

**RAILWAY RECRUITMENT CELL**  
**EASTERN RAILWAY**  
**56, C.R.AVENUE**  
**K O L K A T A – 7 0 0 0 1 2**

**Employment Notice No. 0106**

**Group 'D' Recruitment**

**Date of Issue: 25.09.2006**

**CLOSING DATE: 20.11.2006**

**Time: Upto 17.00 Hrs.**

**Website address: [www.rrcer.com](http://www.rrcer.com)**

1. Applications, on plain paper, in the given format, are invited from the citizens of India and from such other persons declared eligible by Ministry of Home Affairs, Government of India, for filling up posts in specified Gr. 'D' categories of Eastern Railway, as listed below. The Application, in prescribed format, may be sent by ordinary post to the "**Assistant Personnel Officer (Recruitment), Post Box No.7880, Bowbazar Post Office, Kolkata – 700 012**" or, dropped in the Application Box kept in the Office of Railway Recruitment Cell, Eastern Railway, 56 C.R.Avenue (Metro Railway- Central Station), Kolkata – 700 012, upto 17:00 hrs. of the Closing Date i.e. 20.11.2006 (Monday).

For candidates belonging to Andaman & Nicobar and Lakshdweep Islands, the last date will be 15 days beyond the closing date (i.e.05.12.2006) upto 17:00 hrs. Applications received after closing date and time will not be entertained. The envelope containing application should be clearly superscribed "Application for Group 'D' Post – Eastern Railway" along with the community as applicable (i.e. SC/ST/OBC/UR/Ex-Serviceman). A Candidate should submit only one application form, even if he/she intends to be considered for more than one or all categories. Candidate submitting more than one application form will not be considered. Even if such a candidate gets selected inadvertently, he/she will not be offered appointment and where detected at a later stage, will be liable for summary termination from service.

The recruitment will be conducted by the Railway Recruitment Cell, Eastern Railway, (hereinafter referred as RRC-ER). Number of posts to be filled on Eastern Railway with community-wise distribution, scale of pay and medical classification are indicated below: -

Sl. No.	Post	Grade	UR	SC	ST	OBC	Total	Ex.SM	Med. Standard
01.	Porter- Transp.	2550-3200/-	45	14	7	24	90	18	A2
02.	Gateman- Transp.	2610-3540/-	52	16	8	27	103	21	A3
03.	Parcel Porter	2550-3200/-	12	6	3	9	30	6	C1
04.	Helper Gr.II - Mech	2550-3200/-	584	175	86	314	1159	232	B1
05.	Helper Gr.II - Elec.	2550-3200/-	182	55	28	97	362	72	B1
06.	Helper Gr.II - S&T	2550-3200/-	90	28	14	48	180	36	B1
07.	Trackman- Engg.	2610-3540/-	1613	481	241	865	3200	640	B1
<b>Grand Total</b>			<b>2578</b>	<b>775</b>	<b>387</b>	<b>1384</b>	<b>5124</b>	<b>1025</b>	

Note:

1.1. Vacancies of Ex- Servicemen given in the table are not separate but included in the total number of vacancies.

1.2. Vacancies indicated above are only tentative and are subject to change.

1.3. Candidates for Sl. No.1 must meet the standard for Vision and colour vision specified in Annexure-III. They should have their vision checked by competent eye specialist and obtain certificate as in Annexure-III, an attested xerox copy of which should be attached with the application form.

## **2. ABBREVIATIONS USED**

- (2.1) RRC-ER – Railway Recruitment Cell, Eastern Railway
- (2.2) ER-Eastern Railway
- (2.3) SC-Scheduled Caste
- (2.4) ST-Scheduled Tribe
- (2.5) OBC- Other Backward Classes
- (2.6) UR-Un-Reserved
- (2.7) ESM-Ex-Servicemen
- (2.8) SRE-Serving Railway Employee
- (2.9) PET-Physical Efficiency Test.
- (2.10) Elect. - Electrical
- (2.11) Mech. - Mechanical
- (2.12) S&T – Signal & Telecommunication
- (2.13) Comml. – Commercial
- (2.14) Transp. – Transportation
- (2.15) Engg. – Engineering
- (2.16) AF – Application Form
- (2.17) PDS – Personal Data Sheet

## **3. MINIMUM EDUCATIONAL QUALIFICATION:**

- 3.1 The candidate should be minimum 8<sup>th</sup> Class Pass on the date of application. Candidates appearing at and/or awaiting results of final examination of Class 8<sup>th</sup> are not eligible.
- 3.2 Candidates having higher qualification may also apply.

