

13.0. RECRUITMENT PROCESS:

- (a) **ONLY ONE** online application through any of the official website of the RRBs is required to be submitted by the candidate.
- (b) The recruitment process shall involve 1st Stage Computer Based Test (CBT), 2nd Stage Computer Based Test (CBT), Computer Based Typing Skill Test (CBTST) (as applicable) and Document Verification/Medical Examination. Selection is made strictly as per merit, on the basis of above-mentioned recruitment stages.
- (c) The date, time and venue for all the activities viz. CBTs, CBTST, Document Verification, Medical Examination or any other additional activity as applicable shall be fixed by the RRBs and shall be intimated to the eligible candidates in due course. Request for postponement of any of the above activity or for change of venue, date and shift will not be entertained under any circumstances.

NOTE: -

Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises. If any candidate is found to possess mobile phone, Bluetooth or any other means of wireless communication, in working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from RRB examinations besides legal action as deemed fit.

Candidates will have to download the city and date intimations, e-call letters and travel authority (wherever applicable) from the links provided on the official web-sites of RRBs. Candidates should read the instructions on the e-Call Letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.

Mock/Practice tests will also be made available on RRBs official website to the candidates to acquire familiarity with

the online examination process.

13.1 1st Stage Computer Based Test (CBT)- Common for all notified posts of this CEN 07/2025

Exam Duration in Minutes	No. of Questions (each of 1 mark) from			Total No. of Questions
	General Awareness	Mathematics	General Intelligence and Reasoning	
90	40	30	30	100

The examination duration will be 120 minutes for candidates who are eligible for use of a scribe.

The section wise distribution given in the above table is only indicative and there may be some variations in the actual question papers. There will be negative marking and 1/3 mark shall be deducted for each wrong answer.

The 1st Stage CBT is of screening nature and the standard of questions for the CBT will be generally in conformity with the educational standards prescribed for the posts. The normalized score of 1st Stage CBT shall be used for short listing of candidates for 2nd Stage CBT as per their merit. **Candidates who are shortlisted for 2nd Stage CBT availing the reservation benefits of OBC(NCL)/SC/ST/EWS, PwBD and ExSM shall continue to be considered only against OBC(NCL)/SC/ST/EWS, PwBD and ExSM for all subsequent stages of recruitment process.**

The Questions will be of objective type with multiple choices and are likely to include questions pertaining to:

a. Mathematics:

Number System, Decimals, Fractions, LCM, HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Elementary Algebra, Geometry and Trigonometry, Elementary Statistics etc.

b. General Intelligence and Reasoning:

Analogies, Completion of Number and Alphabetical Series, Coding and Decoding, Mathematical Operations, Similarities and Differences, Relationships, Analytical Reasoning, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Sufficiency, Statement-Conclusion, Statement- Courses of Action, Decision Making, Maps, Interpretation of Graphs etc.

c. General Awareness:

Current Events of National and International Importance, Games and Sports, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10th CBSE), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India and World, Flagship Government Programs, Flora and Fauna of India, Important Government and Public Sector Organizations of India etc.

Minimum percentage of marks for eligibility in various categories: UR-40%, EWS- 40%, OBC (Non creamy layer) -30%, SC-30%, ST-25%. These percentages of marks for eligibility may be relaxed by 2 Marks for PwBD candidates in case of shortage of PwBD candidates against vacancies reserved for them.

13.2 2nd Stage Computer Based Test (CBT):

Shortlisting of Candidates for the 2nd Stage CBT shall be based on the normalized marks obtained by them in 1st Stage CBT.

Total no. of candidates to be shortlisted shall be 15 times the community wise vacancies of posts notified against the RRB as per their merit in 1st Stage CBT. However, Railways reserve the right to increase/decrease this limit in total or for any specific category(s) as required to ensure availability of adequate candidates for all the notified posts.

13.2.1 The examination duration and number of questions for 2nd stage CBT are indicated below:

Exam Duration in Minutes	No. of Questions (each of 1 mark) from			Total No. of Questions
	General Awareness	Mathematics	General Intelligence and Reasoning	
90	50	35	35	120

The examination duration will be 120 minutes for candidates who are eligible for use of a scribe.

The section wise distribution given in the above table is only indicative and there may be some variations in the actual question papers. There will be negative marking and 1/3 mark shall be deducted for each wrong answer.

The Questions will be of objective type with multiple choices and are likely to include questions pertaining to:

a. Mathematics:

Number System, Decimals, Fractions, LCM, HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Elementary Algebra, Geometry and Trigonometry, Elementary Statistics etc.

b. General Intelligence and Reasoning:

Analogies, Completion of Number and Alphabetical Series, Coding and Decoding, Mathematical Operations, Similarities and Differences, Relationships, Analytical Reasoning, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Sufficiency, Statement-Conclusion, Statement- Courses of Action, Decision Making, Maps, Interpretation of Graphs etc.

c. General Awareness:

Current Events of National and International Importance, Games and Sports, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10th CBSE), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India and World, Flagship Government Programs, Flora and Fauna of India, Important Government and Public Sector Organizations of India etc.

