

Railway Recruitment Cell
Eastern Railway
11th floor, N.K.G. Building
14, Strand Road, Kolkata – 700001

No. RRC/ER/Selection/2025

Date: 30.01.2026

Divisional Railway Manager
Eastern Railway
HWH, SDAH, MLDT, ASN

Chief Workshop Manager
Eastern Railway
LLH, KPA, JMP

{Kind Attn : All Sr. DPOs, Dy. CPO(W)s & WPOs}

Sub : Procedural order for TBT examination

Vide Minutes of Meeting held by PCPO/ER with all Sr. DPOs/WPOs/Dy. CPOs on 12.12.2025, it has been communicated to all units that departmental selections w.e.f. January 2026 onwards have been decentralised and shall be conducted by the respective units under their direct control, with due intimation to RRC/ER.

It has further been decided that RRC/ER will coordinate with the ECA for communication of the examination dates to the respective units. All other procedures, including planning, coordination, conduct of examination and related activities, shall be the responsibility of the concerned unit and the unit in-charge.

In this regard, a detailed procedural order is being issued to facilitate smooth conduct of selections/suitability tests in TBT mode without any procedural lapses or avoidable difficulties. The said procedural order clearly delineates the roles, responsibilities and timelines to be followed in the TBT-based promotional process.

All unit in-charges are advised to peruse the procedural order carefully and ensure compliance. Necessary action may be taken immediately to expedite all pending and forthcoming promotional processes.

- DA : 1. Annexure I - Procedural order for TBT promotions.
2. Annexure II- Candidate data format.
3. Annexure III- Sample format of Question Paper.
4. Annexure IV- Help document for key upload.
5. Annexure V- Sample format of answer key.
6. Annexure VI- Process document for uploading of QP and Answer Key.
7. Annexure VII -Sample Instructions to QP setter.
8. Annexure VIII – Format for paper setter details.


(Sucharita Das)
Chairperson/RRC

Copy to :

1. PS-I to PCPO/ER for kind information to PCPO/ER.
 2. PS-II to CPO/A//ER for kind information to CPO/A/ER.
 3. PS-II to CPO/IR/ER for kind information to CPO/IR/ER
 4. Dy. CPO(HQ)
 5. Dy. CPO(NG)
 6. APO/RP
 7. APO/HQ
 8. APO/Rectt.
 9. APO/Gaz.
 10. APO/Co-ordn.
 11. APO(Engg.)
 12. APO/W
- } for kind information and necessary action.


(Sucharita Das)
Chairperson/RRC

ANNEXURE I – PROCEDURAL ORDER FOR TBT EXAMINATIONS

1. Unit to intimate RRC about proposed examination – name of examination, vacancy assessed, no. of eligible candidates, and proposed dates of examination to be given (at least 3 proposed dates to be given by unit) and venue of exam (postal address) (at least 30 days before proposed date/s). It may be noted that as per ECA's requirement, a minimum of 30 candidates have to be scheduled per shift, per examination Centre.
2. Communication with ECA regarding exam date by RRC.
3. RRC to confirm date to unit.
4. Unit to send ECA (with CC to RRC) final eligibility list (candidate data) and Venue name, address and city in format as prescribed by ECA (along with venue and time scheduling)– at least 21 days before examination date.
5. Publication of Exam Schedule - The complete exam schedule (including date, time, Centre, exam type, and candidate details) must be published on the unit's website at least 10 days before the exam.
6. List of Railway invigilators and Centre coordinators with phone numbers to be shared to ECA by unit at least 7 days before the exam(1:30 ratio and separate invigilators for PWBD with scribe)
7. Confirmation regarding Wi-Fi availability in Centre (30-50 mbps minimum speed) to be given by units to ECA at least 14 days before exam.
8. Venue infrastructure (electrical points in the ratio of 1:4; Safe room for keeping of tabs; CCTVs in Centre and safe room) to be ensured by unit at least 4 days prior to exam.
9. Unit to share Centre details, no. of rooms, capacity per room, etc.) At least 3 days before exam.
10. Communication to paper setter to be made by concerned unit at least 14 days before exam. An officer will be nominated by the Railway 14 days before the exam for each exam. Type. Question papers must be prepared in PDF format as per the sample and in Bilingual (Hindi & English) form as per Para 7.3 of Letter No. E(NG)1/2019/PM 1/20 dated 19.12.2019 (Master Circular-31), which will be provided by ECA.(copy attached) The question paper and dummy answer key shall be uploaded personally by the nominated officer through a secure link one day prior to the examination. The paper setter must exercise utmost care to ensure complete accuracy of the contents and strict confidentiality at all stages of preparation and uploading. The actual answer key shall be prepared in Excel format strictly as per the sample provided by ECA and shall be uploaded by the nominated officer 2 hours after completion of the examination. No assistance from any other person shall be sought or permitted during this entire process
11. ECA will provide separate instructional videos to both invigilators and candidates 4 days before the exam to ensure familiarity with the processes. These will be uploaded on the division/unit website by the nominated Railway officials.
12. ECA will generate admit cards containing candidate details (Name, DOB, Employee No., HRMS ID), barcode for scanning, spaces for paragraph writing, signature (candidate and invigilator), and thumb impression. Admit cards will be made available through a downloadable link which will be provided by ECA and published On the unit's website at least 4 days before the exam. Call letter link to be given by ECA to concerned units. Unit will publish the call letter link on their official website and communicate the same to the eligible candidates at least 4 days before examination and also provide a helpline no. for candidates facing any problem in downloading of admit cards.