## **4. AGE LIMIT and RELAXATION:**

- 4.1 For all the above vacancies, the age limit will be 18 to 33 years and will be reckoned as on 01-01-2007.
- 4.2 The upper age limit will be relaxed as under, subject to the production of requisite certificate -
  - 4.2.1. By FIVE Years for SC/ST and by THREE years for OBC candidates in possession of valid certificates issued by the appropriate authority.
  - 4.2.2. Serving railway employees, including casual labours and substitutes, who have put in a minimum of THREE YEARS service will be given age relaxation subject to the age limit not exceeding 40, 43 and 45 years in case of General, OBC and SC/ST candidates respectively.
  - 4.2.3. In case of staff of Quasi Administrative Offices of Railway Organization such as Railway Canteens, Railway Institutes and Railways Cooperative societies, relaxation of age will be given to the extent of service rendered by them subject to a maximum of 05 years and upper age limit of 35 years.
  - 4.2.4. Widows and Divorced Women who have judicially separated from their husbands and are not remarried, will be given relaxation in age up to 35, 38 and 40 years in case of General, OBC and SC/ST candidates respectively.
  - 4.2.5. BY FIVE years to the candidates who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period from the 1st day of Jan. 80 to the 31st day of Dec. 89, subject to production of a residential certificate from the appropriate authority of the State of Jammu and Kashmir.
  - 4.2.6. The Upper age limit is relaxable for ex.- servicemen upto the extent of service rendered in Defence forces plus 3 years provided they have put in a minimum of 6 months attested service. Ex.- servicemen who have already joined the Govt. Service on civil side after availing of other benefits given to them as ex.-servicemen for further employment cannot claim ex-servicemen status for the purpose of this recruitment, such a person will be deemed to be civil employee and will accordingly be entitled to only such of the benefits like relaxation of age, etc. as admissible to Civil Employees, in the normal course in accordance with the existing instructions in this regard subject to his fulfillment of the conditions governing the grant of such benefits. Sons/Daughters/Wards/ of Ex-servicemen are not eligible to apply for the posts reserved for ex-servicemen.
  - 4.2.7. No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved posts.

**5. PROOF OF AGE:** (a) Birth certificate issued by appropriate authority, or (b) A certificate issued by for VIII standard, or (c) Matric Certificate issued by Board or equivalent, or (d) School leaving certificate counter signed by Inspector of Schools/District Education Officer etc.

**6. EX-SERVICEMEN CANDIDATE:** This employment notice contains vacancies reserved for ex-servicemen irrespective of their community. The term ex-servicemen means a person: (a) who has served in any rank (whether as a combatant or non-combatant) in the regular Army, Navy or Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserved Engineering force, the Lok Sahayak Sena and the Para Military Forces; and, (b) who has retired from such service after earning his/her pension, (c) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded Military service or other disability pension; or, (d) who has been released otherwise than on his own request as a result of reduction in such establishment; or, (e) the persons serving in the Armed forces of the Union who, on retirement from service, would come under the category of Ex-serviceman, may be permitted to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to ex-servicemen, but shall not be permitted to leave the Uniform until they complete the specified terms of engagement in the Armed Forces of the Union Service Personnel who are to be discharged from Military service on or before 31.12.2005, are eligible to apply for this advertisement.

6.1 Ex-servicemen are required to clearly indicate all required particulars including community in the application form and enclose all documentary proof, as required. However, regardless of community, ex-servicemen will be considered only against the ex-servicemen quota, if available. If UR vacancies are not available, then only ex-servicemen belonging to those particular communities where vacancies are available, will be considered against the ex-servicemen Quota.

