

WESTERN RAILWAY
RAILWAY RECRUITMENT CELL
Parcel Depot, Alibhai Premji Marg,
Grant Road (East), Mumbai – 400007.
Website :www.rrc-wr.com
Notification No. 01/2019 GDCE -NTPC (Under Graduate)
DATED: 20/06/2019.

Opening Date & Time for ONLINE Registration & Filing of Application	01-07-2019 10.00 hrs.
Closing Date & Time for ONLINE Registration & Filing of Application	30/7/2019 18.00 hrs

ONLINE APPLICATION FOR GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION (GDCE)

Railway Recruitment Cell invites **ONLINE** applications from eligible employees of Western Railway working as on the date of Notification for filling up the following posts of NTPC (Non-Graduate) against GDCE Quota as per vacancies indicated below:

NTPC-UNDER GRADUATE						Department	NUMBER OF VACANCIES				
CATG . No.	NAME OF THE POST	Educational Qualification	Pay Scale	Suitability for PwBD	Medical Std.		UR	SC	ST	OBC	Total
1	Junior Clerk Cum Typist	12 th (+2 Stage) or its equivalent with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/PwBD/Ex-Servicemen and candidates who possess qualifications higher than 12 th (+2 Stage). Typing proficiency in English /Hindi on computer is essential (Ref:Para-18 below)	Level -02	LD (OA,OL,OAL, BL, LC, DW & AAV) HI (D & HI) VI (B & LV) MD	C-1	GEN	65	11	7	22	105
2	Trains Clerk	12 th (+2 Stage) or equivalent with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/PwBD/Ex-Servicemen and candidate who possess qualifications higher than 12 th (+2 Stage).	Level -02	HI (HI), LD (OA, OL &AAV) MD	A-3	TFC	12	3	0	3	18

Abbreviations: NTPC(UG) Non Technical Popular Category(Under Graduate), **Catg** : Category, **Com**= Commercial, **TFC**= Traffic, **Gen** = General, **ExSM** = Ex-Servicemen, **OBC-CL**= Other Backward Classes- Creamy Layer, **OBC-NCL** = Other Backward Classes - Non Creamy Layer, **SC** = Scheduled Caste, **ST** = Scheduled Tribe, **UR** = Unreserved (General) **GP** = Grade Pay

AAV=Acid Attack Victim, B=Blind, BL=Both Legs, D=Deaf, DW=Dwarfism, HH=Hard of Hearing, HI=Hearing Impairment, ID=Intellectual Disability, LC=Leprosy Cured, LD=Locomotor Disability, LV=Low Vision, MD=Muscular Dystrophy, MW=Muscular Weakness, OA=One Arm, OD=Other Disability, OL=One Leg, OAL=One Arm & One Leg, MD= Multiple Disability, PwBD=Persons With Benchmark Disabilities, RPWD = Rights of Persons with Disabilities, SLD=Speech and Language Disability, VI=Visually Impairment.

1) GENERAL INSTRUCTIONS:

1. All regular employees possessing prescribed educational qualification as indicated above, working in 7th CPC Level lower than the Grade Pay/Scale for which GDCE is being conducted are eligible to appear in GDCE selection,
2. All regular employees possessing prescribed educational qualification as indicated above working in same 7th CPC Level for which GDCE is being conducted are eligible to appear in selection from non-safety to safety category posts as well as safety to safety category posts.
3. Those candidates who are appearing in and/or awaiting for results of final examination of minimum qualification at the time of applying for the post are not eligible. Academic qualification must be from recognized Educational Institution / Board, otherwise candidature will be rejected.
4. The candidates should possess the requisite educational qualification on the closing date of application and the same should also be endorsed in the Service Sheet of the employees.
5. Zone of consideration for GDCE will encompass staff belonging to all the Departments/Branches in a Divisions/Workshops/Headquarters office/Extra-Divisional Offices, as the case may be, subject to their applying in response to the notification.
6. RPF/RPSF personnel are not eligible to apply against the GDCE scheme in terms of Railway Board's letter No. E (NG) I/2002/PM2/9 dated 11.8.2003.
7. Employees selected under GDCE scheme shall be subjected to initial training of the same duration prescribed for directly recruited candidates through RRBs.
8. **Age Criteria:** - The upper age limit will be 42 years for General candidates, 45 years for OBC candidates and 47 years for SC/ST candidates.

Age will be reckoned as on 1/7/2019.

