

13.7 Section-wise marks: The section wise number of questions and marks are detailed below

Subject	Number of questions	Marks allotted
Professional ability	70	70
General Awareness	10	10
General Arithmetic, General Intelligence and reasoning	10	10
General science	10	10
Total	100	100

- 13.8 There shall be negative marking in CBT (Computer Based Test/Examination) and marks shall be deducted for each wrong answer @ 1/3 of the marks allotted for each question.
- 13.9 **Shortlisting of candidates for Document Verification and empanelment** will be made strictly on merit based on the performance of the candidate in the CBT subject to securing minimum qualifying marks prescribed for their communities. Minimum qualifying mark prescribed for UR/EWS is 40%, OBC & SC is 30% and ST is 25%. If sufficient candidates for PwBD are not available 2 marks relaxation in minimum qualifying marks will be given.
- 13.10 Based on the performance of candidates in the CBT Examination candidates equal to the number of vacancies will be called for document verification in the main list. In addition, 50% extra candidates will also be called as standby, unless otherwise specified. However, standby candidates will be considered for empanelment only if there is a shortfall in empanelment from the main list.
- 13.11 During document verification, candidates will have to produce their original certificates. No additional time will be given and the candidature of the candidates not producing their original certificates on the date of verification is liable to be forfeited.
- 13.12 Empanelment of candidates will be based on merit i.e., marks obtained in the CBT and subject to successful completion of document verification and passing prescribed medical examination.
- 13.13 Appointment of selected candidates is subject to their passing requisite Medical Fitness Test to be conducted by the Railway Administration/RRB, final verification of educational and community certificates and verification of antecedents/character of the candidates.
- 13.14 Railway Recruitment Board only recommends the names of successful and empanelled candidates to Zonal Railways/Production Units. The process of appointment thereof will be done by the Principal Chief Personnel Officer of the Railway/Production Unit concerned.
- 13.15 NOTE-I: - Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises. If any candidate is found to possess mobile phone, Bluetooth or any other means of wireless communication, in working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from RRB examinations besides legal action as deemed fit.
- 13.16 Candidates will have to download the city and date intimations, e-call letters and travel authority (wherever applicable) from the links provided on the official web-sites of RRBs. Candidates should read the instructions on the e-Call Letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.
- 13.17 **Mock/Practice tests** will also be made available on RRBs official website to the candidates to acquire familiarity with the online examination process.
- 14.0 Normalization of marks:**
- Short listing of Candidates for the DV shall be based on the marks obtained by them in the CBT. However, sometimes the examination may be conducted in multi-sessions. If multiple sessions of CBT is conducted then the marks will be normalized. In such a scenario short listing of candidates for

the DV shall be based on the normalized marks. The normalization scheme to be adopted for short listing the candidates for DV on the basis of performance in the CBT is detailed below:

14.1 Calculation of normalized marks for multi-session papers:

The formula for calculating the normalized marks for the multi-session papers is detailed below:

Normalization mark of j^{th} candidate in i^{th} session M_{ij} is given by :

$$\widehat{M}_{ij} = \frac{\overline{M}_i^s - M_q^s}{M_{ii} - M_{iq}} (M_{ij} - M_{iq}) + M_q^s$$

M_{ij} : is the actual marks obtained by the j^{th} candidate in i^{th} session.

\overline{M}_i^s : is the average marks of the top 0.1% of the candidates considering all sessions.

M_q^s : is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

M_{ii} : is the average marks of the top 0.1% of the candidates in the i^{th} session or marks of topper if session strength is less than 1000.

M_{iq} : is the sum of the mean marks and standard deviation of the i^{th} session.

- 14.2 Candidates equal to the number of vacancies will be called for Document Verification (DV) based on their merit in the CBT and options. In addition, extra candidates will also be called over and above the number of vacancies to maintain standby list up to 50% of the vacancies notified. They will, however, be considered for empanelment only if there is a shortfall in empanelment from the merit list or/and as replacement against the shortfall on account of non-joining of recommended candidates in the working post or/and any other special requirements, if required by the indenting Railways. In case of two or more candidates securing same marks, their merit position shall be determined by age criteria i.e., older person shall be placed at higher merit and in case age being same, then alphabetical order (a to z) of the name shall be taken into account to break the tie.