6.2 Ex- servicemen candidates who have already secured employment under the ex-servicemen quota in Central Government in Group 'D' will be given only age relaxation but will not be considered under ex-servicemen quota.

**7. SERVING EMPLOYEES:** A candidate serving under the Government or Public Sector Enterprise/Undertaking including Railways should either apply through proper channel duly certifying their service details by the employer, or, directly to RRC - ER with "No Objection Certificate" from the employer concerned. In addition, an advance copy of such application, complete in all respects, may be sent super-scribing on the top of the application "ADVANCE COPY" so as to reach RRC – ER before the closing date and time specified.

**8. EXAMINATION FEE:**

8.1 The Examination fee is Rs. 40/- (Rs. Forty) only. Candidates belonging to SC/ST are exempt from payment of examination fees.

8.2 The Examination fee should be paid in the form of crossed Demand Draft/ Pay Order from any Nationalized Bank or crossed IPO from any Post Office drawn in favour of "**Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, Eastern Railway**" payable at "**KOLKATA**". Validity of Bank Draft/Pay Order/IPO should be of minimum six months from the date of issue.

8.3 Application received with cash/cheque/Central Recruitment Stamps and Money orders will not be accepted and will be treated as rejected and amount forfeited.

8.4 Bank draft/Pay Order / IPO issued before the date of issue of Employment Notice and after closing date will not be accepted and such application form will be rejected and amount forfeited.

8.5 The candidates are advised to write their name and address on the backside of the Bank Draft/Pay Order/ IPO and enclose it with the application form in original. The details of examination fee may be written in the Application form. Examination fee is not refundable under any circumstances including for the rejected applications.

8.6 The BANK DRAFT/PAY ORDER/IPO should be enclosed on the top of the application.

**9. INSTRUCTIONS FOR THE CANDIDATES:**

9.1 The number of vacancies shown is provisional and is liable to increase or decrease. No consequential damage/loss or refund of fee will be made to the applicant on this account.

9.2 Female candidates are also eligible. They may however, note that the nature of duties is arduous and may involve outdoor duties.

9.3 Selected candidates are likely to be posted anywhere on the concerned Zonal Railway after successful completion of training, wherever prescribed.

9.4 Candidates should send their application sufficiently in advance before the closing date to the Railway Recruitment Cell, Eastern Railway. RRC-ER will not be responsible for any postal delay/wrong delivery whatsoever at any stage of the selection process.

9.5 The size of the column for correspondence address in Personal Data Sheet is 8 x 4 cm. The same should not be changed under any circumstance.

9.6 All candidates irrespective of community will be considered for UR vacancy. However, against specific community quota, only candidates of that particular community will be considered.

**9.7 It may please be noted that--**

a) Caste certificate from competent authority for SC/ST and OBC candidates in the prescribed format have to be produced as given in Annexure I and II respectively.

b) If the candidates wish to be considered against a specific community quota and tick the community column accordingly, their application will be rejected unless proof of community in the prescribed format is enclosed.

c) Any subsequent representation for change of community status will not be entertained under any circumstances.

9.8 Before applying to the post, the candidates should ensure that he/she fulfils the eligibility and other criteria. RRC-ER would be free to reject any application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable summary termination of service without notice.

**10. HOW TO APPLY:**

10.1.1 **Candidates should carefully read the instructions in this Employment Notice before applying for the post.**

10.1.2 **Candidates are required to fill up Application Form (AF) and Personal Data Sheet (PDS) in the format given below. Format of AF and PDS should not be changed under any circumstance.**

10.1.3 **Application Form (AF) and Personal Data Sheet (PDS) should be made separately on good quality, white, A-4 (210x297mm) size paper on a single sheet using ONE SIDE ONLY.**

10.1.4 **Candidates have to fill up required information in Black Gel Ink/Black Ball Point pen in his/her own handwriting.**

10.1.5 **AF and PDS should be written either in English or Hindi, not in any other Language. The language once selected, should only be used for filling all columns.**

10.1.6 **AF and PDS have to be duly dated and signed by the candidate.**

10.1.7 **Overwriting, cutting, erasing in the AF and PDS will lead to rejection of application.**

