



EASTERN RAILWAY

RAILWAY RECRUITMENT CELL
56, C. R. Avenue/Kolkata – 700012

Website : www.rrcer.com & www.er.indianrailways.gov.in

GDCE Notification No: RRC/ER/GDCE/01/2019

FOR SERVING REGULAR RAILWAY EMPLOYEES AS PER ELIGIBILITY CRITERIA

ONLINE Applications are invited from eligible serving regular railway employees of Eastern Railway for filling up following vacancies of Commercial -cum- Ticket Clerk (Commercial Deptt.- Level-3 post) and Jr. Clerk-cum-Typist (Level-2 post), against General Departmental Competitive Examination (GDCE) quota. The details are given below:-

1. SCHEDULE OF GDCE 01/2019:

• Date of Publication of Notification on website 30.08.2019
• Opening date and time of online Applications 10.09.2019 at 10.00 hrs.
• Closing date and time of online Applications 01.10.2019 at 18.30 hrs.
• Dates for CBT and other stages of recruitment process would be intimated from time to time through the website. However, tentative date of CBT is 10.12.2019
• Last date for submission of print-out of filled up application form to Controlling Officer – 10.10.2019
• Last date for submission of print-out of filled up application form to Dy.CPO/SPO CON/Sr. DPO./WPO duly forwarded by Controlling Officer – 21.10.2019
• Last date for Dy.CPO/SPO CON/Sr. DPO./WPO to forward the list of applicants to RRC office along with data sheet – 15.11.2019

NOTE: Since tentative date of GDCE is early December. Candidates shall treat this notification as alert notice for the exam. Call letters download facility would be made available only two weeks prior to the exam. Read the notification carefully for further information.

2. COMMUNITY WISE BREAKUP OF VACANCIES:

Category No.	Name of post	Pay Level (7th CPC)	No. of vacancies					Total	Medical Standard	Minimum Educational Qualification	Stage of Exam
			UR	SC	ST	OB C					
A	Commercial - cum- Ticket Clerk	Level 3 Non-Safety post	63	19	09	33	124	B-2	12 th (+2 stage) or its equivalent with not less than 50% marks in the aggregate, from govt. recognized Education Board. 50% marks is not to be insisted upon in case of SC & ST and candidates having higher qualification from UGC recognized University.	Written examination followed by Document Verification	
B	Jr. Clerk-cum-Typist	Level 2 Non-Safety post	63	19	10	36	128	C-2	12 th (+2 stage) or its equivalent with not less than 50% marks in the aggregate, from govt. recognized Education Board. 50% marks is not to be insisted upon in case of SC & ST and candidates having higher qualification from UGC recognized University. NOTE: Typing proficiency in English / Hindi on Computer is essential. Details at page 5.	Written examination followed by Typing proficiency Test and Document Verification	

3. GENERAL INSTRUCTIONS:

- i. Before applying for the post(s) against this notification employees should satisfy themselves that they fulfill all eligibility norms including Age, Educational Qualification(s) from a Govt. recognized Board/University/Institute and the same should be included in their Service Records. Employees should ensure that they possess/fulfill all eligibility conditions prescribed for the post(s) as on the closing date of online registration as per schedule.
- ii. Employee must ensure that they fulfill the prescribed medical standard for the opted post. Employees who are found medically unsuitable for the opted post(s) shall not be given any alternative appointment.
- iii. The schedule for filling up of application form, eligibility criteria and other details are given in this notification. Candidates are advised to go through them in detail. Candidates need NOT send printouts of application or copies of Certificates to RRC by post.
- iv. In terms of RBE 60/2015, GDCE would be a single stage exam and since the minimum educational qualification is same for both the vacancies, only one common Computer Based Test (CBT) would be conducted. The eligible candidates should treat that this notification itself is an alert notice for conducting computer based test (CBT) examination which will be advised at short notice by RRC.
- v. Candidates who are fulfilling eligibility criteria are advised to fill up their form, duly indicating preference for their choice of post. If an employee opts for ONLY one post out of the two available posts, his/her candidature would only be considered for the post opted. Two separate applications by a candidate, for the two posts will NOT be considered. Two separate applications for same post will not be considered by the computer.
- vi. The select list of two notified posts would be formed on the basis of merit and post preference of candidates, subject to fulfillment of other eligibility criteria. Candidates, who opt for Jr. Clerk cum Typist, would be subjected to typing proficiency test. The panel will be subject to fitness in the medical examination, conducted by concerned Unit of Eastern Railway.
- vii. The number of vacancies shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection. For other details and guidelines, candidates are advised to carefully read the paragraphs of this notification.

