

**GOVT. OF INDIA, MINISTRY OF RAILWAYS,
RAILWAY RECRUITMENT CELL, WEST CENTRAL RAILWAY,
RB-III/ 422/1-2, NEHRU RAILWAY COLONY, HOWBAGH
JABALPUR (M P) 482001**

Employment Notice No. 02/2012

Erstwhile Group 'D' Recruitment

Date of Issue: 22.08.2012

Closing Date & Time: 01.10.2012 18.00 hrs

Website address: www.wcr.indianrailways.gov.in

- 1.1** Applications on good quality plain paper, in the given format are invited from the citizens of India and from such other persons declared eligible by Ministry of Home Affairs, Govt. of India for filling up posts in **Pay Band-I of Rs.5200-20200, Grade Pay of Rs.1800 (Erstwhile Group 'D')** categories in West Central Railway.
- 1.2** The application in prescribed format may be sent by ordinary post to **Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, West Central Railway, RB-III/422/1-2, Nehru Railway Colony, Howbagh Jabalpur (M.P.) 482001** or dropped in the Application Drop Box kept in the **Railway Recruitment Cell, West Central Railway, RB-III/422/1-2, Nehru Railway Colony, Howbagh Jabalpur** upto **18.00 hours** of the closing date i.e. **01.10.2012** on all working days i.e. except Saturday, Sunday and Holidays.
- 1.3** For candidates staying in Andaman-Nicobar-Lakshadweep islands, closing date will be 16.10.2012 up to 18.00 hrs.
- 1.4** **Applications received after closing date and time will not be entertained.**
- 1.5** Date and time of written examination / PET etc. will be fixed on administrative feasibility. No request for change of time, date and centre of examination will be entertained on any account.
- 1.6** **Please note that Written Examination will be held on the same dates simultaneously by all the railways. Candidates qualifying in the written test will be called for the PET. Candidates should keep this in mind before applying for any particular Notification.**

2.

Sr. No.	Name of the Post	Pay Band & GP (In `)	Vacancies					Physically Handicapped				Medical Standard	Stages of Examination
			UR	SC	ST	OBC	Total	OH	VH	HH	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
01.	Trackmen Helper, Khalasi, Parcel Porter, Safaiwalas, Asstt. Pointsman, Hospital Attdt. etc.	5200- 20200 with GP 1800/-	432	129	64	231	856	09	08	09	26	A-II & below	1. Passing the Written Examination 2. Physical Efficiency Test 3. Verification of Documents and Medical Test.

NOTE :- The physically handicapped candidates will be posted against the posts suitable for such candidates as identified by Railway Ministry.

- a) The vacancies indicated above are tentative and may be changed category/community wise at any stage of recruitment.
- b) The vacancies shown above for PH categories are not separate but included in the total number of vacancies.
- c) OBC vacancies include quota for minorities (4.5%) as notified vide Government of India, Ministry of Personnel, Public Grievances & Pension (Department of Personnel & Training) OM No. 41018/2/2011-Estt (Res) dated 22.12.2011. This is subject to any future revision/modification of the OM no. 41018/2/2011-Estt (Res) dated 22.12.2011 issued by Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training).

ABBREVIATIONS

- | | |
|-----------------------------------|--------------------------------------|
| 1) SC- Scheduled Caste | 9) PET – Physical Efficiency Test |
| 2) ST – Scheduled Tribe | 10) OH – Orthopaedically Handicapped |
| 3) OBC –Other Backward Classes | 11) HH- Hearing Handicapped |
| 4) UR – Unreserved | 12) VH- Visually Handicapped |
| 5) ExSM – Ex Serviceman | 13) SRE- Serving Railway Employee |
| 6) RRC – Railway Recruitment Cell | |
| 7) WCR – West Central Railway | |
| 8) AF- Application Form | |

3. EDUCATIONAL QUALIFICATION:

Minimum 10th Class Pass or ITI or equivalent.

Those candidates who are appearing in and/or awaiting results of final examination of class 10th or **ITI or equivalent** are not eligible. Academic qualification must be from recognized Educational Institution/Board, otherwise candidature will be rejected. Candidates having higher educational qualification may also apply.

4. AGE LIMIT INCLUDING RELAXATION PROVISIONS:

- 4.1 For all the above vacancies, the age limit will be 18 to 33 years and will be reckoned as on **01.01.2013**.
- 4.2 The upper age limit will be relaxed as under, subject to the production of requisite certificates.
 - i) By **FIVE** years for SC/ST and by **THREE** years for OBC candidates in possession of valid certificate issued by the appropriate authority.
 - ii) **By Ten years (15 years for SC/STs and 13 years for OBCs)** for persons with disability in possession of valid disability certificate issued by medical board duly constituted by the Central or State Government.
 - iii) Serving Railway Employees including Casual Labours or substitutes, if any, working in Railways who have put in a minimum of **THREE** Years service will be given age relaxation upto overall age limit of 40,43 & 45 years in case of General, OBC and SC/ST candidates, respectively.
 - iv) In case of staff of Quasi Administrative Offices of Railway Organisation such as Railway Canteens, Railway Institutes and Railway Co-operative societies who have put in 3 years service, relaxation of age will be given to the extent of service rendered by them subject to a maximum of 05 years.
 - v) Widows and Divorced women who have judicially separated from their husbands and not remarried, will be given relaxation in age up to 35,38 and 40 years in case of General, OBC and SC/ST candidates, respectively.