**10.2 Application Form (AF)**

10.2.1 **Specific details, as required, may be mentioned in Column No. 1, 2, 3, 4, and 5 of the AF**

10.2.2. **Candidates are required to copy the following para (Declaration), in his/her own handwriting, in the space provided at column No. 6 in the Application Form ---**

*"I hereby declare that the facts and evidences given by me in the above application are true, complete and correct to the best of my knowledge and belief. In the event of any wrong statement / discrepancy in the particulars being detected at any stage my candidature/service would be cancelled/terminated without any notice."*

10.2.3. In Column No. 7 candidates should sign in English and Hindi separately, twice, as indicated in the said column. Signature of the applicant must be specific so that it may not be copied easily. Signature in capital letters or open letters will not be accepted and the applications having such type of signature will be rejected summarily.

10.2.4 In column No. 8 candidate should put his/her left thumb impression (LTI) in black printer ink only. LTI should be clear and complete; finger-print should be clearly visible and not smudged.

10.2.5 In Column No. 9 candidate should put his/her signature.

**10.3 Personal Data Sheet (PDS)**

10.3.1. Candidates should write his/her name (in column no. 1), father's/husband's name (in column no.2) in capital letters as given in Class-VIII or Class-X certificate. Each letter should be filled in one box as shown below; one box should be left blank between each part of the name.

S	W	A	P	A	N		N	A	T	H
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10.3.2. In column no. 3 candidate should write his/her date of birth in digits beginning with date, month and year with one digit in each box.. If any of these figures is single digit prefix zero to make it double digit, for example – if a candidate is born on 5<sup>th</sup> June, he/ she should write 05 under dd and 06 under mm.

10.3.3. Candidates should write Correspondence Address in column no. 4. Correspondence Address should be written in block letter. It should be legible complete and with PIN Code No. The dimension of this column is 8 cm x 4 cm. The same should not be changed, otherwise, address on scanning would become illegible and it is likely the correspondence may get misplaced in transit.

10.3.4. Candidates should write his/her permanent address in column no. 5.

10.3.5. Candidates should write his/her nearest railway station in column no. 6 and nationality in column no. 7, writing one letter in each box, leaving one box blank between two words.

10.3.6. For filling up column no. 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, candidates should mention specific code as given for each of the columns, hereunder.

10.3.7. In column no. 8 fill the appropriate Code for States/UT, as given below:

State	Code	State	Code	State	Code
Andaman & Nicobar	01	Haryana	13	Nagaland	25
Andhra Pradesh	02	Himachal Pradesh	14	Orissa	26
Arunachal Pradesh	03	Jammu & Kashmir	15	Pondicherry (UT)	27
Assam	04	Jharkhand	16	Punjab	28
Bihar	05	Karnataka	17	Rajasthan	29
Chandigarh	06	Kerala	18	Sikkim	30
Chhattisgarh	07	Lakshadweep (UT)	19	Tamil Nadu	31
Dadra & Nagar Haveli (UT)	08	Madhya Pradesh	20	Tripura	32
Daman & Diu (UT)	09	Maharashtra	21	Uttar Pradesh	33
Delhi (NCT)	10	Manipur	22	Uttaranchal	34
Goa	11	Meghalaya	23	West Bengal	35
Gujarat	12	Mizoram	24		

10.3.8 In column no. 9 candidates should indicate his/her religion by writing the appropriate code as given below:

Religion	Hindu	Muslim	Sikh	Christian	Buddhist	Jain	Parsi	Others
Code	01	02	03	04	05	06	07	08

10.3.9 In column no. 10 appropriate code may be written as given below:

Sex	Male	Female
Code	01	02

10.3.10 In column no. 11 marital status may be indicated by writing the appropriate code as given below:

Marital Status	Single	Married
Code	01	02

10.3.11 In column no. 12 candidate may indicate his/her community by writing the appropriate code as given below:

Community	UR	OBC	SC	ST
Code	01	02	03	04

10.3.12 In column no. 13 candidate may indicate his/her choice for examination centre by writing the appropriate code as given below: The written examination will be held at Centres in all 4 Divisions of Eastern Railway and at Port Blair:-

Centre	Sealdah	Howrah	Asansol	Malda	Port Blair*
Code	01	02	03	04	05

10.3.13 **Port Blair centre is available only for candidates from Andaman & Nicobar and Lakshdweep Islands.** In their own interest, candidates are requested to indicate the code of Division/Place in which they would like to write exam. However, the decision of Railway Administration regarding allotment of Examination Centre will be final.

