



NORTH WESTERN RAILWAY

RAILWAY RECRUITMENT CELL

Durgapura Railway Station,
Jaipur – 302018

Employment Notice for filling up Posts in Pay Band -1 of Rs. 5200-20200 having Grade Pay of Rs. 1800 on North Western Railway

DETAILED NOTIFICATION

Employment Notice No. 2/2012 (RRC/NWR)
Closing Date: 08.10.2012

Opening Date: 08.09.2012
Time Upto : 17.30 HRS.

Applications are invited in prescribed format on A-4 size bond paper of 80 GSM using one side only for Grade **Pay 1800/- for the following Posts**. Applications complete in all respects along with required enclosures should be sent **BY ORDANARY POST** to **Assistant Personnel Officer (Recruitment & Training), Railway Recruitment Cell, North Western Railway, Durgapura Railway Station, Jaipur – 302018** or dropped in the Application Box kept in the office, upto **17.30** hrs. of the closing date i.e.08.10.2012. For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman, Nicobar and Lakshadweep islands and for candidates residing abroad, the closing date for receipt applications by Ordinary Post will be will be 23.10.2012 upto 17.30 hrs. **Applications received after closing date and time will not be entertained.**

1. **Name and Number of posts for which recruitment is to be conducted along with others details.**

(A)

Category No.	Category/ Post	Pay Band + Grade Pay Rs	Medical Classification	UR	SC	ST	OBC	Total Vacancies
1	Trackman	PB-1 5200-20200+ 1800/- GP	B-1	87	29	24	52	192
2	Khallasi/Helper	PB-1 5200-20200+ 1800/- GP	B-1	56	17	08	30	111
3	Khallasi/Helper	PB-1 5200-20200+ 1800/- GP	C-1	03	01	00	02	06
4	Khallasi/Pointsman /Gateman	PB-1 5200-20200+ 1800/- GP	A-2	10	03	02	05	20
Total (including Physically Handicapped)				156	50	34	89	329

(B) **For Persons with Disabilities (Physically Handicapped)**

1	Pay Band-1 5200-20200 + 1800 Grade Pay	Physical Disability - VH	6
2	Pay Band-1 5200-20200 + 1800 Grade Pay	Physical Disability - HH	2
3	Pay Band-1 5200-20200 + 1800 Grade Pay	Physical Disability - OH	2

- (i) Posts indicated against physically handicapped above, are reserved for Physically Handicapped candidate only, who can be appointed to the vacancies available in any category.
- (ii) Vacancies indicated above are only tentative and are subject to change.
- (iii) Vacancies of Ex-Serviceman has not been included.

ABBREVIATIONS

- | | |
|------------------------------------|-------------------------------------|
| (1) SC - Scheduled Caste | (7) PET- Physical Efficiency Test |
| (2) ST- Scheduled Tribe | (8) PH- Physically Handicapped |
| (3) OBC- Other Backward Classes | (9) VH- Visually Handicapped |
| (4) UR –Unreserved | (10) HH- Hearing Handicapped |
| (5) RRC - Railway Recruitment Cell | (11) OH- Orthopedically Handicapped |
| (6) NWR – North Western Railway | |

2. **Priority for choice of division/Workshop/Units for which recruitment is being done :** In the application form at Sr.No.16, candidates are advised to fill up codes as given below:

Divn/Workshop/Unit	Jaipur Division	Ajmer Division	Jodhpur Division	Bikaner Division	Ajmer W/S	Jodhpur W/S
Code	1	2	3	4	5	6
	Bikaner W/S	Ajmer Stores Depot	Jodhpur Stores Depot	Headquarters		
	7	8	9	10		

- 3 **Priority for choice of category :** In the application form at Sr.No.15, Candidates are advised to fill up code number as given in column 1 of table in para 1 of Notification. Physically Handicapped candidates shall however be considered as per their suitability to work for that post.