- vi) Relaxation of FIVE years will be given to the candidates who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from the 1st day of Jan., '80 to the 31st day of Dec., '89, subject to production of a residential certificate from the competent authority of the State of Jammu and Kashmir.
 - vii) The upper age limit is relaxable for Ex-servicemen up to the extent of service rendered in Defence Forces plus 3 years provided they have put in a minimum of 6 months attested service. Ex-Servicemen who have already joined the Govt. service on civil side after availing of other benefits given to them as Ex-servicemen for further employment cannot claim Ex-Servicemen status for the purpose of this recruitment and such a person will be deemed to be civil employee and will accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to Civil Employees.
 - viii) No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved posts. They will have to compete with UR candidates.
- 4.3 **PROOF OF AGE** (a) Birth Certificate issued by appropriate authority or (b) Matric certificate issued by recognized Board or equivalent or (c) School leaving certificate counter signed by Inspector of Schools/District Educational Officer etc.

5. EXAMINATION FEES:

- 5.1 No examination fees for SC/ST/Ex-Servicemen/Physically Handicapped/Women Minorities/Economically Backward classes candidates having annual income less than Rs.5,00,000/-
- 5.2 Examination fee for unreserved and OBC candidates is **Rs.40/- (Rs. Forty only)**.
- 5.3 The examination fees is non-refundable. The Examination fee should be paid in the form of Crossed Demand Draft from any Nationalised Bank or Crossed Indian Postal Order from any Post Office, not issued before 22/08/2012, drawn in favour of '**FA & CAO, West Central Railway Jabalpur**' and payable at Jabalpur.
- 5.4 The candidate should write the Employment Notice No., Name of the post applied for, Category Number of the post & their Name and postal address in the reverse of the Bank Draft/Front side at the space provided in the Indian Postal Orders.
- 5.5 Remittance of examination fees in any other form except Bank Draft/Indian Postal Order will not be accepted.
- 5.6 The particulars of Bank Drafts/IPOs submitted as examination fee should also be indicated at the prescribed place in the application form.
- 5.7 An application not accompanied with bank Draft/IPO of requisite amount wherever required toward examination fees will be summarily rejected.
- 5.8 Minorities means Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis). For claiming waiver of examination fees, Minorities candidates should furnish 'Self Declaration' as mentioned in Annexure -III along with application form. 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 above minority community. If the affidavit is not produced during verification, the candidature will be rejected.
- 5.9 Economically backward classes mean the candidates whose annual family income is less than Rs.5,00,000/-. They have to submit income certificate along with application in the prescribed format as shown in the Annexure-IV on the letter head of issuing authority.

6. HOW TO APPLY:

- 6.1 **Candidate should carefully read the instructions in this Employment Notice for filling up Application Form (AF)**

- 6.2 Application Form should be made on a good quality white paper of **A4 size (210mm x 297mm) on a separate single sheet using ONE SIDE ONLY.**
- 6.3 The candidate should use the same **FORMAT** published in the Employment Notice. Application having any change in the format will be rejected.
- 6.4 The candidates have to fill up required information with **Blue/Black Ball Point Pen** in his/her own handwriting legibly in **CAPITAL LETTERS only.**
- 6.5 The application should be written either in English or Hindi but not in any other language. Use correct codes wherever indicated. Use only international numerals (i.e. 1,2,3 etc.). The application must be duly dated and signed by the candidate. Application filled in any language other than Hindi/English and by any person other than the applicant will be rejected summarily, even if, it is detected at a subsequent stage of the recruitment process.
- 6.6 **Candidate should mention “Application for recruitment in Pay Band-I of Rs.5200-20200 Grade Pay of Rs.1800” (Erstwhile Group 'D' posts) – West Central Railway” along with community as applicable (i.e. SC/ST/OBC/UR) on the top of the envelope containing the application. Physically handicapped persons should mention ‘PHYSICALLY HANDICAPPED CANDIDATE’ at the top right of the envelope.** Each cover should contain one application only. In case more than one application is sent in one cover, all such applications will be rejected.
- 6.7 The candidate should send application duly filled in along with required documents by **ORDINARY POST**, so as to reach RRC/WCR office upto the closing date & time positively. Application received after due date, for any reason whatsoever, will not be considered. Speed Post/Courier/Registered AD envelopes will not be acknowledged and will be treated as received under Ordinary Post.
- 6.8 Candidates must ensure that spellings of their name, father’s name and other particulars filled in the application form should be strictly in conformity with the original certificates.
- 6.9 Candidates are required to copy the following Para (Declaration), in his/her own handwriting and **not in Capital Letters**, in space provided in the Application Form-
“I do hereby declare that all the particulars given 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 will be summarily rejected and I am liable for criminal action. I will abide by the instructions given in the notification.”
- 6.10 Signature of the applicant must be specific so that it may not be copied easily. Signature in capital letters or open letters or short form or spaced out letters will not be accepted and the applications having such type of signature will be out rightly rejected.
- 6.11 The signatures on Application Form, Answer Sheet, Question Booklet, Admit Card and other places should be identical. Signatures in different style may result in cancellation of candidature.
- 6.12 Thumb impression must be clear and complete in application form (specially middle portion). Ridges must be seen clearly.
- 6.13 Candidates should indicate any two clear/ specific and visible marks of identification like a mole or a scar etc. Normally these should be same marks as entered in the official identification documents such as School Leaving Certificate etc.
- 6.14 Your photograph, Signature & address are to be scanned by machine. The machine recognizes only good quality photograph with light colour background taken not more than 1 months earlier.
- 6.15 Applicant is advised to keep with him/her Xerox copy of application form and personal data sheet and IPO/DD which may be needed to get duplicate call letter if he/ she does not receive call letter for Written examination/PET due to postal errors.

