NORTHERN RAILWAY (DELHI DIVISION)

No. 758E/907/PT-II/P-8

Dt. 04/08/2025

NOTIFICATION NO. 29/2025/Delhi)

SELECTION FOR PROMOTION TO THE POST OF SENIOR CLERK CUM TYPIST IN PAY LEVEL- 5 AGAINST 13-1/3% LDCE QUOTA IN MINISTERIAL DEPARTMENT OF DELHI DIVISION.

1. It has been decided to hold a selection for filling up 14 vacancies (10 UR, 2 SC, 2 ST including 02 PwBD) assessed from 01.07.2025 to 30.09.2026 for the post of Sr. Clerk cum Typist, Pay Level - 05 against 13-1/3% LDCE quota in all Department of Delhi 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 and RBE 74/2022)
10	2	2	14	02 (including)

2. Eligibility and Service conditions:

- (i) Applications are invited from willing and eligible serving Ministerial staff of all departments (except Accounts & RPF) with
 - a) atleast 02 years regular service as Jr. Clerk-cum-Typist in Pay Level 2
- b) Those employees who are working in another organization but their lien maintained in Delhi Division are also eligible.
- (ii) Education Qualification: Employee must be Graduate from recognized University.
- (iii) The cut-off date for determining the eligibility of the employees will be the date of issue of notification (RBE 117/2006).
- (iv) There shall be pre-selection coaching to the eligible candidates, (if applicable) in terms of Railway Board and HQ policies.
- 3. <u>Syllabus</u>: Syllabus for the above selection issued vide **PS. 16031/2025** 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. 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

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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) In terms of Railway board letter No. E(NG) 1/2018/PM 1/4 dated 14.11.2019 (RBE 194/2019), **there will be negative marking @ 1/3 mark** for a wrong answer for LDCE Selection where panel is arranged in the order of merit from those qualified.
 - (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.
 - (xii) There will be no Supplementary written examination, being an LDCE selection.

5. Notifying to the employees:

- (i) Applications of eligible staff, who fulfils the above eligibility criteria/conditions for the selection to the post of Office Superintendent against 20% LDCE quota, duly completed in all respect in duplicate in prescribed proforma (Annexure-I) and forwarded by their concerned officer/Incharge should be submitted as hardcopy 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 along with self attested copy of caste certificate/PwBD certificate/Educational certificate etc where ever applicable.
- (ii) 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.
- (iii) 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.

6. 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	Conduction of pre-selection coaching	To be completed by 10.10.2025
7	Submission of certificate by concerned department	On next day as soon as pre- selection coaching 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)
5	Conduct of written examination	E+3
6	Uploading of model answer key and activating objection tracker	E+4
7	Objection tracker will be available upto	E+11
8	Uploading of final answer key	E+14
9	Availability of result of written examination from RRC/NR to the indenting units	E+16
10	Finalizing proceedings of Selection Board/ Committee at Divisional/Unit level	E+19
11	Issue of panel	E+20

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&WLIs/Delhi Division: To handover a copy of this Notification to the employees appearing in Annexure-I & II under written acknowledgement

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

Divisional Secretary/ NRMU, URMU, SCSTREA & OBCREA

All Branch Officer, 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

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APPLICATION FOR THE POST OF SENIOR CLERK CUM TYPIST IN PAY MATRIX LEVEL- (5) OF 7TH CPC PAY MATRIX (GP-2800/- OF 6TH CPC) AGAINST 13-1/3% 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)

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Declaration

I hereby declare that all the particulars given in this application are true ad 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

Name

Designation

Date

Place



Annexure -II

Northern Railway

NO. 561-El7th CPLIPE.VI LONSON P-14

DRM Office, New Delhi

Date:

67-2020

Category J/Delhi Division
All Branch Officer/Delhi Division
Sr Subordinate Incharges
Delhi Division.

(NR PS NO. 16.031 / 2010)

Sub:- Syllabous for Selection for the post of South-Cum-Typist Level-5

Ref:- General Manager/P, N. Rly., Hd. Qtr Office, Baroda House, New Delhi, letter Number

752-8 Policy Watter Syllabry (EIIIA dated 21/07/2025

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.

Please acknowledge the receipts.

DA/as above

(Dyuthi kishan)

for Divisional Railway Manager/P

New Delhi

Copy for information & necessary action to:-

- 1. PA to DRM/Delhi
- 2. PA to all ADRMs
- 3. PA to Sr DPO/C, Sr DPO/II, Sr. DPO/III and all Personnel Officers & All Chief Office Supdt's/Personnel Delhi Division.
- 4. Divisional Secy/NRMU Delhi Division.
- 5. Divisional Secy/URMU Delhi Division
- 6. Divisional Secy/SC-ST Association Delhi Division.
- 7. Divisional Secy/OBC Association Delhi Division.

