

No. 561-El 7th CPC Pt. VI / 2025 / P-14
Date: 02.2025

DRM Office,
New Delhi

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

(NR PS NO.....16036...../.....2025.....)

Sub: - Holding of computer based written examinations for
departmental promotions.

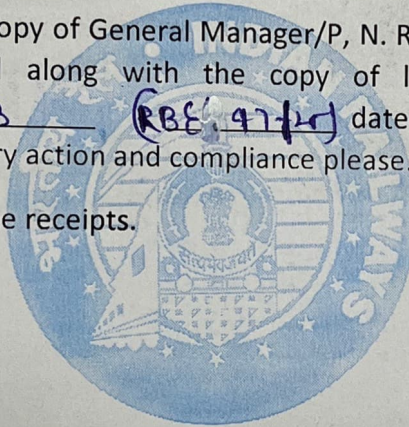
Ref: - General Manager/P N. Rly. Hd. Qtr Office Baroda House New Delhi letter Number

6-387/129/CB+1/c. GU/P dated 22/07/2025

Reference above, a copy of General Manager/P, N. Rly. Hd. Qtr Office, Baroda House, New Delhi cited above, received along with the copy of letter of Railway Board letter no. ENGLC/2025/PM1/3 (RBE. 97/25) dated 26.5.25 is being circulated and forwarded for further necessary action and compliance please.

Please acknowledge the receipts.

DA/as above



(Dyuthi Krishan)
30/7/25

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.

**NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)**

**HEADQUARTER OFFICE
BARODA HOUSE
NEW DELHI**

NR P.S. No. 16036/2025

No. E-387/129/CBT/S.Cell/P

Dt. 22.07.2025

**DRM/NR, DLI, FZR, LKO, MB, UMB & JAT
CAO/C, K.Gate DLI, CAO/C, USBRL/Satyam Complex, Trikuta Ngr/JAT
CWM/CB-LKO, JUDW, AMV-LKO & ASR, CWM/Signal Shop/GZB
Dy CMM/SSB, AMV-LKO & JUDW
Chief Manager (Ptg & Sty) Punjabi Bagh, Delhi
Dy.CE/Bridge, CB-LKO, JUC & TKJ**

Sub: Holding of computer based written examinations for departmental promotions

Ref: Railway Board's letter no. E(NG)I/2025/PM1/3 dt. 26.05.2025 (RBE No. 47/2025)

1. In the light of instructions issued by Railway Board vide letter under reference for holding the written examination for departmental selections in Computer Based Test mode through an Examination Conducting Agency (ECA), it has been decided by the competent authority to hold such written examination centralized at Zonal Level in Northern Railway.

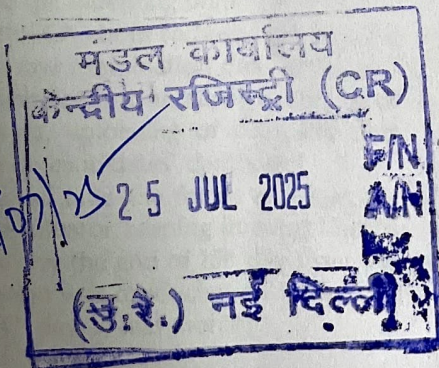
2. Accordingly, the General Manager/Northern Railway has approved a Procedure Order which is circulated herewith for suitable action by all concerned.

DA: as above

(Pankaj Kumar)
Dy.CPO/HRD

Copy to:

1. All PHODs and All Officers of Personnel Deptt, HQ Office, Baroda House, NDLS
2. General Secretary, NRMU, 12 Chelmsford Road, New Delhi
3. General Secretary, URMU, 166/2 P K Road, New Delhi
4. General Secretary, AIOBCREA, 171/A3, Basant Lane, New Delhi
5. Zonal Secretary, AISCTREA, North Zone Office, Baroda House, New Delhi
6. General Secretary, NRPOA, Room No. 301, HQ Office, Baroda House, New Delhi
7. Dy.CPO/IT, HQ Office, Baroda House, New Delhi – for uploading on website



DRM
Sr.DPO/C

DPO/MPP

Chos/PW

29/7

**NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)**

No. E-387/129/CBT/S.Cell/P

Dt. 22.07.2025

PROCEDURE ORDER FOR HOLDING WRITTEN EXAMINATIONS FOR DEPARTMENTAL SELECTIONS ON COMPUTER BASED TEST/ TABLET BASED TEST MODE THROUGH EXAMINATION CONDUCTING AGENCY AND FURTHER PROCESSING OF SELECTIONS

1. In compliance to Railway Board's letter no. E(NG)/2022/PM1/3dt. 26.05.2025, Northern Railway has decided to conduct written examinations for departmental selections centralized at Zonal Level. These written examinations will be conducted as Computer Based Tests (CBTs)/Tablet Based Tests (TBTs) through an Examination Conducting Agency (ECA) to be arranged by the co-ordinating RRB.