10.3.14 From the codes given below, candidates may indicate, in column 14, their priority of choice for posting subsequent to appointment.

Posts	Porter-Transp.	Gateman-Transp.	Parcel Porter	Helper-II Mech	Helper-II Elec.	Helper-II S&T	Trackman-Engg.
Code	01	02	03	04	05	06	07

10.3.15 From the codes given below, candidates may indicate in column no. 15, their priority for choice of Division/Unit, subsequent to appointment.

Divn/unit	Sealdah	Howrah	Asansol	Malda	Liluah	Kanchrapara	Jamalpur
Code	01	02	03	04	05	06	07

10.3.16 While efforts will be made to accommodate choice of Post and Division/Unit, the decision of Railway Administration will be final and binding as regards allotment of Division/Unit and Post, based on administrative imperatives against which no appeal will be entertained. It may be noted that while posting, choice of category will be given preference over choice of Divisions/Units. In case, a candidate gives only some of the options and if as per his/her merit there is no vacancy available to accommodate him/her in the Division/Workshop of his/her choice, then it will be the discretion of the Administration to allot him/her against any of the available vacancies. No change of options, once exercised, shall be permitted at any stage.

10.3.17 The question paper for written examination will be in English, Hindi and Bengali medium.

In column no.16 candidate should indicate his/her choice of medium by writing the appropriate code as given below:

Medium	English	Hindi	Bengali
Code	01	02	03

10.3.18 For age relaxation under any of the categories mentioned in Para 4.2 above, write the appropriate undermentioned code in column no. 17.

Category	OBC	SC	ST	SRE	Quasi Admn. Staff	Ex.SM	Judicially Separated Women/Widow	Domicile of Kashmir
Code	01	02	03	04	05	06	07	08

10.3.19 In column no. 18 and 19, specific details as required, may be mentioned.

10.3.20 In column no. 20, candidate should put his/her left thumb impression in the same manner as given in AF.

10.3.21 In column no. 21, candidate should affix his/her passport size photograph, with light colour background, not older than one month, repeat, not older than one month, without wearing cap or goggles/coloured glasses. Do not put any mark or signature on the photograph. No attestation of photograph is required. The photograph should be neatly pasted and not stapled or pinned. One photograph is to be enclosed separately as instructed in para 11.3 below.

10.3.22 In column no. 22, candidate should put his/her signature, which should be same as given in the AF. The signature of the applicant must be specific so that it may not be copied easily. Signature in capital letters or open letters will not be accepted and the applications having such type of signature will be rejected summarily. In addition, candidates are also required to sign at the bottom of PDS, as indicated therein.

**Note : Candidates must keep a photocopy of the Personal Data sheet for further reference.**

10.3.23 Candidates should send AF and PDS duly filled in along with required documents by ORDINARY POST, so as to reach Railway Recruitment Cell office within the closing date positively. Application received after due date, for any reason whatsoever, will not be considered. Speed post/Courier/Registered AD will not be acknowledged. Such applications will be deemed to have been deposited in the box provided at RRC, Eastern Railway for this purpose.

**10.3.24 Candidates should mention "Application For Group 'D' posts - Eastern Railway. Community \_\_\_\_\_" on the top of the envelope containing the Application.**

Each cover should contain one application only. In case more than one applications are sent in one cover, all such applications will be rejected as stated above.

10.3.25 Those candidates who are debarred from appearing in any of the RRBs exam. need not apply unless their debarment period expires by the closing date. Their application shall not be entertained.

## **11. ENCLOSURES:**

The following enclosures only are to be firmly stitched along with the application Form-

11.1 Attested, photocopy of certificates/documents as mentioned in the Application Form.

11.2 Certificates/documents, which are in language other than in Hindi or English, should be translated into Hindi or English and enclosed along with the attested Xerox copies of originals.