The date of Birth of the candidates should be should be between the dates shown below:

Age Group	Upper Date of Birth			Lower Date of Birth
	UR	OBC	SC/ST	
		02-07-1977	02-07-1974	02-07-1972
	18 to 42	18 to 45	18 to 47	

9. **PROOF OF AGE:-** Birth Certificate issued by appropriate authority or Matric/SSC/SSLC certificate or mark sheet indicating Date of Birth issued by Board or School leaving/Transfer certificate issued by Schools/College Authority.
10. The candidates fulfilling eligibility criteria for various post of both NTPC(UG) categories and NTPC(G) Categories can apply for both the categories. However, separate applications should be submitted for NTPC (Under-Graduate) categories and NTPC (Graduate) categories.

11. Separate single stage written examinations -Computed Based Test(CBT)/ OMR based examinations will be conducted for NTPC (Graduate) categories and NTPC (Under-Graduate) categories . The choice of post should be given at the time of application.
12. The date, time and venue of the examination will be fixed by RRC/ Mumbai and will be intimated to the eligible candidates through website as well as through SMS on registered Mobile number/or through email on registered mail address. The candidates should regularly visit the website.
13. The request for postponement of examination or change of venue will not be entertained under any circumstances.
14. The standard of the examination shall be of the level of RRB examination of Notified post. The Question paper shall be of Objective Multiple Choice Type. The question paper will be in English/Hindi/Urdu/Marathi/Gujarati. The Questions will be of objective type with multiple choices and are likely to include questions pertaining to:
 - a. **Mathematics:**

Number System, Decimals, Fractions, LCM, HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Elementary Algebra, Geometry and Trigonometry, Elementary Statistics etc.
 - b. **General Intelligence and Reasoning:**

Analogies, Completion of Number and Alphabetical Series, Coding and Decoding, Mathematical Operations, Similarities and Differences, Relationships, Analytical Reasoning, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Sufficiency, Statement- Conclusion, Statement- Courses of Action, Decision Making, Maps, Interpretation of Graphs etc.
 - c. **General Awareness:**

Current Events of National and International Importance, Games and Sports, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10th CBSE), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India and World, Flagship Government Programs, Flora and Fauna of India, Important Government and Public Sector Organizations of India etc.
15. Minimum percentage of marks for eligibility in various categories: UR-40%, OBC (Non creamy layer) -30%, SC-30%, ST-25%.
16. Railway Administration reserves the right to alter the modus of Examinations or re-conduct examination or to cancel part or whole any process of recruitment at any stage.
17. **There shall be negative marking in the examination and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.**
18. For the post of Junior Clerk cum Typist, Typing Skill Test of qualifying nature (marks obtained in qualifying test shall not be added for making merit) shall be conducted. The candidates should be able to type 30 words per minute (WPM) in English or 25 words per minute (WPM) in Hindi on Personal Computer only without editing tools and spell check facility.

19. The selection shall be made strictly as per merit in the written examination and passing Skill Test wherever prescribed and found fit in prescribed Medical category. Category wise merit list will be formed for all the categories.
20. The candidates recommended for appointment should be fit in prescribed Medical category.
21. Shortlisted candidates will be called for verification of their original documents. During document verification the candidates has to bring all necessary documents in original. After satisfactory document verification the candidate will be considered for empanelment subject to fulfillment of other criteria.
22. Candidates recommended for a particular category of post with a Higher Medical classification will not be considered for any alternative post with lower medical classification in the event of their medical unfitness.
23. The number of vacancies indicated in the GDCE notification is provisional and may reduce or even become NIL depending upon the actual needs of the Railway Administration. The administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
24. Selected candidates are liable to be posted anywhere on Western Railway. Decision of Railway Administration in this regard shall be final.
25. **There is no separate reservation of posts for Persons with Benchmark Disabilities and Economically Weaker Sections as per Railway Board's letter No. E(NG)I-2018/PM1/23 dated 02/05/2019.[RBE-72/2019]**
26. **Assistance of Scribe:** Visually Impaired(VI) / candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/candidates with Loco motor disability (one arm) can avail the assistance of Scribe for writing answers on their behalf.
27. Engagement of Scribe will be subject to the following conditions:
 1. Candidates will have to arrange for the scribe on their own.
 2. The scribe so arranged should not himself/herself be the candidate for this CEN for which the candidate is appearing. Also same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage will render both the candidate & the Scribe disqualified.
 3. Candidates opting for scribe will have to provide details of scribe as per Annexure-IV at the time of CBT and same shall be signed by both candidate and scribe. Scribe should produce original valid ID proof at CBT center, and paste pass port size photograph on Annexure-IV.
 4. The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her during the examination.
 5. Candidates availing the assistance of a scribe shall be eligible for compensatory time of 20 minutes for every hour of examination.
 6. All one eyed candidates and candidates whose visual degree of disability is less than 40% shall not be considered as Visually Impaired persons and the provision for engaging scribe shall not be applicable to them.
 7. Selected PwBD candidates will be subjected to medical examination by Railway Medical Authorities at the time of appointment and only those conforming to the