2. The written examinations will be conducted as per instructions contained in IREM Vol-I and Railway Board's letters as listed in Annexure-I. Copies of the extracts from IREM Vol-I and referred letters are attached as part of this procedure order and will prevail in case of any confusion.

3. ACTION TO BE TAKEN BY DIFFERENT AUTHORITIES:

3.1 To be co-ordinated by Confidential Cell of Personnel Branch:

- (i) Finalisation of procedure order
- (ii) Compilation and circulation of Standard Syllabus
- (iii) Compilation and circulation of Question Bank
- (iv) Finalising common notification format
- (v) Preparation of Selection Calendar

3.2 Role of RRC:

- (i) Interaction with ECA for overall co-ordination except in cases where it is specifically instructed that ECA will be directly communicating with Question Setter and Evaluator
- (ii) Finalisation of examination centres on the basis of reports received from units' incharge
- (iii) Fixing date of examination in consultation with ECA in consonance with selection calendar
- (iv) Nomination of Question Setter and Evaluator and its communication to the ECA
- (v) Facilitating with RRC's website for displaying syllabus, notifications, issue of admit card, providing link for mock test, dealing with objection tracker, uploading of answer key, day-to-day notices and other related items for step-wise communication with candidates to ensure transparency
- (vi) Providing merit-list to the indenting units
- (vii) To communicate with ECA about technical glitches, if any and getting it rectified
- (viii) To obtain from ECA raw examination data including CCTV footage and to send it to units along with physical records retaining a copy of all digital data.
- (ix) After receipt of panels, uploading of complete data, including marks obtained in written examination on candidates' dashboard
- (x) RRC will draw a model time-line for its activities, including time to be given to the question setter and evaluator keeping in mind that the merit-list is made available to all the indenting units by the end of 15th day from the date of written examination [if the written examination was conducted on 1st day of the month, the merit-list is to be made available by 16th day of that month]
- (xi) Passing of ECA's bills

**NORTHERN RAILWAY
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Dt. 22.07.2025

**PROCEDURE ORDER FOR HOLDING WRITTEN EXAMINATIONS FOR DEPARTMENTAL
SELECTIONS ON COMPUTER BASED TEST/ TABLET BASED TEST MODE THROUGH EXAMINATION
CONDUCTING AGENCY AND FURTHER PROCESSING OF SELECTIONS**

3.3 Role of Unit incharge:

- (i) Vacancy assessment as per extant rules
- (ii) Issuing notification in proper format and its uploading on Units' websites with a link to RRC's website
- (iii) Issue of final eligibility list and/or combined/ integrated seniority list, if required
- (iv) Providing soft copy of the list of eligible candidates to RRC along with details like, HRMS id, mobile number, email id, photograph or other information as required by ECA for issue of admit card and to ensure biometric attendance. A signed hard copy of the said list is also to be provided by units to RRC
- (v) Nomination of three members Selection Committee as per extant rules which should also be communicated to RRC
- (vi) Nomination of required number of officials to conduct the CBT/TBT
- (vii) After receipt of merit-list from RRC, to proceed further to prepare panels as per extant rules
- (viii) Displaying the panels on Units' websites with a link to RRC's website
- (ix) Will be the main custodian of all the written examination and panel data

3.4 Role of PHODs:

- (i) Providing standard syllabus and question bank
- (ii) Nomination of Question Setter and Evaluator as and when requested by RRC
- (iii) Pre-examination coaching/training of candidates and providing completion certificates to RRC
- (iv) Imparting pre-requisite mandatory training before promotion of empaneled candidates, wherever required

3.5 Role of Question Setter:

- (i) The Question Setter will set the question paper for the centralized CBT and assist the ECA in objection tracking and settling the answer key
- (ii) Will act as per extant rules and instructions as given in Railway Board's references annexed as Annexure-I.

3.6 Role of Evaluator:

- (i) The Evaluator shall liaise with ECA/evaluating agency and ensure the preparation of results after verification/ sample checks of answer sheets. He will be responsible for preparation of unit-wise merit-list.
- (ii) Will act as per extant rules given in Railway Board's references annexed as Annexure-I.
- (iii) So far as Sample evaluation is concerned, the Evaluator should follow the benchmark as under:
 - (a) If the number of candidates is upto 10, all coded answer-sheets provided to her/him by the ECA, is required to be physically evaluated.
 - (b) If the number of candidates is more than 10, 10% coded answer sheets (minimum 10 numbers) is to be evaluated physically.