15.0 How to apply:

- a) Candidates can apply for the notified posts of any one RRB only as per their eligibility, through ONLINE application mode by visiting the official website of RRBs listed at Para 20.0
- b) **Read all the Information and Instructions detailed in the CEN** thoroughly before starting the filling up of application by clicking the **CEN-02/2019 link** on the RRB official Website. It is essential that the candidate understands all information of the CEN correctly to prevent any mistakes while filling application.
- c) **Scanned Documents in JPEG Format to be kept ready before filling the application**
In order to ensure speedy filling up of application by the candidates, they should keep the following documents in digital form before logging into the application page.
 - i. Candidate Photograph in Color: JPEG image of size 20KB to 50KB
 - ii. Candidate Signature: JPEG image of size 10KB to 40KB
 - iii. SC/ST Certificate (Only for candidates seeking Free Travel Pass): JPEG image of size 50 to 100KB
 - iv. Scribe Photo (wherever applicable): JPEG image of size 20 to 50KB (Please Refer Para 15.1 regarding specification of photograph)
- d) **Check RRB-Wise Vacancies for the qualification and Reservation Category of the candidate:**
The candidates are advised to check the post wise/vacancy wise/RRB wise vacancy position notified in the CEN at Annexure-B to ascertain the vacancies notified against all RRBs for their qualification and ensure that the RRB to which they wish to fill in the online application is having vacancy for their discipline and community/category subject to eligibility in terms of age and medical standards etc.

- e) After analysing the post wise/vacancy wise/RRB wise vacancy position, candidates may decide the RRB for which they wish to apply duly ensuring that vacancy exists for their qualification and community/EWS/PwBD/ExSM category. **Once the RRB has been selected, preliminary registration is completed and registration number is allotted, change of RRB will not be permitted under any circumstances**
- f) **Further** for identifying post parameters and RRB-Wise vacancies dynamically as per their eligibility **click on the Tabs for post parameter and vacancy table** and follow the steps as mentioned below:
- i) **Post Parameter**:-From the post parameter table candidate can ascertain the post(s) for which he/she is eligible as per qualification, categories like PwBD, and medical standards etc.
 - ii) **Vacancy Table**:- To ascertain the comprehensive details of vacancy of all the posts notified against an RRB for his/her eligibility , candidate may select the RRB from the drop down list of RRBs from **search** menu and can view the vacancies of all the notified posts against various Railways/Units attached to that RRB on selecting the eligibility parameters.
 - iii) After scrutinizing the vacancy table, candidates may decide the RRB for which they wish to apply duly ensuring that vacancy exists for their qualification and community/PwBD/ExSM category. **Once the RRB has been selected, preliminary registration is completed and registration number is allotted, change of RRB will not be permitted under any circumstances.**
- g) Candidates are required to go to the **link** provided for filling ONLINE application and fill up the personal details/Bio-Data, fee paid etc., carefully. They are also required to exercise their option/preference for Post(s), Railway(s)/Production Unit(s).
- h) **CANDIDATES PLEASE NOTE:**
- i) **Multiple posts and other requirements have been notified in this CEN. The candidates are required to indicate their Railway/PU-wise preferences very carefully. Options once exercised in the ONLINE Application shall be final and no request for change shall be entertained. Therefore, candidates are advised to be careful in exercise of option for Railway(s)/PU(s). RRBs will allot the Railway/Production Unit to the selected candidates as per the preference of the candidates subject to merit and vacancy position. However in case of administrative exigencies/requirements, RRBs reserve the right to allot any Railway/Production Unit subject to the suitability of the candidate(s).**
 - ii) **Candidates with partial option will be considered only for the specific categories opted by them since non-option for certain categories or all categories would indicate their unwillingness for the same**
 - iii) **Candidates are advised to keep their personal mobile number and personal valid e-mail ID active throughout the recruitment process, as all communications from RRBs will be sent only through SMS/e-mail. RRBs will not entertain any request for change of mobile number and e-mail address at any stage.** Candidates are advised to note and preserve their Registration Number for further stages of recruitment process/ correspondence with RRB concerned. No communication will be done by the candidates with the RRBs through post.
Candidates are further advised to visit official website(s) of RRBs frequently to get the latest information on various stages of recruitment process or any changes about this CEN.

