

PROFORMA FOR CASTE CERTIFICATE FOR SC/ST CANDIDATES

The candidates are required to obtain caste certificates in the proper proforma from the competent authority and produce the original certificate at the time of verification failing which he/she may be disqualified. This is strictly required vide chapter 13 of the Brochure (Published by Govt. of India, Ministry of Personnel, Public Grievances & Pensions Department of Personal Training, New Delhi) As a large number of candidates are producing certificates issued by authority different from the competent authority they are advised to comply with the instructions.

FORM OF CASTE CERTIFICATES

(Form of certificate to be produced by a candidate belonging to Scheduled Castes or Scheduled Tribes in support of Claim)

This is to certify that Shri/Smt./Kum* _____ Son/Daughter* of _____ Of village/town* _____ District/Division* _____ Of State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under:

- ___ The Constitution (Scheduled Caste) order, 1950
- ___ The Constitution (Scheduled Tribes) order, 1950
- ___ The Constitution (Scheduled Caste) (Union Territories) order, 1951
- ___ The Constitution (Scheduled Tribes) (Union Territories) order, 1951(as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956 the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act, 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.
- ___ The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
- ___ The constitution (Jammu and Kashmir) Scheduled Tribe Order 1956
- ___ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- ___ The Constitution (Dadra and Nagar Haveli)Scheduled Castes Order, 1962
- ___ The Constitution (Dadra and Nagar Haveli)Scheduled Tribes Order, 1962
- ___ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- ___ The Constitution Scheoduled Tribes (Utttar Pradesh) order, 1967
- ___ The Constitution (Goa,Daman and Dlu) Scheduled Castes Order, 1968
- ___ The Constitution (Goa, Daman and Dlu) Scheduled Tribes Order, 1968
- ___ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- ___ The Constitution (Sikkim) Scheduled Caste Order, 1978
- ___ The Constitution (Sikkim) Scheduled Tribes Order, 1978

2. Application in the case of Scheduled Castes/Scheduled Tribes Persons who have migrated from One State/Union Territory.

This certificates is issued on the basis of Scheduled Castes/Scheduled Tribes Certificates issued to that Shri /Smt.Kum*----- Father/Modtherof Shri/Smt./Kum-----

-----in District/Division*----- of State/Union Territory-----

----- who belongs to the -----Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribes* in State/Union Territory*----- issued by the ----- (Name of prescribed authority) vide their No.----- dated-----.

3. Shri/Smt/Kum.*----- and of his/her* family ordinarily reside(s) in village/town* ----- of ----- District/Division of State/Union Territory of-----Place----- State/Union Territory

Signature----- date----- Designation(with seal of office)-----

-----(*) Please delete the words which are not applicable (*) Please

quote specific presidential offer (*) Delete the Paragraph which is not applicable
Note: The term * Ordinarily resides* used will have the same meaning as in Section 30 of the Representation of the Peoples Act, 1950.

List of Authorities employed to issue certificates of verification

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector Ist Class Stipendiary Magistrate/City Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner, (Not below the rank of Ist Class Stipendiary Magistrate)
2. Chief Presidency Magistrate/additional Chief Presidency Magistrate/Presidency Magistrate. 3. Revenues Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the candidate and /or his family Ordinarily resides.
5. Administratory Secretary in Administrator/ Development Officer (Lakshadweep Islands).

Form OF Certificate to be produced by other Backward Classes applying for Appointment to Post under the Government of India.

This is to certify that -----Son/Daughter of -----of village-----
-----district/division-----in -----state belongs to -----
-----community, which is recognized as a Backward Class under.