**NORTHERN RAILWAY
(PERSONNEL DEPARTMENT)**

No. E-387/129/CBT/S.Cell/P

Dt. 22.07.2025

**PROCEDURE ORDER FOR HOLDING WRITTEN EXAMINATIONS FOR DEPARTMENTAL
SELECTIONS ON COMPUTER BASED TEST/ TABLET BASED TEST MODE THROUGH EXAMINATION
CONDUCTING AGENCY AND FURTHER PROCESSING OF SELECTIONS**

4. SEQUENCE OF ACTION

- 4.1 Finalisation of procedure order
- 4.2 Finalisation of standard syllabus
- 4.3 Finalisation of question bank [dispensed with upto 31.12.2025, may be extended if required]
- 4.4 Finalisation of standard format for notification
- 4.5 Vacancy assessment
- 4.6 Units to inform tentative vacancies and number of candidates to RRC
- 4.7 Nomination of three member selection board/committee by units and its information to RRC
- 4.8 Issue of notification along with list of eligible candidates by units
- 4.9 Pre-examination coaching to be arranged by concerned PHOD
- 4.10 Advising examination centres by units to RRC
- 4.11 Nomination of question setter and evaluator by RRC
- 4.12 Finalising date of written examination by RRC
- 4.13 Nomination of examination conducting officials
- 4.14 Issuing call letters
- 4.15 Examination day
- 4.16 Release answer key
- 4.17 Activate objection tracker
- 4.18 Settle the final answer key along with detailed reasons
- 4.19 Finalise unit-wise merit-list
- 4.20 Meeting of Selection Board/Committee in units
- 4.21 Publish panel at units' website with a link to RRC's website
- 4.22 RRC to make available written examination marks to candidates' dashboard
- 4.23 Conclusion of selection
- 4.24 PHODs to arrange mandatory training before promotion of candidate

5. The notings pages of file no. No. E-387/129/CBT/S.Cell/P Dt. 07.07.2025 as approved by GM is also part of this procedure order. (Annexure-II)



ANNEXURE – I TO PROCEDURE ORDER NO. No. E-387/129/CBT/S.Cell/P Dt. 22.07.2025
for holding written examination for departmental selections

SN	RB's letter no.	Date	Subject	RBE No. (if any)
1	Section 'B'- Chapter II of IREM, Vol.I	-	Rules governing the promotion of Group 'C' staff	Para 210 to 228
2	E(NG)I/98/PM1/17	20.10.1999	Guidelines for Personnel Officers and Members of Selection Boards constituted for conducting selections for promotion to posts classified as 'Selection'	272/1999
3	E(NG)I/2018/PM ¼	14.12.2018	Introduction of 100% Objective Paper for promotional examination to expedite and simplify examination process	196/2018
4	E(NG)I/2018/PM1/4	14.06.2019	Introduction of 100% Objective Type Multiple Choice paper for Promotional examination	97/2019
5	E(NG)I/2018/PM ¼	06.09.2019	Introduction of 100% Objective Paper for Departmental selection – Clarification – reg.	NIL
6	E(NG)I/2018/PM1/4	19.05.2022	Selection for promotion from Group 'C' to Group 'B' and within Group 'C' posts – Introduction of 100% Objective Type Multiple Choice Questions – Clarification	59/2022
7	E(NG)I/2018/PM ¼	30.06.2022	Introduction of 100% Objective Paper for promotional examination to expedite and simplify examination process – reiteration of instructions reg.	73/2022
8	E(NG)I/2018/PM1/4	03.08.2022	Selection for promotion from erstwhile Group 'D' to Group 'C' and within Group 'C' staff through Suitability Test, PQ, LDCE, GDCE etc. – publication of answer keys for the objective type multiple choice questions papers reg. – clarification	91/2022
9	E(NG)I/2018/PM1/4	07.11.2023	Selection for promotion within Group 'C' posts introduction of 100% objective type multiple choice questions – clarification reg.	122/2023
10	E(NG)I/2022/PM1/36	16.1.2024	Centralized Computer Based Tests (CBT) for selections/ LDCEs	05/2024
11	E(NG)I/2022/PM1/36	08.02.2024	Amendment to para 219 of IREM, Vol.I	11/2024
12	E(NG)I/2025/PM1/3	05.03.2025	Irregularities in selections and reforms thereon	NIL
13	E(NG)I/2022/PM1/3	28.03.2025	Irregularities in selections and reforms thereon	NIL
14	E(NG)I/2022/PM1/3	26.05.2025	Holding of computer based written examinations for departmental promotions	19/2025 (later on amended as 47/2025 vide letter dt. 28.05.25)



ANNEXURE – II TO PROCEDURE ORDER NO. No. E-387/129/CBT/S.Cell/P Dt. 22.07.2025
for holding written examination for departmental selections – Note as approved by GM/NR

Sub: Conducting 'Selection' in Northern Railway – Procedure – reg.