ANNEXURE I – PROCEDURAL ORDER FOR TBT EXAMINATIONS

13. Paper setter details (format enclosed) to be shared to ECA by unit- at least 14 days before exam.
14. ECA to create Paper setter Login ID and share with paper setter at least 10 days before exam.
15. The paper setter shall personally upload the Question Paper AND Dummy Answer key on the ECA portal one day prior to the examination. If required, only the ECA Nodal Person may be contacted strictly for technical guidance related to the uploading process. The paper setter shall ensure complete accuracy of the Question Paper and maintain absolute confidentiality at all stages. No external assistance whatsoever shall be sought or permitted during this stage in order to safeguard confidentiality.
16. Paper setter to share “Master Pin” with Sr. DPO/WPO/Dy.CPO (confidentially) after he/she has published the paper on ECA portal for further transmission to ECA (2 hours before exam).
17. Unit to supervise and ensure smooth conduct of exam. ECA will provide 1 venue in-charge per Centre. In addition, ECA will provide 1 support staff for every 50 candidates or part thereof. Units will assign minimum one invigilator per 30 candidates or part thereof and an officer (Centre Coordinator) for overall supervision. Rough sheets and pens will be provided by the Railway and collected after the exam. Bio-breaks will not be permitted under normal circumstances. If necessary, the candidate must be escorted by an invigilator of the same gender.
18. The exam drive and encrypted question paper will be downloaded in tablets 90 minutes before the start of the exam by ECA. Candidates will be thoroughly checked and their ID cards and admit cards verified before entering the exam hall at least 45 minutes in advance. Attendance and seating will be managed jointly by Railway unit and ECA. Candidates will write a paragraph on their admit cards and sign & give thumb impression in designated spaces on the admit card and the attendance sheet. A 15 minute mock test will be conducted before the actual exam to familiarize candidates with the tablet-based interface. Candidate photographs and biometric data will be captured after login through tablet only.
19. Handling of Technical issues - The ECA shall ensure smooth operation of examination software and hardware. ECA will be responsible for operation and functioning of all the links at every stage i.e. from uploading of candidate details & downloading admit card to processing of results. Any issue arising during the examination process like failure of tab, failure of link or failure of Wi-Fi etc. at the Centre shall be resolved in consultation with nominated venue in charge by ECA and nominated Centre Coordinator from Railway
20. Candidate responses will be uploaded to the backend server by ECA immediately after the exam, in presence of Railway Centre Coordinator. A detailed exam day report will be signed by both the ECA Venue In-charge and the Railway Centre Coordinator.
21. Any malpractice will be dealt with through a departmental enquiry. FIRs may be filed, if necessary, under the Public Examination (Prevention of Unfair Means) Act, 2024 and applicable rules by the Centre Coordinator.
22. Sr. DPO/WPO/Dy.CPO/Officer in charge of dept exams to collect the question paper and answer key from paper setter (after exam has ended) and communicate the same to ECA.

ANNEXURE I – PROCEDURAL ORDER FOR TBT EXAMINATIONS

23. ECA to give objection tracker link to unit. Unit to publish the link on unit's website to invite any objection from candidates as per extant rule.(7 days)
24. ECA to share the objection data with concerned Sr. DPO/WPO/Dy.CPO after objection tracker window has closed.
25. Unit to segregate objections exam wise and communicate the same to concerned paper setter.
26. Paper setter to review the objections. If there is no change in the answer key the same to be communicated to Sr. DPO/WPO/Dy.CPO who will then communicate the same to ECA. If there is change in the answer key, fresh answer key to be re-uploaded in the ECA portal and Sr. DPO/WPO/Dy.CPO to be informed. The Paper setter must clearly record his reasoning regarding any change/deletion of question for record. The paper setter must share the signed copy of final answer key after uploading the same on the ECA portal with concerned Sr. DPO/WPO/Dy.CPO.
27. Sr. DPO/WPO/Dy.CPO to give go ahead to ECA for result processing, only after the above confirmation is received from paper setter regarding no change or reupload of answer key on the ECA portal and receipt of signed copy of final answer key from the paper setter.
28. ECA to share the result with concerned Sr. DPO/WPO/Dy.CPO. ECA will process candidate responses, audit logs, and raw scores and provide certified soft copies to the Sr. DPO/WPO/Dy.CPO, whose office may then action as per RBE 75/2025. The revised answer key and candidate scorecards should be published on the unit's website. The result should be verified by evaluator and thereafter finalised by the unit level selection committee as per extant rules.

Annexure-II

	Railway to Provide
	TCS Will Provide

Candidate Data Format													
Sr No	HRMSID	Employee Name	DOB (dd/mm/yyyy)	DOB (dd/mmm/yyyy)	Post/QP Name	Centre address(full postal address)	City	QP/Post Code	Center Code	Roll No	Candidate Unique ID	Email	Mobile No
1		nnnnnnnn	04-12-1995	04-Dec-1995	Eg: ALP	Eg- Howrah DRM office, 1st floor	Eg:Ambala/New Delhi			10001		xxx	xxx
2													
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Exam for the post of		
Date	Time	Max Marks
Q1- Q110. All questions carry 1 marks each and first attempted 100 questions answers will be evaluated. There shall be Negative marking for incorrect Answers. One third of the marks allotted for each question will be deducted for wrong answers. Indicate correct option in answers sheet. Any 100 questions out of the 110 Questions should attempted. Candidates cannot answer more than 100 Questions. प्रश्न 1- प्रश्न 110. सभी प्रश्न 1-1 अंक के हैं और पहले प्रयास किए गए 100 प्रश्नों के उत्तरों का मूल्यांकन किया जाएगा। गलत उत्तरों के लिए नकारात्मक अंकन होगा। प्रत्येक प्रश्न के लिए आवंटित अंकों का एक तिहाई गलत उत्तरों के लिए काटा जाएगा। उत्तर पुस्तिका में सही विकल्प दर्शाएँ। 110 प्रश्नों में से किन्हीं 100 प्रश्नों के उत्तर देने होंगे। अभ्यर्थी 100 से अधिक प्रश्नों के उत्तर नहीं दे सकते		
Q1 – What is the capital of India?		
Q1- भारत की राजधानी क्या है?		
a) Mumbai/ मुंबई		
b) Kolkata/कोलकाता		
c) New Delhi/नई दिल्ली		
d) Chennai/चेन्नई		
Q2 – Where is Howrah Bridge Situated?		
Q2 - हावड़ा ब्रिज कहाँ स्थित है?		
a) Mumbai/ मुंबई		
b) Kolkata/कोलकाता		
c) New Delhi/नई दिल्ली		
d) Chennai/चेन्नई		
Q3 – Where is Howrah Bridge Situated?		
Q3 - हावड़ा ब्रिज कहाँ स्थित है?		
a) Mumbai/ मुंबई		
b) Kolkata/कोलकाता		
c) New Delhi/नई दिल्ली		

Q4 – What is the capital of India?
Q4- भारत की राजधानी क्या है?
a) Mumbai/ मुंबई
b) Kolkata/कोलकाता
c) New Delhi/नई दिल्ली
d) Chennai/चेन्नई
Q5 – Where is Howrah Bridge Situated?
Q5 - हावड़ा ब्रिज कहाँ स्थित है?
a) Mumbai/ मुंबई
b) Kolkata/कोलकाता
c) New Delhi/नई दिल्ली
d) Chennai/चेन्नई
Q6 – Where is Howrah Bridge Situated?
Q6 - हावड़ा ब्रिज कहाँ स्थित है?
a) Mumbai/ मुंबई
b) Kolkata/कोलकाता
c) New Delhi/नई दिल्ली
d) Chennai/चेन्नई
Q7 – Where is Howrah Bridge Situated?
Q7 - हावड़ा ब्रिज कहाँ स्थित है?
a) Mumbai/ मुंबई
b) Kolkata/कोलकाता
c) New Delhi/नई दिल्ली
d) Chennai/चेन्नई