4. ZONE OF CONSIDERATION:

- i. Zone of consideration for this GDCE notification will encompass serving regular railway employees of Eastern Railway, working in 7th CPC Level **lower than** the notified post for which GDCE is being conducted, even though they may be availing higher level/GP under ACP/MACP scheme.
- ii. All such regular employees having lien in any of the units in Eastern Railway i.e. belonging to all the Departments/Divisions/Branches in a Division/Workshops/Headquarters office/Extra-Divisional Offices in Pay Level-1&2 are eligible to appear for Category-A and employees in Pay Level-1 are eligible for Category-B subject to their applying in response to the notification, with administrative approval.
- iii. The employees shall possess prescribed qualification and NOT BE INELIGIBLE as indicated in paragraphs of this Notification. Employees should ensure that they possess/fulfill all eligibility conditions prescribed for the post(s) as on the closing date of online registration as per schedule. For further details of eligibility criteria, below mentioned paragraphs shall be referred.
- iv. Candidates should be working in Eastern Railway, during the selection process; otherwise he/she would not have a claim to be empanelled under this GDCE notification. In case, the employee gets promotion while the GDCE selection process is going on, the extant establishment rules would be applicable and employee would not be eligible for Pay protection etc. which are not permissible within railway rules.

5. NON-ELIGIBILITY:

- i. Employees who are trainee/Substitute and not regularized are not eligible to apply.
- ii. RPF/RPSF personnel are not eligible to apply for GDCE in terms of Railway Board's letter No. E (NG) I/2002/PM2/9 dated 11/08/2003.
- iii. Law Assistant, Catering Inspector & Accounts Cadre are not eligible to apply in terms of Railway Board's letter No. E(NG)I/2000/PN2/12 dated 21/08/2001 (RBE No. 165/2001).
- iv. Since both the notified posts belong to Non-Safety category hence employees working in the same level for which GDCE is being conducted are not eligible to appear in Selection process in terms of RBE No. 112/2018. In no case persons working in same and higher grade posts are eligible to appear in selection process against this notification.
- v. Those candidates who are appearing in and/or awaiting results of final examination of minimum qualification at the time of applying for the post are not eligible.

- vi. If an employee opts for ONLY one post out of the two available posts, his/her candidature would not be considered for the post not opted.

6. AGE LIMIT:

The upper age limit will be 42 years for General candidates, 47 years for SC/ST candidates and 45 years for OBC candidates. The age limits will be reckoned as on 01/01/2020.

PROOF OF AGE:

10th class Certificate indicating Date of Birth issued by a government recognized Education Board would have to be submitted as proof of age. Candidates should note that the date of birth filled in this application should be same as recorded in the Matriculation/SSLC/Xth Class or an equivalent certificate. No subsequent request for its change will be considered. In case, the declared age varies from the records available in Service Record of candidate, the decision taken by administration would be final.

7. EDUCATIONAL QUALIFICATION:

For Category A –

12th (+2 stage) or its equivalent with not less than 50% marks in the aggregate, from government recognized Education Board. 50% marks is not to be insisted upon in case of SC & ST and candidates having higher qualification from UGC recognized University.

