



Employment Notice No-SER/RRC/OM/01/2013

Date of issue – 26-10-2013

Closing date-25-11-2013

Time up to – 17: 00 hrs

For candidates residing in Assam, Meghalaya, 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 candidates residing abroad, the last date will be 15 days beyond the closing date (i.e 10-12-2013) upto 17.00 hrs.

OPEN MARKET RECRUITMENT

To posts in Pay Band-I (` 5200-20200/-) with Grade Pay of ` .1800/-.

Railway Recruitment Cell, South Eastern Railway ,Garden Reach invites applications from eligible Indian Nationals and from such other candidates declared eligible by Government of India, to fill up the following posts in various Divisions, Workshop and Offices of South Eastern Railway.

IMPORTANT

Candidates must note that all the Zonal Railways are likely to issue notification for recruitment to the posts individually. The Written Examination will be held by all the Zonal Railways on the same day.

CAT NO	NAME OF THE POST	DEPARTMENT	NUMBER OF VACANCIES										MEDICAL STANDARD	
			SC	ST	OBC	UR	TOTAL	HH	OH	VH	TO-TAL	Ex-SM		
1	Pointsman-B	Operating	16	8	28	52	104						21	A-2
2	Trackman	Engineering	201	101	369	672	1343	NOT IDENTIFIED FOR PWD					269	B-1
3	Helper-II	Engineering, Electrical, Mechanical & S&T	81	41	148	270	540	10	10 (OL,OA & BL only)	10 (LV only)	30	108	B-1	
4	Helper-II	Workshops	144	72	263	479	958	18	18 (OL,OA & BL only)	18 (LV only)	54	192	C-1	
5	Safaiwala	Medical / Commercial	29	14	52	96	191	3	4 (OL only)	3 (LV only)	10	38	C-1	
TOTAL			471	236	860	1569	3136	31	32	31	94	628		

NB: Vacancies of Ex-Servicemen (Ex-SM) and PWD (PH) given in the table are not separate but included within the total number of 3136 vacancies. The Railway Administration reserves the right to increase/decrease the number of vacancies as per requirement.

1. MINIMUM EDUCATIONAL QUALIFICATION:

1.1. The candidate should be minimum 10th Pass or ITI or equivalent on the date of application. Candidates appearing and/or awaiting results of final examination of Class 10th or ITI or equivalent on the date of application are not eligible to apply.

1.2. Ex-SM who have retired after putting in 15 years of service and have passed Army Class-I certificate or equivalent will be considered eligible.

2. AGE LIMIT and RELAXATION:

2.1. For all the above vacancies, the normal age limit (in completed years) will be 18 to 33 years and will be reckoned as on 01-01-2014. The upper age limit will be relaxed as under, subject to the production of requisite certificate.

2.2. By 05 Years for SC/ST and by 03 years for OBC candidates in possession of valid certificates issued by the appropriate authority, copy of which is to be enclosed for claiming age relaxation.

2.3. Serving railway employees (SRE), including casual labours and substitutes, who have put in a minimum of 03 years service will be given age relaxation subject to the age limit not exceeding 40, 43 and 45 years for General, OBC and SC/ST candidates respectively.

2.4. In case of staff of Quasi Administrative Offices of Railway Organization such as Railway Canteens, Railway Institutes, and Railways Co-operative societies, relaxation of age will be given to the extent of service rendered by them subject to a maximum of 05 years.

2.5. Widows and Divorced Women (W&DW), who are judicially separated from their husbands and are not remarried, will be given relaxation in age up to 35, 38 and 40 years in case of UR, OBC and SC/ST candidates respectively. In this regard they are advised to submit the necessary documentary evidence like Death Certificate of husband / Deed of Divorce etc.

2.6. BY 05 years for candidates who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period from the 01.01.1980 to 31.12.89, subject to production of a residential certificate from the appropriate authority of the State of Jammu and Kashmir.

2.7. The upper age limit in case of course completed Act Apprentices applying for posts whose minimum qualification is course completed Act Apprenticeship shall be relaxed to the extent of apprentice training undergone by them under the Apprenticeship Act -1961.

2.8. For Ex-servicemen up to the extent of service rendered in Defence + 3 years provided they had put in more than 06 months of continuous service after attestation.

2.9. For persons with Disabilities – Upper Age relaxation upto a maximum of 10 years for UR, 13 years for OBC and 15 years for SC/ST candidates.