To be Provided in A4 Size Sheet

Help Document For Keys Upload

OMR Sheet	
Sr No	Specifies serial number
Question Id	Specifies unique question Id of an individual question
Question Type	Specifies the type of question (COMPREHENSION, MCQ, MSQ, SA)
Question Label	Specifies the (label) heading of the question {eg: Q1 or Q.1 or QN1}. Maximum length of this label can be 5
Parent Question Id	specifies the ID of the comprehension question for which you are making sub-questions
Answer Type	Specifies the answer type for the SA question if it is EQUAL or SET or RANGE type. The field should be empty in case of COMPREHENSION, MCQ and MSQ question types.
Options	Specifies the number of options for the MCQ and MSQ question types . The field should be empty in case of COMPREHENSION and SA question types
Correct Option(s)/Answers	User has to provide this value : i)For COMPREHENSION Questions, Correct Option(s) field will be empty. ii)For MCQ Questions, It will contain serial number of correct option. iii)For MSQ Questions, It will contain comma-separated serial numbers of correct options. (E.g. 1,2,3) iv)For SA Questions: a)EQUAL - Correct Option(s) field will contain a numeric value (max length 10 including negative and decimal sign) b)SET - Correct Option(s) field will contain a set of numeric values (max length 10 including negative and decimal sign) separated by separator c)RANGE - Correct Option(s) field will contain two numeric values (max length 10 including negative and decimal sign) separated by separator NOTE : The Range type correct option(s)/ answer(s) can not consist of Fraction symbol. NOTE : The Separator for SA Questions Type is - # NOTE : In SA Questions, The correct Option(s)/ Answer(s) value should be written in the double quotation marks.
Action	User has to provide this value : i)FULL MARKS - Candidate will get full marks for this question in any given response/ evaluation ii)IGNORE - Candidate will get Zero marks for this question in any given response/ evaluation iii)CORRECT OPTION - Candidate will get marks on the basis of correct options answered
Maximum Marks	Specifies maximum marks allotted for a particular question
Negative Marks	Specifies total negative marks allotted for a particular question. Negative marks for the question should not be greater than the maximum marks for the question
Page No	The question is present on the page no
Negative	The field can not be empty. The value has to be either YES or NO.The Correct Option(s)/Answers can consist of negative symbol only if the Negative field value has been entered YES
Leading Zero	The field can not be empty. The value has to be either YES or NO.The Correct Option(s)/Answers can consist of leading zero only if the Leading Zero field value has been entered YES.
Decimal	The field can not be empty. The value has to be either YES or NO.The Correct Option(s)/Answers can consist of decimal symbol only if the Decimal field value has been entered YES.
Fraction Sign	The field can not be empty. The value has to be either YES or NO.The Correct Option(s)/Answers can consist fraction symbol only if the Fraction Sign field value has been entered YES.

SAMPLE FORMAT OF ANSWER KEY (to be uploaded on ECA portal)

Sr No.	Question Id	Question Type	Question Label	Parent Question Id	Answer Type	Options	Correct Option(s)/Answer	Action	Maximum Marks	Negative Marks	Page No.
1	1	MCQ	1			4		CORRECT OPTION			
2	2	MCQ	2			4		CORRECT OPTION			
3	3	MCQ	3			4		CORRECT OPTION			
4	4	MCQ	4			4		CORRECT OPTION			
5	5	MCQ	5			4		CORRECT OPTION			
6	6	MCQ	6			4		CORRECT OPTION			
7	7	MCQ	7			4		CORRECT OPTION			
8	8	MCQ	8			4		CORRECT OPTION			
9	9	MCQ	9			4		CORRECT OPTION			
10	10	MCQ	10			4		CORRECT OPTION			
11	11	MCQ	11			4		CORRECT OPTION			
12	12	MCQ	12			4		CORRECT OPTION			
13	13	MCQ	13			4		CORRECT OPTION			
14	14	MCQ	14			4		CORRECT OPTION			
15	15	MCQ	15			4		CORRECT OPTION			
16	16	MCQ	16			4		CORRECT OPTION			
17	17	MCQ	17			4		CORRECT OPTION			
18	18	MCQ	18			4		CORRECT OPTION			
19	19	MCQ	19			4		CORRECT OPTION			
20	20	MCQ	20			4		CORRECT OPTION			
21	21	MCQ	21			4		CORRECT OPTION			
22	22	MCQ	22			4		CORRECT OPTION			
23	23	MCQ	23			4		CORRECT OPTION			
24	24	MCQ	24			4		CORRECT OPTION			
25	25	MCQ	25			4		CORRECT OPTION			
26	26	MCQ	26			4		CORRECT OPTION			
27	27	MCQ	27			4		CORRECT OPTION			
28	28	MCQ	28			4		CORRECT OPTION			
29	29	MCQ	29			4		CORRECT OPTION			
30	30	MCQ	30			4		CORRECT OPTION			
31	31	MCQ	31			4		CORRECT OPTION			
32	32	MCQ	32			4		CORRECT OPTION			
33	33	MCQ	33			4		CORRECT OPTION			
34	34	MCQ	34			4		CORRECT OPTION			
35	35	MCQ	35			4		CORRECT OPTION			
36	36	MCQ	36			4		CORRECT OPTION			
37	37	MCQ	37			4		CORRECT OPTION			
38	38	MCQ	38			4		CORRECT OPTION			
39	39	MCQ	39			4		CORRECT OPTION			
40	40	MCQ	40			4		CORRECT OPTION			
41	41	MCQ	41			4		CORRECT OPTION			
42	42	MCQ	42			4		CORRECT OPTION			
43	43	MCQ	43			4		CORRECT OPTION			
44	44	MCQ	44			4		CORRECT OPTION			
45	45	MCQ	45			4		CORRECT OPTION			
46	46	MCQ	46			4		CORRECT OPTION			
47	47	MCQ	47			4		CORRECT OPTION			
48	48	MCQ	48			4		CORRECT OPTION			
49	49	MCQ	49			4		CORRECT OPTION			
50	50	MCQ	50			4		CORRECT OPTION			
51	51	MCQ	51			4		CORRECT OPTION			
52	52	MCQ	52			4		CORRECT OPTION			
53	53	MCQ	53			4		CORRECT OPTION			
54	54	MCQ	54			4		CORRECT OPTION			