For Category B –

12th (+2 stage) or its equivalent with not less than 50% marks in the aggregate, from govt. recognized Education Board. 50% marks is not to be insisted upon in case of SC & ST and candidates having higher qualification from UGC recognized University.

NOTE:

Typing proficiency in English / Hindi on Computer is essential for Category B post. The candidates should be able to type 30 words per minute (WPM) in English or 25 WPM in Hindi on Personal Computer only without editing tools and spell check facility. Typing Skill Test (TST) would be of qualifying nature i.e. marks obtained in typing skill test shall not be added for making merit.

Typing Proficiency Test would be held after declaration of result of CBT for eligible candidates opting for this category.

For Both Categories A and B –

- i. The candidates should possess the requisite educational qualification on the closing date of application **and entry of the same should also be reflected in the Service Sheet of the employees.** Academic qualification must be from government recognized Educational Board, otherwise candidature will be rejected.
- ii. Those awaiting results of the final examination need NOT apply.
- iii. Candidates having higher educational qualification may also apply however they would not get any advantage above other candidates.
- iv. Eligibility of the candidates will be considered on the strength of the information furnished in the ONLINE Application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected forthwith.
- v. RRC may reject the applications of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria.

8. RESERVATION:

- i. All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters for UR candidates. No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.
- ii. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL), only candidates belonging to that community will be considered.
- iii. Reservation Quotas prescribed for SC/ST will be applicable for GDCE in terms of RBE No. 129/1993. In terms of RBE No. 284/1999, the reservation for OBCs as per norms in Direct Recruitment Quota would be applicable for GDCE. However, horizontal reservation for PWBD, EWS, Ex-SM etc. is not applicable for GDCE in terms of RBE No. 65/2019.
- iv. For availing reservation, SC/ST/OBC-NCL candidates should furnish Caste Certificate from competent authorities as per the format given at Annexure I (for SC/ST candidates) and at Annexure II (for OBC-NCL candidates) at the time of document verification.

- v. Further, in case of OBC-NCL candidates, the certificates should specifically indicate that they do not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision, if any, received till the closing date for ONLINE Registration of applications for this notification.
- vi. The candidates should ensure that they belong to the OBC- Non Creamy Layer (NCL) category while applying for the posts against this notification. Such candidates should produce a valid OBC certificate in the prescribed format during document verification. Further, in addition to the community certificate (OBC), a declaration in the prescribed format as per Annexure IIA has to be furnished by the candidates during document verification, that he/she does not belong to the creamy layer. The certificate produced shall not be older than one year at the time of document verification.
- vii. In case of not complying to these stipulations, their claim for reserved status (OBC-NCL) will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Unreserved) category, will be considered under General(UR) vacancies only.
- viii. For deciding reserved communities, the state wise list issued by Central Government, before or on the closing date of notification, would be applicable.
- ix. If the community status of the employee in application form is varying from the entry in service record, then the decision taken by Railway administration regarding the claim for community reservation in GDCE, would be final.

9. DETAILS REGARDING TRAINING ETC.:

- i. Employees selected under GDCE scheme shall have to fill Indemnity Bond as applicable as per extant Rules/procedure.
- ii. They shall be subjected to initial training of the same duration as prescribed under extant rules. Pay/Stipend during the training period would be applicable as per extant rules. Selection would be subject to successful completion of the training. Their Period of Probation will be as per extant rules.
- iii. They will be required to serve all over Eastern Railway

10. RECRUITMENT PROCESS:

- i. Only one common single- stage ONLINE Computer Based Test (CBT) would be conducted for the posts of Commercial -cum- Ticket Clerk AND Jr. Clerk -cum- Typist as the minimum educational qualification is same for both the

vacancies. However, two separate merit lists would be formed for the categories of posts.