6.16 **Overwriting, Cutting, Erasing in the Application Form and incomplete form will be rejected.**

6.17 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-10th certificate. Each letter should be filled in one box as shown below; one box should be left blank between each part of the name.

M	A	N	O	J		K	U	M	A	R	
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Note- Please do not prefix Shri/Smt/Km/Late before the Candidate/Father/Husband's Name.

6.18 Please fill up the name of the nearest Railway Station in Column No.3.

6.19 Candidates should write Correspondence Address in Column no.4. Correspondence Address should be written in CAPITAL letters. It should be legible, complete and with PIN number. The dimension of this column is **8cm x 4cm**. The same should not be changed, otherwise, address on scanning would become illegible and it is likely that correspondence may get misplaced in transit.

6.20 In Column No. 5, please indicate in appropriate Box (Male/Female). Candidates should write his/her Nationality in column no.6

6.21 In Column No. 7, candidate 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

6.22 In Column No. 8, please indicate single or married as per marital status.

6.23 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 single digit prefix zero to make it double digit, for example- if a candidate is born on 5th September, 1985 he/she should write 05 under DD, 09 under MM and 1985 under YYYY.

6.24 In Column No. 10, the physically handicapped (PH) candidate should Tick in the appropriate box for their type of disability (OH/HH/VH)

6.25 In Column No.11, the candidate should write their community in the appropriate Box and enclose a valid self attested copy of the caste certificate, if applicable.

6.26 Mention clearly Yes or No in column 12 for age relaxation in any of the categories, mentioned in Para 4 above, write the appropriate under mentioned code in Column No. 13:

Category	OBC	SC	ST	PH	Ex SM	SRE	Quasi Admn Staff	Judicially separated women/widow	Domicile of Jammu & Kashmir
Code	01	02	03	04	05	06	07	08	09

6.27 A candidate serving under any Government or Public Sector Enterprise/ Undertaking including Railway should indicate in appropriate box in column No.14.

6.28 Please tick the highest completed educational qualification (One qualification only) and related details in Column No. 15.

6.29 If the candidate seeks the exemption from examination fees, he/she should indicate category for exemption in column No.16.

6.30 Candidate should furnish the list of self attested certificates enclosed with the application form in column no. 17.

6.31 In column no.18, candidate should indicate two personal marks of identification..

6.32 Candidates should indicate the details of Examination Fee (as mentioned in Para 5) and fill up all details in the columns no. 19.

- 6.33 Candidate should put signature, and his/her clear left thumb impression in the space provided in the application form.
- 6.34 Candidate should affix his/her passport size photograph, with light colour background, not older than one month, without wearing cap or goggles/coloured glasses. Do not put any mark or signature on the photograph. No attestation of the photograph is required. The photograph should be neatly pasted and not stapled or pinned. Candidate should put his/her signature, in the space provided below the photo.

7. ENCLOSURES:

The following enclosures *only* are to be firmly stitched **in the order specified below** along with the application form. All enclosed certificates which are in language other than in Hindi or English should be translated in Hindi or English along with self attested Xerox copies of originals.