4. GENERAL INSTRUCTIONS

- 4.01 Before applying for any post, the candidates should ensure that he/she fulfils all the eligibility norms. The candidates should have the requisite Educational/Technical qualifications from the recognized board/NCVT/SCVT as on the closing date of submission of the application. Those awaiting results of the final exams need not apply. RRC may reject the application 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 service summarily.
- 4.02 Candidates who have been debarred for life from all RRB/RRC examinations or candidates who have been debarred for a specified period which is not yet completed need not apply in response to this employment notice. Their candidature will be rejected during any stage of recruitment as and when detected.
- 4.03 Candidates should fill up the Applications Form in their own handwriting and must sign as well as put their left hand Thumb impression at the prescribed space. Applications should be filled either in English or in Hindi. Applications should be on a good quality A4size bond paper (80GSM) using one side only. Newspaper cutting should not be used as Application Form. Candidates purchasing printed Application Forms from the market should ensure that it conforms to the prescribed format published in the Employment Notice. They can also download the Application Form and Annexures from the website www.nwr.Indianrailways.gov.in Employment notice is also displayed on the notice board in the office of RRC. Candidate should send their application sufficiently in advance before the closing date. RRC will not responsible for any postal delay/wrong delivery at any stage of the selection process.
- 4.04 Candidate are required to sign in English or in Hindi in the prescribed places provided in the Application Form. Signatures on Application Form, Answer Sheet, Question Booklet and other places should be identical and must be in running hand and not in Block/Capital or Disjointed letters. Signatures in different style or language, at the time of application, written examination and documents verification, may result in cancellation of candidature.
- 4.05 Candidate submitting more than one application in one name will be summarily rejected.
- 4.06 Candidates should note that only date of Birth as recorded in the Matriculation/ High School Examination Certificate or an Equivalent Certificate as on the date of submission of applications will be accepted by the RRC.
- 4.07 The number of vacancies indicated in the employment Notice is provisional and may increase or decrease or even become nil depending upon the actual needs of the Railways 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.
- 4.08 Date of examination will be published in Employment News/Rozgar Samachar and local dailies & also on our website. Call letters for written examination are sent to candidates by business post. The candidates whose applications are rejected are also intimated through post along with the reason/s for rejection.

- 4.09 Selection by RRC does not confer upon candidate any right of Appointment in the Railway.
- 4.10 Selected candidates will have to undergo training wherever training is prescribed for the post.
- 4.11 Emoluments on initial appointment will be minimum pay of the Pay band, Grade Pay plus other allowances admissible at that time. During training period only stipend will be paid as applicable. Candidates may have to give security deposit and execute indemnity bond wherever necessary.
- 4.12 Free Second Class Railway Pass as admissible will be issued to candidates belonging to SC/ST communities when they are called for Written Examination/PET/Document Verification, provided they submit valid caste certificate.
- 4.13 Selected male candidates who are finally appointed are liable for active service in Railway Engineers '**Unit of Territorial Army**'.
- 4.14 Female candidates are also eligible. However, it may be noted that some categories involve duties which are arduous in nature and call for working in shifts at odd hours, at road side stations and also away from headquarters.
- 4.15 Any subsequent changes in the terms and conditions of the Employment Notice as per extant rules will stand good. RRC reserve the right to consider/Incorporate any subsequent changes/ modification/ additions in the terms & conditions to recruitment under this Employment Notice as necessitated applicable.

5 **Educational Qualification:**

Minimum 10th Class Pass or ITI or equivalent.

Those candidates who are appearing at and/or awaiting results of final examination of class 10th or ITI or equivalent are not eligible. Academic qualification must be from a recognized Educational Institution / Board, otherwise candidature will be rejected.

- 6 **PROOF OF AGE:** (a) 10th certificate issued by Board or (b) School leaving certificate counter signed by Inspector of Schools/District Education Officer etc, in case of ITI or equivalent.
- 7. **AGE LIMIT:** For all the above vacancies the age limit will be 18 to 33 years and the lower and upper age limit indicated will be reckoned as on 01.01.2013. The upper age limit is relaxable as under, subjects to submission of requisite certificates.
 - 7.01 By 5 years for SC/ST Candidates.
 - 7.02 By 3 years for OBC Candidates.
 - 7.03 By 5 years of candidates who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st day of Jan'80 to the 31st day of Dec'89.
 - 7.04 By 10 years for Persons with Disabilities (PWD) UR, (13 years for OBC and 15 years for SC/ST)
 - 7.05 Serving Railway employees and Casual labourers or substitutes, working in Railways who have put in a minimum of **THREE YEARS** service will be given age relaxation to the extent of length of service rendered by them, subject to the age limit not exceeding 40, 43 & 45 years in case of General, OBC and SC/ST candidates respectively. For those working in Quasi-Administrative offices of the Railway Organization such as Railway Canteens, Co-operative Societies and Institutes, the relaxation in upper age limit will be up to the length of service rendered, subject to maximum of 5 years.
 - 7.06 Upper age limit in case of widows, divorced women and women judicially separated from husbands but not remarried shall be 35 years for Unreserved, 38 years for OBC and 40 years SC/ST candidates.
 - 7.07 (a) The upper age limit in case of Course Completed Act apprentices applying for those post whose minimum qualification is ITI/Course Completed Act apprentice shall be relaxed to the extent of apprenticeship training undergone by them under the Apprenticeship Act 1961. (b) Upper age limit for the Course Completed Act Apprentice will be 35 years if he/she had commenced Act Apprenticeship, under the Apprenticeship Act before attaining the age of 25 years. In addition, the candidates belonging to SC/ST & OBC are eligible for normal relaxation of 5 years and 3 years respectively.