3. APPLICATION FEE:

3.1. **A non-refundable fee of ` .100/- (Rupees One hundred only) is to be paid in the form of crossed Demand Draft** from State Bank of India or any other Nationalized Bank or **crossed IPO** from any Post Office drawn in favour of the **“FA&CAO, South Eastern Railway, 11 Garden Reach Road, Kolkata-700043** payable at **“KOLKATA”**. Remittance of examination fee in any other form shall not be accepted. These instruments should not have been issued earlier to date of notification.

3.2. The following categories are exempt from payment of Application Fee:

(i) Candidates belonging to SC/ST communities.

(ii) Women candidates.

(iii) Candidates belonging to minority communities i.e. Muslims, Christians, Sikhs, Buddhists and Zoroastrians' (Parsis).

(iv) Candidates belonging to economically backward classes having annual family income of less than ` .50000/-.

(v) Persons with Disabilities.

(vi) Ex-Servicemen

3.3. For claiming waiver, minority candidates should furnish self-declaration as per format in Annexure-II alongwith application form. During document verification, such candidates will be required to furnish 'Minority Community Declaration' Affidavit on non-judicial stamp paper stating that he/she belongs to any of the aforementioned minority community. If this affidavit is not produced during document verification, the candidature will be rejected.

3.4. Economically backward classes means the candidates whose annual family income is less than ` .50,000/-. Such candidates have to submit Certificate in the format at Annexure-III on the letter head of the issuing authority alongwith their applications.

4. Person with Disabilities (PWD)

4.1 The suitability of a post for person with disabilities has been indicated against each post.

4.2. Definitions of Disabilities:

(i) Visually Handicapped (VH)

(a) **Blindness:** "Blindness" refers 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 20 degree or worse. It may be noted that such candidates are not eligible to apply as the advertised posts are not suitable for them.

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 devices.

(ii) Hearing Handicapped (HH)

(a) **Hearing impairment:** "Hearing impairment" means loss of 60(sixty) decibels or more in the better ear in the conversational range of frequencies.

(iii) Orthopedically Handicapped (OH)

(a) **Loco motor disability:** "Loco motor Disability" means disability of bones, joints, or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(b) **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 pre-natal or infant period of development.

(c) All the cases of orthopedically handicapped persons would be covered under the category of "Loco motor disability or Cerebral Palsy."

4.3. Degree of disability for Reservation: Only such persons would be eligible for reservation in service/ posts who suffer from not less than 40% of the relevant disability. One-eyed persons shall not be considered as Visually Handicapped. A person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by the competent authority broadly as per the format given at Annexure-IV.

4.4. Competent Authority to Issue Disability Certificate: The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Government consisting of at least three members out of which one shall be a specialist in the particular field for assessing Loco motor / Cerebral / Visual / Hearing Disability as the case may be.

4.5. Conditions:-

(a) All selected Candidates will be subjected to Medical Examination by Railway Medical Authority prior to their appointment and only those confirming to the medical standards as laid down in the **Indian Railway Medical Manual** and other extant provisions as the case may be, will be eligible for appointment.

4.6. **Provision of Scribe:**

Visually Impaired Candidates / those candidates whose writing speed is affected by Cerebral Palsy can opt for availing the assistance of SCRIBE for writing answers on their behalf. In all such cases engagement of Scribes 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 Card shall be issued to the **Scribes** accompanying the visually handicapped candidates.

(b) The academic qualification of the Scribe should be one grade below the qualification prescribed for the post for which recruitment is being made, i.e. not more than Class IX (Nine) pass.

(c) The candidates as well as the Scribe will have to give a suitable undertaking (enclosed Proforma at Annexure-V) 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 any material fact regarding the scribe to the extent of visual disability necessitating use of a scribe, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The candidate shall be responsible for any misconduct on the part of **scribe** brought by him/her. The said undertaking should be submitted by the Visually Handicapped candidate along with his/her application form.

(d) Candidates availing the assistance of Scribe shall be eligible for 20 MINUTES extra time for every hour of the examination.

(e) The Scribe will read out the questions to the candidates and on the candidate stating clearly answer against each question, the Scribe will write/indicate the same. Only the answers spelt out by the candidate are to be written/ indicated by the Scribe in the answer sheet.

(f) The Scribe shall not be permitted to make gesture, sounds or any other forms of communication designed to indicate to the candidate the correctness or otherwise of an answer being recorded by him. Any such attempt would entail disqualification of candidate and stringent action will be taken against both the candidate and the scribe.

(g) The VH candidates are allowed to use TAILOR FRAME AND BRAIL SLATE WITH PAPER for solving arithmetic problems and they will have to bring their own TAILOR FRAME AND BRAIL SLATE WITH PAPER in the examination hall. Partially blind candidates who are able to read normal question paper set for all the candidates and to write/indicate the answer with the help of Magnifying Glass may be allowed to use Magnifying Glass in the examination hall but they shall not be allowed the help of a Scribe. Such candidates may bring their own Magnifying Glass in the examination hall.