Headquarters Office, Haroda House, Non-Della

P.S.No.16031/2025

No. 352 F Policy matter Syllabus FIII A

Dated: 21.0 12025

DRM NR DULLER, UNO, MB, PAB & JAT

CAOC, & Gate DEL, CAO C USBRU Satvani Complex, TrikinaNgi 141

CWMCB TKO, JUDW, AMY TKO & ASR, CWM Signal Shop G. TI.

DV. CMM SSB, AMV-I KOR JUDW

DY CT (MC-Une, State Unity Resid, New Dolhi,

Chief Manager (Pg. & Sty) Punjabi Bagh, Delhi,

Dy Cl. Bridge, CB-LKO, JUCA IKJ.

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 11RD's Note No. PCPO Sol. 2025(1) Dt.1 '.0 / 2025

In reference to above subject, the syllabus for selection for the post of Sr.Clerk Cum. Expist Level 5, is enclosed between for your information and necessary action please.

The above PN.No. is available on the website given as under leggs acidiamarlways gov in

Hindi Version will follow.
Please acknowledge the receipt.

DA as above

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. Gent Secy. URMU, 1662, P.K Road, New Delhi
- 4. Geal, Secy (AlOBC Rly Prop. Asso. LTA3, Basant Lane, New Dellin,
- 5 Zonal, Seey, All India SC ST Rh Pinp. Asso. North Zone Office, Baroda House, New Delhi
- 5. Genl. Secy. NRPO V Room No. 504, HQ Office, Baroda House, New Delhi
- 1. Dy CPO IT HOS Other Baroda House, NDIS for upleading on the website

Sl.No.	Topics	Tentative Percentage	
		of question	
į.	Organizational set up & processes of Railways		
	I. Role of Railways in development of country		
	II. Organization of Railways - Railway Board, HQ & other	!	
	units		
	III. Role of Personnel Department vis-à-vis other departments	05	
	IV. Schedule of Powers with respect to establishment matters		
	V. General Office Procedure - a) Important registers & forms		
	at HQ/stations/depots, b) Files & their maintenance, c)		
	DAK system		
	VI. Policy guidelines like Manuals, codes & circulars		
2.	General Conditions of Service & Establishment Rules		
	I. Modes of Recruitment, Functions of RRB & RRC & placing of		
	indent		
	II. Reservation Policy for SC, ST, OBC, PwBD & EWS including		
	rosters		
	III. Book of Sanction, Reservation Roster		
	IV. Casual Labour, Substitutes & Act Apprentice trainees		
	V. Seniority, Lien & AVCs VI. Special Ouota Recruitment - Sports, Cultural, Scout &		
	VI. Special Quota Recruitment - Sports, Cultural, Scout & Guide Quota		
	VII. Promotion rules - GDCE, LDCE, Selection, Suitability &		
	Trade Test. Refusal of promotion	05	
	VIII. Rules regarding APAR	25	
	IX. MACP & Up-gradation, Service review		
	X. Transfer & Deputation, Ex-cadre posts		
	XI. Rules for Service record, DOB, Dependent family		
	members, E-SR		
	XII. Pass Rules & Leave Rules		
3.	Financial Aspects of Establishment matter	į	
	Pay structure & Pay fixation - practical aspects		
	II. Increments & Notional Increment		
	III. Pay Bills & related rules, unpaid wages	• •	
	IV. Recoveries & Arrears V. Loans, PF, Advances & Allowances etc.	10	
	V. Loans, PF, Advances & Allowances etc.	į	
67.	Settlement		
	 Retirement rules - Old Pension scheme, New Pension scheme & Unified Pension scheme 		
	II. Post-retirement benefits - Commutation, Gratuity, GIS, Leave		
	Encashment, Family Pension, Provident Fund Rules etc. Other than normal retirement cases like VR. Resignations, Ex	*	
	uratio payment	10	
	Mandling of Pension Adalat, Pensioner's Associations	10	

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No.	SYLLABUS FOR SELECTION TO THE POST OF SR.CLERK CUM TYPIST (CONTD.) Topics	Tentative Percentage of question		
	Man-power planning			
	 Book of Sanction, Vacancy Bank Register Bench-Marking & Yardsticks, Workstudy 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		
	CGA & Medical De-categorization rules			
	I. Medical examination of Railways employees II. Medical de-categorization & absorption of medically decategorized staff III. Employment on Compassionate Grounds Rules and procedures	U5 •		
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			
	 Railway Services (Conduct) Rules & related instructions Railway Servants (Discipline & Appeal) Rules & related instructions 	10		
9.	Legal Matters & Grievance Redressal 1. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013) 11. Right to Information Act 111. Courts like CAT, HC, SC & National Commissions 11. Orievance Redressal Mechanism of Railways	10		
10	Use of IT platforms in Personnel Working 1. E-Office, HRMS, IPAS, RESS II. CPGRAMS, UMID, GEM, IRPSM III. Working knowledge of Computers	05		
11.	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.	- (O-eignal)	10		

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Dy. Chief Personnel Officer/Hitz