

(Ref: letter no. E-387/129/CBT/S-Cell/P Dt.00.07.2025)
NORTHERN RAILWAY
(AMBALA DIVISION)

No. 758-E/01/Selection/CCTC/PQ/P1

Dt. 06.08.2025

**Sub. :- SELECTION FOR PROMOTION TO THE POST OF Commercial cum Ticket Clerk
IN PAY LEVEL-03 AGAINST 33-1/3% PROMOTE QUOTA IN COMMERCIAL
DEPARTMENT OF AMBALA DIVISION.**

1.It has been decided to hold a selection for filling up 83 vacancies for the post of CCTC, Pay Level-03 against **33-1/3%** Promote Quota in Commercial Department of Ambala 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)
63	15	05	83	03 [HI (D, HH) LD(OA, OL, MW, LC, DW,AAV)]

2. Eligibility and Service conditions:

(i) All the regular employees in Level-1 and Level-2 of 7th CPC Pay Matrix RS (RP), 2016 (Grade Pay 1800 & 1900) of Traffic and Commercial Department of UMB division whose lien is maintained in Commercial & Operating Department of Ambala Division including Safaiwalas of Operating & Commercial Department who have completed minimum 2 Years of continuous regular service in Level-1 & Level-2/GP 1800 & 1900 as on **06.08.2025** i.e. the date of issue of notification irrespective of community in the present category are eligible to apply for the post of Commercial-cum-Ticket Clerk against 33-1/3% Quota by General Selection Level-3/GP 2000 in Commercial Department of Ambala Division and panel will drawn in order of merit in terms of RBE 164/2022.

(ii) In case of employees joined UMB division on request, the service rendered in the old unit will count in new seniority unit provided he/she is otherwise eligible to be considered for the selection to Gr 'C' and the category in which he/she was working in the old unit is an eligible category for selection to the post of Commercial-cum-Ticket Clerk.

The benefit of counting of service above will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts. (RBE No. 34/2006).

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 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 <http://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 (<http://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.

(vii) There will be negative marking @ 1/3 mark for a wrong answer as per RBE No. 194/2019 .

(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:

The Senior Subordinate/Supervisor concerned has to furnish a certificate that "the eligible employees have been duly notified of the holding of the written examination and asked to submit their applications duly giving their willingness. They have also been informed about availability of any further information on RRC/NR's website (<https://rrcnr.org>) regarding availability of admit card and link for demo test." Such certificates should be forwarded to Personnel Branch addressed to Sr. DPO/UMB. It will be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect to the selection should invariably be intimated to all the eligible employees. In case of non-receipt of any communication the same may be obtained from the Personnel Department or from the Controlling Officer. **Any laxity in this regard will be viewed seriously as it will adversely impact the above selection which is being conducted simultaneously for all Divisions/Units over Northern Railway.**

6 The Last date for submission of Application:-

The willing and eligible volunteers who have fulfilled the conditions may submit the application in prescribed Proforma (Annexed here with as Annexure-1) to their concerned controlling supervisory officials on or before **24.08.2025**. The supervisory concerned should forward the same in a bunch to this office on or before **26.08.2025**.

No applications should be sent through the employees in a piecemeal manner. Application received after the due date will not be entertained and will be rejected.

1. The employee's empanelled will be directed for prescribed mandatory training course ZRTI/CH and those who successfully completed the training will be promoted as Commercial-cum-Ticket Clerk in Level-03 against 33-1/3% Quota by General Selection subject to fitness in **medical category BYE-TWO**.

Wide publicity may be given to this notification amongst the staff.

DA/ As above.

**For Sr.Divisional Personal Officer
Northern Railway, Ambala Cantt.**

Copy to:

1. Sr.DCM/UMB, Sr.DOM/UMB , CMS/UMB & Dy. CPO/RE/UMB: for information and necessary action please.
2. DS/NRMU, URMU
3. DS/OBC & SC/ST Association.
4. All/SS, CMIs, TIs, WLIs,
5. SSE/EDP Centre:- for uploading the notification on website.
6. Sectional CWLIs.

**NORTHERN RAILWAY
(AMBALA DIVISION)**

No. 758-E/01/Selection/CCTC/PQ/P1
Dt. 08.08.2025

Divisional Office,
Ambala Cantt.

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DEPARTMENT OF AMBALA DIVISION.**

In partial modification to this office letter of even no. dated 06.08.2025 the sub-para (vii) of para 4 i.e. "There will be negative marking @ 1/3 mark for a wrong answer as per RBE No. 194/2019" is hereby deleted and may be read as **There will be no negative marking** *"All those who qualify on the basis of written test and Record of Service, the qualifying percentage of marks will not be less than 60% marks in the professional ability and not less than 60% in the aggregate to the eligible to be empanelled in the panel in the order of their seniority for promotion against the yearly vacancies available for them in Group 'C' categories. For SC/ST employees, relaxation in qualifying marks will be applicable as per extant rules as per RBE No. 33/2025"*

All concerned may please note accordingly.

**For Sr.Divisional Personal Officer
Northern Railway, Ambala Cantt.**

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