

L. No. 724/E/EO/Sr.Clerk(P)13 1/3%LDCE/26

NOTIFICATION FOR THE POST OF SR. CLERK AGAINST (13 1/3%) LDCE QUOTA IN MORADABAD DIVISION**Selection for the post of Sr. Clerk against (13 1/3%) LDCE Quota in Ministerial Cadre over Moradabad Division through TBT.**

1. The competent authority has decided to fill up the vacancies of Sr. Clerk (13 1/3% LDCE Quota) for all departments except Account and Security (RPF) Department of Moradabad Division. Accordingly, applications are invited from all eligible employees as per the criteria mentioned below:-
2. The combined total number of vacancies assessed over Moradabad division are as under:-

UR	SC	ST	Total
12	01	01	14 Including one post PwBD

3. ELIGIBILITY CRITERIA

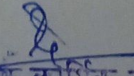
All employees serving as Junior Clerk Cum-Typist in Level-2 having degree of graduation and minimum 02 Years of regular service in the cadre of all departments in Moradabad Division, except Accounts and Security as on date 18.09.2026 may apply. Passing type test with speed 30 WPM in English or 25 WPM in Hindi is the pre requisite condition for the eligible candidate to appear in written exam.

4. CLOSING DATE FOR SUBMISSION OF APPLICATION

Those staff who are eligible in terms of the conditions stipulated above as on date of issue of notification should submit their applications in prescribed proforma as shown in "Annexure-A" duly forwarded by their controlling officers to EGRS Cell, DRM Office, Moradabad. The last date of receipt of application in this office (EGRS Cell MB) duly forwarded by their controlling officers is **08.10.26**. Application received after the due date i.e. **08.10.26** will not be entertained under any circumstances. The candidates should require filling all the relevant column and strike out the inapplicable columns indicating as "NA". Incomplete application, application received after the last date shall be rejected.

5. Procedure for Examination: - CBT As per RBE No 05/2024.

- 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.
- 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.
- 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.
- Both physical and biometric attendance will be marked at the examination venue.
- 100% questions will be objective type multiple choice questions.
- 1/3rd of marks will be deducted for wrong answer.
- There shall be questions in Official Language Policy and Rules up to 10% of marks. However it is not mandatory to attend the same.
- 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.


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Asst. Personnel Officer

(x) The written examination will be of 02 (two) hours duration.

(xi) There will be computerized evaluation.

6-Syllabus:

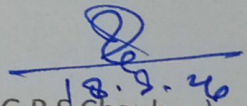
1. syllabus for the above selection is attached as Annexure-II. This is a common syllabus for the post as approved by the concerned PHOD and is applicable for all Divisions/Units over Northern Railway (NRPS No:-16031/2025).

2. Tentative schedule for holding the selection:

Activity number	Details of activity	Tentative date (specific date confirmed) (mentioned wherever)
PART-A		18.09.2026
01	Issue of notification along with main and stand-by eligibility list	08.10.2026
02	Submission of certificate by concerned department along with list of unwilling employees	-
03	Conducting pre-examination training if any	-
PART-B		To be notified latter on (Please visit web site for further information)
04	Online issue of admit card & providing link for practice	
05	Conduct of written examination	
06	Uploading of model answer key and activating objection tracker	
07	Objection tracker will be available up to	
08	Uploading of final answer key	
09	Availability of result of written examination from RRC/NR to the indenting units	
10	Finalizing proceedings of Selection Board/Committee at Divisional/Unit level	
11	Issue of panel	

Website to be visited regularly for any update:

3. RRC/NR's website: <https://rrcnr.org>
4. Moradabad Division's website <https://nr.indianrailway.in>
5. The above notification may be circulated to all the concerned.
6. DA:- As above (Annexure-I, II & III)


(G.P.S Chauhan)

Assistant Personnel Officer
For Divisional Railway Manager (P)
Northern Railway, Moradabad

सहायक कार्मिक अधिकारी
Asstt. Personnel Officer

उत्तर रेलवे, मुरादाबाद
Northern Railway, Moradabad

Copy for information & necessary action please.

1. GM(P)/HQ/NDLS for kind information please.
2. All Branch Officers over MB Division.
3. Principal/Oak Groove/Jharipani & ZRTI/CH.
4. Railway Higher Secondary School/ BE.
5. Chief Medical Superintendent-MB.
6. All Senior Subordinates over MB Division.
7. All Traffic and Commercial Inspectors-MB Division.
8. All Station Superintendent/Station Master-MB Division.
9. All Ch. Office Superintendent, DRM office-MB Division
10. SSE-P. Way, Works, S&T, Loco, C&W-MB Division.
11. Divl. Secretaries NRMU/URMU and SC/ST/OBC association Moradabad division,
12. EDP Cell-For placing this notification on divisional web site.
13. Notice Board.

ANNEXURE-A

Proforma of Application for selection to the post Sr. Clerk (Level-5) against 13 1/3 % LDCE over MB. Last Date 08-10-2026

I do hereby volunteer for applying for the post of Sr. Clerk in Pay Matrix Level 5 as notified Vide.