- (i) Examination fee in the form of IPO/DD of Rs.40/- for UR & OBC candidates as detailed in para 5. **IPO/DDs should be enclosed at the top of the application.**
- (ii) Two passport size photographs (not older than 1 months) without wearing cap & goggles/ coloured glasses. One photograph is to be pasted on the application form with signature in the box below the photograph as detailed above. The second identical photograph should be enclosed with the application indicating candidate's name and date of birth on the reverse of photograph. Candidate may note that the RRC may cancel candidature at any stage for pasting old/ unclear photograph and for any significant variation between photograph and the actual physical appearance of the candidate.
- (iii) Application Form.
- (iv) Self attested copy of only one educational qualification certificate as mentioned in Column No. 15
- (v) Self attested copy of certificate of proof of age as mentioned in para 4.3.
- (vi) In case of SC/ST/OBC candidates, a certificate of the appropriate authority, for their belonging to SC/ST/OBC categories should be submitted. Draft format for SC/ST including candidates who have migrated from one State/Union Territory to another is enclosed as Annexure-I, for OBC candidates as Annexure –II. OBC candidates should attach non-creamy layer certificate for 2011-12, otherwise they will be treated as UR candidates subject to fulfilling age criteria.
- (vii) In the case of Ex-Servicemen & Government Servants, self attested copy of Certificate from the appropriate authority giving their length of regular service etc.
- (viii) In case of Physically Handicapped (PH) persons, self attested copy of the disability certificate issued by competent authority (Medical Board duly constituted by Central/ State Government) should be enclosed.
- (ix) No Objection Certificate from the employer IN ORIGINAL, if already employed.
- (x) Domicile certificate if the candidate belongs to Andaman & Nicobar, Lakshadweep or Jammu & Kashmir.
- (xi) Minorities candidates should furnish 'Self Declaration' as mentioned in Annexure-III along with application form for waiver of examination fee.
- (xii) Candidates belonging to economically backward classes should submit income certificate along with application form on the letter head in the prescribed format as shown in the Annexure-IV, for waiver of examination fee.

7.1 Please Note:

- (i) Application received without above enclosures shall be rejected summarily.
- (ii) Only self attested copies of above documents should be enclosed. The Xerox copies should be clear and readable. Certificates/documents without self attestation will not be valid.

- (iii) Original Certificates SHOULD NOT be enclosed with the application.
- (iv) Any certificate, photograph etc. received separately, subsequent to the receipt of application will not be entertained.
- (v) Details & Number of enclosures attached should be given in the application in the space provided.

8. EX-SERVICEMEN CANDIDATES:

The term Ex-Servicemen means a person: (a) who has served in any rank (whether as a combatant or non-combatant) in the regular Army, Navy or Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserved Engineering Force, the Lok Sahayak Sena and the Para Military Forces and who has retired from such services after earning his/her pension or (b) who has been released from such service on medical grounds attributable to military service or circumstances beyond his/her control and awarded military service or other disability pension or (c) who has been released otherwise than on his/her own request as a result of reduction in such establishment or (d) the persons serving in the Armed Force of the Union, who on retirement from service would come under the category of Ex-Serviceman, may be permitted to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to Ex-Servicemen, but shall not be permitted to leave the Uniform until they complete the specified terms of engagement in the Armed forces of the Union. Such service Personnel who are likely to be discharged from military service on or before 22.08.12 are eligible to apply against this employment notice. Ex-servicemen candidates who have already secured employment under the ex-servicemen quota in Central Government in Group 'D' will be given only age relaxation .

9. PHYSICALLY HANDICAPPED PERSONS:

- A) Definition of the Physically Handicapped Person for the purpose of this recruitment.**
- (i) Hearing Handicapped (HH)** - - Loss of 60 (sixty) decibels or more in the better ear in the conversation range of frequencies.
 - (ii) Orthopaedically Handicapped (OH) -- Locomotor Disability :-** Disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form the cerebral palsy. **Cerebral palsy:-** A group of non-progressive condition of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, peri-natal or infant period of development.
 - (iii) Visually Handicapped (VH) -- Blindness :-** Blindness refers to a condition where a person suffers from any of the following conditions, namely : (a) total absence of sight or (b) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lense. (c) limitation of the field of vision subtending an angle of 20 degrees or worse. **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.
- B) DEGREE OF DISABILITY:** Only such persons would be eligible for recruitment under vacancies reserved for PH candidates who suffer from **not less than 40%** of relevant disability. If the disability is less than 40%, the candidate will be treated as normal candidate provided he/she fulfills all other conditions of this employment notice. Candidate should submit disability certificate issued by the competent authority (i.e. medical board duly constituted by Central Government or a State Government.)
- C) The physically handicapped Persons are eligible for appointment in the categories identified suitable for physically handicapped persons.**

10. SERVING EMPLOYEES:

A candidate serving under any Government or Public Sector Enterprise/ Undertaking including Railway should apply either through proper channel with duly certified service details by the employer or directly to RRC/WCR with "No Objection Certificate" from the employer. In addition, an advance copy of such application complete in all respects may be sent super scribing on the top of the application "ADVANCE COPY" so as to reach RRC/WCR before the closing date and time specified. Advance copy of the application will be entertained provided the application through the proper channel is received in the RRC/WCR office within 15 days from the closing date for which the entire responsibility would be of the candidate.