- ii. Eligibility status of the candidate shall be made available on RRC's website. Candidates can verify their eligibility from the website of RRC. SMS and email will be sent to all eligible candidates. Candidate should keep their mobile number and e-mails active till the end of selection process. RRC will not entertain any request for change of mobile number and e-mail address at any stage.
- iii. The eligible candidates should treat that this notification itself is an alert notice for conducting computer based test (CBT) examination which will be advised at short notice by RRC.
- iv. The e-call letter to the eligible candidate shall be available about TWO WEEKS before commencement of CBT/Typing test on the RRC's website for downloading. No admit card will be sent to candidate by post.
- v. RRC will not entertain any request for any change in examination centre, date and session allotted to provisionally eligible candidate(s). **Irrespective of reasons offered, RRC-ER would not provide any extra date for CBT absentees.**
- vi. Candidates should regularly visit RRC-ER website to check the date of examination and download the Hall Ticket/E-call Letter.
- vii. Candidates must bring their e-call letter duly obtaining the signature and stamp of the concerned Supervisor/Controlling Officer in the space provided on the e-call letter, while appearing for the CBT/Typing test.
- viii. The examination will be of the level of RRB examination of notified posts and likely to include questions pertaining to General Awareness, Arithmetic, General Intelligence, Reasoning and Technical questions, wherever applicable.
- ix. The question paper will be of 90 minutes duration for 120 questions. The question paper shall be of Objective Multiple Choice Type in English and Hindi only and the candidates have to give preference any one of the above mentioned language, while submitting ONLINE application.
- x. There shall be negative marking in written examinations and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.
- xi. In addition to para 7.i above, it is mentioned that, in case the examination is conducted in multiple sessions/dates of CBT for this GDCE Notification, the Normalization process as per extant rules will follow.
- xii. Minimum percentage of marks for eligibility in various categories is following UR-40%, OBC (Non creamy layer) -30%, SC-30%, ST-25%.

- xiii. The candidates, who opt for Jr. Clerk cum Typist, would be subjected to typing proficiency test as per prescribed speed at Para-4. The merit will be drawn only for the candidates qualified in the Typing Skill Test (TST) based on performance in CBT Stage.
- xiv. On qualifying written examination, candidates will be eligible for next stage of selection i.e. Document Verification / Typing Proficiency Test (wherever applicable) as per their merit, in prescribed ratio of 1:1 of notified vacancies.
- xv. In addition to para 7.xiii, candidates equal to 50% of number of vacancies (may increase or decrease as per relevant rules applicable at the time of such stage, as per merit will be called for Document Verification), for the two notified posts. These additional candidates 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 or/and any other special requirements.
- xvi. During document verification the candidate has to bring all necessary documents in original, along with photocopy of the documents duly attested by Gazetted Officer. Only after satisfactory document verification, the candidate would be considered for the next stage of recruitment. Mere call for document verification doesn't entitle the candidates to a post.
- xvii. The panel would be formed on the basis of merit and preference of candidates, subject to fulfillment of other eligibility criteria. Separate Post-wise merit list will be formed for both the posts.
- xviii. 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.
- xix. Appointment of selected candidates is subject to their passing requisite Medical Fitness Test to be conducted by the Railway Administration, final verification of educational and community certificates and verification of antecedents/character of the candidates. Candidates may please note that RRC only recommends names of the empanelled candidates and appointment is offered ONLY by the respective Railway Units.
- xx. Only after successful completion of training and fulfilling other eligibility criteria as per extant rules working posts would be offered and promotion would be effected to the empanelled candidates.
- xxi. RRC may reject the candidature of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria and if appointed, such candidates are liable to be removed from the service summarily.

- xxii. In case of wrong declaration/particulars given by the candidates, he/she is liable to be taken up under D&AR.