Sr No.	Question Id	Question Type	Question Label	Parent Question Id	Answer Type	Options	Correct Option(s)/Answer	Action	Maximum Marks	Negative Marks	Page No.
55	55	MCQ	55			4		CORRECT OPTION			
56	56	MCQ	56			4		CORRECT OPTION			
57	57	MCQ	57			4		CORRECT OPTION			
58	58	MCQ	58			4		CORRECT OPTION			
59	59	MCQ	59			4		CORRECT OPTION			
60	60	MCQ	60			4		CORRECT OPTION			
61	61	MCQ	61			4		CORRECT OPTION			
62	62	MCQ	62			4		CORRECT OPTION			
63	63	MCQ	63			4		CORRECT OPTION			
64	64	MCQ	64			4		CORRECT OPTION			
65	65	MCQ	65			4		CORRECT OPTION			
66	66	MCQ	66			4		CORRECT OPTION			
67	67	MCQ	67			4		CORRECT OPTION			
68	68	MCQ	68			4		CORRECT OPTION			
69	69	MCQ	69			4		CORRECT OPTION			
70	70	MCQ	70			4		CORRECT OPTION			
71	71	MCQ	71			4		CORRECT OPTION			
72	72	MCQ	72			4		CORRECT OPTION			
73	73	MCQ	73			4		CORRECT OPTION			
74	74	MCQ	74			4		CORRECT OPTION			
75	75	MCQ	75			4		CORRECT OPTION			
76	76	MCQ	76			4		CORRECT OPTION			
77	77	MCQ	77			4		CORRECT OPTION			
78	78	MCQ	78			4		CORRECT OPTION			
79	79	MCQ	79			4		CORRECT OPTION			
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81	81	MCQ	81			4		CORRECT OPTION			
82	82	MCQ	82			4		CORRECT OPTION			
83	83	MCQ	83			4		CORRECT OPTION			
84	84	MCQ	84			4		CORRECT OPTION			
85	85	MCQ	85			4		CORRECT OPTION			
86	86	MCQ	86			4		CORRECT OPTION			
87	87	MCQ	87			4		CORRECT OPTION			
88	88	MCQ	88			4		CORRECT OPTION			
89	89	MCQ	89			4		CORRECT OPTION			
90	90	MCQ	90			4		CORRECT OPTION			
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96	96	MCQ	96			4		CORRECT OPTION			
97	97	MCQ	97			4		CORRECT OPTION			
98	98	MCQ	98			4		CORRECT OPTION			
99	99	MCQ	99			4		CORRECT OPTION			
100	100	MCQ	100			4		CORRECT OPTION			
101	101	MCQ	101			4		CORRECT OPTION			
102	102	MCQ	102			4		CORRECT OPTION			
103	103	MCQ	103			4		CORRECT OPTION			
104	104	MCQ	104			4		CORRECT OPTION			
105	105	MCQ	105			4		CORRECT OPTION			
106	106	MCQ	106			4		CORRECT OPTION			
107	107	MCQ	107			4		CORRECT OPTION			
108	108	MCQ	108			4		CORRECT OPTION			
109	109	MCQ	109			4		CORRECT OPTION			
110	110	MCQ	110			4		CORRECT OPTION			