5. TO WHOM TO APPLY

5.1. The Application, complete in all respect along with required enclosures in prescribed format, may be sent by "**ORDINARY POST**" only to the "**Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, South Eastern Railway, 11, Garden Reach Road, 1st Floor, Bungalow No 12 A, Kolkata-700043** or, dropped in the Application Box kept in the ground floor of above mentioned address on or before the closing date. Applications sent through **Speed post/Courier/Registered AD will not be acknowledged /accepted.**

5.2. The envelope containing application should be clearly super scribed "Application for **Recruitment in Pay Band-I ` . 5200-20200/- with GP ` .1800/-** South Eastern Railway" along with the community/ category as applicable i.e. SC/ ST/ OBC/ UR/ PWD (PH)/ Ex-SM.

6. RECRUITMENT PROCEDURE.

6.1. The recruitment procedure consists of written examination followed by Physical Efficiency Test (PET) and medical examination. The same procedure shall also be applicable for Ex-servicemen candidates. PWD (PH) candidates as specified in Para -4 above shall however be exempt from the PET.

6.2. **Written Examination:** Written examination shall be of Class 10th standard consisting of 100 multiple choice objective type questions to be answered in 90 minutes (120 minutes for PH candidates allowed to take a scribe) aimed to assess General Knowledge/Awareness, Mathematical ability and Reasoning etc. There will be no questions for checking proficiency in language. Questions will be printed in Hindi, English, Oriya, Urdu and Bengali.

6.3. **Negative Marking:** There shall be negative marking for wrong answers. 1/3 (0.33) marks shall be deducted for each wrong answer. There will be no negative marking for unattended question.

6.4. The minimum qualifying marks for UR shall be 40% and for SC/ST/OBC it shall be 30%.

6.5. Candidates to the extent of three times of notified vacancies, out of those who obtain the prescribed minimum pass marks in Written Examination in order of merit separately for each group of UR, SC, ST, OBC and Ex-SM candidates will be called for PET.

6.6. Physical Efficiency Test (PET): PET shall only be qualifying in nature. The criteria for qualifying in the PET are as under:-

For male candidates	For female candidates
Should be able to run for a distance of 1000 metres in 04 minutes and 15 seconds in one chance.	Should be able to run for a distance of 400 metres in 03 minutes and 10 seconds in one chance.

NOTE: It may be noted that Railway Administration will not be liable/ responsible for any loss/injury/damage, whether direct or consequential, suffered/incurred by any candidate during the recruitment process, including PET. Candidates are advised in their own interest, therefore, to ensure that they are physically and otherwise fit to undertake the selection/PET and observe due care to avoid injury/damage/loss to either themselves or others during the process.

6.7. From amongst the candidates who qualify in the PET, candidates to the extent of 1.2 times of the notified vacancies separately for each group of UR, OBC, SC, ST, Ex-SM and PH candidates shall be called for detailed Document Verification strictly in order of merit of each group as per marks obtained in the Written Examination.

6.8. From amongst the candidates whose documents and antecedents are found in order during Document Verification, candidates equal to the number of notified vacancies for each group of UR, OBC, SC, ST, PWD (PH) & Ex.SM candidates shall be sent for medical examination to ascertain his medical fitness for the notified posts strictly in order of merit for each group separately based upon the marks obtained by the candidates in the Written Examination.

6.9. Only such candidates who are found medically fit shall find a place in the final recruitment panel which will be strictly based on merit position obtained by the candidates in Written Examination and his medical fitness for particular posts, subject to the extent of notified vacancies category-wise and community-wise.

6.10 The selection of a candidate by RRC-SER does not confer any right to the candidate for appointment. 'RRC-SER' shall not be held responsible for any inadvertent error or mistake.

6.11 RRC-SER at its discretion may hold additional written examination and/or hold re-examination, or, cancel part, or, whole of the written examination and/or PET.

6.12 Date and venue of written examination, Physical Efficiency Test, and document verification will be fixed by RRC-SER and intimated to eligible candidates by post. Request for postponement of the examination and change of centre/venue will not be entertained under any circumstances.