- 7.08 No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.
- 7.09 The date of birth for candidates for different age groups, should be between the dates given below:(both dates inclusive)

Sr. No.	Age group	Upper Date of Birth			Lower Date of Birth for All
		UR	OBC	SC/ST	
01	18-33	01.01.1980	01.01.1977	01.01.1975	01.01.1995

8. **EXAMINATION FEE.**

- 8.01 No examination fee for SC/ST/Persons with Disability/Women/minorities/ Economically Backward candidates having annual family income less than Rs. 50,000/-p.a.
- 8.02 For Unreserved/OBC Male candidates not coming within the purview of minority/economically backward classes/ PWD examination fee of Rs 40/-.
- 8.03 The examination fee is non-refundable. It should be paid in the form of crossed Demand draft, valid for a period of 3 months, to be drawn at the main branch of any of the Nationalized Banks, or in the form of Crossed Indian Postal Order from any Post Office drawn in favour of '**Assistant Personnel Officer (Recruitment & training), Railway Recruitment Cell, North Western Railway, Jaipur**'& payable at Jaipur. The Indian Postal Order/ Bank Draft should not be obtained earlier to the date of issue of the Employment Notice or after the closing date.
- 8.04 Candidate should write the Employment notice no., Name of the Posts/Category, their name and postal address on the reverse of the Bank Draft and in the space provided on the Indian Postal Order.
- 8.05 Remittance of examination fee in any form other than Bank Demand Draft/ Indian Postal Order, will not be accepted.
- 8.06 The particulars of Demand Draft/Indian Postal Order submitted for examination fee should also be indicated in the prescribed place in the Application Form. (Item No.21)
- 8.07 Application not accompanied by Bank Draft/Indian Postal Order of requisite amount for examination fee, wherever required, will be summarily rejected.
- 8.08 Minorities mean Muslims, Christians, Sikhs, Buddhists and Zoroastrian(Parsis). For claiming waiver of examination fee, Minorities candidates should furnish 'self declaration' as mentioned in Annexure-8 along with Application Form, At the time of document verification, such candidate claiming waiver of examination fee will be required to furnish 'minority community declaration' affidavit on non-judicial stamp paper that they belong to any of the above minority communities. If the affidavit is not produced during document verification, their candidature will be rejected.
- 8.09 Economically backward candidate means those whose annual family income is less than Rs. 50,000/-. They have to submit income certificate at the time of applying in the prescribed format as given in Annexure-5 on the letter head of the issuing authority.

9. **HOW TO APPLY**

- 9.01 The application form as per Annexure 1 should be filled up by the candidate in his/her own handwriting, with blue or black ball point pen (not in pencil, fountain pen or gel pen) duly dated and signed. Only international numbers i.e, 1,2,3 etc. should be used. The Application Form should be filled up in English or in Hindi only, strictly observing all the instructions given in the Employment Notice. Candidates should affix their normal signature in English or in Hindi in the Application Form. Application signed in capital letters/spaced out letters will be treated as invalid.
- 9.02 **Candidate's Name, Address with Pin Code, Date of Birth, Father's Name and nearest Railway Station should be written legibly in English in bold capital letters, even if the candidate fills up the Application Form in Hindi.**
- 9.03 Photographs : One recent(not earlier than one months from the date of application) colour photographs of size 3.5x3.5 c.m. with clear front view of the candidate without cap and sunglasses, should be pasted on the Application Form in the space provided. Photostat copy of photograph is not permitted. Candidates should sign in the space provided in the box below the photograph. An extra identical colour photograph should be enclosed with the application, indicating candidate's name and category number on the reverse of the photograph. Candidates may note that RRC may, at any