Process Document DigiOMR

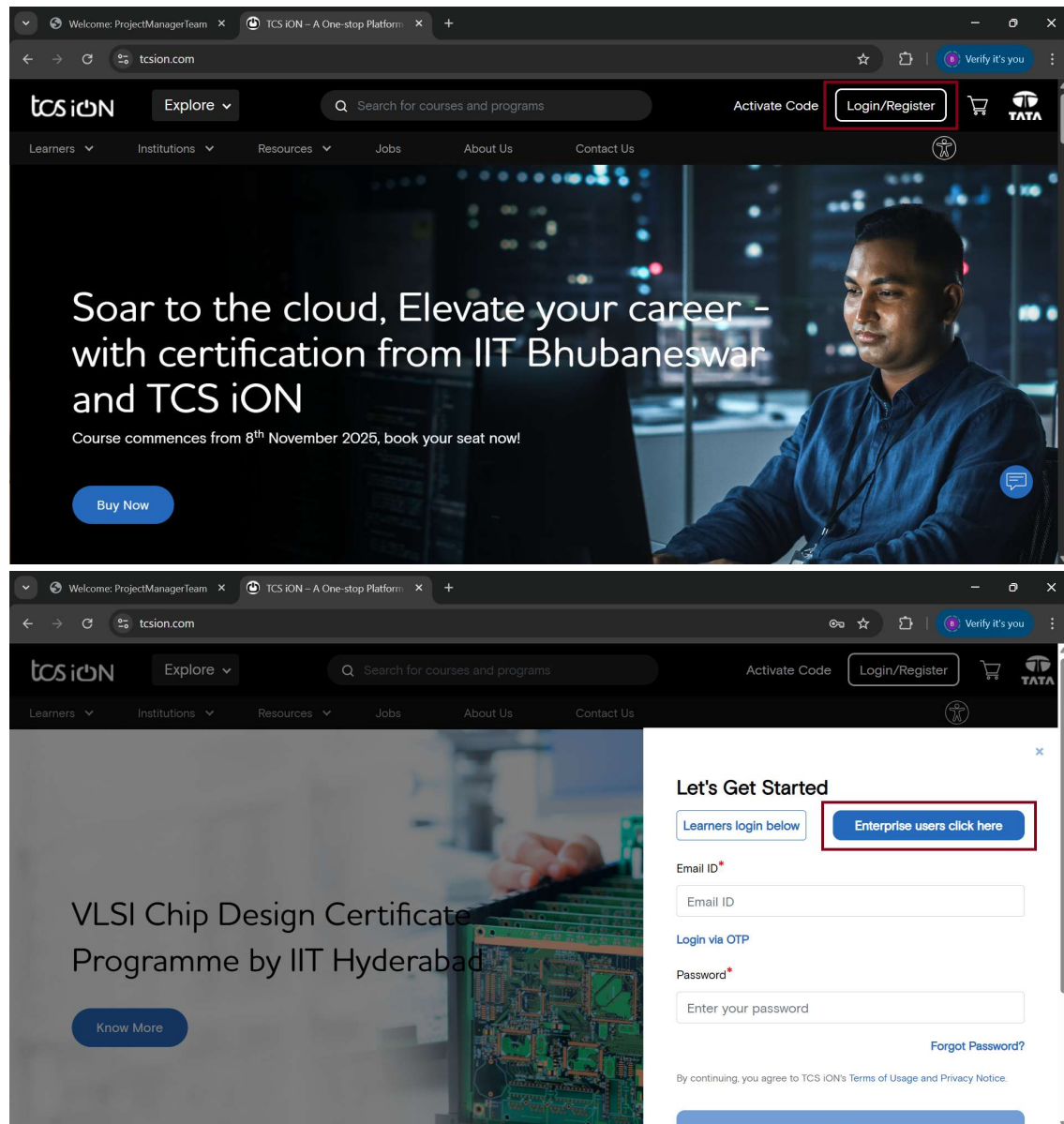
September 24, 2025

QUESTION PAPER SETTER PROCESS

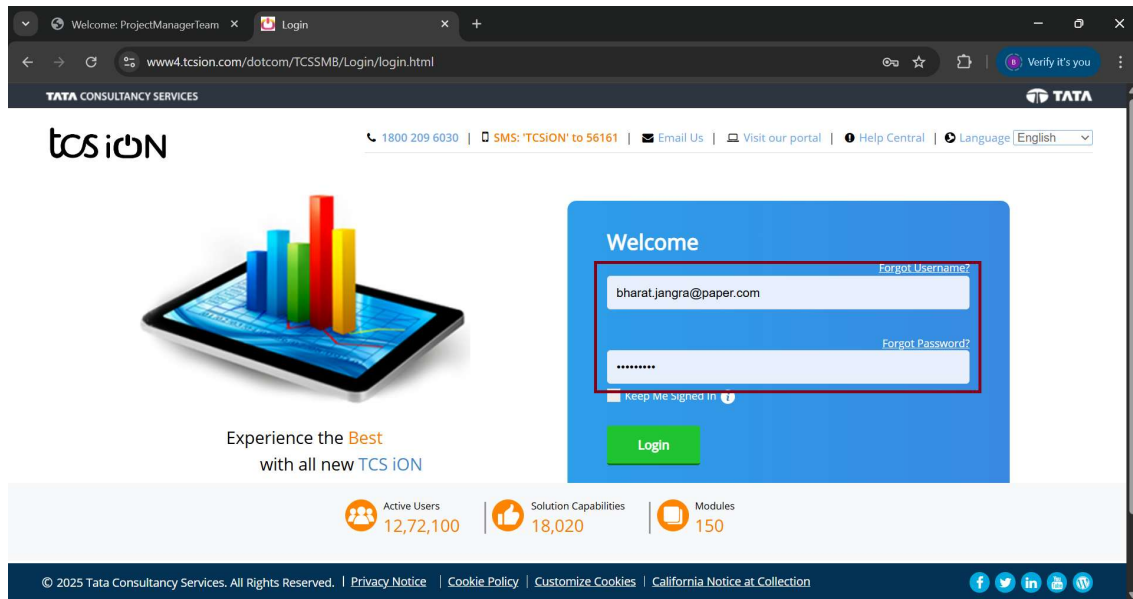
Question Paper Setter Mode

Step 1: User will launch the TCS iON PAPER™ application

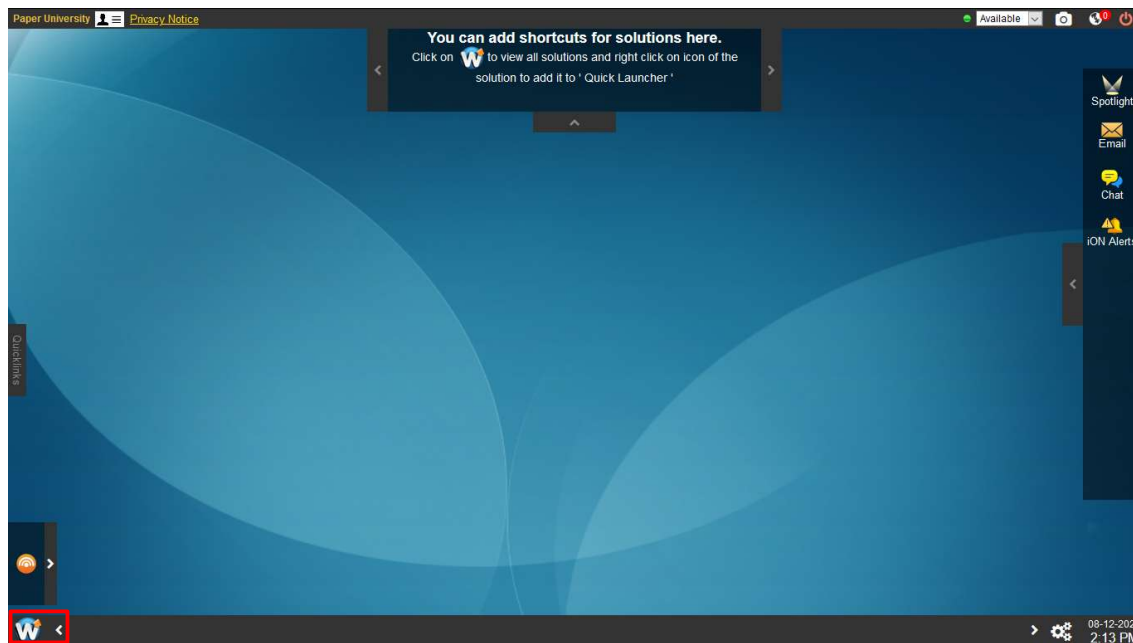
The teacher will begin with launching the TCS iON PAPER™ application on the webserver. The teacher will log in to <https://www.tcsion.com> to launch the TCS iON PAPER web.



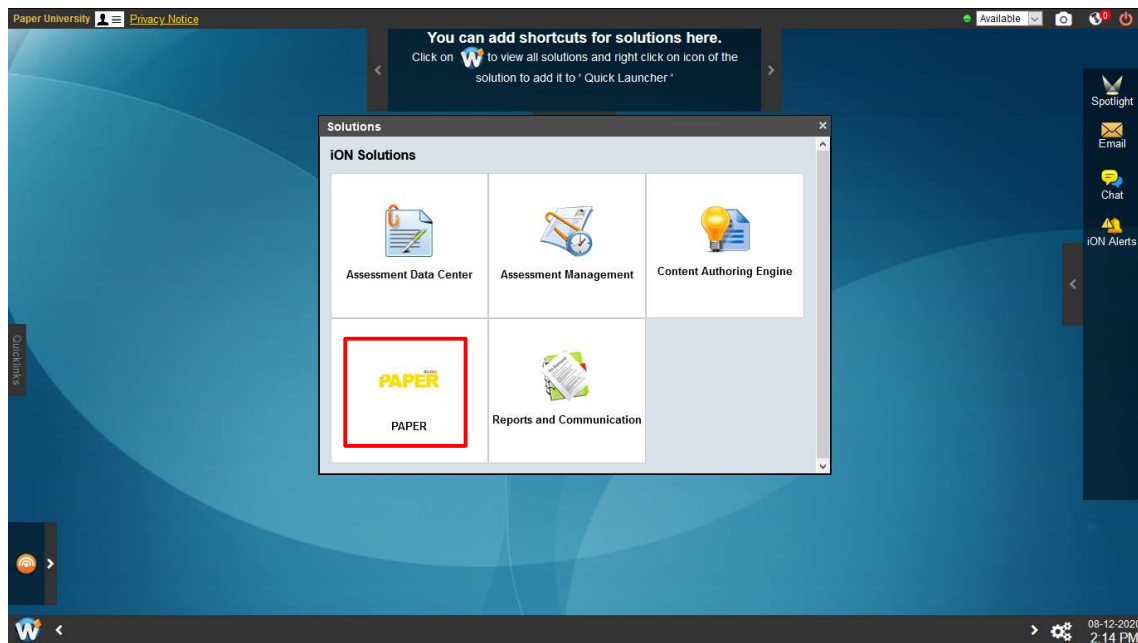
After launching the TCS PAPER web, the Teacher will log in with his/her organization credentials by clicking the “Login” tab.



After logging in, click on the PAPER web icon on the Bottom Left page section which will open a Solutions page.