11. HOW TO APPLY:

- i. Eastern Railway employees who are fulfilling eligibility criteria for both the posts are advised to fill up their form, duly indicating preference for their choice of post. Two separate applications for the posts will not be considered.
- ii. Eligible Eastern Railway employees are required to go to the link provided for filling ONLINE application through website of RRC/ER (www.rrcer.com) & website of Eastern Railway (www.er.indianrailways.gov.in) and fill up the personal details/BIO-DATA carefully.
- iii. Candidates should ensure that their Name/Spelling, Father's Name/Spelling, Community details, Educational Qualification and Date of Birth match with the entries recorded in Service Record and Matriculation or equivalent certificate.
- iv. Candidates are advised to indicate their personal mobile no. and personal valid e-mail IDs in the ONLINE application and keep them active during the entire recruitment process for communicating with them.
- v. Candidates are further advised to visit website of ER & RRC/ER frequently to get the latest information or any changes about this notification. The communication with the candidates will be made through SMS & e-mail only. Candidates are advised to provide only their own Mobile number/ e-mail ID so that they receive such communication.
- vi. **Specification for photograph, signature and LTI:**

PHOTOGRAPH

It should be a Color Passport Photograph with white/light color background. It should be of size 35mmX45mm or 320 x 240 pixels. It should be in JPG/JPEG format scanned with 100 DPI resolution. The size of the photograph should be between 20-50KB.

The color photograph must have been taken on or after 01.07.2019 in a professional studio. Photographs taken using mobile and self composed portraits may result in rejection of application.

The photo should have clear front view of the candidate without cap and sunglasses. The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly. The main features of the face must not be covered by hair of the head any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible. In case the candidate

wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.

The photograph must match with the appearance of the candidate on the days of CBTs/CBAT/TST, document verification and Medical test.

Photos of the candidates on all documents should be identical in all stages of recruitment process. 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.

SIGNATURE and LTI

The applicant has to sign and put LTI on white paper with Black Ink within a box of size 50 mm x 20 mm. The images should be in JPG/JPEG format scanned with 100 dpi resolution. Size of file should be between 10-40 KB.

Signature must be in running letters and NOT IN BLOCK LETTERS.

Signature of the employee on all the documents during the process should be identical either in Hindi or English and must not be in Block/Capital or Disjointed letter.

The signature and LTI must be of the applicant only and not of any other person otherwise it would be treated as impersonation/fraud. It should also tally with signature in Service Record and other official documents of employee.

Signatures of the candidates on all documents should be identical in all stages of recruitment process. Signatures in different style at the time of CBT, Typing Skill Test, Document Verification, Medical examination etc. may result in cancellation of candidature. Biometric capture and matching is mandatory in all stages of recruitment.

Candidate should then upload scanned photograph, Left Thumb Impression and signature in following manner:-

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.

If the file size and format for photograph, signature and other Certificates are not as prescribed, an error message may be displayed.

Candidates may note that RRC may at any stage, reject the application for failing to upload photo or uploading old/unclear photo/LTI/signature along with online application. RRC-ER at any stage may reject the application for any significant variations between photographs, LTI and signature uploaded along with online application and those obtained from the candidates at the time of CBT/Document Verification/Medical Examination or for variation with SR particulars.

- vii. During submission of ONLINE application, a Unique Registration Number will be generated and issued to each candidate. Candidates are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence.
- viii. To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date.
- ix. Candidate should obtain at least 4 printouts of the applications. One copy should be retained by the candidate and others submitted as mentioned below.
- x. Candidate should enclose required enclosures as stated above with the application and submit the application in triplicate to his Controlling Officer (not below the rank of Assistant Officer) before last date of Application submission, take acknowledgement; failing which candidature will be cancelled.
- xi. Candidate should note that applications received directly at RRC will not be entertained.
- xii. No change whatsoever will be entertained after final submission of on-line application and hard copy should be the same as submitted online.