11. ANDAMAN, NICOBAR & LAKSHADWEEP CANDIDATES:

For candidates belonging to Andaman, Nicobar & Lakshadweep Islands, closing date would be 16.10.2012, time upto 18.00 hrs. Such candidates should enclose a domicile certificate of Andaman, Nicobar & Lakshadweep Islands from a competent authority or a certificate from a school or college last attended in Andaman, Nicobar & Lakshadweep certifying that the candidate has passed his/her examination from the school/college situated in Andaman, Nicobar & Lakshadweep.

12. INVALID APPLICATIONS:

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

- (i) Applications received after 18.00 hrs. of closing date by any means/ modes.
- (ii) Applications not submitted in prescribed format as given in this employment notice.
- (iii) Incomplete or illegible applications or applications with overwriting, cutting or erasing marks.
- (iv) Unsigned/undated application/ applications without clear and un-smudged thumb impressions and /or without Marks of identification.
- (v) Without photographs or affixing/attaching Xerox copy of Photograph.
- (vi) Without/ different signatures in box below the photo, on application form.
- (vii) Without Bank Draft/Postal orders of requisite **value and validity for UR and OBC candidates** or purchased before issue of notification or after closing date.
- (viii) Applications not filled in English or Hindi or not filled by candidate in his/her own handwriting.
- (ix) Applications without copying Declaration Para of Application Form, para not written in candidate's own handwriting or para written in CAPITAL letters.
- (x) Without proper certificates, in respect of SC/ST/OBC and/or Ex-Servicemen and PH candidates. Certificate should be obtained from the appropriate authority in the prescribed format.
- (xi) Under aged/Over aged candidates.
- (xii) Not having the requisite Educational qualification at the time of submitting application.
- (xiii) Application without enclosing copies of requisite certificates or enclosed without self attestation.
- (xiv) More than one application in one Name or sent in one envelope.
- (xv) If the date of application is before date of notification or after closing date or application without date.
- (xvi) Any other deemed irregularity.

13. RECRUITMENT PROCEDURE

- 13.1 Selection will be based on written examination followed by Physically Efficiency Test (PET). PET shall be of qualifying nature only. Those who qualify written examination &

PET test shall be called for Document verification & Medical Test. There will be no interview. Final panel shall be based on Merit.

13.2 **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 metres in 6 minutes in one chance.

Female Candidates:

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

Physical Handicapped candidates are exempted from Physical efficiency test.

NOTE : The above given criterion for PET are ONLY tentative and subject to modification. Changes, if any, would be advised subsequently.

13.3 Written Examination/PET will be conducted at any station on the following Divisions: -

(i) Jabalpur (ii) Bhopal (iii) Kota

13.4 For Written Examination/PET and other stages of recruitment process, candidates have to make their own arrangements for lodging/boarding. They may be required to stay one or two days more than the appointed day at their own cost.

13.5 Maintaining discipline by the candidate at the venue of Written Examination/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.

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

13.7 The appointment of the candidates will be subject to their being found suitable after antecedent verification and medical fitness as per rules.

13.8 The selection of candidate by RRC/WCR does not confer any right on the candidate for appointment.

13.9 **SYLLABUS OF WRITTEN EXAMINATION**

Question paper for the Written examination shall be of Class 10th standard, consisting of 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 and Urdu only.** There will be negative marking for wrong answers.

13.10 Date and Venue of Written Test, Physical Efficiency Test (PET) and document verification will be fixed by the RRC/WCR and intimated to eligible candidates by post. Examination schedule will be published on our website and Newspapers.

13.11 Candidates may note that the date and venue of written examination/PET once decided by Railway administration shall be final, no request for postponement of the examination and/or change of centre/venue will be entertained.

13.12 The RRC/WCR at its discretion may hold additional Written Examination and or PET or re-examination or cancel part or whole of the written examination and/or PET.

Note: Admission to the written examination/PET is provisional as the applications will be fully scrutinized later. In case a candidate does not fulfill the entire requirement prescribed in the Employment Notice, his/her candidature is liable to be rejected even at a later stage, whenever deficiency is noticed. Mere issue of call letter for appearing in PET/written exam by RRC does not confer any right for any subsequent stage of recruitment process or placing his/her name on the panel.

