

**NORTHERN RAILWAY
(DELHI DIVISION)**

No. 758E/894/Pt-III/P-8

Dt. 04.08.2025

NOTIFICATION NO. 15/2025/DELHI DIVISION

**SELECTION FOR PROMOTION TO THE POST OF CLERK CUM TYPIST IN PAY LEVEL- 2
AGAINST 33 -1/3% PROMOTEE QUOTA IN ALL DEPARTMENTS OF DELHI DIVISION**

1. It has been decided to hold a selection for filling up **11 vacancies assessed from 01.07.2025 to 30.09.2026** for the post of Clerk cum typist, Pay Level - 2 against 33-1/3% Promotee Quota in all Departments of Delhi Division. Community wise 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 and RBE 74/2022)
8	1	2	11	Nil

2. Eligibility and Service conditions:-

- As per IREM Para 174(ii) and PS No. 11196/96, employees working in GP Rs. 1800/- (Level-I) and having lien in Delhi Division, for whom no regular avenue of promotion exists including Office Khalasi/Peon, Daftry, Store Khalasi, Ferro Khalasi, Ferro Printer, Ferro Writer, Gastetner operator, Photostat operator, Record Lifter, Record Sorter, Safaiwala/Safai Karamchari/Safai Jamadar are eligible.
- The staff having lien in Delhi Division in the above mentioned categories and working out of cadre are also eligible.
- As per PS No. 11042, Hospital Attendants working in Medical Department will also be eligible.
- As per RBE No. 38/2017, "the staff will be eligible for promotion against 33 -1/3% Quota on completion of 2 years continuous service in relevant grade on successful completion of probation period, irrespective of the fact whether such staff belong to Gen/OBC/SC/ST".

Note : As per PS 11030/97 and 12006/2000, the successful staff shall have to pass type writing test within a period of two years from the date of promotion failing which they would be reverted back to their original post.

3. Syllabus: Syllabus for the above selection issued vide **PS 16030/2025 dated 21.07.2025** 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. Pre Selection Coaching

In terms of instructions contained in Railway Board's letter No. 88-E(SCT)I/42/2, dated 08 04 1991 pre-selection/pre-promotional training to SC/ST employees is to be conducted covering the syllabus of the examination for selection to safety category post and will be imparted for a period of 3 to 4 weeks. In case, if any employee expressed his/her un-willingness for pre-selection coaching a written declaration to that effect may be obtained and forwarded to this office for record. Pre-selection coaching is not necessary where there is no reserved vacancy (SC/ST) is available. Date of pre-selection coaching will be as per schedule by Branch Officer.

5 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/ 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

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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.

(vii) There will not be any negative marking.

(viii) There shall be 10 questions in Official Language Policy and Rules. 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.

6. Notifying to the employees:

6.1. Applications of eligible staff, who fulfils the eligibility criteria/conditions, duly completed in all respects in duplicate in prescribed proforma as per **Annexure-I** and forwarded by their concerned officer/Incharge should be submitted as hardcopy along with self attested copy of relevant documents including Caste certificate/PwBD certificate etc, as applicable, to Personnel Branch addressed to Sr. DPO/C, DRM Office, New Delhi at Single Window Cell of Delhi Division **on or before 19.08.2025**. No applications shall be entertained thereafter.

6.2. Applications (Hard copy) received in this office after the target date will be summarily rejected. The notification should be given wide publicity and employees who are on leave/sick leave should be notified of the selection.

6.3 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/C **on or before 07.08.2025**. 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.**

8. Tentative schedule for holding the selection:

Activity number	Details of activity	Tentative date
PART-A		
1	Issue of notification	04.08.2025
2	Last Date of receiving application on or before	19.08.2025
3	Issues of eligibility list	01.09.2025
4	Representation, if any on or before	04.09.2025
5	Finalization of list of eligible candidates on or before	08.09.2025
6	Conclude pre-selection coaching	09.10.2025
7	Submission of certificate by concerned department	On next day as soon as pre-selection coaching is completed
8	Ready for computer based Test on	21.10.2025 onwards
PART-B		
4	Online issue of admit card & providing link for practice	E

		(the day when the admit card will be issued)
		E+3
5	Conduct of written examination	E+4
6	Uploading of model answer key and activating objection tracker	E+11
7	Objection tracker will be available upto	E+14
8	Uploading of final answer key	E+16
9	Availability of result of written examination from RRC/NR to the indenting units	E+19
10	Finalizing proceedings of Selection Board/ Committee at Divisional/Unit level	E+20
11	Issue of panel	