12. STEPS TO SUBMIT ONLINE APPLICATION:

- i. Before filling up ONLINE application, candidates are advised to keep scanned copy in JPEG format of following documents ready with them:
 - a) Passport size color photograph
 - b) Signature and LTI
 - c) Copy of self attested certificates as- railway identity card, proof of date of birth, educational qualification and caste certificate etc. as per the Annexure list.
- ii. Visit the website of RRC-ER: www.rrcer.com or website of Eastern Railway www.er.indianrailways.gov.in -> Railway Recruitment Cell.
Click on the "Online/E-Application for GDCE 01/2019" link.
Click on the "New Registration" link.
- iii. Fill in the personal information viz. Name, Father's name, Date of Birth, Community, e-mail Address and Mobile number. On submission of required details an e-mail/SMS will be received in the registered e-mail ID/Mobile number. Open inbox of your registered e-mail/SMS and note the registration number and password.
- iv. Login - using the Registration number & password sent in the e-mail/SMS.
 - a) Follow the instructions and complete the registration process step-by-step.
 - b) Upload the scanned copy of photograph, Signature and LTI, self attested certificates in proof of railway employee identity, date of birth, education/technical qualifications and caste i.e. SC/ST/OBC.
 - c) Fill up the mandatory fields of Application form.
 - d) Submit the properly filled up application form. Take 4 copies of print out of properly filled up application form.
- v. Candidates should have their own mobile number, valid & active personal email id and keep them active for the entire duration of recruitment as RRC shall send all recruitment related communications only through SMS and email. RRC will not entertain any request for change of mobile number and email address at any stage.
- vi. RRC does not accept any responsibility for the candidates not being able to register and/or submit their application within the last day on account of aforesaid reasons or any other reason.
- vii. To avoid last minute rush, candidates are advised in their own interest to register and submit ONLINE application much before the closing date since

there may be a possibility of inability/failure to log on to the website of RRC concerned on account of heavy load on the internet or website during last days of online registration.

13. ENCLOSURES:

Clearly visible scanned images of following documents shall be uploaded along with the application form -

- i. Copy of Railway identity card, issued by authorized signatory
- ii. Proof of Date of Birth
- iii. Copies of Certificates of Educational Qualification
- iv. Community certificate in case of SC/ST and OBC Certificate as per following instructions:-
 - a) SC/ST Candidates: Candidates claiming to belong to SC / ST communities are required to submit Community Certificate from the Competent Authority in the prescribed format (Annexure - 1 of this Notification)
 - b) OBC Candidates: Employees belonging to OBC community should enclose the self attested copy of the latest OBC Caste Certificate specifically indicating that the employee does not belong to persons/sections (Creamy Layer) as mentioned in column 3 of the schedule of Govt. of India Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and its subsequent revision and it should not be more than 1 year old, should be in the format given in Annexure-II.
 - c) A self-declaration by OBC candidate should be in the format given in Annexure-IIA.

NOTE: Candidates applying against reserved vacancies (SC/ST/OBC) and/or seeking age relaxation must submit requisite caste certificate in the prescribed format from 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, may be considered as per General (UR) vacancy and standard only.

If the community status of the employee in application form is varying from the entry in service record, then the decision taken by Railway administration regarding the claim for community reservation in GDCE, would be final.

The candidature of the candidate is liable to be rejected in case of wrong details furnished in the online application if found to be wrong or mismatching with the original document at the time of document verification.

14. PROCEDURE FOR FORWARDING THE HARD COPY OF APPLICATIONS:

- i. Candidate should obtain at least 4 printouts of the properly filled up application form. One copy should be retained by the candidate and other copies are to be submitted as mentioned below.

Candidate should enclose required enclosures as stated above with the application and submit the application in triplicate to his Controlling Officer (not below the rank of Assistant Officer) before last date of Application submission, take acknowledgement; failing which candidature will be cancelled.

ii. Responsibility of Controlling Officer:

The controlling officer should check and forward the application in triplicate to the Personnel Branch of GM office/DRM office/CWM office under a covering letter, by the last date mentioned in schedule, after duly verifying the application with photograph available on the application form with Stamp, Signature & Date. Record of the same shall be kept in safe custody for future reference, if any.