1. Resolution No. 12011/68/93-BCC© dated the 10th September 1993, published in the Gazette of India-extraordinary-part 1, Section 1, No. 186 dated the 13th September 1993.
2. Resolution No. 12011/9//94-BCC, dated 19th -October 1994, published in the Gazette of India-Extraordinary- part 1, Section 1, No. 163, dated the 20th October 1994.
3. Resolution No. 12011/7/95-BCC, dated 24th May 1995 published in Gazette of India-extraordinary-part1, section1, 88, dated the 25th May 1995.
4. Resolution No. 12011/44/96-BCC, dated the 6th December 1996 published in Gazette of India-extraordinary - part 1, section 1, No. 210, dated the 11th December 1996.
5. Resolution No. 12011/68/93-BCC, published in Gazette of India-extraordinary - NO 129, dated the 8th July 1997.
6. Resolution No. 12011/12/96-BCC, published in Gazette of India-extraordinary - No. 164, dated the 1st September 1997.
7. Resolution No. 12011/99/94-BCC, published in Gazette of India-extraordinary - No. 263, dated the 11th December 1997.
8. Resolution No. 12011/13/97-BCC, published in Gazette of India-extraordinary - No.239, dated the 3rd December 1997.
9. Resolution No. 12011/12/96-BCC, published in Gazette of India-extraordinary - No. 166, dated the 3rd August 1998.
10. Resolution No. 12011/68/93-BCC, published in Gazette of India-extraordinary - No. 171, dated the 6th August 1998.
11. Resolution No. 12011/68/98-BCC, published in Gazette of India-extraordinary - No. 241, dated the 27th October 1999.
12. Resolution No. 12011/88/98-BCC, published in Gazette of India-extraordinary - No. 270, dated the 6th December 1999.
13. Resolution No. 12011/36/99-BCC, published in Gazette of India-extraordinary - No. 71, dated the 4th April 2000.

Shri-----and/or his family ordinarily reside(s) in the -----
-----District/Division of the -----State.

This is also to certify that he/she does not belong to the persons/sections (**Creamy Layer**) mentioned in column 3 of the schedule of the Government of India. Department of Personnel & Training O.M. No. 36012/22/93 Estt. (SCT) dated 08.09.93.

Dated District Magistrate/ Seal Deputy Commissioner etc.

NB: (a) The term Ordinarily used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950 (b) The Authorities competent to issue caste certificate are indicated below : (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/Sub- Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Asstt.

Commissioner (not below the rank of Ist class Stipendiary Magistrate). (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub Divisional Officer of the area where the candidate and/or his family resides.

ANNEXURE-III

Proforma for Medical Certificate to be obtained from an Eye Specialist by candidates applying for the post of Porter-Transportation (Sl. No.1 at Para-1 Above).

I have checked up Smt. Shri-----who has applied for the post -----
----- . Acuity of vision/colour vision of Smt. /Shri-----has been tested in view of the following standards required for appointment on the Railways.

Catg. No.	Class	Distant Vision	Near Vision	Colour vision on Ishihara	Affix your recent passport size photo (4cmx5cm) (not be older than one month)
Category 1 only i.e.Traffic Porter/Token porter	A 2	6/9, 6/9 without glasses. (No fogging Test)	S.No. 0.6/0.6 without Glasses	Normal	

Checklist for proper filling of application.

1. Application is addressed to Assistant Personnel Officer (Recruitment), 56, C.R.Avenue, RITES Building, 1st Floor, Kolkata – 700 012.
2. Application Form is on prescribed format in good quality, white, A-4 size paper only.
3. Application is filled in own handwriting (except VH candidates who will opt for Scribe).
4. Application is filled completely and legibly
5. Application Form is filled in English or Hindi language only.
6. Only one application is submitted for any/all post & category in one envelope.
7. Relevant examination fee in the form of DD/Pay Order/IPO is attached.
8. DD/Pay Order/IPO is not issued before the date of notification.
9. Applicant is not over-aged/under-aged
10. Applicant possesses the requisite qualification at the time of filling the application
11. Only legible, xerox and attested copies of requisite certificates for age, educational/technical qualification are enclosed. Self attested certificate/documents would not be accepted.
12. Appropriate post, category of choice is filled in the application.
13. Application Form is filled with correct date of birth & not age.
14. Two identification marks have been mentioned in the Application Form.
15. Signature at the bottom of the Application form is recorded.
16. Sample signature (3 either in Hindi and English) is given
17. Signature is not recorded in English Capital letters.
18. Place and Date of filling of application is recorded.
19. Declaration is recorded but not in English capital letters.
20. The left thumb impression given is clear & not smudged.
21. Application of serving employee is submitted through proper channel with no objection certificate from the employer.
22. You are not debarred from any RRB examination during the period
23. Application is not received after closing date and time
24. Candidates with registered crime report on Police record need not to apply
25. Application is being sent through post/dropped in box kept at RRC, Eastern Railway, Kolkata
26. More than one application in one envelope will not be entertained.