11.3 One Passport size photograph (not older than 1 month) without wearing cap & goggles/coloured glasses should be enclosed with name and father/husband's name written on reverse. Do not put any mark or signature on the photograph. The photograph should be similar to the one on PDS.

11.4 In case of SC/ST candidates, a certificate of their belonging to SC/ST category in the format given in Annexure-I.

11.5 In case of OBC candidates, a certificate of their belonging to OBC in format as given in Annexure-II.

11.6 In the case of Ex-servicemen & Government Servants, attested copy of Certificate from the competent authority giving their length of service etc.

11.7 Only xerox, attested copies of certificates/documents should be enclosed. A Gazetted Officer should attest copies of Certificates. Original copy of certificate/document SHOULD NOT be enclosed with the application.

11.8 No objection certificate from the employer, if already employed.

11.9 Any certificate, photograph etc. received separately, subsequent to the receipt of application will not be entertained.

## **12. SERVING GOVERNMENT EMPLOYEES:**

Candidates serving Government, Quasi Government Offices/ Organizations and Institutions, can apply directly with " No objection Certificate" from their employer to avoid delay or they should apply through proper channel only. Advance copy of the application will be entertained provided the application through proper channel is received in RRC-ER's office within 15 days from the closing date, for which the entire responsibility would be of the candidate. Applications even if submitted to the employer concerned before the closing date but received by RRC-ER after the closing date will not be considered. It is the responsibility of the candidates to ensure that his/her application is forwarded to RRC-ER in time so that the application reaches RRC-ER office within time.

### **13. FREE JOURNEY RAILWAY PASS:**

A free Second Class journey Railway Pass, as and where admissible, will be issued to the candidates belonging to SC/ST communities only. All other candidates will have to bear their expenses for appearing in the written examination/physical efficiency test etc.

### **14. IMPORTANT NOTE:**

Candidates should have requisite academic qualification on the date of submission of application. Those who are appearing at and/or awaiting results of final examination are not eligible. Academic qualification must be from a recognized Institution/Board, otherwise candidature will be rejected. Candidates having higher qualification may also apply.

### **15. SYLLABUS & EXAMINATION:**

The question paper for the written examination shall be based on Class 8th standard consisting of multiple choice objective type questions aimed to assess General Knowledge/Awareness, Mathematics and Reasoning etc. There will be no question for checking proficiency in language. Questions will be in Hindi, English and Bengali.

### **16. SELECTION PROCEDURE.**

16.1 Selection will be based on single/combined written Examination(s) followed by Physical Efficiency Test(s) and documents verification. Candidates to a limited extent, in order of merit, out of those who obtain the prescribed minimum pass marks in the written test will be called for Physical Efficiency Test (PET) to assess their physical fitness for the post(s). Physical Efficiency Test (PET) will be of qualifying nature. This will be followed by documents verification and medical examination of relevant standard. There will be no interview.

#### **16.2 Physical Efficiency Test (P.E.T.):**

##### **16.2.1 Male**

Should be able to lift and carry 35 kg. of weight for a distance of 100 metres in 2 minutes in one chance without putting the weight down; and, should be able to run for a distance of 1500 metres in 7 minutes in one chance.

##### **16.2.2 Female**

Should be able to lift and carry 20 kg. of weight for a distance of 100 metres in 2 minutes in one chance without putting the weight down; and, should be able to run for a distance of 400 metres in 4 minutes in one chance.

Railway Administration will not be liable/responsible for any loss/injury/damage, whether direct or consequential, suffered/incurred by any candidate during the selection, including PET. Candidates are advised in their own interest, therefore, to ensure that they are physically and otherwise fit to undertake the selection and observe due care to avoid injury/damage/loss to either themselves or others during the process of selection.

16.3. The appointment of the candidate will be subject to their being found suitable after antecedent verification and medical fitness as per rules.

16.4. The selection of candidate by RRC-ER does not confer any right to the candidate for appointment. 'RRC-ER' shall not be held responsible for any inadvertent error or mistake.

16.5. RRC-ER at its discretion may hold additional written examination and/or hold re-examination, or, cancel part, or, whole of the written examination and/or PET.