- stage, reject the applications for pasting old/unclear photograph on the application or for any significant variations between photograph pasted in the Application Form and the actual physical appearance of the candidate.
- 9.04 Candidate should indicate, in Item No. 17 of the Application Form, any clear visible marks of identification of their body, For example, “a mole on the nose, cut-mark on the nose, cut mark on the forehead or a scar mark below the chin etc.”In case there are not visible marks, “Nil” should be written. Applications are liable to be rejected for not filling up marks of identification/writing “Nil”.
- 9.05 Candidates should copy as much of the paragraph in Application Form (Item No. 22), as possible, so as to fill the space provided completely, in Hindi/English, in their own running handwriting (not in capital/spaced out letter). Otherwise their applications will be rejected.
- 9.06 Candidates should put their Left hand thumb impression at the designated place in the Application Form. The thumb impression must be clear and complete. Ridges of the Thumb impression must be clearly visible.
- 9.07 Application which are illegible, incomplete, unsigned, signed in capital letter, not in prescribed format, without photo of candidate, and after closing date of Employment Notice are liable to be rejected.
- 9.08 The envelope containing the application should be clearly superscribed “Application for the post of GP1800/- of Employment Notice No. 02/2012(RRC/NWR)” and their community SC/ST/OBC/UR/Physically handicapped. Each cover should contain one application only. In case more than one applications are sent in one cover, all such applications will be rejected.
- 9.09 The candidates should send applications duly filled in along with required documents by **ORDANARY POST** only, so as to reach within the closing date positively.
- 9.10 Candidate must keep a photocopy of filled up Application for future reference.
10. **ENCLOSURES:**
The application should consist of the following documents firmly stitched together, in the given order:
- 10.01 Application Form in the prescribed format (as given in Annexure-1).
- 10.02 One copy of identical colour photograph of 3.5c.m.x3.5c.m firmly stitched to the application (apart from on copy pasted on the form.)
- 10.03 Self Attested photo copy of Matriculation/High School Examination Certificate or an equivalent Certificate indicating date of birth.
- 10.04 Self Attested photo Copy of educational and/or professional qualification prescribed for the post being applied.
- 10.05 Self Attested Photostat copy of caste certificate from competent authority in the case of SC/ST candidate (as given in Annexure-2) /& OBC candidates (as given in Annexure-3). Self declaration from OBC candidate regarding non-creamy layer status in the proforma as given in Annexure-4.

List of Authorities empowered to issue certificate

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate) 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate 3. Revenue Officers not below the rank of Tehsildar. 4. Sub Divisional Officer of the area where the candidate and / or his family ordinarily resides. 5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep islands).
- 10.06 Self Attested Photostat copy of Disability Certificate issued by Medical Board in prescribed format by persons with disabilities (as given in Annexure-6).
- 10.07 Declaration Form by the visually handicapped/those whose writing speed is affected by cerebral palsy and Scribe to be engaged for writing the examination (as given in Annexure-7).

- 10.08 No Objection Certificate from the competent authority, if already employed in Railways or any Government department/Public Sector Undertaking.
- 10.09 Self attested Photostat copy of requisite certificates in case of candidate claiming any other type of age relaxation.
- 10.10 Income certificate in the prescribed form as given in annexure-5 for Economically Backward candidates for waiver of examination fee, on the letterhead of the competent authority.
- 10.11 "Minority self declaration" for waiver of examination fee for minority community candidates (as given in Annexure-8)

11. **INVALID APPLICATIONS:** Candidates are requested to read all instructions thoroughly before sending their applications to RRC. Otherwise, their applications will be rejected on one or more of the following reasons.

- 11.01 Applications received before the date of Employment notice and applications received after the closing date of Employment notice.
- 11.02 Passage not copied or copied in capital/block letters in Application Form..
- 11.03 Application without signatures/signatures in capital letters/different type of signatures at different places of the Application or undated Application.
- 11.04 Left thumb impression not affixed/blurred/smudged on the Application Form,
- 11.05 Self Attested Photostat Copies of requisite certificates not enclosed. (i) Certificated for date of birth i.e, Matriculation/High school exam or equivalent certificate (ii) Educational and/or professional qualification certificate. (iii) Community Certificate for SC/ST/OBC including self-declaration for OBC(Non-enclosure will mean that the candidate will be taken as UR), (iv) Disability certificate (v) Income certificate by Economically backward candidates for waiver of examination fee, (vi) 'Minority self declaration' by minority candidates for waiver of examination fee. (vii) No Objection Certificate for Railway/Government/Public Sector Undertaking Employees, (viii) any other requisite certificate.
- 11.06 Indian Postal Order/DD not enclosed or less fee enclosed or invalid IPO/DDi.e., IPO/DD purchased before date of issue of and after closing date of Employment Notice.
- 11.07 Identification marks column not filled up.
- 11.08 Do not possess the prescribed qualification for the post on the closing date of application.
- 11.09 Over-aged or under aged or Date of Birth not filled or wrongly filled.
- 11.10 More than one application in one Name or sent in one envelope.
- 11.11 Application without colour photo or photo with cap, wearing goggles, disfigured, unrecognizable or scanned or Photostat copy.
- 11.12 Candidate's name is figuring in the debarred list.
- 11.13 Incomplete/illegible application.
- 11.14 Application not in the prescribed format.
- 11.15 Application addressed to other Railways/RRC.
- 11.16 Application filled in a language other than English/Hindi.
- 11.17 Any other irregularities which are considered invalid by RRC.

