Chittaranjan Locomotive Works, Chittaranjan, Burdwan www.clw.indianrailways.gov.in

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES Employment Notice No.GMA/MR/PH/2/Pt.V

Date of publication: 15.09.2012 Date & Time of Closing: 17.30 hrs. of 05.11.2012

For candidates residing in North Eastern States, Sikkim, J&K, Lahaul & Spiti districts and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman, Nicobar and Lakhsadweep Islands and those residing abroad, the closing date for receipt of applications by ordinary post is 17.30 hrs. of 20.11.2012.

- 1. Applications are invited in the prescribed format as at **Annexure-I** to this notification (**on good quality A-4 size bond paper of 80 GSM using one side only**) from eligible Indian nationals who come under the definition of Persons with Disabilities **as defined in para 4** of this notification for filling up the under-mentioned Group 'C' posts in Chittaranjan Locomotive Works, Chittaranjan.
- 2. Details of Categories and Vacancies:

Cat. No.	Post Name, Pay Band & Grade Pay	No. of Vacan-	No. Quot		PHP	Categories of Disabled	**Age as on 01.01.2013	Medi- cal	Qualification
	•	cies				Suitable for		Stan-	
			V	Н	O	jobs		dards	
			Н	Н	Н				
1.	Technician-III (Mechanical Fitter) PB-I 5200-20,200/- GP - 1900/-	02	00	00	02	ОН	18 to 40	C-1	Matriculation pass plus Course completed Act Apprenticeship / ITI approved by NCVT/SCVT in the trade of Fitter
2.	Technician-III (Electrical Fitter) PB-1 5200-20,200/- GP - 1900/-	02	00	00	02	ОН	18 to 40	C-1	Matriculation pass plus Course completed Act Apprenticeship / ITI approved by NCVT/SCVT in the trade of Electrician

Candidates below matriculation need not apply.

<u>ABBREVIATIONS USED</u>: SC-Scheduled Castes, ST-Scheduled Tribes, OBC- Other Backward Classes, UR- Un-reserved, PWD- Persons with Disabilities, VH- Visually handicapped, HH- Hearing handicapped, OH- Orthopaedically Handicapped, PB- Pay Band, GP- Grade Pay, SCVT- State Council of Vocational Training, NCVT- National Council of Vocational Training, C1, – Standard of medical examination before appointment, ITI- Industrial Training Institute.

(i)Relaxation in upper age limit is given to OBC candidates by 3 years and to SC/ST candidates by 5 years.

3. **APPLICATION FEE:** Ni

4. **PERSONS WITH DISABILITIES (PWD):**

- 4.1 Definition of categories of Disabilities:
- (a)(i) Locomotors disability: 'Locomotors disability' means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of Cerebral palsy.
 - (ii) Cerebral Palsy: 'Cerebral Palsy' means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal or infant period of development.
 - (iii) All the cases of Orthopaedically handicapped persons would be covered under the category of 'locomotors disability or cerebral palsy'.

4.2 **DEGREE OF DISABILITY FOR RESERVATION:** Only such persons would be eligible

for reservation who suffer from not less than 40 per cent of relevant disability. Candidates have to submit a Disability Certificate issued by a competent authority in the format given in Annexure-V.

The candidates as well as the SCRIBE will have to give a suitable undertaking (Annexure-VI) along with the application confirming that the SCRIBE fulfils all the stipulated eligibility criteria for a SCRIBE as mentioned above. In case it transpires later that he/she did not fulfil any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of examination. The candidate shall be responsible for any misconduct on the part of the SCRIBE brought by him/her. The undertaking, as given in Annexure – VI should be submitted by the handicapped candidates/whose writing speed is effected by Cerebral palsy, along with his/her application.

4.3 **Authority competent to issue disability certificate**: The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government as per proforma prescribed as at **Annexure** - **V.**

5)HOW TO APPLY.