7. General Conditions:

7.1. Admission of the candidates at all stages of the Recruitment process will be purely provisional as the applications are fully scrutinized only at the time of Document Verification later. In case a candidate or his application do not fulfil the necessary requirements prescribed in this Employment Notice, his/her candidature is liable to be rejected at any stage of the Recruitment process when the deficiency is noticed. Mere issue of call letter for appearing in written examination, PET and Document Verification or sending a candidate for medical examination by RRC-SER, does not confer any right upon the candidate for being considered for any subsequent stage of recruitment process, placement of his/her name on the Recruitment panel or his/her final appointment. Mere selection and empanelment does not confer any right for appointment to the candidates.

7.2. The number of vacancies shown is provisional and is liable to increase or decrease. No consequential damage/loss or refund of fee will be made to the applicant on this or any other account.

7.3. Female candidates are eligible to apply. They may however, note that the nature of duties is arduous and may involve outdoor and night working.

7.4. Selected candidates are likely to be posted anywhere on South Eastern Railway after successful completion of training, wherever prescribed.

7.5. Candidates should send their application sufficiently in advance before the closing date to the Railway Recruitment Cell, South Eastern Railway. RRC-SER will not be responsible for any postal delay/wrong delivery whatsoever at any stage of the selection process.

7.6. PWD (PH) and Ex-SM candidates shall be considered only against quota earmarked for them.

7.7. The extant Reservation rules of Govt. of India shall apply to this recruitment.

7.8. Any subsequent representation for change of community/category other than that mentioned by the candidate in his application will not be entertained under any circumstances.

7.9. Before applying to the post, the candidates should ensure that he/she fulfils the eligibility and other criteria at the time of submission of application. RRC-SER would be free to reject any application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable for termination from service without notice.

7.10. Emoluments on initial appointment will be at minimum of the Pay Band + Grade Pay + admissible other allowance(s).

7.11. RRC-SER reserves right to alter the modus of written examination and for PET.

7.12. Candidates recommended for a particular category of post with a higher medical classification will not be considered for any alternative post with lower medical classification in the event of medical unfitness.

8. HOW TO APPLY:

8.1. Candidates should carefully read the instructions in this Employment Notice and should submit applications only in the format annexed at Annexure-I to this Notification. Applications not made in the specified format shall be rejected.

- 8.2. The Application Form should be made on good quality, white, A-4 size paper on a single sheet using ONE SIDE ONLY. Newspaper cuttings should not be used as applications.
- 8.3. Candidates (including PH candidates) must fill up the required information in Black/Blue Ball Point pen in his/her own handwriting.
- 8.4. Applications should be written either in English or Hindi or not in any other Language. Only one language (either English or Hindi) should be used for filling all the columns.
- 8.5. Application must be duly dated and signed by the candidate.
- 8.6. Overwriting, cutting, erasing in the AF will lead to rejection of application.
- 8.7. The photograph should be of size 4.5 x 3.5 cm. and should be in colour and unattested. The photograph should be taken without wearing coloured glasses, scarf, or Cap and face of the candidate should be clearly visible. The photograph should not be of more than one month old and should not bear any marks or signature. Applications containing scanned/edited photographs shall be summarily rejected.
- 8.8. Do not keep any column unfilled. If any column is not related to the candidate, please write N.A. (Not Applicable) in the appropriate box.
- 8.9. Non-compliance of any of the aforesaid instructions will result in rejection of the application.

9. Guide lines for filling up of Application Form (AF) with illustrative examples:

9.1. Candidates should write his/her name (in column no. 1), father's/husband's name (in column no.2) in capital letters as given in Class-X certificate or ITI or equivalent certificate. Each letter should be filled in one box as shown below; one box should be left blank between each part of the name.

V	E	N	K	A	T		R	A	O
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9.2. Candidates should write his/her nearest railway station in column no. 3, writing one letter in each box, leaving one box blank between two words.

9.3. Candidates should write Correspondence Address in (column no. 4.). Correspondence Address should be written in block letters and should be legible, complete and with PIN Code No. The dimension of this column is 8 cm x 4 cm which should not be changed or else it is likely that the correspondence may get misplaced in transit.

9.4. In column no. 5 appropriate code may be written as given below:

Sex	Male	Female
Code	01	02

9.5. In column no.6 candidates should write his/her Nationality.

9.6. In column no. 7 candidates should indicate his/her religion by writing the appropriate code as given below:

Religion	Hindu	Muslim	Sikh	Christian	Buddhist	Jain	Parsi	Others
Code	01	02	03	04	05	06	07	08

9.7. In column no. 8 marital status may be indicated by writing the appropriate code as given below:-

Marital Status	Single	Married
Code	01	02

9.8. In column no. 9 candidate should write his/her date of birth in digits beginning with date, month and year with one digit in each box. If any of these figures is of single digit, '0' should be prefixed to make it double digit. For example – if a candidate is born on 5th June, he/ she should write 05 under date and 06 under month.