- 13.2.2 Minimum percentage of marks for eligibility in various categories: UR-40%, EWS- 40%, OBC (Non creamy layer)-30%, SC-30%, ST-25%. These percentages of marks for eligibility may be relaxed by 2 Marks for PwBD candidates in case of shortage of PwBD candidates against vacancies reserved for them.
- 13.2.3 The normalized marks scored by the candidate in the 2nd stage CBT shall be used for short listing the candidates for document verification for the posts which do not have Typing Skill Test. For the posts having Typing Skill Test, the normalized marks scored by the candidate in the 2nd stage CBT shall be used for shortlisting the candidates for Typing Skill Test.
- 13.2.4 **Normalization of marks:** Short listing of Candidates for various stages shall be based on the normalized marks obtained by them whenever CBT is conducted in multiple sessions for the same syllabus.

13.3 Computer Based Typing Skill Test (CBTST):

For the posts of Junior Clerk cum Typist & Accounts Clerk cum Typist. Computer Based Typing Skill Test (CBTST) of qualifying nature (marks obtained in typing skill test shall not be added for making merit) shall be conducted for which the number of candidates equal to eight times the number of vacancies for each of the community shall be called for. The candidates should be able to type 30 words per minute (WPM) in English or 25 WPM in Hindi on **Personal Computer only** without editing tools and spell check facility. For guidelines of those who appear for typing skill test in Hindi, Kruti Dev and Mangal font shall be made available for typing skill test on Personal Computer. Exemption in Typing Skill Test may be extended to candidates who are permanently disabled due to Blindness/Low Vision, Cerebral Palsy & Loco Motor Disability with not less than 40% permanent disability. Such eligible PwBD candidates have to upload a scanned copy of Typing Skill Test Exemption Certificate issued by the Competent Medical Board in the website of respective RRBs before conduct of typing skill test in the format at **Annexure V(H)**. The merit will be drawn only for the candidates qualified in the CBTST or CBTST exempted PwBD candidates based on performance in 2nd Stage CBT.

13.4 The summary of the various stages of recruitment process detailed as above for the notified posts are tabulated below:

Sl. No.	Name of the post	Level in 7 th CPC	1 st Stage CBT	2 nd Stage CBT	Skill Test requirement
1	Commercial cum Ticket Clerk	3	Common for all Posts	Common for all Posts	-----
2	Accounts Clerk cum Typist	2			Computer Based Typing Skill Test
3	Junior Clerk cum Typist	2			Computer Based Typing Skill Test
4	Trains Clerk	2			-----

Note: - Document verification and Medical test will be held for all the above posts.

13.5 Document verification and Empanelment:

- (a) Shortlisting of candidates for Document Verification and empanelment will be made strictly on merit based on the performance of the candidate in the CBT/CBTST (as applicable) subject to securing minimum qualifying marks prescribed for their communities. Minimum qualifying mark prescribed for UR/EWS is 40%, OBC (Non creamy layer) and SC is 30% and ST is 25%. This is also applicable to Ex. Servicemen category candidates, as per their community. If sufficient candidates for PwBD are not available 2 marks relaxation in minimum qualifying marks will be given.
- (b) Based on the performance of candidates in the CBT/CBTST (as applicable) Examination candidates equal to the number of vacancies will be called for document verification (1:1).
- (c) In case two or more candidates secure equal marks, their merit position shall be determined by age criteria i.e., the older candidate shall be given higher merit than the younger candidate and in case age being same, then alphabetical order (A to Z) of the name shall be taken into account to break the tie.
- (d) During document verification, candidates will have to produce their original certificates. No additional time will be given and the candidature of the candidates not producing their original certificates on the date of verification is liable to be forfeited.
- (e) Empanelment of candidates will be based on merit and subject to successful completion of document verification and passing prescribed medical examination.
- (f) Appointment of selected candidates is subject to their passing requisite Medical Fitness Test to be conducted by the Railway Administration/RRB, final verification of educational and community certificates and verification of antecedents/character of the candidates.
- (g) On completion of all stages of recruitment process, RRB will allot Railway zone/Production unit as per the option of eligible candidates, subject to merit, medical standard and vacancy position. Once candidates are empanelled, as per their merit and choice, they will forfeit the right to be considered for their preference in the next priority zone/unit. However, RRBs also reserve the right to allot Railway zone/unit, which is/are not opted by the candidate, if considered in administrative interest, subject to the candidates' meeting eligibility requirements.
- (h) Candidates may please note that RRBs only recommend names of empanelled candidates to the Railway Administrations concerned. The offer of appointment is issued only by the respective Railway Administrations.
- (i) In case of any shortfall in empanelment or other exigencies, RRBs reserve the right to utilise the candidates down in the merit list if required, as per merit and options of such candidates. This however, will not confer any vested right on such candidates to be considered for appointment.