- 5.1The filled in application form complete all respects along with the required documents should be addressed to the Chief Personnel Officer, Chittaranjan Locomotive Works, PO-Chittaranjan ,Dist-Burdwan(West Bengal)Pin-713331
- **5.2** nvelopes containing the applications should be super scribed "Application for Recruitment of persons with disabilities (SRD) Employment Notice No. GMA/MR/PH/2/Pt.V category No._____ post______ (indicate the category No. and name of the post applied)
- 5.3 The application should be sent by ordinary posts as to reach this office on or before the closing date and time mentioned above. The filled in application can also be dropped in the boxes kept at Dy.GM's Office,CLW,Chittaranjan.
- 5.4 Each candidate should send only one application for one category or categories of posts. Candidates submitting multiple applications for the same category no/post name will not be considered. Even if such a candidate gets selected inadvertently, he /she will not be offered appointment later on.
- 5.5 Candidate should, however, note that CLW may hold written examination for the posts notified in the notification simultaneously on the same day. Candidates are advised to apply accordingly.

6. MODE OF SELECTION.

- 6.1 The selection shall be made strictly as per merit on the basis of a written examination consisting of multiple choice objective type questions pertaining to General awareness. Arithmetic. General intelligence and Reasoning and Technical subjects (as applied for)..
- Duration of the examination is likely to be 90 minutes with 100 questions.
- 6.3 There will be negative marking-1/3 mark will be deducted for each wrong answer.
- 6.4 The syllabus for the written examination will generally be in conformity with the educational standards and/or technical qualifications prescribed for the post.
- 6.5 Railway Administration, at its discretion may hold additional written test(s) if considered necessary for all or for a limited number of candidates as may be deemed fit by railway Administration.
- 6.6 The date, time and venue of the written examination will be fixed by the Railway Administration and will be intimated to the eligible candidates in due course. Request for postponement of the examination and change of centre/venue will not be entertained under any circumstances.
- Based on the performances of candidates in the written examination candidates equal to the number of vacancies will be called for document verification in the main list. In addition. 30% extra candidates will also be called as standby candidates and they shall be considered for empanelment only if there is shortfall in empanelment from the main list. During document verification candidates will have to produce their original certificates.
- Appointment of selected candidates is subject to his/her passing requisite medical fitness Test to be conducted by the Railway medical authority, final verification of educational certificates community certificate and verification of antecedent/character of the candidates.

7. **GENERAL INSTRUCTIONS**:

- 7.1 Before applying for any post, the candidates should ensure that he/she fulfils all the eligibility norms. The candidates should posses the requisite Educational/technical qualifications from recognized University/institute as on the closing/ date of submission of the application. Those awaiting results of the final examination need not apply.
- 7.2 Candidates except VH and suffering from cerebral palsy are required to sign in English or in Hindi in the prescribed places provided in Application Form. The signature of application form. Answer Sheet, Question Booklet and other places should be identical. This signature must be in running hand and not in block capital or disjointed letters. Signatures at the time of application, written examination and document verification in different style or language may result in cancellation of candidature.
- 7.3 Candidates should note that the Date of birth as recorded in the Matriculation/High School Examination or an equivalent certificate will only be accepted by the Railway administration.
- 7.4 The candidates whose applications are rejected would also be informed of the reason/s of rejection. The details of eligible as well as ineligible candidates for a particular post will also be put on the website of Chittaranjan Locomotive Works at least one week prior to the written examination Railway Administration will not be responsible for any postal delay/wrong delivery of call letters/rejection letters.
- 7.5 All selected candidates shall be subjected to medical examination by Railway medical authority at the time of appointment and only those conforming to the medical standard for the respective category as laid down in the Indian Railways medical manual will only be eligible for appointment.
- 7.6 Selected candidates will have to undergo training as prescribed for the post.
- 7.7 Emoluments on initial appointment will be minimum pay of the pay band plus Grade pay plus other allowances admissible at that time. During the training period only stipend will be paid as applicable and may have to give security deposit and execute indemnity bond, wherever necessary.
- 7.8 Free second class Railway pass will be issued to eligible candidates belonging to SC/ST communities when they are called for written examination/document verification provided they had submitted valid caste certificates.
- 7.9 Female candidates are also eligible .However, it may be noted that duties are arduous in nature and call for working in shifts at odd hours.
- 7.10 Other Zonal Railways are likely to issue the similar notification for the Recruitment Drive and written examinations could be held on a common date. Candidates should keep this in view while submitting their applications.
- 7.11 Those who are employed in Central/State government Services should submit their application form with a "No objection certificate" from their Head of Department. Without N.O.C the application from will be rejected.
- 7.12 Candidate should submit the applications in the format at Annexure-I to this notification.
- 7.13 The applications should be on a good quality A-4 size bond paper(80 gsm) using one side only. Newspaper cutting should not be used as applications. Applications on a single sheet conforming to the above specifications will only be accepted. Candidates can also download the application form from the Website www.clw.indianrailways.gov.in. Candidates using printed application form from any other source should ensure that it conforms to the prescribed format.
- 7.14 Candidates should fill up the application form either in Hindi or in English with blue or black ball point pen only.
- 7.15 Candidates will be considered only for those posts applied for.
- 7.16 Photograph: one recent (not earlier than 3 months from the date of application) coloured passport size photograph with clear view of the candidate without cap and sunglass should be pasted in the application from in the space provided. The candidates should sign in the space provided in the box below the photograph.