9.9 PWD (PH) candidates must mention their type of disability in column 10 of AF as VH or OH or HH. Disability percentage as per Disability Certificate and requirement of scribe may also be indicated in the relevant box. OH candidates should also indicate whether they suffer from Cerebral Palsy or not in the relevant box.

9.10 in column no. 11 candidate may indicate his/her community by writing the appropriate code as given below:-

Community	UR	SC	ST	OBC
CODE	01	02	03	04

9.11 For claiming Age relaxation, write the appropriate code as given below against column no. 12:

Category	OBC	SC	ST	SRE	Quasi Admn. Staff	PWD (PH)	Widow & Divorced Women	Domicile of Kashmir	Act Apprentices	Ex-Servicemen
Code	01	02	03	04	05	06	07	08	09	10

9.12. In column no. 13 candidate may indicate his/her choice of posts by writing the Category No. as given in the Notification up to 05 preferences.

1 st	2 nd	3 rd	4 th	5 th

9.13. In column no. 14 candidate should (✓) their respective Educational Qualification in the appropriate box/boxes.

9.14. In column No 15 serving employee should write Yes/No in the relevant box and if yes, indicate the name of his organisation in Col.No.16.

- 9.15. In column No.17 for Fee Exemption, please write YES (if eligible for exemption) or NO (if not eligible for exemption)
- 9.16. The question paper for written examination will be in English, Hindi, Bengali, Oriya and Urdu language. In column No.18 candidate should indicate his/her choice of language by writing the appropriate code as given below:

Language	English	Hindi	Bengali	Oriya	Urdu
Code	01	02	03	04	05

- 9.17. In column No.19, candidates should carefully write their proper identification marks alongwith location on body and in column No.20 specific details of IPO/DD enclosed may be mentioned.
- 9.18. In the prescribed space of AF, candidates should put his signature **in full only** in English (in running script) or in Hindi at the space provided below the Photograph and at the right bottom of the AF as indicated in AF. Signature in capital letters or in disjointed letters will not be accepted and **the applications having such type of signature will be rejected summarily.**
- 9.19. In the prescribed space of AF candidate should put his/her left thumb impression (LTI) in black printer ink only. LTI should be clear and complete. Unclear/blurred/smudged LTIs will result in rejection of applications.
- 9.20. Candidate should write place and date at the left bottom of the Application Form.
- 9.21. **Candidates are required to copy the following Para (Declaration), in his/her own running handwriting, in the space provided at column No. 21 in the Application Form invariably.**

"I hereby declare that all the particulars given above by me are true, complete and correct to the best of my knowledge and belief. I am aware that in the event of any information furnished by me being found false / incorrect at any stage, my candidature / service will be rejected / terminated summarily and I am also liable to criminal action. I will abide by the instructions given in the notification."

10. ENCLOSURES:

The following enclosures only should be firmly stitched along with the application Form (Annexure-I)

- 10.1. Self Attested photocopy of certificates in support of Date of Birth. Only class 10th pass certificate /certificate issued by Registrar of Births will be accepted for this purpose.
- 10.2. Certificates/documents, which are in a language other than Hindi or English, should be translated into Hindi or English and enclosed along with the attested Xerox copies of originals.
- 10.3. In case of SC/ST candidates, a certificate of their belonging to SC/ST category broadly as per the format given at Annexure-VI and issued by a competent authority as mentioned therein.
- 10.4. In case of OBC candidates, a certificate of their belonging to OBC community, broadly as per the format as given in Annexure-VII issued by a Competent authority as mentioned in the Annexure alongwith a declaration in format given at Annexure-VIII.
- 10.5. In case of minority candidates claiming waiver of application fee, a declaration in format given at Annexure-II.
- 10.6. In case of PWD/PH candidates the self attested copy of the disability certificates broadly as per the format as given in Annexure-IV should be attached.
- 10.7. In case of Government Servants, attested copy of Certificate from the competent authority giving their length of service etc.
- 10.8. Only Photostat, self attested copies of certificates/documents should be enclosed. Original copy of certificate/document SHOULD NOT be enclosed with the application.
- 10.9. No objection certificate from the employer, if already employed.
- 10.10 One additional passport size colour photograph of the candidate mentioning his/her name and father/husband's name on the reverse side. The photograph should be unattested and should not bear any marks/signatures.
- 10.11. For Ex-servicemen, a photocopy of the discharge certificate /book clearly mentioning the total Military service rendered.
- 10.12. Any certificate, photograph etc. received separately, subsequent to the receipt of application will not be entertained.