8. Websites to be visited regularly for any update:-

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

Delhi Division website: <https://nr.indianrailways.gov.in/> --->Division --->Delhi --->Personnel

DA: as above

DPO/MPP
for Divisional Railway Manager/P
Delhi Division

Circulation:

As per standard list

All CS&WLs/Delhi Division: To handover a copy of this Notification to the concerned Senior supervisors under written acknowledgement

All Ch.OS/OS, Confidential Cell, Delhi Division

Divisional Secretary/ NRMU, URMU, SCSTREA & OBCREA

All Branch Officers, Delhi Division

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

Sr.PRO/Delhi Division to upload the notification on website <https://nr.indianrailways.gov.in/>

--->Division --->Delhi --->Personnel

APPLICATION FOR THE POST OF CLERK CUM TYPIST IN PAY MATRIX LEVEL- (2)
OF 7th CPC PAY MATRIX (GP-1900/- OF 6th CPC) AGAINST 33-1/3% PROMOTEE
(QUOTA) IN DELHI DIVISION

1. Name .
2. Father's Name:
3. PF No.:
4. HRMS ID :
5. Mobile No
6. Email Id:
7. Designation :
8. Office :
9. Community (tick appropriate)

UR SC ST PWD

(If SC/ST copy of attested community certificate should be attached)

10. Date of Birth
11. Date of Appointment
12. Date of Regular Appointment
13. Date of entry in present Grade/Post :
14. Capacity of Appointment
15. Present Pay in Pay matrix
16. Date of Total regular service in
the Grade as per Eligibility Criteria
17. Transfer Particulars if any from
other Department or from other
Division, If any
18. Education Qualification

(Copy of attested certificates should be attached)

Declaration

I hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. I am eligible for the selection as per eligibility criteria stipulated in the notification. I understand that in the event of particulars or information given herein being found false or incorrect at later stage I am liable to be taken up under D&AR for major penalty apart from my application being rejected

Date

Signature

Name

Designation

Place

Certified and forwarded to

Signature of supervisory official

Date

Name

Designation

Place

Annexure -II

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi

P.S.No.16030/2025

Dated:- 21.07.2025

No. 752-E/Policy matter/Syllabus/EIH 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

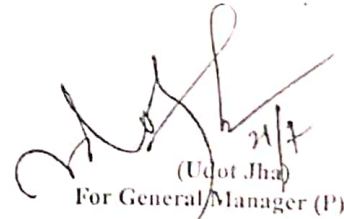
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

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 <ol style="list-style-type: none"> General Intelligence & Reasoning General Mathematics upto the level of 10th Class English/Hindi Language Proficiency upto the level of 10th Class like Vocabulary, Grammar, Sentence Structure, Comprehension 	10
2.	Organizational set up & processes of Railways <ol style="list-style-type: none"> Organization of Railways - Railway Board, HQ & other units etc. Role of Personnel Department General Office Procedure - a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system Policy guidelines like Manuals, Codes & Circulars 	10
3.	Establishment Rules <ol style="list-style-type: none"> Modes of Recruitment, Functions of RRB & RRC Employment on Compassionate Grounds Reservation Policy for SC, ST, OBC, PwBD & EWS Book of Sanction, Reservation Roster Seniority Promotion & MACP Training Transfer & Deputation, Ex-cadre posts Pass Rules Leave Rules Pay Level, Increment & Fixation of Pay Medical examination of Railways employees Retirement rules & OPS: NPS & UPS Benefits to Pensioners & family 	50
4.	Conduct Rules & D&AR Rules <ol style="list-style-type: none"> Railway Services (Conduct) Rules Railway Servants (Discipline & Appeal) Rules 	10
5.	Legal Matters & Grievance Redressal <ol style="list-style-type: none"> Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013). Right to Information Act Courts like CAT, HC, SC & National Commissions Grievance Redressal Mechanism of Railways 	10
6.	Use of IT platforms in Personnel Working <ol style="list-style-type: none"> E-Office, HRMS, IPAS, RESS CPGRAMS, UMID, GEM Working knowledge of Computers 	10
7.	Rajbhasha <ol style="list-style-type: none"> Rajbhasha Rules 1976 and its applicability on Railways 	10% (optional)

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

प्रमुख कुशल
 प्रमुख कुशल
 उत्तर क्षेत्र बर्खास्त/प्रमुख सहायक निदेश
 Dy. Chief Personnel Officer/HRD
 H. B. Baroda House, New Delhi

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