The responsibility lies with the candidates to prove with valid documents that all the information submitted by them in the ONLINE application is true.

15.1 Steps to submit online application:

After completing the process at Para 15.0 a, b, c & d above. The following steps may be carried out

- a) **Selection of RRB:**
Select the RRB to which you wish to apply.
Please note that, **RRB once selected cannot be changed** after the preliminary registration is completed and Registration number is allotted.
- b) **Confirm that you have read and understood the instructions** clearly by clicking the check box. Click on the “New Registration”
- c) **Registration Details:** Enter your name, Date of Birth and Father’s name as per Para 1.7 of General Instructions, Mother’s Name, Aadhaar Number, SSLC/Matric/X class/Degree/Diploma/ Technical/Professional qualifications Roll Number, Year of Passing, Mobile Number and e-mail-ID and then submit for registration. **Before submitting for registration, ensure and confirm that all the information furnished above are correct as the details furnished for registration cannot be changed later. Please note that the email ID used for the Registration must be yours and unique. Also note that both the email and Mobile Number will be verified during the Online Application process with a One Time Password (OTP).**
- d) Verification of email ID and mobile number through OTP: On submitting the primary details, the Registration Number and Password shall be displayed to the candidate. Also, OTPs shall be sent to the registered Mobile Number and e-mail along with the Registration details. The candidate should retrieve the OTPs from e-mail and Mobile and then enter OTPs to proceed with the filling up of application and to make payment. Candidate should note and preserve their Registration Number for later reference during the recruitment process and RRB will not entertain any request seeking registration number.
- e) Candidates can proceed with the online application by clicking on the “**Already Registered**” Button on the Home Page using the Registration Number and password. i.e the date of birth in DDMMYYYY format
- f) In the Part 1 application page, provide the details of Educational Qualification, Community, Gender, Religion, Ex SM, PwBD, Minority, Economically Backward Class and Age Relaxation eligibility category as applicable and other details.
- g) **Payment and Bank Account details**
- i. On completion of application details as above, the candidate will be directed to the payment page to choose payment mode i.e Bank (Online Net Banking/Credit Card/Debit Card/UPI and Offline Challan) or Post Office Challan as explained in Para 7.1 and complete the payment process. Choose the mode of payment and complete the payment process. **Please note the last date and time specified for each mode of payment and submit the application well in time.**
- ii. **Those paying through Bank-offline mode, the payment confirmation may take 2 hours and hence they have to again login after 2 hours and look for confirmation of payment status.**
- iii. **The time period for payment confirmation shall vary from 24 hrs to 48 hrs in case of Post Office payment.**
- h) **Scribe for PwBD Candidates:** Indicate option for Scribe if you are a PwBD candidate eligible for Scribe. Only the candidates suffering from Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy/muscular dystrophy/candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for availing Scribe
- i) **Detailed Educational Qualification:** Furnish all the relevant information about your education/Profession/Technical qualification as required in the online application
- j) **Choice of Exam Language:** English is the default language. In case the candidate wishes to choose any other language, then the same can be selected from the drop down list of languages.