12. **Recruitment Procedure :**

- 12.01 Selection will be based on written examination followed by Physically Efficiency Test. Written examination is likely to be held on the same date simultaneously on all the zonal railways. PET shall be of qualifying nature and likely to be held during the same period simultaneously on all the zonal railways. There will be no interview. Selection shall be based on merit. Subject to securing prescribed minimum marks in the written test.

12.02 **Physical Efficiency Test (For all categories) :-**

The candidate should be able to perform the following physical test:-

Male Candidates:

Should be able to run a distance of 1500 meters in 6 minutes in one chance.

Female Candidates:

Should be able to run a distance of 400 meters in 3 minutes in one chance.

Physical Handicapped candidates are exempted from Physical efficiency test.

- 12.03(i) For PET, candidates may be required to stay one or two days more than the appointed day at their own cost. They have to make their own arrangements for lodging/boarding.
- (ii) Maintaining discipline by the candidate at the venue of PET is must. Any act of indiscipline will debar the candidate from consideration. The decision of the committee at venue in this regard will be final and binding.
- 12.04 The appointment of the candidates will be subject to their being found suitable after antecedent verification and medical fitness as per rules. The candidates will not be considered for alternative posts if he/she qualifies for particular post as per his/her choice or otherwise, but do not found fit in prescribed medical examination.
- 12.05 The selection of candidate by RRC-NWR does not confer any right on the candidate for appointment.
- 12.06 RRC-NWR shall not be held responsible for any inadvertent error or mistake.

13. SYLLABUS & EXAMINATION:

- 13.01 Question paper for the Written Test shall be of Class 10th standard, consisting of 150 multiple-choice (four) objective type questions, mainly aimed to assess general knowledge / awareness, mathematics, general science and reasoning etc. ***Question paper shall be printed in Hindi, English, Urdu, Panjabi and Gujarati.*** The duration of Written Test shall be 2 (two) hours.
- 13.02 Date and venue for, Written Examination, Physical Efficiency Test and Documents Verification will be fixed by the RRC-NWR and intimated to eligible candidates **BY POST.** Examination schedule may be published on Website and Newspapers.
- (i) The RRC-NWR, at its discretion, may hold additional PET and/or Written examination or re-examination or cancel part or whole of the PET and/or written examination.
- (ii) Request for postponement of the examination and/or change of centre/venue will not be entertained.

Note: - Mere issue of call letter for appearing in Written Exam/PET by RRC-NWR does not confer any right for subsequent stages of recruitment process or placing name on the panel.

14. MEDICAL FITNESS :-

Candidates recommended for appointment will have to pass requisite medical fitness test(s) conducted by the Railway Administration to ensure that the candidates are medically fit to carry out the duties connected with the post. Visual Acuity Standard is one of the important criteria of medical fitness of railways staff.

Note :- Candidates qualifying in examination(s) for these posts but failing in prescribed medical examination(s) will not under any circumstance be considered for any alternative appointment.

15. PERSONS WITH DISABILITIES (PWD)

- 15.01 (1) "Definition of Disabilities:- Definition of categories of disabilities are given below:-

- (a) Blindness : "Blindness" refer to a condition where a person suffers from any of the following conditions namely:-
- (i) Total absence of sight; or
- (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
- (iii) Limitation of the field of vision subtending an angle of 20 degree or worse;
- (b) **Low vision:-** "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

- (c) **Hearing Impairment:-** “Hearing Impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (d) **Locomotor disability:-** “Locomotor 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.
- (e) **Cerebral Palsy:-** “Cerebral Palsy” means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.
- (f) All the cases of orthopedically handicapped persons would be covered under the category of “locomotor disability or cerebral palsy”.

15.02 **DEGREE OF DISABILITY FOR RELAXATION;** - Only such persons would be eligible for relaxation of conditions in respective community in services/posts who suffer from not less than 40% of relevant disability. A persons who want to avail the benefit of relaxation will have to submit a Disability Certificate issued by competent authority as given in Annexure-6.

15.03 **COMPETENT AUTHORITY TO ISSUE DISABILTIY CERTIFICATE:** The competent authority to issue Disability certificate shall be a Medical Board duly constituted by the central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability, as the case may be.

15.04 Visually handicapped candidates / those candidates whose writing speed is affected by Cerebral Palsy can avail the assistance of SCRIBE for writing answers on their behalf. For engaging the SCRIBE, the candidate will have to fill up Annexure- 7. The engagement of SCRIBE will be subject to the following conditions:

- a) The candidates will have to arrange their own SCRIBES at their own cost during the examination. Separate Admit Cards will be issue to the SCRIBE accompanying the Visually Handicapped candidates. Admit cards should contain the particulars and Photograph of the SCRIBE duly signed by him/her.
- b) The academic qualification of the SCRIBE should be one grade below the qualification prescribed for the post for which recruitment is being made.
- c) The SCRIBE can be from any academic discipline.
- d) The candidates as well as the SCRIBE will have to give a suitable undertaking (Annexure - 7) 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 fulfill any of the laid down eligibility criteria or their has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of examination. The Visually handicapped candidate shall be responsible for any misconduct on the part of the SCRIBE brought by him/her. The under taking, as given in Annexure-7 should be submitted by the Visually handicapped candidates/whose writing speed is effected by Cerebral Palsy, along with his/her application.

