

मध्य रेल  
Central Railway



कार्यालय मंडल रेल प्रबंधक  
इंजिनीरींग विभाग नागपुर  
Divisional Office  
Engg Branch, Nagpur  
दिनांक : 08/06/2021

पत्र क्र: - नाग/ डब्लू- 159/Manpower/

Sr DPO NGP

Sub: - Syllabus for promotion to the post of Sr Clerk.  
Ref:- APO(T&C) NGP's L.No. NGP/P-752/OG/Misc dt 17.09.2019.

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With reference to the above, the desired syllabus for suitability Test for the post of Sr Clerk Level - 5 GP 2800 is furnished below please.

1	Office Procedure.
2	D& AR Rules
3	Leave Rules
4	Pass Rules
5	Pay & Allowances
6	HOER Rule
7	RTI Act
8	PNM, JCM & PREM
9	Works Pink Book, LAW Book, Deposit work
10	Stores Procedure
11	Stock Item, Non stock item, Local purchase, Imprest.
12	Budget
13	Tendering Procedure
14	Retirement Benefits
15	General Knowledge
16	Establishment related Matters
17	Establishment related Labour Laws
18	Rajbhasha

(Pawan Patil)  
Sr DEN (Co) NGP