13.13 **MEDICAL CLASSIFICATION STANDARDS**

A-2	Physically fit in all respects. Visual Standards – Distant Vision: 6/9, 6/9 without glasses. Near Vision: Sn: 0.6,0.6 without glasses. Colour Vision, Binocular Vision, Field of Vision & Night Vision must be present.
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B-1	Physically fit in all respects. Visual Standards – Distant Vision: 6/9, 6/12 with or without glasses. Power not to exceed +/- 4D. Near Vision: Sn: 0.6, 0.6 with or without glasses when reading or close work is required. Colour Vision, Binocular Vision, Field of Vision & Night Vision must be present.
C-1	Physically fit in all respects. Visual Standards – Distant Vision: 6/12, 6/18 with or without glasses. Near Vision: Sn: 0.6, 0.6 with or without glasses when reading or close work is required.
C-2	Physically fit in all respects. Visual Standards – Distant Vision: 6/12, Nil with or without glasses. Near Vision: Sn: 0.6 combined with or without glasses when reading or close work is required.

Details and criteria given above are indicative and not exhaustive. For Ex SM and PH, different standards apply. Other tests as required will also be included/ conducted.

Candidates who do not fulfill the prescribed medical standards need not apply.

13.14 **FREE JOURNEY RAILWAY PASS**

A free second class Railway pass from nearest railway station to the place of examination and back will be issued to the candidates belonging to SC/ST communities only for appearing in the written examination/Physical Efficiency Test. All other candidates shall bear their own travelling and other expenses for attending in written examination/PET etc.

14. GENERAL INSTRUCTIONS

- 14.1 The number of vacancies shown is provisional and is liable to be increased or decreased and even made NIL. No consequential damage/loss or refund of fee will be made to the applicant on this account.
- 14.2 Female candidates are also eligible. They may however note that the nature of duties may be arduous and may involve out door duties.
- 14.3 Selected candidates are likely to be posted anywhere on West Central Railway after successful completion of training wherever prescribed.
- 14.4 All candidates (within age limit as laid down for UR candidates), irrespective of community will be considered for UR vacancies. However, against vacancies of specific community quota, only candidates of that particular community will be considered and any subsequent representation for change of community status will not be entertained under any circumstances.
- 14.5 If the candidates wish to be considered against a specific community quota and tick the community column accordingly, their application will be rejected unless proof of community in the prescribed format is enclosed.
- 14.6 Before applying to the post, the candidate should ensure that he/she fulfills the eligibility criteria. The RRC/WCR shall reject applications not fulfilling the requisite criteria, at any stage of recruitment and if erroneously appointed, such candidates shall be liable to be summarily removed from service.
- 14.7 Any subsequent changes in terms and conditions of this employment notice, the extant rules will stand good.
- 14.8 Call letters for written examination/PET are sent to applicants by post (UPC). RRC will not be responsible for postal delay or wrong delivery. If there is any change in the address, the candidate should in his/ her own interest arrange redirection of letter with the post office concerned.
- 14.9 Candidates who have been debarred from appearing in any of the Railway Recruitment Board Examination need not apply unless their debarration period expires by the Closing date. The application will be rejected.
- 14.10 Examination Centers will be decided by the RRC/WCR and indicated in call letter issued to candidate for appearing in written examination/PET etc.

- 14.11 All male candidates are liable for active Territorial Army Service in Railway Unit or such other Units as may be laid down in this behalf from time to time.
- 14.12 Selected candidates may be required to undergo training, wherever necessary, with stipend, for specified period, and to deposit the security amount and execute an indemnity bond or agreement.
- 14.13 The candidates selected may be absorbed depending on the vacancies available. The candidates shall be considered, in due course, for promotion to higher grades according to rules/orders in force from time to time.
- 14.14 Posting of the selected candidates may be made as per requirement of the Indian Railways at the appropriate time. No particular place or Department or Division/Unit of posting or category can be assured or assumed.
- 14.15 RRC/WCR shall not be held responsible for any inadvertent error or mistake.

15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- 15.1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or its self attested/certified copy submitted by them nor they should submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding such discrepancy should be submitted.
- 15.2 A candidate found by the Railway Recruitment Cell (or found earlier by any Railway Recruitment Board) to be guilty of:
- i) Canvassing support for his/her candidature by any means or
 - ii) Impersonating or
 - iii) Procuring impersonation or
 - iv) Submitting fabricated/tampered documents or
 - v) Making statements which are incorrect or false, or suppressing material information, or
 - vi) Resorting to any other irregular or improper means for furtherance of his/her candidature for the selection or
 - vii) Using unfair means during the examination or possessing, carrying or using mobile phone, calculator or any other such instrument or
 - viii) Writing irrelevant matter including obscene language or pornographic matter in the script(s) or
 - ix) Committing mischief in any other manner in the examination hall or
 - x) Taking out question booklets/ answer sheet from examination hall or
 - xi) Submitting duplicate application with different community or different photograph or different documents or
 - xii) Harassing or doing bodily harm to the staff employed by the RRC/WCR for the conduct of the test. May in addition to action under relevant provisions of the Rules/Laws render himself/herself liable to criminal prosecution and further
 - (a) be disqualified by the RRC/WCR from selection for which he/she is a candidate or
 - (b) be debarred, either permanently or for a period decided by the RRC/WCR, from any examination or selection conducted by any of the Railway Recruitment Cells/Zonal Railways/Railway Recruitment Boards or
 - (c) be taken up for disciplinary action under the appropriate rules, if he/she is already in service under government.