15.05 All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons and the provision for engaging SCRIBE shall not be applicable to them.

15.06 All selected 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 Railways Medical Manual and other extant previsions, as the case may be, will be eligible for appointment.

16. **SERVING EMPLOYES :-**

Candidates serving in any Centre/State Government Department including Railways or Public Sector Undertaking should apply through proper channel or should apply directly to the RRC, with NO OBJECTION CERTIFICATE from the employer, to avoid delay. The last date of receipt of applications in the office of Railway Recruitment Cell will not be extended on account of any delay in transmitting the application by the office concerned. Advance copy of the application without no

objection certificate will not be entertained. Applications received after closing date and time will also not be accepted.

17. MISCELLANEOUS :-

- 17.01 All Enclosures should be either in English or in Hindi only. Where certificates are not in English/Hindi, self attested translated version (In Hindi/English) should be enclosed. Applications without the requisite enclosures will be rejected. Any of the above enclosures sent separately will not be entertained.
- 17.02 RRC reserve the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity/deficiency is noticed in the application.
- 17.03 RRC reserve the right to conduct additional written examination/document verification at any stage. RRC also reserve the right to cancel part or whole of any recruitment process at any stage for any of the categories notified in the Employment Notice without assigning any reason thereof.
- 17.04 The decision of RRC in all matters relating to eligibility, acceptance or rejection of application, issue of free Rail Passes, penalty for false information, mode of selection, conduct of written examination, allotment of examination centers, selection, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the Railway Recruitment Cell in this regard.
- 17.05 Candidates finally selected are liable to be posted anywhere on NWR Railways, if required.
- 17.06 Railway Recruitment Cell will not be responsible for any inadvertent errors.
- 17.07 For any Legal Dispute, the Jurisdiction will be Central Administration Tribunal, Jaipur only
- 17.08 In the event of any dispute about interpretation or any mistake, the English version will be treated as final.

18. IMPERSONATION/SUPPRESSION OF FACTS/WARNING:-

- 18.01 No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Such candidates will be debarred for life from appearing in all RRB/RRC examinations as well as debarred from any appointment in Railways; in addition, legal action will be taken against the candidate.
- 18.02 Any material suppression of facts or submitting of forged certificates/caste certificate by a candidate for securing eligibility and/or obtaining privileges, including free travel for appearing in the examination shall lead to rejection of his/her candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all RRB/RRC over the country for a period of 2 years and legal action can be initiated, if warranted.
- 18.03 A candidate will be debarred from examinations of all RRB/RRC for a specified period/lifetime if (i) the candidate submits multiple applications for the same post and category;(ii) the candidate submits multiple applications with different community for the same post & category;(iii) the candidate submits multiple applications with different photo (face) for same post & category and (iv) the candidate submits multiple applications with different documents for the same post & category.
- 18.04 Any candidate found using unfair means in the examination or sending someone else in his/her place to appear in the examination will be debarred from appearing in all the examinations of all the RRB/RRC for lifetime. He/she will also be debarred from getting any appointment in the Railways. Such candidates are also liable for prosecution.
- 18.05 Furnishing of any false information to the RRC or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment on the Railways or to any other Government, service and if appointed the service of such candidate is liable to be terminated.

WARNING: Beware of Touts and job racketeers trying to deceive by false promises of securing job in Railways either through influence or by use of unfair and unethical means. RRC has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence RRC directly or indirectly shall be disqualified and legal action can be initiated against them.

Note – Candidates may also log on to North Western Railway website www.nwr.indianrailways.gov.in for downloading application form and others details. This site may also be referred in future by the candidates for any information / updates.

**Dy.Chief Personnel Officer (Rectt.)
Railway Recruitment Cell
North Western Railway**

The candidates are required to obtain caste certificates in the proper proforma from the appropriate authority and produce the original certificate at the time of verification, failing which he/she may be disqualified. This is strictly required vide Chapter 13 of the Brochure (Published by Govt. of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel Training, New Delhi). As large number of candidates are producing certificates issued by authority different from the appropriate authority, they are advised to strictly comply with the instructions.