medical standards as laid down in the Indian Railway Medical Manual and other extant provisions, as the case may be, will be eligible for appointment.

2) **HOW TO APPLY:**

1. Visit the website of RRC-WR i.e. www.rrc-wr.com
2. Click on the “ONLINE/E-APPPLICATION” link.
3. Click on the “New Registration” icon.
4. Fill in the basic details for registration.
5. Login using the Registration number & password sent to your registered mobile number.
6. Enter your old password and set your new Password and click on Change Password icon.
7. Follow the instructions and complete the registration process step-by-step.
8. Upload your scanned recent colour photograph (of size 3.5 cm X 3.5 cm, upto 70kb, 100 DPI, ONLY JPEG format) and scanned signature (of size 3.0 cm X 6.0 cm, upto 30kb size ONLY in JPEG format) as well as required documents.
9. Submit the application.

3) **STEPS TO SUBMIT ONLINE APPLICATION**

1. Visit the website of RRC-WR i.e. www.rrc-wr.com
2. Click on the “ONLINE/E-APPPLICATION” link.
3. Click on the “New Registration” link.
4. Fill in the basic details viz. Name, Father’s Name, Date of Birth, Community, e-mail Address and Mobile number. On submission of required details an e-mail will be received in the registered e-mail ID. Open inbox of your registered e-mail and click on the link received to proceed further.
5. Login using the Registration number & password sent in the e-mail.
6. Follow the instructions and complete the registration process step-by-step.
7. Upload your scanned recent colour photograph (of size 3.5 cm X 3.5 cm, upto 70kb, 100 DPI, ONLY JPEG format) and scanned signature (of size 3.0 cm X 6.0 cm, upto 30kb size ONLY in JPEG format) as well as required documents.
8. Submit the application.
For detailed procedure of ONLINE application refer to the e-help link Provided on the RRC website.

4) **Documents to be uploaded:**

- 1 Proof of Date of Birth as mentioned at Para 9.
- 2 Certificates of Educational Qualification for the post applied.
- 3 In the case of SC/ST community candidates, Community certificate issued by the Competent Authority in the prescribe format as per Annexure- I of this Notification.
- 4 In the case of OBC community candidates, Community certificate issued by the Competent Authority in the prescribe format as per Annexure-II of this Notification. This Certificate should specifically indicate that the candidate does not belong to the persons/section (Creamy Layer).
- 5 Candidates claiming to belong to Other Backward Classes are also required to submit a self declaration in the prescribed format. (Annexure – III of this Notification).

NOTE: Candidates applying against reserved vacancies (SC/ST/OBC) and/or seeking age relaxation must upload requisite Caste Certificate in the prescribed format issued by the competent authority. Otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility

conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

5) INVALID APPLICATIONS:-

1. Not having proper scanned Photo and scanned Signature.
2. Not having proof of Educational Qualification for the post applied.
3. Not having proof of Birth as per Para-9.
4. Under aged/Over-aged candidates.
5. Not having the requisite Education Qualification at the time of closing date of application.
6. Application without uploading the requisite certificates.
7. Any other irregularity.

6) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:-

- 1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
- 2 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 such discrepancy should be submitted.
- 3 Misconduct on the part of the candidate at any stage of the recruitment process is strictly prohibited.
- 4 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment. Attempting in such practice will be viewed seriously and their candidature shall be rejected without any notice.
- 5 A candidate found by the Railway Recruitment Cell to be guilty of:
 - a. Canvassing support for his candidature by any means;
 - b. Impersonation;
 - c. Taking help of impersonator ;
 - d. Submitting fabricated/tampered documents ;
 - e. Making statements which are incorrect or false, or suppressing material information ;
 - f. Resorting to any other irregular or improper means for furtherance of his candidature for the selection ;
 - g. Using unfair means during the examination, or possessing , carrying or using mobile phone, calculator or any other such instrument ;
 - h. Committing mischief in any other manner in the examination hall ;
 - i. Harassing or doing bodily harm to the staff employed by the RRC-WR for the conduct of the test-
may, in addition to action under relevant provisions of the Rules/Laws which render him liable to criminal prosecution may further-
 - a. be disqualified by the RRC-WR from selection for which he is a candidate, or
 - ii. be debarred, either permanently or for a period decided by the RRC-WR, from any examination or selection conducted by any of the Railway Recruitment Cells / Railway Recruitment Boards
or/and
 - iii. be taken up for disciplinary action under the appropriate rules.

IMPORTANT

- a. List of eligible candidates will be notified on RRC website.
- b. Mode of examination will be notified on RRC website.

- c. Call letter for the written examination will be issued ONLINE.
- d. For any legal issues arising out of this Employment Notice, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Mumbai only.

7) RAILWAY RECRUITMENT CELL'S DECISION FINAL:

The decision of RRC-WR 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), allotment of examination centre, allotment of posts/places to selected candidates and all other matters related with conduct of recruitment process will be final and binding on the candidates, and no enquiry or correspondence will be entertained in this connection.

**Chairman
Railway Recruitment Cell
Western Railway**

PROFORMA FOR CASTE CERTIFICATE FOR SC/ST CANDIDATES

(Format 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) / (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 Re-organisation Act 1960, The Punjab Re-organisation Act, 1966, The State of Himachal Pradesh Act, 1970, The North Eastern Areas Re-organisation Act, 1971, and the Scheduled Caste / Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Jammu and Kashmir) Scheduled Caste / Scheduled Tribe Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes / Scheduled Tribes Order, 1962.
- The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- The Constitution (Goa, Daman and Diu) Scheduled Castes / Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste / Scheduled Tribes Order, 1978.
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- The Constitution (SC) Orders (Amendment) Act, 1990.
- The Constitution (ST) Orders (Amendment) Act, Ordinance 1991.
- The Constitution (ST) Orders (Second Amendment) Act, 1991.
- The Constitution (ST) Orders (Amendment) Ordinance, 1996.

2. Application in the case of Scheduled Caste / Scheduled Tribe Persons who have migrated from One State/Union Territory Administration.

This certificate is issued on the basis of Scheduled Caste / Scheduled Tribe certificate issued to Shri / Smt. / Kum* _____ Father / Mother of Shri / Smt. / Kum _____ of Village / town in District / Division* _____ of State / Union Territory _____ who belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe * in State / Union Territory * _____ issued by the _____ (Name of prescribed authority) vide their No. _____ dated _____.

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

Signature _____

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. (*)

Please Note: The term *Ordinarily resides* used will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of Authorities empowered to issue caste / tribe certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
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 normally resides.

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 Shri / Smt. / Kumari.....
son / daughter of.....of Village/Town.....
in District/ Division.....in the State/Union Territory.....
.....belongs to the.....community which is recognised as a
Backward Class under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No..... Dated..... *.

Shri/Smt./Kum.*.....and/or his/her family
ordinarily reside(s) in the..... District / Division of the
..... State / Union Territory. This is also to certify that he/she does not belong
to the persons / sections (Creamy layer) mentioned in column 3 (of the Schedule to the
Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT),
dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training
O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017**.

Date:

DISTRICT MAGISTRATE / DY.
COMMISSIONER ETC.

(Seal)

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

PROFORMA FOR DECLARATION TO BE SUBMITTED BY OTHER BACKWARD CLASS CANDIDATES ALONGWITH THE APPLICATION

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-Estt(SCT) dated 08.09.1993. It is also declared that I do not belong to person / sections (Creamy Layer) mentioned in column 3 of the Scheduled 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 _____

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate :
2. Roll No
3. Name of CBT Center.....
4. Qualification of Candidate
5. Disability Type
6. Name of the Scribe.....
7. Date of Birth of the Scribe.....
8. Father's Name of the Scribe.....
9. Address of the Scribe :
(a) Permanent Address.....
.....
.....

- (b) Present Address.....
10. Educational Qualification of the Scribe

11. Relationship, if any, of the Scribe to the Candidate

12. DECLARATION:

- i) 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 candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.

Signature of SCRIBE in the above box below the photograph

(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

Signature of the Invigilator