11. SERVING GOVERNMENT EMPLOYEES:

Candidates serving Government, Quasi Government Offices/ Organizations and Institutions, can apply directly with "No objection Certificate" from their employer to avoid delay or they should apply through proper channel only. Advance copy of the application will be entertained provided the application through proper channel is received in RRC-SER's office within the closing date, for which the entire responsibility would be of the candidate. Applications submitted to the employer concerned before the closing date but received by RRC-SER after the closing date will not be considered. It is the responsibility of the candidates to ensure that his/her application is forwarded to RRC-SER in time so that the application reaches RRC-SER office within time.

12. FREE JOURNEY RAILWAY PASS:

A free Second Class journey Railway Pass, as and where admissible, will be issued to the candidates belonging to SC/ST communities only. All other candidates will have to bear their expenses for appearing in the written examination/physical efficiency test etc.

13. INVALID APPLICATIONS: Candidates are advised to read all instructions thoroughly before sending their applications. Otherwise their applications are likely to be rejected due to one or more of the following reasons.

13.1. Applications received after the closing date and time as mentioned in Employment notification.

13.2. Postal orders / Demand Drafts not enclosed or less fee enclosed or invalid IPO / DD, i.e. IPO/DD purchased before the date of issue or after the closing date of Employment notice.

13.3. Applications not in prescribed format / Incomplete or incorrectly filled applications/ Applications that are not as per the instructions given at Para 8, 9 and 10 of this Employment Notification.

13.4. Candidates not in possession of the required minimum educational qualifications on the date of application.

13.5. More than one application submitted by the candidate. In such cases, all the applications of the candidates will be rejected.

13.6. Applications which are not addressed to address mentioned in Para 5.1 of this notification.

13.7. Applications which are filled in a language other than Hindi/English.

13.8. Identification mark column not filled up in application form or improper marks of identification.

13.9. Candidates name figuring in debarred list of RRBs/RRCs.

13.10. Variation in the information furnished in the application with respect to the documents enclosed.

13.11. Community certificates that are not broadly as per the prescribed format given in Annexure(s) in case of SC/ST/OBC candidates or certificates issued by other than competent authorities.

13.12. Any other irregularity noticed and considered invalid by the RRC.

13.13. More than one application contained in a single envelope.

14. Action against candidates found guilty of misconduct: Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the Application Form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in any document/certificate. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted. Submission of false particulars/suppression of any material information/submission of tampered or fabricated documents / certificates shall lead to the candidature being summarily rejected and will also render the candidate liable for criminal prosecution.

14.1. A candidate who is or has been found by the Railway Recruitment Board / Zonal Railway/ Recruitment Cell, to be guilty of:

(i) Obtaining support for his candidature by any means, or,

(ii) Impersonating, or,

(iii) Procuring impersonation by any person, or,

(iv) Submitting fabricated document or documents which have been tampered with, or,

(v) Making statements which are incorrect or false or suppressing material information, or,

(vi) Resorting to any other irregular or improper means in connection with his candidature for the selection, or,

(vii) Using unfair means during the examination, or using electronic gadgets / Mobile phone etc or,

(viii) Writing irrelevant matter including obscene language or pornographic matter, in the scripts(s), or,

(ix) Committing mischief in any other manner in the examination hall, or,

(x) Harassing or doing bodily harm to the staff employed by the RRC/SER for the conduct of the test may, in addition to action under relevant provision of the Rules render himself liable to criminal prosecution and further-

(a) be disqualified by the RRC-SER from selection for which he is a candidate, or,

(b) be debarred either permanently or for a period decided by the RRC-SER from any examination or selection conducted by all the Zonal Railway Recruitment Cells/RRBs.

(c) If he is already in service under Government, be taken under disciplinary action under the appropriate rules.

15. All male candidates are liable for active Territorial Army Service in Railway Units or such other units as may be laid down on this behalf from time to time.

16. Candidates selected for these categories after the written test/Physical Efficiency Test/document verification are required to pass prescribed medical examination, before appointment.

17. Selected candidates may be required to undergo training wherever necessary, with stipend for a specific period and to deposit the security amount and execute an indemnity bond or agreement.

18. The candidates selected may be absorbed depending on the vacancies available, after successful completion of prescribed Training. They may be considered in due course for promotion to higher grades according to rules/orders in force from time to time.

19. Posting of the selected candidates will be made as per requirement of the Zonal Railways/ Indian Railways at the appropriate time. No particular place or Department or Division of posting can be assured or assumed.

20. In the event of any dispute/ discrepancy, the English version of this Employment Notice shall be treated as valid. In case of any misprint the copy of the notification displayed in the office of RRC-SER is final and valid. RRC-SER will not be responsible for any printing/typographical error or any other inadvertent mistake.