16. CHANGE OF ADDRESS

If there is any change in the address, the candidate should in his/her own interest arrange with the post office concerned for redirection of the call letter etc. RRC will not be responsible for any postal delay or wrong delivery.

17. JURISDICTION OF LEGAL DISPUTE

For any legal dispute, the jurisdiction will be at Central Administrative Tribunal, Jabalpur only.

18. MISCELLANEOUS

- 18.1 The entire employment notice along with all Annexure will also be available on the website of WCR. Candidates can print the application forms along with annexure and use for sending applications to RRC.
- 18.2 RRC reserves the right to conduct additional written examination/PET at any stage. RRC also reserves the right to cancel part or entire recruitment process at any stage without assigning any reason thereof.
- 18.3 Candidates finally selected are liable to be posted anywhere on West Central Railway, if required.
- 18.4 **In case of any difference, English version of the employment notice will be treated as valid.**

19. RAILWAY RECRUITMENT CELL'S DECISION FINAL:

The decision of RRC/WCR in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centre, allotment of post/places to selected candidates and all other matters related with conduct of recruitment process will be final and binding on the candidates, and no enquiry or correspondence will be entertained in this connection.

20. WARNING

Candidates who submits forged caste certificates for securing eligibility and/ or obtaining privilege, including free travel, for appearing in an examination, shall be liable not only for rejection of his/her candidature for the particular recruitment for which he/she has applied, but shall be debarred from appearing at any examination conducted by any Zonal Railway/RRC/RRB all over the country for whole life.

21. MOST IMPORTANT

Railway Recruitment Cell, West Central Railway has not appointed any agents or coaching centers for acting on its behalf. Candidates are warned against any such claims being made by persons/agencies. Examination conducted by RRC/WCR would be multiple choice objective types and OMR answer sheets are being used and computer evaluation is being resorted to. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Any information on such elements or complaints may be addressed to either DyCPO/Rectt./WCR or SDGM/WCR.

Deputy Chief Personnel Officer (Recruitment)

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

ANNEXURE –I

PROFORMA FOR CASTE CERTIFICATE FOR SC/ST CANDIDATES

(Form of certificate to be produced by a candidate belonging to Scheduled Castes or Scheduled Tribes in support of Claim)

This is to certify that Shri/Smt. /Kum* _____ Son/Daughter* of _____ of village/town * _____ in District /Division* _____ of State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Castes/Scheduled Tribe* under

- The Constitution (Scheduled Castes) order, 1950
- The Constitution (Scheduled Tribes), order 1950
- The Constitution (Scheduled Castes) (Union Territories) order, 1951
- The Constitution (Scheduled Tribes)(Union Territories) order, 1951 (as amended by the Scheduled Castes 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
- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1956
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
- The Constitution (Pondicherry) Scheduled Castes Order, 1964
- The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Castes Order, 1978.
- The Constitution (Sikkim) Scheduled Tribes Order, 1978.

2.Application in the case of Scheduled Castes/Scheduled Tribes Persons who have migrated from One State/Union Territory.

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

3. Shri/Smt./Kum* -----and or his/her family ordinarily reside (s) in village/town* -----of ----- District/Division of State/Union Territory of ----
----Place State/Union Territory Signature-----
Date 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 30 of the Representation of the Peoples Act, 1950.

List of Authorities competent to issue certificates of verification

1. District Magistrate/Additional District Magistrate/Collector/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/her family Ordinarily resides.
5. Administrator/ Secretary to Administrator/Development Officer (Lakshadweep Islands).

ANNEXURE-II

Form of Certificate to be produced by other Backward Classes applying for Appointment to Post under the Government of India.

This is to certify that -----Son /Daughter of -----village ----- district/division----- in -----state belongs to the----- community, which is recognised as a Backward Class under:

1. Resolution No. 12011/68/93-BCC© dated the 10th September 1993, published in the Gazette of India extraordinary part 1, Section 1, No. 186 dated the 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 the 20th October 1994.
3. Resolution No. 12011/7/95-BCC, dated 24 th May 1995 published in Gazette of India-extraordinary –part 1, section 1, No.88 dated the 25th may 1995.
4. Resolution No. 12011/44/96-BCC, dated the 6th December 1996 published in Gazette of India- extraordinary- part 1, section 1, No. 210, dated the 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 September 1997.
7. Resolution No 12011/99/94-BCC, published in Gazette of India –extraordinary No. 263, dated the 11th December 1997.
8. Resolution No 12011/13/97-BCC, published in Gazette of India –extraordinary No. 239, dated the 3rd December 1997.
9. Resolution No 12011/12/96-BCC, published in Gazette of India –extraordinary No. 166, dated the 3rd August 1998.
10. Resolution No 12011/68/93-BCC, published in Gazette of India –extraordinary No. 171, dated the 6th August 1998.
11. Resolution No 12011/68/98-BCC, published in Gazette of India –extraordinary No.241, dated the 27th October 1999.
12. Resolution No 12011/88/98-BCC, published in Gazette of India –extraordinary No. 270, dated the 6th December 1999.
13. Resolution No 12011/36/99-BCC, published in Gazette of India –extraordinary No. 71, dated the 4th April 2000.