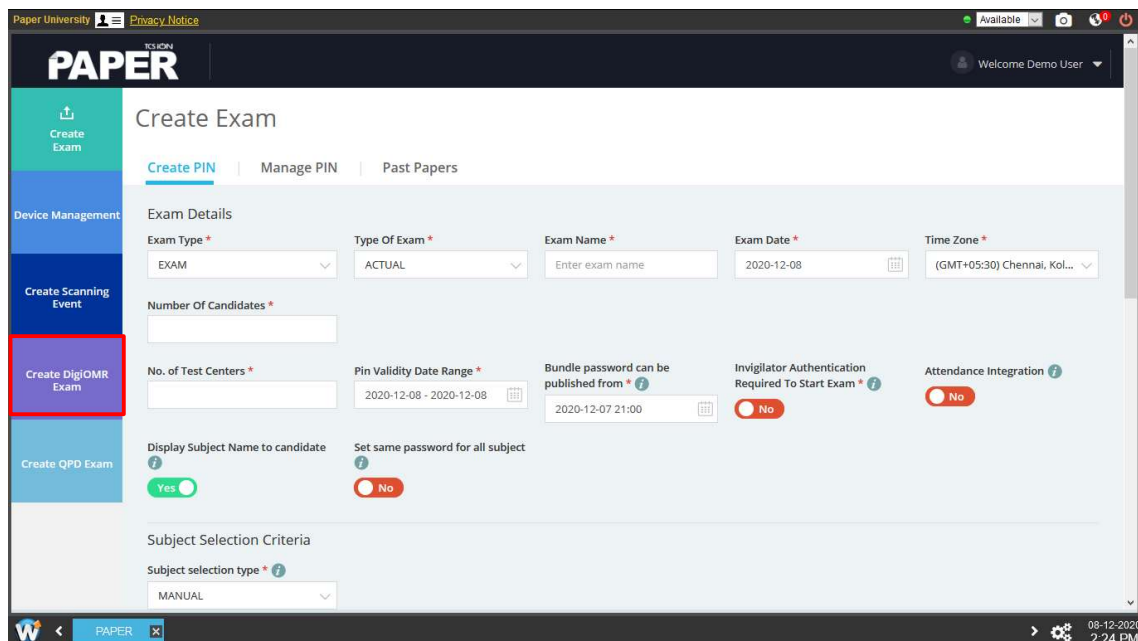
Now select Paper App from Solutions Page



On launching the App, Create Exam page will get launched.

Step 2: User will create exam

The teacher will click on the “Create DigiOMR Exam” button. On clicking, the User will be able to fill up the exam details.



Landing page after clicking on Create DigiOMR Exam-

Exam Details

Exam Name *	Type Of Exam ACTUAL	Time Zone * (GMT+05:30) Chennai, Kolkata, Mumb...	Exam Date * 8/20/2021
Bundle Password can be Published From: * 8/19/2021, 9:00 PM		Exam Validity : * 8/20/2021, 12:00 AM ~ 8/20/2021, 11:59 PM	
Bundle Password *	Number Of Candidates * 1	Number Of Centers * 1	Invigilator Authentication Required To Start Exam ☐
Group Exam ☐	Dynamic Question Paper ☐	Right To Information ? ☐	Attendance Integration ☐
Display Subject Name to candidate ☐	Set same password for all subject ☐	Watermark ☐	Capture photograph ☐

Subject Selection Criteria

Subject selection type
MANUAL

Candidate Information

[ADD LABELS](#)

Only Highlighted labels to be enabled-

Exam Details

Exam Name *	Type Of Exam ACTUAL	Time Zone * (GMT+05:30) Chennai, Kolkata, ...	Exam Date * 9/24/2025
Bundle Password can be Published From: * 9/23/2025, 9:00 PM		Exam Validity : * 9/24/2025, 12:00 AM ~ 9/24/2025, 11:59 PM	
Bundle Password *	Number Of Candidates * 1700	Number Of Centers * 6	Invigilator Authentication Required To Start Exam ☐
Dynamic Question Paper ☒	Reference Document ☐	Right To Information ? ☒	Attendance Integration ☐
Display Subject Name to candidate ☒	Set same password for all subject ☒	Watermark ☒	Capture photograph ☒

Subject Selection Criteria

[ADD LABELS](#)

PAPER

Exam Details

Exam Name * 0/200

Type Of Exam **ACTUAL**

Time Zone * (GMT+05:30) Chennai, Kolkata, Mumb...

Exam Date * 8/20/2021

Bundle Password can be Published From: * 8/19/2021, 9:00 PM

Exam Validity: * 8/20/2021, 12:00 AM ~ 8/20/2021, 11:59 PM

Bundle Password * 8

Number Of Candidates * 1

Number Of Centers * 1

Invigilator Authentication Required To Start Exam ☐

Group Exam ☐

Dynamic Question Paper ☐

Right To Information ? ☐

Attendance Integration ☐

Display Subject Name to candidate ☐

Set same password for all subject ☐

Watermark ☒

Capture photograph ☒

Subject Selection Criteria

Subject selection type **BARCODE**

Barcode Length * 0

Enter Barcode positions to define start and end position(s) of Subject(s) codes while the barcode gets scanned during exam.
Note: (Start position - 1) + Character count should not exceed Barcode length.

Subject Selection Criteria

Change it from MANUAL to BARCODE.

PAPER

Subject Selection Criteria

Subject selection type

- BARCODE**
- MANUAL
- AUTOMATIC

Barcode Length * 0

*Barcode length should be greater than 0.

ions to define start and end position(s) of Subject(s) codes while the barcode gets scanned during exam.
Note: (Start position - 1) + Character count should not exceed Barcode length

Code Labels	Start Position	→	Character Count
☒ Subject Code	0		0
	*0 is not allowed.		
☐ Candidate Code	0		0

Candidate Information

Enter Label Name 0/200

ADD LABELS

Subject Selection Criteria

SELECT BARCODE and fill the details as below mentioned

Subject Selection Criteria

Subject selection type: BARCODE Barcode Length*: 8

Enter Barcode positions to define start and end position(s) of Subject(s) codes while the barcode gets scanned during exam.
Note: (Start position - 1) + Character count should not exceed Barcode length.

Code Labels	Start Position	Character Count
☒ Subject Code	1	2
☒ Candidate Code	3	6

CANDIDATE INFORMATION-

1.

TCS iON Paper

Candidate Information

Enter Label Name (1) Roll number

Empty the Enter Label Name(1)

Mandatory to capture this detail on the device: ☐ This label to be shown on top in Appliance: ☐

Note: Labels configured in this area will be rendered in TCS ION PAPER appliance to get the candidate details appearing for the exam

Enter Label Name (2) BARCODE

Rename this label from BARCODE to UNIQUE ID

Mandatory to capture this detail on the device: ☒ Unique Recognition of candidate: ☒ This label to be shown on top in Appliance: ☐

Note: Labels configured in this area will be rendered in TCS ION PAPER appliance to get the candidate details appearing for the exam

ADD LABELS

2.

TCS iON Paper

Candidate Information

Click on ADD LABELS

ADD LABELS

3. Make sure to enable the toggle “Mandatory to capture this detail on the device”

Enter Label Name (2)
BARCODE

Mandatory to capture this detail on the device

This label to be shown on top in Appliance

ADD LABEL CANCEL

4. UPLOAD OF QP PDFs

Upload Question Paper PDF

Drag and Drop / Browse to upload Question Paper PDF(Max file size : 50MB)

CLICK HERE TO UPLOAD THE QP PDF FILE

Total QPs uploaded : 0

PREVIEW QUESTION PAPERS UPLOAD AND CREATE PIN

After QP PDF Upload fill the details as per the exam,

Selecting the Copy dialog box will copy the configuration for all the PDF qps uploaded.