Mentioned therein. I confirm that my personal service details are as follows:

1.	Name	
2.	HRMS ID & Phone No.	
3.	Father's Name	
4.	Date of Birth	
5.	Date of Appointment	
6.	Community (UR/SC/ST)	
7.	Department	
8.	Academic Qualification	
9.	Other Qualification	
10.	Present Designation	
11.	Present Scale of Pay (Substantive)	
12.	Whether completed residency period in the present grade. If yes date of completion of residency period, date of current grade/designation.	
13.	Whether joined present unit by own request transfer (YN). If "YES", the date of joining & Pay Level, whether transferred/Med. De-cat. If yes particular of previous service.	

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient. My candidature may be cancelled or/and I may be taken up under D&A Rules.

Date:

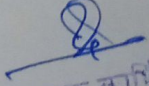
Signature of the Applicant

Supervisor/Incharge

Certified that the above employee submitted the application before the cut off date in this office and the above service particulars are found correct as per the record available in this office.

Date

Signature of the controlling Officer


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Asstt. Personnel Officer
उत्तर रेलवे, मुद्राबाद
Moradabad

Annexure - II 20

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

P.S.No.16031/2025

Dated:- 21.07.2025

No. 752-E/Policy matter/Syllabus/EHI A

DRM/NR-DLI, FZR, LKO, MB, UMB & JAT

CAOC, K.Gate DLI, CAOC USBRI/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 (Pg. & Sty) Punjabi Bagh, Delhi.

Dy.CE/Bridge, CB-LKO, JUC & TKJ.

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

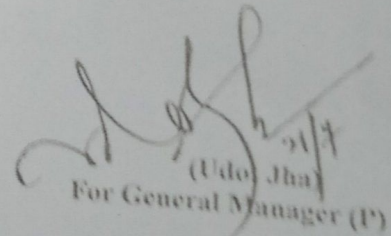
(ii) Dy.CPO/HRD's Note No. PCPO/Sel./2025(1) Dt.17.07.2025

In reference to above subject, the syllabus for selection for the post of Sr.Clerk-Cum-Typist Level-5, 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>

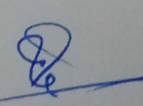
Hindi Version will follow.
Please acknowledge the receipt.

DA/as above


(Udo 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.

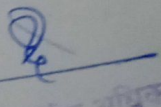

सहायक कार्यालय अधिकारी
Asstt. Personnel Officer
उत्तर क्षेत्र, मुरादाबाद
Moradabad

SYLLABUS FOR SELECTION TO THE POST OF SR. CLERK CUM TYPIST

(9)

Sl.No.	Topics	Tentative Percentage of question
1.	Organizational set up & processes of Railways - Role of Railways in development of country - Organization of Railways - Railway Board, HQ & other units - 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 - Modes of Recruitment, Functions of RRB & RRC & placing of indent - Reservation Policy for SC, ST, OBC, PwBD & EWS including rosters - Book of Sanction, Reservation Roster - Casual Labour, Substitutes & Act Apprentice trainees - Seniority, Lien & AVCs - Special Quota Recruitment - Sports, Cultural, Scout & Guide Quota - 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 - Pay structure & Pay fixation - practical aspects - Increments & Notional Increment - Pay Bills & related rules, unpaid wages - Recoveries & Arrears - Loans, PF, Advances & Allowances etc.	10
	Settlement - 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

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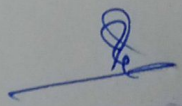

 मसयक कर्मिक अधिकारी
 Asst. Personnel Officer
 रेलवे, मुम्बई
 Railway Mumbai

रेलवे बोर्ड
 रेलवे बोर्ड कार्यालय / रेलवे बोर्ड कार्यालय
 रेलवे बोर्ड कार्यालय, नई दिल्ली
 Dy. Chief Personnel Officer / HRD
 R. B. Bhandari Member, New Delhi

Sl.No.	SYLLABUS FOR SELECTION TO THE POST OF SR.CLERK CUM TYPIST (CONTD.) Topics	Tentative Percentage of question
5.	Man-power planning I. Book of Sanction, Vacancy Bank Register II. Bench-Marking & Yardsticks, Workstudy III. 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
6.	CGA & Medical De-categorization rules I. Medical examination of Railways employees II. Medical de-categorization & absorption of medically de-categorized staff III. Employment on Compassionate Grounds Rules and procedures	05
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 I. Railway Services (Conduct) Rules & related instructions II. Railway Servants (Discipline & Appeal) Rules & related instructions	10
9.	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
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.

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सहायक व्यक्ति अधिकारी
Asstt. Personnel Officer
उत्तर रेलवे, मुरादाबाद
Northern Railway Moradabad

पंकज कुमार
Pankaj Kumar
उत्तर रेलवे व्यक्ति अधिकारी/मानव संसाधन विभाग
Dy. Chief Personnel Officer/HRD
N. Ry. Baroda House, New Delhi

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