For PWD / PH candidates

Employment Notice No. 0110 / 2010
Group 'D' recruitment against Persons with Disability Quota

In order to fill-up the quota for recruitment of the Persons with Disability in Eastern Railway, it has been decided to conduct a special Recruitment Drive for Persons with Disability by the Railway Recruitment Cell /E.Rly as per details in the table given below. Applications in the format in employment notice hereunder are invited from the Persons with Disability only from amongst (i) Blind / Low vision (ii) Hearing Handicapped (iii) Loco Motor Disabled or Cerebral Palsy. Nature or degree of disability eligible to apply is described below. - Persons suffering from not less than 40% of the disability shall alone be eligible for the benefit of reservation.

(I) Visually Handicapped (VH)

- A) Blindness: (i) Total absence of sight
OR
(ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses.
OR
(ii) Limitation of the field of vision subtending an angle 20 degree or worse.

- B) Low vision: Impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive devices.

(II) Hearing Handicapped (HH)

- A) Hearing impairment: Loss of 60 decibel or more in the better ear in the conversational range of frequencies.
- B) The Deaf: The deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They do not hear, understand sounds at all events with amplified speech. The cases included in the category will be those having hearing loss of more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

(III) Orthopaedically Handicapped (OH)

- A) Locomotor disability : Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- B) Cerebral Palsy : Cerebral Palsy means abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, peri-natal or infant period of development.
- C) All the cases of orthopaedically handicapped persons would be covered under the category of "Locomotor disability or Cerebral Palsy.
- D) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible.

Conditions :-

- A) Candidates will be subject to usual Medical Examination by Railway Medical Authority prior to their appointment after due selection keeping in view candidates' disability.
- B) Candidates, if selected, may have to undergo training.
- C) The candidate will have to make their own arrangement while appearing in the written test / verification. SC/ST candidates will be given free general 2nd class train travel authority for appearing at written test and verification of documents. However, all candidates will have to make their own arrangements.

3. **Mode of selection :-**

Written Test followed by verification of documents. The question papers for the written test shall be based on class- X or ITI or equivalent standard consisting of multiple choice, objective type questions aimed to assess General Knowledge / Awareness, Mathematics and Reasoning etc. There will be no question of checking proficiency in languages. Question will be in BENGALI, HINDI, URDU & ENGLISH. There will be **no Physical Efficiency Test (PET)**. All visually handicapped candidates including blind and partially blind persons with disabilities not less than 40% who have applied for the examination can avail the assistance of a SCRIBE to be provided by administration with candidates' consent for indicating replies on their behalf.

The consent for allowing Scribe for the visually handicapped must reach to RRC at least 15 days before the date of Written Examination failing which Scribe can not be permitted to them. Candidates who are able to read the questions papers and to write or indicate the answer with help of magnifying glass shall be allowed to use the magnifying glass in the Examination Hall. However, such candidates will have to bring their own magnifying glass in the Examination Hall and shall not be provided with SCRIBE.

Visually Impaired Candidates whose writing speed is affected by Cerebral Palsy can avail the assistance for SCRIBE for writing answers on their behalf. For this purpose they will have to suitably inform the recruiting agency in advance as per (d) below. In all such cases engagement of Scribes will be subject to the following conditions:

- (a) The candidates will have to arrange their own SCRIBES at their own cost during the examination. Separate Admit Card for Scribe be issued to the Scribes accompanying the visually handicapped candidates. Admit card should contain the particulars and photograph of the Scribe duly signed by him/her. The Invigilators on duty will verify the identity of Scribe with photo and particulars printed on Admit card issued to Scribe.
- (b) The academic qualification of the Scribe should be one grade below the qualification prescribed for the post for which recruitment is being made. The Scribe can be from any academic discipline if the recruitment is for general post. He/She should not have secured more than 60% marks in the qualification as mentioned.
- (c) The candidates as well as the Scribe will have to give a suitable undertaking (**enclosed Proforma as Annexure-VI**) confirming that the Scribe fulfils all the stipulated eligibility criteria for a Scribe as mentioned above. In case it transpires later that he/she did not fulfil any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The Visually Handicapped candidate shall be responsible for any misconduct on the part of scribe brought by him/her. The undertaking, as given in the enclosed proforma at annexure-I, should be submitted by the Visually Handicapped candidate alongwith his/her application form.
- (d) Candidates availing the assistance of Scribe shall be eligible for 20 MINUTES extra time for every hour of the examination.
- (e) The Scribe will read out the questions to the candidates and on the candidate stating clearly answer against each question, the Scribe will write/indicate the same.
- (f) The Scribe makes no gesture, sounds or any other forms of communication designed to indicate to the candidate the correctness or otherwise of an answer being recorded by him. Any such attempt would entail disqualification of candidate and stringent action will be taken against both the candidate and the scribe.
- (g) The VH candidates may be allowed to use TAILOR FRAME AND BRAIL SLATE WITH PAPER for solving arithmetic problems and they will have to bring their own TAILOR FRAME AND BRAIL SLATE WITH PAPER in the examination hall. Partially blind candidates who are able to read normal question paper set for all the candidates and to write/indicate the answer with the help of Magnifying Glass may be allowed to use Magnifying Glass in the examination hall but they shall not be allowed the help of a Scribe. Such candidates may bring their own Magnifying Glass in the examination hall. However, they shall not be provided with the Question Paper meant for VH candidates who require the assistance of a Scribe.

7. Valid certificate :

Physically Handicapped certificate issued by Govt. Hospital/Medical Board duly constituted by the Central or State Govt. consisting of at least 3 members out of which one is a specialist in the particular field for assessing Loco motor / Cerebral / Visual / Hearing Disability as the case may be. The certificate must contain an indication, of whether the candidate has permanent disability or whether there are chances / no chances of variation in degree of disability or it was a temporary disability with period of validity of the certificate. Such Temporary certificate should be valid for a period of 5 years and should as per the proforma given in Annexure-VII.

RAILWAY RECRUITMENT CELL

DECLARATION TO BE SUBMITTED BY VISUALLY HANDICAPPED CANDIDATES/THOSE CANDIDATES WHOSE WRITING SPEED IS AFFECTED BY CEREBRAL PALSY

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidates
2. Date of Birth of the Candidates
3. Name of the scribe
4. Father's Name of the scribe
5. Address of the Scribe :
 - (a) Permanent Address
 -
 - (b) Present Address
 -
6. Educational Qualification of Scribe
-
7. Relationship, if any, or the Scribe to the Candidate

8. DECLARATION

We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/been read out the instructions of the Railway Recruitment Cell regarding conduct of the visually challenged candidates/scribes at this examination and hereby undertake to abide by them. We also declare that :

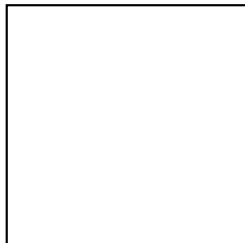
- (a) The academic discipline qualification of the SCRIBE is below the qualification prescribed for the post applied for.
- (b) The academic discipline of the SCRIBE is same as of the candidate since the application is for general posts. The academic discipline of the SCRIBE is different from that of the candidates as the application is for a specialist post. (Defect the portion not applicable)
- (c) The SCRIBE has not secured more than 60% marks in the qualification mentioned.

*Strike out which is not applicable.

Control No.(for office use

Paste here recent colour passport size photograph of the SCRIBE of size 4 cm x 5 cm (The colour photograph should not be more than 3 month old)

(Signature of the Candidate)



Left Thumb impression of the Candidate
In the box given above

(Signature of the Scribe)



Left Thumb impression of the Scribe
In the box given above

FORM OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL
 DISABILITY CERTIFICATE Date

Certificate No.....

Control No.(for office use

 Paste here recent colour passport size photograph of the SCRIBE of size 4 cm x 5 cm (The colour photograph should not be more than 3 month old)

1. This is to certify that Smt./Shri/Kum *.....son/daughter of
 Shri.....ageof
 Male /Female having identification marks as below
is suffering from
 Permanent disability of following category.