16.6. Date and venue of written examination, Physical Efficiency Test, and document verification will be fixed by RRC-ER and intimated to eligible candidates by post. Request for postponement of the examination and change of center/venue will not be entertained under any circumstances. Candidates trying to use influence or unfair means on this count would be liable to be disqualified.

**Note:** - Admission to the examination center is provisional as the applications are fully scrutinized later. In case a candidate does not fulfill the entire requirement prescribed in the Employment Notice, his/her candidature is liable to be rejected even at a later stage, when deficiency is noticed.. Mere issue of call letter for appearing in written exam by RRC-ER, does not confer any right for any subsequent stage of recruitment process or placing his/her name on the panel.

**17. INVALID APPLICATIONS:** The applications having any of the following deficiencies or irregularities will be summarily rejected.

17.1. Applications not submitted in prescribed format as given in this Employment Notice, or, if incomplete or illegible.

17.2. Unsigned/undated applications, applications without thumb impression, applications without marks of identification.

17.3. Without photos or affixing/attaching xerox copy of photograph.

17.4. Without/different signatures in box below the photo, and on Application Form.

17.5. Without Demand Draft/Pay Order / IPO of requisite value and validity.

17.6. Applications not filled in English or Hindi or not filled by the candidate in his own handwriting.

17.7. Applications without Para 06 in Application Form, written in candidate's own handwriting.

17.8. Without proper certificates, in respect of SC/ST/OBC candidates and Ex-Serviceman. Certificate should be obtained from the competent authority in the prescribed format.

17.9. Under aged/Over aged candidates.

17.10. Not having the requisite Educational Qualification at the time of submitting application.

17.11. Applications received after 17.00 hrs. on closing date.

17.12. Photo copies of the certificates not attested by Gazetted Officer, or, if self-attested.

17.13. More than one application in one name or sent in one envelope.

17.14. Any other irregularity.

**18. Action against candidates found guilty of misconduct:** Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the Application Form and Personal Data Sheet. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or its attested / certified copy submitted by them nor should they submit a tampered / fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

**18.1. A candidate who is or has been found by the Railway Recruitment Board / Zonal Railway Recruitment Cell to be guilty of:**

(i) Obtaining support for his candidature by any means, or,

(ii) Impersonating, or,

(iii) Procuring impersonation by any person, or,

(iv) Submitting fabricated document or documents which have been tampered with, or,

(v) Making statements which are incorrect or false or suppressing material information, or,

(vi) Resorting to any other irregular or improper means in connection with his candidature for the selection, or,

(vii) Using unfair means during the examination, or,

(viii) Writing irrelevant matter including obscene language or pornographic matter, in the scripts(s), or,

(ix) Committing mischief in any other manner in the examination hall, or,

(x) Harassing or doing bodily harm to the staff employed by the RRC-ER for the conduct of their test.

May, in addition to action under relevant provision of the Rules render himself liable to criminal prosecution and further-

(a) be disqualified by the RRC-ER from selection for which he is a candidate, or,

(b) be debarred either permanently or for a period decided by the RRC-ER from any examination or selection conducted by all the Zonal Railway Recruitment Cells/RRBs.

(c) If he is already in service under Government, be taken under disciplinary action under the appropriate rules.

**19.** All male candidates are liable for active Territorial Army Service in Railway Units or such other units as may be laid down in this behalf from time to time.

**20.** Candidates selected for these categories after the written test/Physical Efficiency Test/document verification are required to pass prescribed medical examination, before appointment.

**21.** Selected candidates may be required to undergo training wherever necessary, with stipend for a specific period and to deposit the security amount and execute an indemnity bond or agreement.

**22.** The candidates selected may be absorbed depending on the vacancies available, after successful completion of prescribed training. They may be considered in due course for promotion to higher grades according to rules/orders in force from time to time.

**23.** Posting of the selected candidates may be made as per requirement of the Indian Railways at the appropriate time. No particular place or Department or Division of posting can be assured or assumed.

**24.** For any legal dispute the Jurisdiction will be at Central Administrative Tribunal, covering the city where RRC-ER is located.

