

**NORTHERN RAILWAY
(DELHI DIVISION)**

No. 758-E/881/Selection steno/25% PQ/P-8

Dt. 04.08.2025

NOTIFICATION NO. 23/2025/DELHI DIVISION

**SELECTION FOR PROMOTION TO THE POST OF STENOGRAPHER IN
PAY LEVEL- 4 AGAINST 25 % PROMOTEE QUOTA IN PERSONNEL
DEPARTMENT OF DELHI DIVISION**

1. It has been decided to hold a selection for filling up **3 vacancies for assessment period 01.07.2025 to 30.09.2026** for the post of Stenographer, Pay Level - 4 against 25 % Promotee Quota in Personnel Department 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)
1	1	1	3	1 including

2. Eligibility and Service conditions:

- The applicant working in regular post/service as on the date of notification as Clerk-cum-typists in PB-I Rs. 5200-20200+1900 GP in any department of Delhi Division and having knowledge of shorthand in English or Hindi. (with minimum service i.e. 2 years)
- After passing the written test, they are also required to pass the shorthand test with the following speed in English/Hindi.
- Transcription time for the post of stenographer is prescribed under RBE 141/2015 (RB letter No.E(NG)-I-2010/PM4/3 dated 10.11.2015).

3. **Syllabus:** Syllabus for the above selection issued vide **PS 16035/2025** dated 21.07.2025 is placed 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 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.

5. 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


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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.

(vii) There **will NOT be any negative marking.**

(viii) There shall be 10 questions in Official Language Policy. 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 (**Annexure-I**) and forwarded by their concerned officer/In-charge 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, D.R.M. Office, New Delhi **on or before 07.08.2025**. It will


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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.**

7. 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 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

**Divisional Personnel Officer/MPP
for Divisional Railway Manager/P
Delhi Division/Unit**

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
Ch.OS/OS, Confidential Cell, Delhi Division
Divisional Secretary/ NRMU, URMU, SCSTREA & OBCREA

Control Office, Delhi Division
RRC/NR's website (<https://rrcnr.org>)
Sr.PRO/Delhi Division's to upload the notification on website:
<https://nr.indianrailways.gov.in/> --->Division --->Delhi --->Personnel



Annexure I

**WILLINGNESS/UNWILLINGNESS FOR THE POST OF Stenographer (Admin & Gen Department) IN
PAY MATRIX LEVEL- 4 OF 7TH CPC PAY MATRIX AGAINST 25% 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. Present Pay in Pay matrix :
15. Date of Total regular service in
the Grade as per Eligibility Criteria :
16. Transfer Particulars if any from
other Department or from other :
Divisions, if any

17. Education Qualification :

(Copy of self-attested certificates should be enclosed)

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 and I am _____ (**WILLING/UNWILLING -tick appropriate option**) to appear in the said Selection for STENO 25% PQ. 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

Place

Designation

Certified and forwarded to

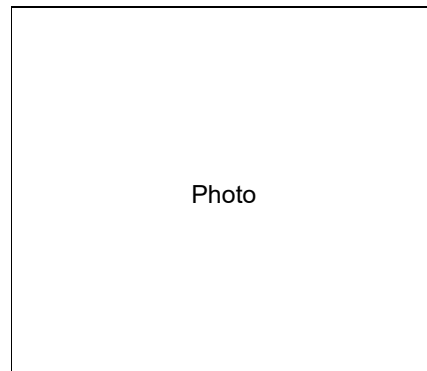
Date

Signature of supervisory official

Name

Place

Designation



NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16035/2025

No. 752-E/Policy matter/Syllabus/EIII 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 Stenographer Level-4

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 Stenographer Level-4, 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>

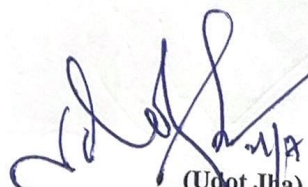
Hindi Version will follow.

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.


(Udit Jha)
For General Manager (P)

**SYLLABUS FOR SELECTION TO THE POST OF
STENOGRAPHER**

Sl. No.	Topics	Tentative % of questions
1.	General Knowledge I. General Intelligence & Reasoning II. General Mathematics upto the level of 12 th Class	10
2.	Organizational set up & processes of Railways I. Organization of Railways – Railway Board, HQ & other units II. Role of Personnel & other Departments in Railways III. General Office Procedure – a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system IV. Policy guidelines like Manuals, Codes & Circulars	10
3.	English/Hindi Language Proficiency: I. Vocabulary, Grammar, Sentence Structure, Comprehension. II. Synonyms, Antonyms, One word substitution: Understanding vocabulary and grammar. III. Sentence Shuffling, Sentences Improvement, Active/Passive Voice: Testing sentence structure and grammar. IV. Translation from English to Hindi and Hindi to English	40
4.	Use of IT platforms in Personnel Working I. Working knowledge of Computers II. E-Office, HRMS, IPAS, RESS III. CPGRAMS, UMID, GEM	10
5.	Conduct Rules & D&AR Rules I. Railway Services (Conduct) Rules II. Railway Servants (Discipline & Appeal) Rules	10
6.	Establishment Rules I. Modes of Recruitment, Functions of RRB & RRC II. Employment on Compassionate Grounds III. Reservation Policy for SC, ST, OBC, PwBD & EWS IV. Seniority V. Promotion & MACP VI. Transfer & Deputation, Ex-cadre posts VII. Pass Rules VIII. Leave Rules IX. Pay Level, Increment & Fixation of Pay X. Medical examination of Railways employees XI. Retirement rules & OPS, NPS & UPS XII. Benefits to Pensioners & family	10
7.	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
8.	Rajbhasha II. Rajbhasha Rules 1976 and its applicability on Railways	10% (optional)

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


Pankaj Kumar
 उप मुख्य कार्मिक अधिकारी/मानव संसाधन विकास
 उत्तर रेलवे इंडिया हाऊस, नई दिल्ली
 Dy. Chief Personnel Officer/HRD
 N. Rly. Baroda House

N.R.Y.