A. Loco motor or cerebral palsy :

- | | |
|---|---------------------------------|
| (i) BL-Both legs affected but not arms . | |
| (ii) BA-Both arms affected | (a) BA-Both arms affected |
| (iii) OL-one leg affected (right or left) | (b) Weakness of grip |
| (iv) OA-One arms(right or left) | (a) Impaired reach |
| (v) BH-Stiff back and hips (cannot sit or stoop) | (b) Weakness of grip (c) Ataxic |
| (vi) MW-Muscular weakness and limited physical endurance. | (a) Impaired reach |
| | (b) Weakness of grip (c) Ataxic |

B. Blindness or Low Vision :

- | | | |
|-------------|----------------------------|-----------------------------------|
| (i) B-Blind | (ii) PB-PB-Partially Blind | (c) Hearing Impairment : |
| | | (i) D-Deaf (ii) PD-Partially Deaf |

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of yearmonths.

3. Percentage of disability in his/her case is Percent.

4. Smt./Shri./Kum*.....meets the following physical requirement for discharge of his/her duties :

- | | | |
|---|-----|----|
| (i) F-can perform work by manipulating with fingers | Yes | No |
| (ii) PP-can perform work by pulling and pushing | Yes | No |
| (iii) L-can perform work by lifting | Yes | No |
| (iv) KC-can perform work by kneeling and crouching | Yes | No |
| (v) B-can perform work by bending | Yes | No |
| (vi) S-can perform work by sitting | Yes | No |
| (vii) ST-can perform work by standing | Yes | No |
| (viii) W-can perform work by walking | Yes | No |
| (ix) SE-can perform work by seeing | Yes | No |
| (x) H-can perform work by hearing/speaking | Yes | No |
| (xi) RW-can perform work by reading and writing | Yes | No |

(Signature of Doctor)

Name :
 Registration No.
 Member, Medical Board

(Signature of Doctor)

Name:
 Registration No.
 Member, Medical Board

(Signature of Doctor)

Name:
 Registration No.
 Member/Chairperson, Medical Board

*Please delete the words which are not applicable

Place :

Date :

Counter signature of the Medical Superintendent/CMO/
 Head of Hospital(with seal)

Note : (i) according to the persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation)Rules,1996 nullified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section(1) and(2) of Section 73 of the Persons with Disabilities(Equal Opportunities, Protection of Rights and Full Participation)Act. 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/hearing and speech disability, mental retardation and leprosy cured as the case may be .

(ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

RAILWAY RECRUITMENT CELL

INCOME CERTIFICATE FOR WAIVER OFF EXAMINATION FEES FOR RRC EXAMINATION.

1. Name of Candidate :
2. Father's/Husband's Name :
3. Age :
4. Residential Address :
5. Annual Family Income :
(In words & figures) :
6. Date of issue :
7. Signature :
8. Stamp of issuing authority :

(Name)

NB : Economically Backward Classes will mean the candidates whose family income is less than Rs.50,000/- per annum. The following authorities are authorized to issue income certificate for the purpose of identifying economically backward classes.

- (i) District magistrate or any other Revenue Officer upto the level of Tehsilder
- (ii) Sitting Member Of Parliament of Lok Sabha for persons of their own constituency
- (iii) BPL Card or any other Certificate Issued be Central Government under a recognized poverty alleviation programme or Izzat MST issue of Railways
- (v) Union Minister may also recommend to Dy.CPO/RRCs for any persons from anywhere in the country.
- (vi) Sitting Member Of Parliament of Rajya Sabha for persons of the district in which these MPS normally reside.

Proforma for declaration to be submitted by Other Backward Class Candidates alongwith the application while applying for the posts against Employment Notice No. _____ of RRC _____

DECLARATION

“I, _____ son/daughter of Shri _____ resident of village _____ /town/city _____ district _____ state _____ hereby declare that I belong to the _____ (indicate your sub-caste) community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993 and its subsequent through O.M. No. 36033/3/2004-Estt. (Res.) dated 09.03.2004.”

Place :

Signature of the candidate

Date :

Name of the candidate