- 7.17 The candidate should fill column No.8 indicating his address with pin code in the application form in English only, even for application in Hindi.
- 7.18 Candidates except VH and suffering from cerebral palsy should copy the declaration at column No.16 of the application form in his/her own handwriting otherwise their applications will be rejected.
- 7.19 Candidates should affix their left hand thumb impression (right hand thumb impression for those not having left arm) in the designated box in the application form. The thumb impression must be clear and complete. Applications without thumb impression or blurred/smudged impressions shall be rejected.
- 7.20 In column No.14 of the application form the candidate should indicate any clear/visible marks of identification on their body like a mole on the nose 'or' cut mark on the forehead' etc. the application form of the candidate is liable to be rejected if he/she does not indicate identification marks.
- 7.21 Candidates belonging to SC/ST communities should produce community certificate in the format given in Annexure-II of the notification. Candidates belonging to OBC community should produce community certificate in the format given in Annexure-III of the notification. In addition OBC candidates should give self-declaration of non-creamy layer status in the proforma attached in Annexure-IV.
- 7.22 Candidates who have already been debarred for life from appearing in all the examinations conducted by the Railway Recruitment Board/Railway Recruitment Cells of those who have been debarred for a specified period which is yet to be over are not eligible to apply.
- 7.23 Candidates should send their application well in advance so as to reach this office on or before the closing date and time. Railway Administration will not be responsible for any postal delay or wrong delivery of applications.

8. INVALID APPLICATIONS:

Candidates are requested to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons.

- 8.1 Applications received after the closing date and time.
- 8.2 Applications not in the prescribed format or which are incomplete/illegible in any manner
- 8.3 Candidates not in possession of required educational qualifications on the date of applying.
- 8.4 The candidate is underage/overage as on <u>01-01-2013</u>.
- 8.5 More than one application submitted by the same candidate.
- 8.6 Applications without latest photo not being affixed
- 8.7 Applications without the declaration being re-produced by the candidates in their own handwriting in the space provide for in the application.
- 8.8 Application without signature or with signatures in capital letters or with different signatures at different places.
- 8.9 Thumb impression not affixed or is blurred/smudged.
- 8.10 Copies of required enclosures as mentioned in para 10 not enclosed.
- 8.11 More than one application submitted in single envelope.
- 8.12 Application which is not addressed to the Chief Personnel Officer, Chittaranjan Locomotive Works, PO: Chittaranjan, Dist-Burdwan, Pin-713331.
- 8.13 Category/post not filled up or incorrectly filled up.
- 8.14 Identification marks column not filled up in application form
- 8.15 Candidates name figuring in debarred list.
- 8.16 Any other irregularity noticed that are considered invalid by the Railway Administration

9. **Enclosures to the Application**:

Candidates should enclose self –attested photocopies of the relevant certificates as mentioned below. Original certificates should not be enclosed.

