- 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).
- 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.
- RRC/NR will be issuing a formal admit card online (through the website <https://rrnr.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

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- 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 Sr. Clerk Cum Typist/L-5 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 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 Sr. Clerk Cum Typist, Level-5 against 13-1/3% LDCE 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	E-mail ID				
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		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:

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:

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

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16031/2025

No. 752-E/Policy matter/Syllabus/EHT 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 Sr.Clerk-Cum-Typist Level-5

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 Sr.Clerk-Cum-Typist Level-5, 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.


(Udo Jha)
For General Manager (P)

SYLLABUS FOR SELECTION TO THE POST OF SR. CLERK CUM TYPIST

(9)

Sl.No.	Topics	Tentative Percentage of question
1.	Organizational set up & processes of Railways <ol style="list-style-type: none"> Role of Railways in development of country Organization of Railways – Railway Board, HQ & other units Role of Personnel Department vis-à-vis other departments Schedule of Powers with respect to establishment matters General Office Procedure – a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system Policy guidelines like Manuals, codes & circulars 	05
2.	General Conditions of Service & Establishment Rules <ol style="list-style-type: none"> Modes of Recruitment, Functions of RRB & RRC & placing of indent Reservation Policy for SC, ST, OBC, PwBD & EWS including rosters Book of Sanction, Reservation Roster Casual Labour, Substitutes & Act Apprentice trainees Seniority, Lien & AVCs Special Quota Recruitment – Sports, Cultural, Scout & Guide Quota Promotion rules – GDCE, LDCE, Selection, Suitability & Trade Test. Refusal of promotion Rules regarding APAR MACP & Up-gradation, Service review Transfer & Deputation, Ex-cadre posts Rules for Service record, DOB, Dependent family members, E-SR Pass Rules & Leave Rules 	25
3.	Financial Aspects of Establishment matter <ol style="list-style-type: none"> Pay structure & Pay fixation – practical aspects Increments & Notional Increment Pay Bills & related rules, unpaid wages Recoveries & Arrears Loans, PF, Advances & Allowances etc. 	10
4.	Settlement <ol style="list-style-type: none"> Retirement rules - Old Pension scheme, New Pension scheme & Unified Pension scheme Post-retirement benefits - Commutation, Gratuity, GIS, Leave Encashment, Family Pension, Provident Fund Rules etc. Other than normal retirement cases like VR, Resignations, Ex-gratia payment Handling of Pension Adalat, Pensioner's Associations 	10

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पंकज कुमार
Pankaj Kumar

उप मुख्य कार्यालय अधिकारी / मानव संसाधन विकास
उत्तर रेलवे बड़ीदा हाउस, नई दिल्ली
Dy. Chief Personnel Officer/HRD
N. Rly. Baroda House, New Delhi

N.Rly.

Sl.No.	SYLLABUS FOR SELECTION TO THE POST OF SR.CLERK CUM TYPIST (CONTD.) Topics	Tentative Percentage of question
5.	Man-power planning I. Book of Sanction, Vacancy Bank Register II. Bench-Marking & Yardsticks, Workstudy III. Surrender, Redistribution, Creation, Extension & Transfer of posts IV. Supernumerary posts, Work charged posts V. Redeployment of surplus staff VI. Training Modules for different posts VII. Training under Apprentices Act VIII. Training Centers in Zones, Divisions & Workshops IX. Plan Head 65	10
6.	CGA & Medical De-categorization rules I. Medical examination of Railways employees II. Medical de-categorization & absorption of medically de-categorized staff III. Employment on Compassionate Grounds Rules and procedures	05
7.	Welfare Activities & Industrial Relations I. Staff benefit Fund II. Medical & other facilities to employees III. Elections & Recognition of Trade Unions IV. Permanent Negotiation Machinery, PREM & ZRUCC V. Facilities to Office bearers of Recognized Unions/Associations	05
8.	D&AR & Conduct rules I. Railway Services (Conduct) Rules & related instructions II. Railway Servants (Discipline & Appeal) Rules & related instructions	10
9.	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
10.	Use of IT platforms in Personnel Working I. E-Office, HRMS, IPAS, RESS II. CPGRAMS, UMID, GEM, IRPSM III. Working knowledge of Computers	05
11.	Financial Expenditure etc. I. Canons of financial propriety II. Audit and Accounts narrative report III. Budget, Classification of Demands of Grants IV. Award of works in Works Programme V. Procedure for Stores procurement, GeM, IRPSM & outsourcing	05
12.	Rajbhasha: (Optional) I. Rajbhasha Rules 1976 and its applicability on Railways	10

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

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पंकज कुमार
Pankaj Kumar
उप मुख्य कार्मिक अधिकारी / मानव संसाधन विकास
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