Ref: Railway Board's letter no. E(NG)/2025/PM1/3 dt. 26.5.25 (RBE No. 47/25)

Railway Board, vide letter under reference, has directed to hold the written examination for departmental selections in Computer Based Test (CBT)/ Tablet Based Test (TBT) mode through an Exam Conducting Agency (ECA) to be arranged by RRB. The undersigned was deputed to visit North Western Railway to learn the modalities for conducting the CBT/TBT at Zonal level as NWR has already completed previous cycle of Selections through CBT, centralized at Zonal level.

2. The elaborated instructions as given in RB's letter under reference vis-à-vis the proposed action plan, are as under:

2.1 RB's instructions: ECA will be engaged by Railway Recruitment Board (RRB). The details of the same will be issued in due course by E(RRB).

Action being taken/ to be taken: *Noted. Preparatory action like, category-wise common syllabus for all Divisions/Units; community-wise assessment of vacancies etc., has already been initiated to ensure that NR is ready to conduct the examination as soon as ECA is available.*

2.2 RB's instructions: The Computer Based Test (CBT) may be conducted at Zonal/Unit level by an ECA on Computer/ Tablet mode.

Action being taken/ to be taken: *NR plans to conduct the CBT/TBT at Zonal level.*

2.3 RB's instructions: The Question Paper Setter would be one of the three members of the appropriate Selection Committee as provided for in extant rules at the Zonal/ Unit level.

Action being taken/ to be taken:

(A) Para 219(b) (ii) of IREM Vol-I, as inserted vide Advance Correction Slip No. 287 and circulated vide RBE No. 11/24, speaks as under (p-14/1):

"219 (b) (ii): Further, following provisions shall be applicable for Zonal Railways which adopt Centralised Computer Based Test (CBT) for departmental selections/ LDCE/ General Selections, as the case may be:

The question setter to be nominated by competent authority (General Manager of the Zonal Railway or any Head of Department to whom the power is delegated by the General Manager) will set the question paper for the centralized CBT and assist the ECA in objection tracking and settling the answer key.

The evaluator to be decided by competent authority (General Manager of the Zonal Railway or any Head of Department to whom the power is delegated by the General Manager) shall liaise with ECA/evaluating agency and ensure the preparation of results after verification/ sample checks of answer sheets. He will be responsible for preparation of unit-wise merit-list.

The three-member committee at Division/Unit level including at least 1 officer from the department for which selection is being held and one Personnel Officer, shall be nominated for finalizing the panel as only the written exam of the selection/LDCE/General Selection is centralized while the panel formation is still at the level of seniority unit. One of the 3 committee members will be from the reserved communities i.e., Scheduled Caste or Scheduled Tribe."

(B) It is clear from the 1st & 2nd clause of the above instructions that while conducting the written examination at Zonal level, there are to be only two nominated members, one as Question Setter and another as Evaluator. There is no concept of a three member committee while conducting the written examination at Zonal level.

(C) The above instruction as brought out in point 2.3 above is contradicting the existing provisions of IREM Vol-I inserted vide ACS No. 287 (p-14/1) and circulated vide RBE 11/2024 (p-14) [reproduced in para (A) above] because the said provisions of IREM have still not been amended/withdrawn vide RBE 47/2025 (p-17) or otherwise also. In this context, a meeting of PCPO/NR and PEDE(N) was held on 03.07.2025 wherein the undersigned was also present. It was informed by PEDE(N) that the nomination of question setter is still to be done by the GM or by the delegated authority but the nominated officer should compulsorily be a member of any of the three member selection committee nominated at divisional/unit level. Thus, the domain of officers available for nomination as Question Setter seems to have been restricted. A communication has been done to Railway Board (p-19) on this aspect indicating the procedure being adopted by NR.

(D) Accordingly, subject to approval of this note by GM, concerned PHODs will be approached for nomination of Question Setter and Evaluator as per instructions contained in RBE 11/2024 [ACS No. 287 to IREM Vol-I] till a clarification is received from Railway Board.