The languages listed are Assamese, Bengali, Gujarati, Hindi, Kannada, Konkani, Malayalam, Manipuri, Marathi, Odiya, Punjabi, Tamil, Telugu and Urdu. **In case of any difference/ discrepancy/dispute in the Questions between English and the opted language, the content of English version shall prevail.**

- k) Complete the balance fields e.g. Mother Tongue, Moles/Identification Marks, Address etc.,
- l) **Bank Account details for Refund of Examination Fee:** Candidates who attend the examination are only eligible for refund of examination fee as mentioned in Para 7.0. All candidates who have given the confirmation to receive their refund to the account from which they have made the application fee payment, need not fill these details and hence, this will not be visible for them. Only those candidates who have not opted for refund to their fee paid account as above should provide the details of Beneficiary Bank Account in which they wish to receive the refund viz. Beneficiary Name, Bank Account Number and IFSC Code of the Bank in the Online Application.
- m) Candidates may give their consent for sharing the scores obtained by them in RRB exams with other Ministries/Departments/ PSUs and Private organizations, for recruitment in their organizations.
- n) Photograph and Signature Upload :**
1. Candidate will be automatically directed to 'Photo and Signature Upload' part of the application.
 2. Select the Upload Photo tab and upload your colour photograph. The photograph should comply with the following requirements
- o) SPECIFICATIONS FOR PHOTOGRAPH :**
- a. It should be a Colour Passport size Photograph with white/light colour back ground.
 - b. It should be of size 35mmX45mm or 320 x 240 pixels.
 - c. It should be in JPG/JPEG format scanned with 100 DPI resolution.
 - d. The size of the photograph should be between 20-50KB.
 - e. The colour photograph must have been taken on or after 01-01-2019 in a professional studio. Photographs taken using mobile and self-composed portraits may result in rejection of application.**
 - f. The photo should have **clear front view of the candidate** without cap and sunglasses.
 - g. The face should occupy at least **50% of the area of the photograph with a full face view** looking at the camera directly.
 - h. The main features of the face must not be covered by hair of the head, any cloth or any shadow.
 - i. Fore head, eyes, nose and chin should be clearly visible.
 - j. In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.
 - k. The Photograph must match with the candidate appearance on the days of CBT and DV.
 - l. PwBD candidates should also upload passport size photograph as per above specifications only and not the full body photograph used in the disability certificate.
 - m. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use as and when required during the recruitment process.
- I. Select upload Signature Tab and upload your Scanned Signature. The signature image should comply with the following specifications.**
- II. Specification for Signature Image :**

- a. The applicant has to sign on white paper with **Black Ink pen** within a box of size 50mm x 20mm.
- b. Signature must be in running letters and NOT IN BLOCK LETTERS.
- c. The image should be in JPG/JPEG format scanned with 100 DPI resolution.
- d. Dimensions of 50mm x 20mm or 140 x60 pixels (preferred).
- e. Size of file should be between 10KB — 40KB.
- f. Notes : -
 1. The signature must be signed only by the applicant and not by any other person.
 2. The applicants signature obtained during registration and at the time of CBTs/DV/Medical should match the uploaded signature.
 3. In case it is found that there is a mismatch of signature, the candidate may be disqualified, legal prosecution will be initiated and the candidate will be debarred for life from appearing in railway recruitments (RRBs/RRCs).

III. Scanning and resizing of the photograph and signature:

- a. Set the scanner resolution to a minimum of 100 dpi (dots per inch).
- b. Set Color to True Color. File Size as specified above.
- c. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- d. The image file should be in JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg.
- e. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates can easily obtain photo and signature in .jpeg format not exceeding 50KB & 40KB respectively by using MS Paint or MS Office Picture Manager.
- f. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 40KB (signature) by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editors also.

p) SC/ST Certificate upload :

Candidates belonging to SC/ST Community who have opted to avail Free Rail Travel, have to upload scanned copy of their SC/ ST Certificates (JPG/JPEG format, 50KB – 100KB) also for availing the facility of Free Travel Authority (Second Class Railway Pass).

CARE : If the file size and format for photograph, signature and SC/ST Community Certificate are not as prescribed, an error message will be displayed.

q) Submission of Application:

In the end candidates have to confirm the declaration **“I hereby declare that I have gone through the eligibility criteria for the post(s) applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in case, any of the details furnished is found untrue during any stage of recruitment or thereafter RRB shall disqualify me for the post(s) applied for and /or I shall be liable for any other action under the extant rules”.**

After confirming the above declaration and submission of the application, the candidate may save the file as “PDF” and/or take print of the application and preserve it for reference and record.