

NOTIFICATION NO. 16/2025/Delhi Division**SELECTION FOR PROMOTION TO THE POST OF OFFICE SUPERINTENDENT IN PAY LEVEL- 6 AGAINST 20% LDCE QUOTA IN MINISTERIAL DEPARTMENT OF DELHI DIVISION.**

1. It has been decided to hold a selection for filling up **51 vacancies assessed from 01.07.2025 to 30.09.2026** for the post of **Office Superintendent**, Pay Level - 06 against 20% LDCE quota in all 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 and RBE 74/2022)
39	7	5	51	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

- 05 years regular service as Jr. Clerk-cum-Typist in Pay Level 2
- 03 years regular service as Sr. Clerk-cum-Typist in Pay Level 5
- 05 years regular service as Jr. Clerk-cum-Typist in Pay Level 2 and Sr. Clerk-cum-Typist in Pay Level 5 put together working/ having lien in this division

(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.

(v) There shall be promotional training for selected employees at PTC/Jodhpur or Udaipur (Training centre). Their selection shall be subject to passing of the training course.

3. **Syllabus:** Syllabus for the above selection issued vide **PS. 16032/2025** 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.

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(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) 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**

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adversely impact the above selection which is being conducted simultaneously for all Divisions/Units over Northern Railway.

6. Tentative schedule for holding the selection:

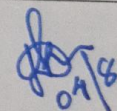
Activity number	Details of activity	Tentative date
PART-A		
1	Issue of notification	04.08.2025
2	Last Date of receiving application on or before	19.08.2025
3	Issues of eligibility list	01.09.2025
4	Representation, if any on or before	04.09.2025
5	Finalization of list of eligible candidates on or before	08.09.2025
6	Conduction of pre-selection coaching	To be conduct by 10.10.2025
7	Submission of certificate by concerned department	On nest day as soon as pre-selection coaching completed
8	Ready for computer basses Test held and after	21.10.2025
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

Annexure-I

APPLICATION FOR THE POST OF OFFICE SUPERINTENDENT IN PAY MATRIX
LEVEL- (7) OF 7TH CPC PAY MATRIX (GP-4200/- OF 6TH CPC) AGAINST 20%
LDCE(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

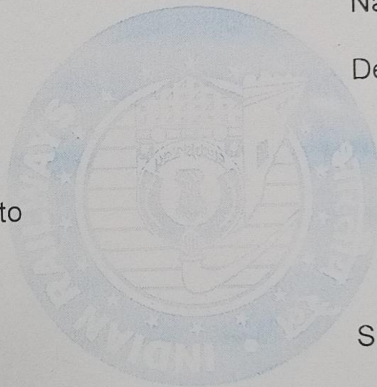
Date

Signature of supervisory official

Name

Designation

Place



Annexure -II

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16032/2025

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 Office Suprintendent Level-6

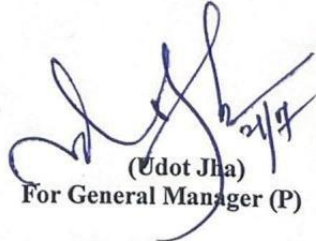
Ref: (i) PCPO's letter No PCPO/Sel./2025 dated 15.05.2025
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

In reference to above subject, the syllabus for selection for the post of Office Suprintendent Level-6, 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
OFFICE SUPERINTENDENT

Sl.No.	Topics	Tentative % of question
1.	Organizational set up & processes of Railways <ol style="list-style-type: none"> Role of Railways in development of country Organization of Railways – Railway Board, HQ & other units etc. Role of Personnel Department vis-à-vis other departments Schedule of Powers with respect to establishment matters General Office Procedure – a) Important registers & forms at HQ/stations/depots, b) Files & their maintenance, c) DAK system Policy guidelines like Manuals, codes & circulars 	05
2.	General Conditions of Service & Establishment Rules <ol style="list-style-type: none"> Modes of Recruitment, Functions of RRB & RRC Recruitment Rules & placing of indent Reservation Policy for SC, ST, OBC, PwBD, EWS, ESM & CCAA Maintaining Reservation Roster – practical aspects Special Quota Recruitment – Sports, Cultural, Scout & Guide Quota Casual Labour, Substitutes & Act Apprentice trainees Seniority, Lien & AVCs Promotion rules – GDCE, LDCE, Selection, Suitability & Trade Test, Refusal of promotion Rules regarding APAR MACP & Up-gradation, Service review Transfer & Deputation, Ex-cadre posts Rules for Service record, DOB, Dependent family members, E-SR Pass Rules & Leave Rules 	25
3.	Financial Aspects of Establishment matter <ol style="list-style-type: none"> Pay structure & Pay fixation – practical aspects Increments & Notional Increment Stepping up of Pay Pay Bills & related rules Recoveries, Deduction of Income Tax & Arrears Loans, PF, Advances & Allowances etc. 	10
4.	Settlement <ol style="list-style-type: none"> Retirement rules - Old Pension scheme, New Pension scheme & Unified Pension scheme Post-retirement benefits - Commutation, Gratuity, GIS, Leave Encashment, Family Pension, Provident Fund Rules etc. Other than normal retirement cases like VR, Resignations, Ex-gratia payment Handling of Pension Adalat, Pensioner's Associations 	10
5.	Man-power planning <ol style="list-style-type: none"> Book of Sanction, Vacancy Bank Register Bench-Marking & Yardsticks, Workstudy Surrender, Redistribution, Creation, Extension & Transfer of posts 	

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पंकज कुमार
Pankaj Kumar
उप मुख्य कार्यालय अधिकारी/मानव संसाधन विकास
उत्तर रेलवे इकाई हाऊस, नई दिल्ली
Dy. Chief Personnel Officer/HRD
N. Rly. Baroda House, New Delhi

N.Rly.

	IV. Supernumerary posts, Work-charged posts V. Redeployment of surplus staff VI. Training Modules for different posts VII. Training under Apprentices Act VIII. Training Centres in Zones, Divisions & Workshops IX. Plan Head 65	10
6.	CGA & Medical De-categorization rules I. Medical examination of Railways employees II. Medical de-categorization and absorption of medically de-categorized staff III. Employment on Compassionate Grounds Rules and procedures	05
7.	Welfare Activities & Industrial Relations I. Staff benefit Fund, Medical Facilities to employees II. Elections & Recognition of Trade Unions III. Permanent Negotiation Machinery, PREM & FNM IV. ZRUCC, Policy regarding Unrecognized Unions, Facilities to Office bearers of Recognized Unions/Associations	05
8.	D&AR & Conduct rules I. Railway Services (Conduct) Rules & related instructions II. Railway Servants (Discipline & Appeal) Rules & related instructions	10
9.	Legal Matters & Grievance Redressal I. Railway related Industrial & Labour Laws including applicable laws on Contract Labours II. HOER III. Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013) IV. Right to Information Act V. Court Case & CAT, HC, SC and other Statutory Commissions/Bodies VI. Grievance Redressal Mechanism of Railways	10
10	Use of IT platforms in Personnel Working I. E-Office, HRMS, IPAS, RESS II. CPGRAMS, UMID, GEM, IRPSM III. Working knowledge of Computers	05
11.	Financial Expenditure etc. 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.	Rajbhasha: (Optional) I. Rajbhasha Rules 1976 and its applicability on Railways	10

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

SYLLABUS FOR SELECTION TO THE POST OF OFFICE SUPERINTENDENT (CONTD. FROM PAGE 1 AND CONCLUDED HERE)

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पंकज कुमार
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