The controlling officer should also send along, a list of all such applications received in the units under his/her control, to the Personnel Branch of GM office/DRM office/CWM office by the last date mentioned in schedule.

- iii. It is the responsibility of Divisions/Units, wherever the Service Record of the employees is maintained, to scrutinize and verify the applications from the Service Records, as per the eligibility criteria prescribed in the Notification.
- iv. All extra Divisional Offices where service record of the employees is maintained independently may send verified application directly to RRC office but in a single bunch with hard & soft copy as per the format given below.
- v. Applications received in Divisions/Units office after the scheduled date shall not be entertained.
- vi. No application will be entertained in RRC-ER office directly by the candidate.
- vii. One copy of the application with consolidated list should be maintained in the division/unit office for any future reference.

- viii. List of eligible candidates, post-wise, should be prepared by the Divisions/units as per the format given below. List of eligible candidates (Soft and Hard copy), along with one copy of the eligible applications should be forwarded to RRC/Kolkata in a single bunch with covering letter, by the scheduled date as per the format given below.

FORMAT FOR SENDING LIST OF ELIGIBLE/NOT ELIGIBLE TO RRC

SL No	REGISTRATION NO.	NAME	FATHER'S NAME	DATE OF BIRTH	COMMUNITY	PF/PRAN_NO	DATE OF APPOINTMENT	UNIT	DEPARTMENT	PLACE OF POSTING	DESIGNATION	1ST PREFERENCE	2ND PREFERENCE	ELIGIBLE/NOT ELIGIBLE
1	12345	XYZ	ABCD	DD-MM-YYYY	UR	XXXXX	DD-MM-YYYY	HWH	ELECT	BALLY	HELPER	CAT G-B	CAT G-A	ELIGIBLE

- ix. Database of applicants, as received from agency, would be sent to the units in MS Excel format by RRC ER through e-mail. Unit will create 2 extra columns at the extreme right of the data-sheet and would mention that the details of the candidates are correct / not correct and the candidate is eligible / not eligible and re-send the same to RRC-ER e-mail id at rrcerkol@gmail.com, before the last date of submission of hard copy and soft copy to RRC-ER.

15. INVALID APPLICATIONS:

The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected:

- i. Applications sent manually and not registered ONLINE.
- ii. Registration of more than one application by the same candidate.
- iii. Applications received after closing date as per schedule.
- iv. Applications which are incomplete or illegible in any manner.
- v. Hard copy (Print Out) of online Application not submitted through proper channel to Personnel Branch of the Division/Workshop concerned.
- vi. Application without proper scanned photograph, signature and LTI, other enclosures.
- vii. Application without uploading proper certificates, in respect of Date of Birth, educational qualification and caste, obtained from the appropriate authority in the prescribed format as per Annexure.
- viii. Candidate not possessing the prescribed educational qualifications at the time of submitting application.
- ix. Over age or date of birth not filled or wrongly filled.

- x. Photograph not uploaded, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
- xi. LTI/Signature not uploaded PROPERLY or signature uploaded in capital letters.
- xii. Any other irregularities which are considered invalid by RRC. Note: - The list only illustrative and not exhaustive. The applications will be rejected on any other irregularity / deficiency noticed by the RRC at any stage.