21. RAILWAY RECRUITMENT CELL-SER'S DECISION FINAL:

The decision of RRC-SER 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) and allotment of examination centre, recruitment procedure, impersonation by candidates, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.

22. ABBREVIATIONS USED

RRC-SER – Railway Recruitment Cell, South Eastern Railway, SER-South Eastern Railway, SC-Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Classes, UR- Un-Reserved, Ex-.SM-Ex-servicemen, PWD (PH) -Persons with Disabilities (Physically Handicapped), VH – Visually Handicapped, HH – Hearing Handicapped, OH – Orthopedically Handicapped, OA-One Arm, OL-One Leg, BL-Both Leg, LV-Low Vision, SRE- Serving Railway Employee, PET- Physical Efficiency Test, AF – Application Form & DV – Document Verification.

IMPORTANT: 1. RRC-SER has not appointed any agents or coaching centres for acting on its behalf. Candidates are warned against any such claims being made by persons / agencies and not to fall prey to touts or unscrupulous elements and not to pay bribes to any person. They may also note that RRC/SER does not issue any Offer of Appointment directly and that the entire Recruitment process is computerised and transparent. If any candidate has any information on corruption in this office or if he is a victim of corruption in this office, or if he is approached by any person promising to get him an appointment in Railways; the candidate should immediately bring the matter to the notice of the Chief Personnel Officer/S. E. Railway, or to SDGM-cum-Chief Vigilance Officer/S. E. Railway at Garden Reach, 11, Garden Reach Road, Kolkata – 700043 or contact the Helpline of the Vigilance Organisation of this Railway at 09433491783.

2. Candidates may also log on to RRC-SER's website at www.rrcser.in for downloading Application Form and accessing other information.

**CHAIRMAN
Railway Recruitment Cell
South Eastern Railway
Bungalow No 12 A, 1st Floor
11, Garden Reach Road KOLKATA – 700 043**

SELF DECLARATION OF MINORITY CANDIDATES FOR WAIVER OF EXAMINATION FEE

(Proforma for declaration to be submitted by Minority candidates along with the application for the post against Employment Notice.....)

DECLARATION

" I..... Son/Daughter/Wife of Shri
.....resident of Vill/Town/city
State..... hereby declare that I belong to the
(indicate minority community notified by Central Government i.e
Muslim/Sikh/Christian/Buddhist/Zorastrians(Parsis).

Date: Signature of the Candidate

Place Name of the Candidate

Note: 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 he/she belongs to any of the Minority Community notified by Central Government i.e Muslim/Sikh/Christian/Buddhist/Zorastrians(Parsis)

**PROFORMA FOR INCOME CERTIFICATE FOR
ECONOMICALLY BACKWARD CLASSES**

1. Economically backward classes will mean the candidates whose family income is less than Rs. 50,000 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 the 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 Railway .
 - iv. Union Minister may also recommended to Chairman/RRCs for any persons from any where in the country.
 - v. Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

**FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD AS PER PARA 3 OF
LETTER NO :E(RRB)/2009/25/21 DATED 28-10-2009**

INCOME CERTIFICATE FOR WAIVER OFF EXAMINATION FEES FOR RRB EXAMINATION

- 1 Name of Candidate :

- 2 Father's /Husband'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 with full name, designation, location etc.

FORMAT OF DISABILITY CERTIFICATE FOR PHYSICALLY DISABLED CANDIDATES

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

It is certified that Shri/Smt./Kum _____ son/wife/daughter of Shri _____ age _____ sex _____ identification mark(s) _____ is suffering from permanent disability

of following category:

A. Locomotor or cerebral palsy:

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

B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

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

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Reassessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

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

4. Sri./Smt./Kum.....meets the following physical requirements 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

(Dr. _____)

Member
Medical Board
Regd No..

(Dr. _____)

Member
Medical Board
Regd.No..

(Dr. _____)

Chairperson
Medical Board
Regd. No..

***Strike out which is not applicable.**

Annexure-V

DECLARATION TO BE SUBMITTED BY VISUALLY HANDICAPPED CANDIDATES/THOSE 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	Paste here recent colour passport size photograph of the scribe of size 4.5 cm X 3.25 cm. (The colour photograph should not be more than 3 months old)
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 of the candidate	Signature of scribe in the above box below the photograph

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 out the instructions 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 same as of the candidate since the application is for general posts/The academic discipline of the SCR1BE is different from that of the candidate as the application is for a specialist post.

*Strike out which is not applicable.