**25. In the event of any dispute, English version of the Employment Notice will be treated as valid. In case of any misprint the copy of the notification displayed in the office of RRC-ER is final and valid. RRC-ER will not be responsible for printing/typographical error or any other inadvertent mistake.**

**26. RAILWAY RECRUITMENT CELL-ER'S DECISION FINAL:**

The decision of RRC-ER in all matters relating to eligibility, acceptance or rejection of the applications, issue of free Rail Passes, penalty for false information, mode of selection, conduct of examination(s) and allotment of examination centre, selection, allotment of posts to selected candidates will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection. Candidates who submit forged caste certificates for securing eligibility and or obtaining privilege, including free travel, for appearing in an examination, shall be liable not only for rejection of his candidature for the particular recruitment for which he has applied, but shall be debarred from appearing at any examination conducted by any RRC/RRB all over the country for whole life.

**IMPORTANT:** RRC-ER has not appointed any agents or coaching centres for acting on its behalf. Candidates are warned against any such claims being made by persons / agencies. Examination conducted by RRC-ER would be multiple-choice objective type and OMR answer sheets are being used and computer evaluation is being resorted to. Candidates are selected purely as per merit.

Please beware of unscrupulous elements and do not fall in their trap. Any information on such elements or complaints may be addressed to either Dy.CPO(Rectt.) E.Rly. on the address below, or, SDGM/ E.Rly.Headquarters, 17, N.S. Road, Fairlie Place, Kolkata-700-001.

Candidates may also log on to RRC-ER's website [www.rrcer.com](http://www.rrcer.com) for downloading Application Form and Personal Data Sheet and accessing other information.

**Dy. Chief Personnel Officer/Rectt.  
Railway Recruitment Cell—E. Railway  
Post Box No.-7880  
56, C. R. Avenue  
KOLKATA – 700 012**

**ANNEXURE-I**

**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. Administrative Secretary in Administrator/ Development Officer (Lakshadweep Islands).

## ANNEXURE-II

### **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 13<sup>th</sup> 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 20<sup>th</sup> 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 11<sup>th</sup> 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/colourvision 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	

### **ANNEXURE-IV**

#### **Checklist for proper filling of application.**

1. Application is addressed to Assistant Personnel Officer (Recruitment), Post Box No.7880, Bowbazar Post Office, Kolkata – 700 012.
2. Application Form and Personal Data Sheet are on prescribed format in good quality, white,A-4 size paper only.
3. Application Form and Personal Data Sheet are filled in own handwriting.
4. Application Form and Personal Data Sheet are filled completely and legibly
5. Application Form and Personal Data Sheet are filled in English or Hindi language only.
6. Only one application is submitted for any/all post & category in one envelope.
7. Candidate is not physically handicapped.
8. Relevant examination fee in the form of DD/Pay Order/IPO is attached.
9. DD/Pay Order/IPO is not issued before the date of notification.
10. Applicant is not over-aged/under-aged
11. Applicant possesses the requisite qualification at the time of filling the application
12. Only legible, xerox and attested copies of requisite certificates for age, educational/technical qualification are enclosed. Self attested certificate/documents would not be accepted.
13. Appropriate post, category of choice is filled in the application.
14. Application Form and Personal Data Sheet are filled with correct date of birth & not age.
15. Two identification marks have been mentioned in the Application Form.
16. There is one signature below pasted photograph.
17. Signature at the bottom of the Application form and Personal Data Sheet is recorded.
18. Sample signature (2 each in Hindi and English) is given
19. Signature is not recorded in English Capital letters.
20. Place and Date of filling of application is recorded.
21. Declaration is recorded but not in English capital letters.
22. The left thumb impression given is clear & not smudged.
23. Application of serving employee is submitted through proper channel with no objection certificate from the employer.
24. The attested copies of service/discharge certificate is enclosed by the ESM.
25. You are not debarred from any RRB examination during the period
26. Application is not received after closing date and time
27. Candidates with registered crime report on Police record need not to apply
28. Application is being sent through ordinary post/dropped in box kept at RRC, Eastern Railway, Kolkata
29. More than one application in one envelope will not be entertained.