Annexure – 2

CASTE CERTIFICATE FOR SC/ST CANDIDATES

FORMAT OF CASTE CERTIFICATE FOR SC/ST CANDIDATES

(Form of certificate to be produced by Candidate applying for appointment to Post under the Govt. of India SC/ST)

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:

1. The Constitution (Scheduled Caste) order, 1950
2. The Constitution (Scheduled Tribes) order, 1950
3. The Constitution (Scheduled Caste) (Union Territories) order, 1951
4. The Constitution (Scheduled Tribes) (Union Territories) order, 1951(as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956 the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act, 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.
5. The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
6. The constitution (Jammu and Kashmir) Scheduled Tribe Order 1956
7. The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amendment by the scheduled tribes caste and scheduled amendment act 1976.
8. The Constitution (Dadra and Nagar Haveli)Scheduled Castes Order, 1962
9. The Constitution (Dadra and Nagar Haveli)Scheduled Tribes Order, 1962
10. The Constitution (Pondicherry) Scheduled Castes Order, 1964
11. The Constitution Scheoduled Tribes (Utttar Pradesh) order, 1967
12. The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
13. The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
14. The Constitution (Nagaland) Scheduled Tribes Order, 1970
15. The Constitution (Sikkim) Scheduled Caste Order, 1978
16. The Constitution (Sikkim) Scheduled Tribes Order, 1978
17. The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
18. The Constitution (Scheduled Castes) Order(Amendment) Act, 1990
19. The Constitution (Scheduled Tribes) Order(Amendment) Ordinance, 1991
20. The Constitution (Scheduled Castes) Order(Second Amendment) Act, 1991
21. The Constitution (Scheduled Tribes) Order(Amendment) Ordinance, 1996
2. Shri / Smt / Kum.*----- and of his/her* family ordinarily reside(s) in village/town* -----of-----District/Division of State/Union Territory of-----

Place-----
date-----

Signature-----
Designation(with seal of office) -----

(* Please delete the words which are not applicable (*)
Please quote specific presidential order (*). Delete the Paragraph which is not applicable.

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

OBC CERTIFICATE

Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that..... son/daughter of of village..... district/divisionin state belongs tocommunity which is recognized as a backward class under:

- 1) Resolution No.12011/68/93-BCC© dated 10th September 1993, published in the Gazette of India - Extraordinary - part 1, Section 1, No.186 dated 13th September 1993.
- 2) Resolution No.12011/9/94-BCC dated 19th October 1994, published in the Gazette of India - Extraordinary - part 1, Section 1, No.163, dated 20th October 1994.
- 3) Resolution No.12011/7/95-BCC, dated 24th May, 1995, published in Gazette of India - Extraordinary - part 1, Section 1, No.88, dated 25th May 1995.
- 4) Resolution No.12011/44/96-BCC, dated 6th December 1996, published in Gazette of India - Extraordinary - part 1, Section 1, No.210, dated 11th December 1996.
- 5) Resolution No.12011/68/93-BCC, published in Gazette of India - Extraordinary - No.129, dated the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in Gazette of India - Extraordinary - No.164, dated the 1st Sept 1997.
- 7) Resolution No.12011/99/94-BCC, published in Gazette of India - Extraordinary - No.236, dated the 11th Dec 1997.
- 8) Resolution No.12011/13/97-BCC, published in Gazette of India - Extraordinary - No.239, dated the 3rd Dec 1997.
- 9) Resolution No.12011/12/96-BCC, published in Gazette of India - Extraordinary - No.166, dated the 3rd Aug 1998.
- 10) Resolution No.12011/68/93-BCC, published in Gazette of India - Extraordinary - No.171, dated the 6th Aug 1998.
- 11) Resolution No.12011/68/98-BCC, published in Gazette of India - Extraordinary - No.241, dated the 27th Oct 1999.
- 12) Resolution No.12011/88/98-BCC, published in Gazette of India - Extraordinary - No.270, dated the 6th Dec 1999.
- 13) Resolution No.12011/36/99-BCC, published in Gazette of India - Extraordinary - No.71, dated the 4th April 2000.

Shri/Smt./kumari.....and/or his/her family ordinarily reside(s) in the..... District/ Division of theState. 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 OM No. 36033/3/2004-Estt(RES), dated 09.03.2004. Modified vide Govt. of India, department of Personnel and Training

Palce :

Dated:

**Sign. of District Magistrate/
Dy.Commissioner etc.
(with Seal of Office)**

Seal

Note: The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act., 1950.

NON-CREAMY LAYER DECLARATION TO BE SUBMITTED BY OBC CANDIDATES

Proforma for declaration to be submitted by Other Backward Class Candidates alongwith the application form.