(Signature of the Candidate)

Left Thumb impression of the candidate in the box given above

(Signature of the Scribe)

Left Thumb impression of the scribe in the box given above

LTI should be clear without smudging

Annexure-VI

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 numbers of candidates are producing certificates issued by authority different from the appropriate authority, they are advised to strictly comply with the instructions.

(FORM OF CASTE CERTIFICATE FOR SC/ST CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

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 Reorganisation 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 amended by the Schedule Caste and Schedule Tribe order (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 Scheduled 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 Tribe Order, 1989.
18. The Constitution (Schedule Caste) order (Amendment) Act, 1990.
19. The Constitution (Schedule Tribe) order (Amendment) Act, 1991.
20. The Constitution (Schedule Caste) order (2nd Amendment) Act, 1991.
21. The Constitution (Schedule Tribes) order (Amendment) ordinance, 1996.

Shri/Shrimati/Kumari* _____ and/or his /her* family, ordinarily reside(s) in village /town* _____ of* _____ District/Division* of the State/Union Territory* of _____

Signature _____
Designation _____

(with seal of Office) State/Union Territory

Place _____
Date _____

*Please delete the words which are not applicable.

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

(ii) Officers competent to issue Caste/Tribe certificates:

District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ 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 not below the rank of Tahsildar / Sub- Divisional Officer of the area where the candidate and/ or his/ her family reside(s).

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

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASS CANDIDATES
FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify thatson/daughter of of village.....district/division ...state belongs tocommunity which is recognised as a backward class under:

- 1) Resolution No.12011/68/93-BCCc 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.

Shriand/or his 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 modified vide Government of India, Department of Personnel and Training O.M. 36033/32004-Estt.(Res) dated 09.03.2004.
Dated:

Signature :

Designation :

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

(b) The Authorities competent to issue OBC certificates are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner(not below the rank of 1st class Stipendary Magistrate)
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Annexure-VIII

Proforma for declaration to be submitted by Other Backward Class Candidates along with this application.

DECLARATION

"I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State _____ hereby declare that I belong to the _____ (indicate your sub-caste) community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-(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-I

To The Assistant Personnel Officer (Recrtt) South Eastern Railway ,Bungalow 12 A 11 Garden Reach Road,Kolkata-700 043	APPLICATION FORM Employment Notice No-SER/RR/OM/01/2013	FOR OFFICE USE ONLY
Recruitment in Pay Band-I Rs.5200-20200/- with GP Rs. 1800/- (UR, SC, ST, OBC and PWD) on South Eastern Railway		

- 1 Name of Candidate:
(IN BLOCK LETTER)
- 2 Father's /Husband's Name:
(IN BLOCK LETTER)
- 3 Nearest Railway Station

Paste(do not pin or staple) here your recent colour passport size photo of size 4.5cm X 3.25cm (The colour photo shall not be more than one months old) Not to be attested.

4 Address for Communication: (IN BLOCK LETTER)

PIN CODE NO

- 5 Sex:
- 6 Nationality:
- 7 Religion:
- 8 Marital Status:

Signature of the Candidate

- 9 Date of Birth
- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
| | | | | | | | |

- 10 Persons with Disability
- Disability Percentage (%)
- Whether Scribe required (YES/NO)

- 11 Community

- 12 Age Relaxation

- 13 Order of preference (Category No. upto 5 preference)
- | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| 1 st | 2 nd | 3 rd | 4 th | 5 th |
| | | | | |

- 14 Educational Qualification, tick (✓) the appropriate column

SSLC/MATRIC	HSC/SSC	ITI	DIPLOMA	NON-TECHNICAL		TECHNICAL	
				GRADUATE	POST GRADUATE	GRADUATE	POST GRADUATE

- 15 Serving Employee (Yes/No)
- 16 If yes, indicate the organisation
- 17 Fee Exemption (Yes/No)
- 18 Choice of Language for Examination

- 19 Personal marks of identification (Mole, cut mark etc in the body)
- 1
- 2

20	Details of IPO/DD enclosed with the AF		
	Name of the post office/Bank & Place	Serial No Date	Amount

21. Declaration by the candidate :(Copy the passage in the box below in your running hand writing): **Not required to write by Blind/Cerebral Palsy Candidates who needs the assistance of scribe.**
- "I hereby declare that all the particulars given above by me are true, complete and correct to the best of my knowledge and belief. I am aware that in the event of any information furnished by me is found false / incorrect at any stage, my candidature / service will be rejected / terminated summarily and I am also liable to criminal action. I will abide by the instructions given in the notification".

Place:

Date:

Left Thumb Impression

Signature of the Candidate