- 9.1 School leaving certificate(class-X) ,as accepted proof of date of birth.
- 9.2 Certificates in proof of academic/technical qualifications
- 9.3 Community certificates for candidates belonging to SC/ST/OBC communities issued by the prescribed authority as per Annexure-II & III respectively.
- 9.4 Physically Disability certificates issued by the prescribed authority as per Annexure-V.
- 9.5 Declaration by visually handicapped/those affected by cerebral palsy requiring the assistance of a scribe issued by the prescribed authority as per **Annexure-VI**.
- 9.6 Two self addressed envelopes (size 26×12 cm) should be enclosed . One of them should be affixed with Rupees 5/Postage stamp.
- 10. Copy of the employment notification, application format ,annexures are also displayed on the website of CLW www.clw.indianrailways.gov.in .
- 11. **CAUTION**: candidates are cautioned to be aware of touts and job racketeers trying to deceive them by false promises of securing job in Railways either through influence or by use of unfair or unethical means. Candidates will be selected purely as per merit .Please beware of unscrupulous elements and do not fall in their trap. Outside influence/canvassing by the candidate in any form will lead to cancellation of his/her candidature.

For Chief Personnel Officer

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Left thumb impression

Signature of the applicant.

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri/Smt/Kum*		son/	Daughter * o
of		Village/town*_	
This is to certify that Shri/Smt/Kum*of	of	State/Union	Territory*
belongs to the			Caste/Tribe [*]
which is recognized as a Scheduled Caste/Scheduled	Γribe* under:		
The Constitution (Scheduled Caste) order, 1950			
The Constitution (Scheduled Tribes) order, 1950			
The Constitution (Scheduled Tribes) (Under Territorie	es)order, 1951		
The Constitution (Scheduled Tribes) (Union Territori		amended by the S	cheduled Caste
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The Constitution (Jammu and Kashmir) Scheduled Ca			
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Please delete the words which are not applicable.

@ please quote the specific presidential Order.

Note: The term "ordinarily resuide(s)** used here will have the same meaning as in Section 20 of the Representation of the People Act. 1950

- ** Officers competent to issue Caste/Tribe certificates:
- ** District Magistrate/Additional District Magistrate/Collector/Deputy Commisioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate /City Magistrate/Sub.Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner(not below the rank of 1st Class Stipendiary Magistrate) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officers nor below the rank of Tahsitdar/ Sub. Divisional Officer of the area where the candidate and/or his/her family residents).

Note: ST Candidates belonging to Tamilnadu State should submit caste certificate ONLY from the REVENUE DIVISIONAL OFFICER.

ANNEXURE-III

FORM OF CASTE CERTIFICATE FOR OBC

FORM OF CERTIFICATE TO BE PROCUED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA

This is to certify th	nat Shri/Smt/Kum* _		son/daughter* of
Shri		of village/To	wncommunity which is recognised as
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backward class un			
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			96 published in Gazette of India – Extraordinary Part-1,
Section I. No.210.	dtd. 11 th December	1996.	yo published in Guzette of India – Emuloranially Fair 1,
			ndia – Extraordinary – No. 129, dtd. The 8 th July 1997.
			India – Extraordinary – No. 164, dtd. The 1 st Sept.1997.
			India – Extraordinary – No. 236 dtd. The 11 th Dec. 1997.
			India – Extraordinary – No. 239 dtd. The 3 rd Dec.1997.
			India – Extraordinary – No. 166, dtd. The 3 rd Aug. 1998.
10)Resolution No.	120ll/68/93-BCC,	published in Gazette	of India – Extraordinary – No. 171, dated the 6 th Aug.
1998.			
			f India – Extraordinary No. 241, dtd. The 27 th Oct.1999.
	. 12011/88/98-BCC	, published in Gazet	te of India – Extraordinary – No. 270, dated the 6 th
Dec.1999.			
	12011/36/99-BCC,	published in Gazette	of India – Extraordinary – No. 71, dated the 4 th April
2000.			
Shri/Smt./Kum*			and /or his/her family ordinarily
reside(s)		State	
This is also to c			ersons/sections (Creamy Layer) mentioned
			Department of Personnel & Training OM
			l vide Government of India, Department of
Personnel and T	raining O.M. 36033/	/3/2004-Estt.(Res)date	d 09-3-2004.
			Annexure-IV
			ard class candidates along with the application
while applying	for the posts	against Employme	nt Notice No of
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Resident of Villag	e/town/city	SON/DAUGIT	district
State	hereh	v declare that I belong	to the(indicate your
Sub-caste) commu	nity which is recogn	nized as a backward cl	ass by the Government of India for the purpose
			repartment of Personnel and Training Office
			3. It is also declared that I do not belong to
			of the Schedule to the above referred office
			rough O.M.No.36033/3/2004-Estt.(Res) dated
09.03.2004."		•	
D1			
Place:			Signature of the candidate

Name of the candidate

Date:

FORM OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

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		-Both legs affected but n							
	(ii) BA	A-Both arms affected		(a) Impaired reach.(b) Weakness of grip	_			ndidate ii photogr	
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	(v)	B-can perform work b	•	0	Ye	es	No	110	
	(vi)	S-can perform work by	•	6	Ye		No		
	(vii)	ST-can perform work		ing			Yes	No	
	(viii)	W-can perform work b					Yes	No	
	(ix)	SE-can perform work	•	9	Ye	es	No		
	(x)	H-can perform work b			Yes	No			
	(xi)	RW-can perform work			Ye	es	No		
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Place									

Counter Signature of Medical Superintendent/CMO

Head of Hospital (with seal).

Note: (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation)Rules, 1996 notified on 31-12-1996 by the Central Government in exercise of the powers conferred by sub-Section(1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full, Participation)Act 1995 (1 of 1996) authorities to give disability candidate will be a Medical Board duly constituted by the Central or the State Government . The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular held for assessing locomotor/ hearing and speech disability. Mental retardation and leprosy cured as the case may be.

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

Annexure-VI

DECLARATION TO BE SUBMITTED BY VISUALLY HANDICAPPED CANDIDATES/WHOSE WRITING SPEED IS AFFECTED BY CEREBRAL PALSY PARTICULARS OF THE SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1.	Name of the candidate	Control No.(Office Use)
2.	Date of birth of the candidate	
3.	Name of the Scribe	
1.	Father's Name of the scribe	Paste here recent Colour passport size
5.	Address of the Scribe	Photograph of the Scribe of size 4 cm x 5 cm.
	(a) Permanent Address.	(the colour photograph should not be more Than 3 months old)
	(b)Present Address	
5.	Educational Qualification of the Scribe	•••
7. 8.	We hereby declare that the particulars furnished above are true knowledge and belief. We have read/been read out the instruction Board regarding conduct of the visually challenged candidates/Schereby undertake to abide by them. We also declare that (a) The academic qualification of the SCRIBE is below the qualification applied. (b) The academic discipline of the SCRIBE is same as of the candidates/Schereby undertake to abide by them.	in above box below the photograph and correct to the best of our ons of the Railway recruitment cribes at this examination and ation prescribed for the post of date since the application is for
	general post/the academic discipline of the SCRIBE is different from application is for a specialist post.(Delete the portion not applicable)	

Left thumb impression of the scribe

in the box given above.

Left thumb impression of the

Candidate in the box given above