2.4 RB's instructions: The Question Paper Objection Tracker and Result to be arranged by the ECA.

Action being taken/ to be taken: (i) Para 219(b) (ii) of IREM Vol-I, as inserted vide Advance Correction Slip No. 287 and circulated vide RBE No. 11/24, inter-alia speaks as under (p-14/1):

"The evaluator to be decided by competent authority (General Manager of the Zonal Railway or any Head of Department to whom the power is delegated by the General Manager) shall liaise with ECA/evaluating agency and ensure the preparation of results after verification/ sample checks of answer sheets. He will be responsible for preparation of unit-wise merit-list."

(ii) Further, Vide RBE No. 91/2022 (p-11 to 11/2) Railway Board has stipulated for introduction of an objection tracker kind of system and has left it to the Railways to devise their own system as has already been done by some of the Railways. Accordingly, for Northern Railway, following steps are proposed to be taken after conclusion of written examination:

"1. The paper setting authority shall arrange to furnish the answer key directly to the ECA immediately after the examination;

2. The ECA will arrange to upload the ANSWER (and not just the options) along with each question through a web link on RRC's website;

3. The examinees of the corresponding examination will be given a weblink to represent against answer key within 7 days (including intervening holidays) from the day next to date of publishing of Keys with respect to Keys and ambiguity in Questions along with supporting documents. ECA will be providing a link on RRC's website to handle such representation. After the allowed period, the representation window will be closed and ECA will arrange to make available all such representations directly to the Question Setter;

4. The decision of the Question Setter on all representations shall be final and no further correspondence in this regard will be entertained;

5. The final answer key along with decision taken on the representations received, will be published on RRC/NR's website. At this stage, Question Setter's decision for discounting of any questions or otherwise on account of 'incorrect wording of questions' or 'all answers are wrong' like situations will also be communicated;

6. Evaluation will be started only after the completion of actions upto para 5 above."

(iii) *Role of Evaluator has further been elaborated in Railway Board's letter no. E(NG)/I-2018/PM1/4 dt. 28.08.19 (p-8/1 to 8/2) to cross-check the answer-key and other modalities to finalise the answer-key duly considering the objections received from the candidates.*

(iv) *Instructions regarding discounting of any question or otherwise on account of 'incorrect wording of questions' or 'all answers are wrong' or like situations, are contained in RBE No. 59/22 (p-9 to 9/1), as re-produced below:*

"There have been instances where one (or more) set of question paper(s) involve an error in question(s) at the printing stage or a question having wrong answer or otherwise. It has come to notice that different RRBs are adopting different methods for dealing with such cases. With a view to have uniformity by all RRBs in such cases, please note that in future, wherever, any question(s) in the question paper(s) is found to be incorrect, the question(s) may be omitted from the scope of evaluation instead of giving grace mark(s) and raw score may be assessed on percentage basis. For example, there are total 100 number of questions and one question is wrong, only marking of 99 questions be considered and the marks obtained may be proportionally equated to the marks of 100 questions followed by necessary normalization process."

(v) *Compliance of Railway Board's instructions in 2.4 above, will be ensured by compliance of above instructions or any other instruction on the subject.*

2.5 RB's instructions: The empanelment to be done by the Selection Committee formed at the Units with due approval of the competent authority.

Action being taken/ to be taken: (i) *The whole process for preparation of a panel consists of following components:*

(a) *Professional ability; (b) Record of Service; (c) Seniority and (d) Aptitude Test (in some cases).*

Relevant instructions for constitution of Selection Boards and action to be taken by Selection Boards before making recommendations to competent authority regarding suitability of employees for filling up 'Selection Posts', are contained in Para 217 to Para 219 of IREM Vol-I (p-4/4 to 4/9).

(ii) *Actions in above paras (2.1 to 2.4) will ensure completion of formalities to adjudge only 'Professional ability' which is to be taken into account by the appropriately constituted Selection Boards at Divisional/Unit's level to prepare panels after adjudging rest of the parameters, viz., record of service, seniority & Aptitude test, wherever necessary. The panels so formed by such committees will be approved by the competent authority at Division/Unit level.*

2.6 RB's instructions: The nodal officer for coordination between ECA and the Administration may be Sr. DPO/ Chairman RRC in the Zone and Dy.CPO/SPO in a Production Unit.

Action being taken/ to be taken: *As the exercise will be conducted at Zonal level, Chairman/RRC/NR will act as the nodal officer.*

3. Further, a draft procedure, as placed in file, may be followed which is subject to drawing of further detailed procedure alongwith specific time-line for actions to be taken, as and when required.