Afterwards Click on Additional Details,

Afterwards Click on Instructions and Assets and upload the Instruction PDF file-

Configuring Answer Key Template-

Add the details as per above, **Question Count** is to be modified and enabling of “do you want to restrict questions candidate can attempt” and add maximum question attempt as per above.

CLICK ON **DOWNLOAD TEMPLATE** AFTERWARDS and open the Excel template.

Only the highlighted fields are to be filled.

- **Correct Option(s)/Answer**- fill in Dummy Answers in this, actual answers to be upload after completion of examination
- **Max Marks**- Marks per question to be entered
- **Negative marks**- negative marks without negative(-) sign to be added
- **Page No.**- Page number on which the particular question is available to be mentioned in this field.

No.	Question Id	Question Type	Question Label	Parent Question Id	Options	Correct Option(s)/Answer	Action	Maximum Marks	Negative Marks	Page No.
1	1	1 MCQ		1	4 A	A	CORRECT OPTION	1	0.333333333	1
2	2	2 MCQ		2	4 A		CORRECT OPTION	1	0.333333333	1
3	3	3 MCQ		3	4 A		CORRECT OPTION	1	0.333333333	1
4	4	4 MCQ		4	4 A		CORRECT OPTION	1	0.333333333	1
5	5	5 MCQ		5	4 A		CORRECT OPTION	1	0.333333333	1
6	6	6 MCQ		6	4 A		CORRECT OPTION	1	0.333333333	1
7	7	7 MCQ		7	4 A		CORRECT OPTION	1	0.333333333	1
8	8	8 MCQ		8	4 A		CORRECT OPTION	1	0.333333333	1

After filling all the details save the excel template and upload the template in web portal where configuration of exam is being done.

Same steps to be repeated for other Question papers also.

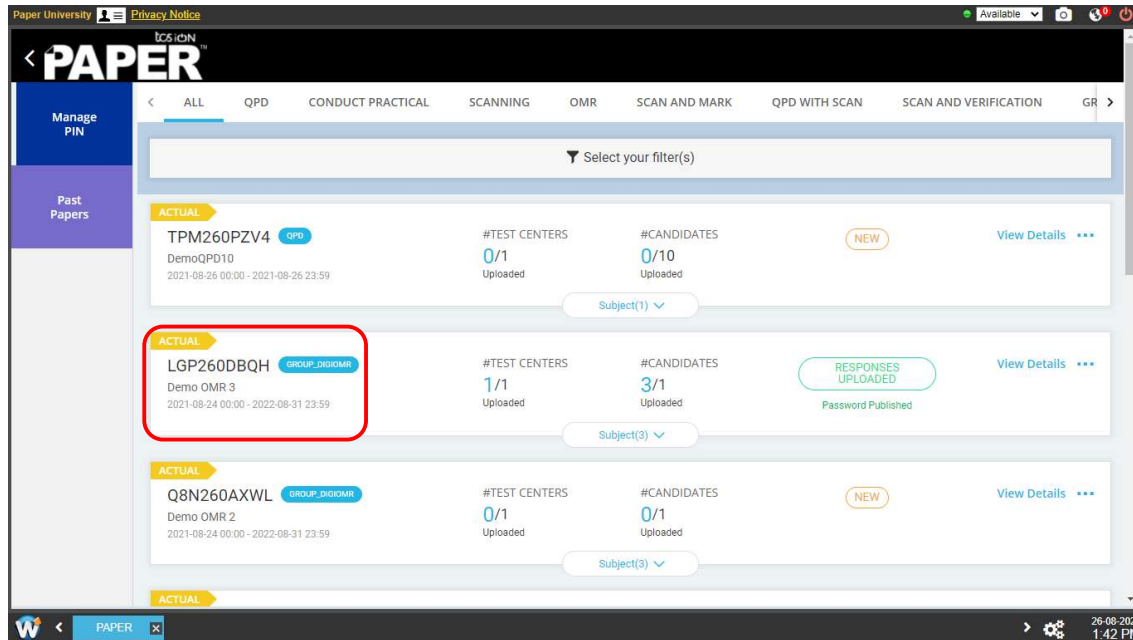
Once all the mandatory field values are entered, the Teacher will click on the **Upload and Create Pin** button to upload the Question Paper and Create the PIN.

The screenshot shows the 'PAPER' interface with a sidebar on the left containing options: 'Conduct Practical Exam', 'Create DigiOMR Exam', and 'Create QPD Exam'. The main area has a header 'PAPER' and a 'tcs ion' logo. Below the header, there's a section for uploading files (Audio_DigiOMR.mp3, Video_DigiOMR.mp4) and a form for setting exam parameters. The 'Question Count' is set to 4, 'Maximum Option Count' is 4, 'Option Type' is ALPHABET, and 'OMR Layout' is TWO COLUMN. There are also checkboxes for 'Question with short answer type.', 'Option Wise Marking', 'Do you want to restrict questions candidate can attempt', and 'Display result to candidate on appliance'. A 'Download Template' link is present. At the bottom, the 'UPLOAD AND CREATE PIN' button is highlighted with a red box.

The screenshot shows the 'PAPER' interface with a success message overlay. The message says 'Success' and 'PIN GENERATED SUCCESSFULLY.' Below this, the generated PIN is displayed as 'C | F | V | 2 | 9 | 2 | 7 | J | 9 | T'. The 'MANAGE PIN' button is highlighted with a red box. The background shows the 'Subject Details' section with fields for 'Subject Name' (English), 'Subject Code', and 'Label For Candidate Information' (123456). There are also checkboxes for 'Answer Booklet Based Response' and 'Audio Based Response'. At the bottom, there are 'UPLOAD AND CREATE PIN' and 'RESET' buttons.