DECLARATION

“I son/daughter.....
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 persons/sections
(creamy Layer) mentioned in column 3 of the Schedule 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

| **Annexure -5**

**INCOME CERTIFICATE TO BE SUBMITTED BY ECONOMICALLY
BACKWARD CANDIDATE FOR WAIVING EXAMINATION FEES**

1 Name of candidate :
2 Father's Name :
3 Age :
4 Residential Address :
5 Annual Family Income :
(In words & Figures)
6 Date of Issue :
7 Signature : _____
(Name)
8 Stamp of Issuing Authority :

Note – Economically backward classes will mean the candidates whose family income is less than Rs. 50000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:-

- (i) District Magistrate or any other Revenue Officer upto to level of Tehsildar.
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (iv) Union Minister may also recommended to RRC for any persons from anywhere in the country.
- (v) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL

DISABILITY CERTIFICATE

Certificate No.

Date :

1. This is certified that Smt/Shri/Kum.....son/daughter of Shri.....age, sex Male/Female having identification marks as below
.....
is suffering from permanent disability of following category :

A. Locomotor or cerebral palsy:

- (i) BL- Both legs affected but not arms. (a) Impaired reach
(ii) BA- Both arms affected (b) Weakness of grip.
(iii) OL- One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
(iv) OA- One arm affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
(v) BH- Stiff Back and hips (cannot sit or stoop)
(vi) MW- Muscular Weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B- Blind (ii) PB- Partially Blind
(Delete the category which is not applicable)

C. Hearing Impairment:

- (i) D- Deaf (ii) PD-Partially Deaf.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of year Months.

3. Percentage of disability in his / her case is Percent.

4. Smt./Shri/Kum..... meets the following physical requirement for discharge of his/her duties.

- | | | |
|-----------------------------------------------------|-----|----|
| (i) F-can perform work by manipulating with fingers | Yes | No |
| (ii) PP-can perform work by pulling and pushing | Yes | No |
| (iii) L--can perform work by lifting | Yes | No |
| (iv) KC-can perform work by kneeling and crouching | Yes | No |
| (v) B-can perform work by bending | Yes | No |
| (vi) S-can perform work by sitting | Yes | No |
| (vii) ST-can perform work by standing | Yes | No |
| (viii) W-can perform work by walking | Yes | No |
| (ix) SE-can perform work by seeing | Yes | No |
| (x) H-can perform work by hearing speaking | Yes | No |
| (xi) RW-can perform work by reading and writing | Yes | No |

(Signature of Doctor)

Name:

Registration No.:

Member Medical Board

(Signature of Doctor)

Name:

Registration No.:

Member Medical Board

(Signature of Doctor)

Name:

Registration No.:

Chairperson Medical Board

* Please delete the words which are not applicable

Place :

Date :

Counter Signature of the Medical Superintendent/DMO/Head of Hospital (with seal)

Note : (i) According to the Person 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 Certificate 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 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.

DECLARATION TO BE SUBMITTED BY VISUALLY HANDICAPPED CANDIDATES/THOSE CANDIDATES WHOSE WRITING SPEED IS AFFECTED BY CEREBRAL PALSY

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of Candidate :
2. Date of Birth of the Candidate :
3. Name of the Scribe :
4. Father's Name of the Scribe :
5. Address of the Scribe :

(a) Permanent Address

.....

(b) Present Address :

.....

6. Educational Qualification of the Scribe :

.....

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

8. Declaration : -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 our the instruction of the Railway Recruitment Cell regarding conduct of the visually challenged candidates/scribes at this examination and hereby undertake to abide by them. We also declare that:

(a) The academic qualification of the SCRIBE is below the qualification prescribed for the post applied for :

(b) The academic discipline of the SCRIBE is different from that of the candidate as the application is for a specialist post.

*Strike out which not applicable.

 (Signature of the Candidate)

Left Thumb impression of the candidate
 in the box give above

 (Signature of the Scribe)

Left Thumb impression of the scribe
 in the box give above

CONTROL NO. (FOR OFFICE USE)
Paste here recent colour photograph of the SCRIBE of size 3.5cmx3.5cm (The colour photograph should not be more than 3 months old)
Signature of the SCRIBE in the above box below the photograph

Annexure-8

Proforma for declaration to be submitted by Minority Candidates along with the application for the posts against Employment Notice No. 2/2010 (RRC/NWR)

DECLARATION

"I.....son/daughter of Shri resident.....of.....
 Stree.....Village/Town/City..... District.....
 State..... hereby declare that I belong to the (indicate minority community notified by Central Government i.e. Muslim/Sikh/Christian/Buddhist/Parsis).

Place :

Signature of the Candidate

Date :

Name of the Candidate

Note : At the time of document verification such candidates claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on Non Judicial Stamp paper that he/she belongs to any of the minority. Community notified by Central Government (i.e. Muslim/Sikh/Christian/Buddhist/Parsis)