Shri/Smt./Kum. -----and/or his/her family ordinarily reside(s) in the ---- District/Division of the ----- State. This is also to certify that he/she does not belong to the persons/sections (**Creamy Layer**) mentioned in column 3 of the Schedule of the Government of India. Department of Personnel & Training O.M.

No. 36012/22/93 Estt. (SCT) dated 08.09.1993 and its subsequent revision through O.M.No. 36033/3/2004 Estt.(Res) dated 09.03.2004 raising the income limit from 1 lakh to 2.5 lakh.

Date

District Magistrate/

Seal

Deputy Commissioner etc.

NB: (a) The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950 (b) The Authorities competent to issue caste certificate are indicated below: (i) District Magistrate/ Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Asstt. Commissioner (no below the rank of 1st class Stipendiary 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/her family resides.

ANNEXURE III

SELF DECLARATION OF MINORITY CANDIDATES FOR WAIVER OF EXAMINATION FEE FOR RRB EXAMINATION

(Proforma for declaration to be submitted by minority candidates along with the application for the post against Employment Notice No. _____)

“ I _____ Son/Daughter of Sh. _____ resident of village/town/city _____ district _____ state _____ hereby declare that I belong to the _____ (Indicate minority community notified by Central Govt. i.e: Muslims/Christians/Sikhs/ Buddhist/Parsis).

Date :

Signature of candidate

Place :

Name of 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 Govt. (i.e: Muslims/Christians/Sikhs/ Buddhist/Parsis)

ANNEXURE –IV

RAILWAY RECRUITMENT CELL

INCOME CERTIFICATE FOR WAIVER OF EXAMINATION FEES FOR RRC EXAMINATIONS

1. Name of Candidate :
2. Father’s Name :
3. Age :
4. Residential Address :
5. Annual Family Income :
(in words & figure)
6. Date of Issue :
7. Signature :
8. Stamp of issuing authority :

(Name)

NB : Economically backward classes mean the candidates whose annual family income is less than Rs.5,00,000/-. Per annum. The following authorities are authorised to issue income certificates for the purpose of identifying economically backward classes.

1. District Magistrate or any revenue officer upto the level of Tehsildar. 2. Sitting Member of Parliament of Lok Sabha for the person of their own constituency. 3. B.P.L. card or any other certificate issued by central Govt. under a recognized poverty alleviation programme or Izzat MST issued by Railways. 4. Union Ministers may also recommend to Dy.CPO/RRCs for any person from anywhere in the country. 5. Sitting Member of Parliament of Rajya Sabha for the person of the district in which these MPs normally reside.

**Railway Recruitment Cell
West Central Railway, Jabalpur
Application Form**

For Office Use

Read the guidelines carefully, before you start filling up the Application form

Employment Notice No. 02/2012

01. Name of the Candidate

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

02. Father's/Husband's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

03. Nearest Railway Station

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

04. Address for Correspondence

05. Sex

06. Nationality

07. Religion (Indicate Code)

08. Marital Status

State	Pin								
-------	-----	--	--	--	--	--	--	--	--

Contact No. (Mobile No. / Land Line No. with STD Code :

Please paste
(Not older than one month recent
passport size Photograph)
& Signature in the
box below

09. Date of Birth

Date

--	--

Month

--	--

Year

--	--	--	--

10. Persons with Disabilities (Copy to be enclosed)

OH	VH	HH

11. Community (Please Tick ✓)

UR	OBC	SC	ST

12. Whether Seeks Age Relaxation (Yes/No)

13. If Yes, Indicate code

14. Serving Employees (Yes/NO)

15. Education Qualification TICK () the appropriate column

SSLC/ Matric	HSC/ SSC	ITI	Diploma	NonTechnical		Technical		17. List of certificate enclosed.
				Graduate	Post graduate	Graduate	Post graduate	

16. Fee Exemption

18. Personal Marks of Identification

1. _____

2. _____

19. Details of IPO/DD No. _____ Date :- _____

Name of the Post Office/Bank & Place _____

DECLARATION BY THE CANDIDATE .

(Please write the following paragraph in the space given above in your own running handwriting)

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 found false/incorrect at any stage, my candidature will be rejected summarily and I am also liable for criminal action. I will abide by instructions given in the notification.

Place :-

Date :-

**LEFT HAND Thumb Impression
(Must be clear & not smudged)**

**Signature of the Candidate
(Do not sign in CAPITAL Letters)**