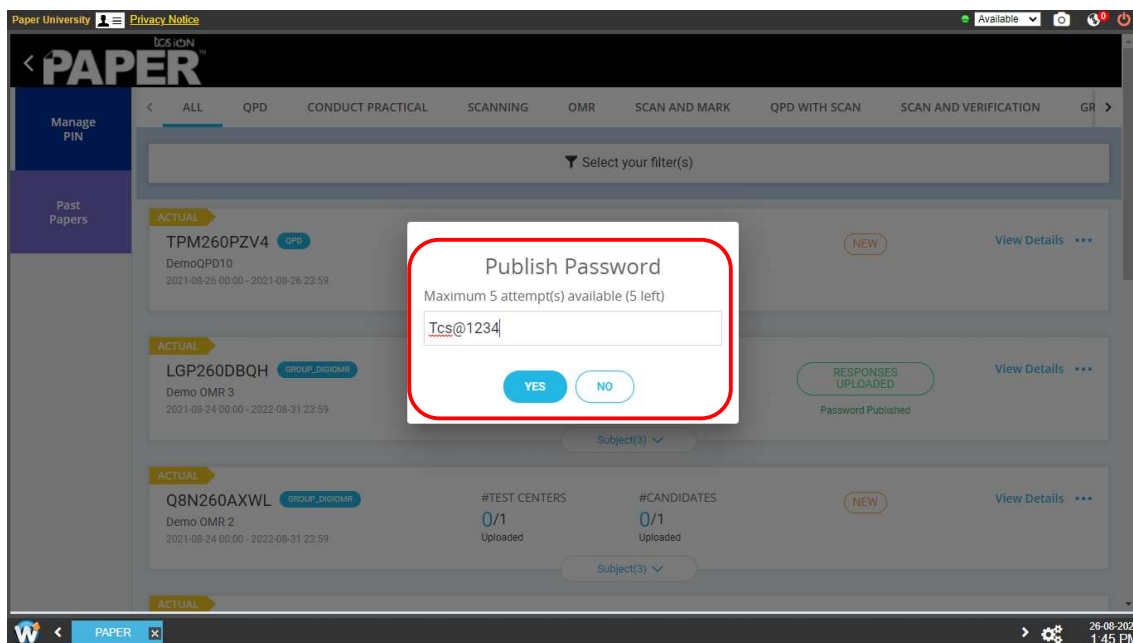
Manage Pin

On Clicking **Manage Pin** the details of the exam in that PIN can be viewed. For every new exam, a separate pin will be generated. Multiple pins can be generated for any organization on any given day.



Publishing the Content Password from Web

By Publishing the content password, it enables the sharing of QP from devices.



Paper University [Privacy Notice](#)

PAPER

Manage PIN Past Papers

ALL QPD CONDUCT PRACTICAL SCANNING OMR SCAN AND MARK QPD WITH SCAN SCAN AND VERIFICATION GR

Select your filter(s)

ACTUAL TPM260PZV4 QPD Demo QPD10 2021-08-26 00:00 - 2021-08-26 23:59 NEW View Details ...

ACTUAL LGP260DBQH GROUP_DIGOMR Demo OMR 3 2021-08-24 00:00 - 2022-08-31 23:59 RESPONSES UPLOADED Password Published View Details ...

Subject(3)

ACTUAL Q8N260AXWL GROUP_DIGOMR Demo OMR 2 2021-08-24 00:00 - 2022-08-31 23:59 #TEST CENTERS 0/1 Uploaded #CANDIDATES 0/1 Uploaded NEW View Details ...

Subject(3)

W PAPER X 26-08-2021 1:46 PM

Eastern railway

Sample Instructions to Question Paper setter

In line with Railway Board letter dated 21.08.2025 and vide HQ/ER's letter No: RRC/ER/Selection/2025 dated 30.01.2026, the following Guidelines are issued for Question Paper setters:

1. Role & Confidentiality:-

- You have been nominated as the Question Paper (QP) Setter for the upcoming Tablet Based departmental exam **SR.CLERK (PERSONNEL) 66.67% QUOTA** to be held at **10.00 HRS-12.00 HRS ON 9TH NOVEMBER 2025**. Candidates will report by 8.00 am for the exam.
- You are responsible for preparing a complete, accurate and error-free question paper and Answer key in the prescribed format.
- Maintain strict Confidentiality in all aspects.

2. Question Paper Format:-

- The Question Paper must be submitted in PDF format on A4 size, clearly legible and paginated. Recommended font is Times New Roman in size 12.
- Include the following at the top of first page :-
 - Name of the selection: **SR.CLERK(PERSONNEL) 66.67% QUOTA LEVEL-5**
 - Maximum Marks :**100 marks**
 - Time Allowed :**120 minutes**
- The paper must be Bilingual (English and Hindi), with English followed by the corresponding Hindi translation for each question and option.
- There should be 110 questions, including 10 optional questions on Official Language Policy.
- Each question should be numbered and follow multiple-choice format (MCQ). Each MCQ should include 4 options (A,B,C,D) with only one correct answer. The choices should be given in List format i.e. one below the other, as shown in sample QP enclosed.
- Please check whether there is negative marking or otherwise as stipulated in the notification.

3. Mock Question paper

- A mock question paper with 05 questions should be prepared in the above format by the Question Paper setter.
- Answer key for the same should also be prepared in the format given below.

4. Instructions for candidates

- Instructions for the candidates should be prepared as a separate PDF file by the Question Paper setter.
- This should include details like
 - Applicability of Negative marking, depending on the type of Examination and notification.
 - The question paper has total 110 questions, Candidates have to answer any 100 questions. After that system will be automatically locked.

In case of doubt between English and Hindi version of the Question Paper, the English version will prevail.

1. Answer Key Submission

- A separate Answer Key Excel Sheet must be submitted in the format as shared with you

ANNEXURE VII

- **The answer key must exactly match the numbering and correct options in the question paper.**
 - **If there is Negative Marking, then in the column of Negative Marks in the above table (1/3) i.e. one-third of One, should be entered, for each of the 110 questions.**
 - **A dummy answer key for 110 questions should be prepared to be mandatorily uploaded at the time of uploading the Question Paper.**
 - **Actual Answer Key for the exam should be uploaded only after the Actual Examination on 9th OF NOVEMBER 2025.**
 - **Answer key shall be prepared in both Excel & PDF format for uploading after the examination for objection tracker for candidates.**
- 2. Submission Process:-**
- **Submit the PDF question paper to Exam Conducting Agency (ECA) on the day before the day of the examination.**
 - **Your contact details will be given to the ECA well in advance. Question Paper and Answer Key will have to be uploaded on the secure website of the ECA through a Login ID and Password which will be shared with you.**
 - **File naming convention:**
 - **QP_(Name of selection)_(Your Designation and name). PDF**
 - **Answer Key_((Name of selection)_(Your Designation and name). Xlsx**
- 3. Important points**
- **Any errors or mismatches found later may affect evaluation; so double-check your submission.**
 - **The questions should adhere to the Syllabus published in the Notification, if any is available.**
 - **The Answer Key will be published for Objection Tracking and Resolution. The representation against keys, if any, will be sent to you for final decision. The final Answer key will have to be submitted following the same submission methodology mentioned above.**
 - **A sample QP, sample Answer Key, is enclosed here.**
-

FORMAT FOR PAPER SETTER DETAILS

Railways unit to provide

TCS to Provide

QP Paper Setter Details									
Sl. No.	Organization Name*	Org Id / Short Name of Org*	Subject	User First Name	User Last Name	Login id of User*	User Profile Type*	Email Id of User*	Contact Details*
1	Railway Recruitment Cell	1287/d605					Customer id		
2	Railway Recruitment Cell	1287/d605							
3	Railway Recruitment Cell	1287/d605							
4	Railway Recruitment Cell	1287/d605							
5	Railway Recruitment Cell	1287/d605							