IMPORTANT INSTRUCTIONS:

- i. Before applying, the candidates should carefully read the instructions and ensure that he/she fulfils all the prescribed eligibility criteria at the time of submission of application as per the Notification.
- ii. The list of eligible/ineligible candidates will be published on the website of the RRC. The eligible candidates can download their admit cards from the RRC website in due course. Candidates are advised to be in continuous access of RRC website, for various information of the stages of selection. RRC reserves the right to conduct the examination in batches on various dates and locations as decided by the RRC.
- iii. The scheme of GDCE will be implemented according to the guidelines issued by Railway Board and will be binding on all candidates.
- iv. Candidature of the candidate is provisional at all stages of selection subject to fulfillment of all eligibility condition and RRC reserves the right to cancel the candidature at any stage if found not eligible under the Rules/Instructions issued by the Railway Board from time to time.
- v. Admission to the Computer Based Test will be purely provisional, subject to candidates satisfying the prescribed eligibility condition. Mere issue of e-call letter to the candidates will not imply that their candidature has been finally accepted. Biometric attendance will be taken in each step of selection process and Biometric attendance has to be matched 100% to qualify for next stage of recruitment.
- vi. Center/City allocation for CBT will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States for attending CBT. Request for Change of Exam Centre shall NOT be allowed under any circumstances. **Irrespective of reasons offered, RRC-ER would not provide any extra date for CBT absentees.**
- vii. RRC conducts verification of eligibility conditions with reference to the details submitted by the employee while filling up the online application form. Verification of documents, as produced by Candidates, takes place only after

the candidates have qualified in all the stages of examinations and are shortlisted for Document Verification.

RRC may reject the candidature of any applicant at any stage of recruitment process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such candidate is liable to be removed from service summarily.

Employees are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Any infringement of this instruction would lead to summary rejection of candidature. Besides departmental and legal action including debarment from future examinations would take place.

- viii. 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.
- ix. **Candidates must ensure that Minimum Educational Qualification as mentioned in application form, has been recorded in his/her Service Record.**
- x. Any candidate found using unfair means, impersonation, misconduct, attempt to bring any undue influence of any kind at the CBT level and subsequent stages will be debarred from appearing in all the examinations of RRC (Railway Recruitment Cell) for lifetime. Such candidates are also liable for departmental action and legal prosecution.
- xi. **Banned items:** Electronic gadgets like mobile phones, blue tooth, pen drive, laptops, calculators, wrist watches or any other communication devices or pen/pencil, wallet/purses, belts, shoes and metallic wears including ornaments etc. are strictly NOT allowed inside the exam hall. Any infringement of this instruction would lead to summary rejection of candidature. Besides departmental and legal action including debarment from future examinations would take place.
- xii. Candidates, more than the prescribed number of vacancies may be called for Document Verification. This is to take care of candidates not turning up and similar exigencies in the recruitment process.

It may clearly be noted that calling for and qualifying in subsequent stages of selection does not mean that candidate will be empanelled or that he/she deserves a vested right to be considered for appointment by Railways. The final panel would be issued only in the ratio of 1:1 of notified vacancies.

- xiii. RRC ER can cancel, add or modify any of the recruitment stages or call for extra candidates as per administrative requirements.

- xiv. RRC ER also reserve the right to allot Post/Railway/Unit not opted by the candidates, if considered necessary in administrative interest, subject to the candidate (s) meeting the requirements of the post allotted. In case of shortfall in empanelment of candidates or other exigencies, RRC ER reserves the right to utilize the extra list of candidates, if required.
- xv. Selection by RRC does not confer upon candidates any right of appointment in the concerned post. The function of the RRC is to recommend names of suitable candidates to the concerned authorities of Eastern Railway who in turn will issue the offer letter subject to availability of vacancies and candidates satisfying all eligibility criteria as per extant establishment rules including antecedents and character.
- xvi. 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), 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.
- xvii. For any legal issues arising out of this Notification, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Kolkata only.

Note- Employees to note that RRC website will be the main source of contact for various information and same may be referred in future by the employees for any information/updates.

Chairperson
Railway Recruitment Cell
Eastern Railway

Annexure I – FORMAT OF SC/ST CERTIFICATE

Annexure II - FORMAT OF OBC CERTIFICATE

Annexure IIA - FORMAT OF OBC SELF - DECLARATION