



JOINT EMPLOYMENT NOTICE NO. NTPC/ER/1/2008

Date of Publication : 26.07.2008

Closing Date : 25.08.2008 upto 17 : 30 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 Lakshwadeep Islands and for candidates residing abroad, the Closing Date for receipt of applications by post will be 01.09.2008 upto 17:30 Hrs.)

RAILWAY RECRUITMENT BOARD KOLKATA Metro Railway A.V. Complex, Chitpur, (Opp. to R.G. Kar Medical College & Hospital), R.G. Kar Road, Kolkata - 700 037, West Bengal.	RAILWAY RECRUITMENT BOARD BHUBANESWAR D-79/80, Rail Vihar, Chandrasekharpur, Bhubaneswar - 751 023, Orissa.	RAILWAY RECRUITMENT BOARD RANCHI Railway Offices Complex, Chutia, Ranchi - 834 027, Jharkhand.
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- (i) Applications received after Closing Date & Time will not be entertained.
- (ii) Each candidate should send only one application for a particular post or combined group of posts. If a candidate submits more than one application for the same post or combined group of posts, his/her candidature will be cancelled.
- (iii) In case of combined group of posts, candidates must indicate Category No. & Post in order of preference in Item No.1 of the Application Form.
- (iv) Application should be sent by ORDINARY POST NORMALLY to the respective RRBs or dropped at the box kept in their Office(s) on or before the Closing Date & Time. Under no circumstances applications received after Closing Date & Time will be entertained.
- (v) Candidates must fill the Application Form & Information Sheet in his/her Own Handwriting in English/Hindi and must Sign and affix clear Left Thumb Impression themselves, otherwise their candidatures will be cancelled.
- (vi) Candidates are required to read all instructions properly before filling the Application.
- (vii) Candidates may note that the applications have to be sent to the respective RRBs they are applying for.
- (viii) Candidates who are willing to apply against vacancies of **Railway Recruitment Board/Ranchi** can log on to www.rrbanchi.org for On-line Registration. Similarly the candidates willing to apply against the vacancies of **Railway Recruitment Board/Bhubaneswar** may refer to the website of RRB/Bhubaneswar i.e. www.rbbbs.org for On-line Registration. After filling up the details in the computer, the candidates will have to down load the filled in Application Form & Information Sheet, then paste their Pass-port size (4cm x 5cm) Colour Photograph, Sign, put their Left Thumb Impression, copy Declaration in Own Handwriting (Item No. 13 of Information Sheet) and send their application along with Examination Fees (where applicable), SC/ST/OBC Caste Certificate, OBC Declaration Form to the respective RRB i.e. RRB/Ranchi or RRB/Bhubaneswar before the Closing Date & Time. Otherwise, the On-line Registration will become invalid.
- (ix) For **Catg. No.1** (Separate Application) and **Catg. Nos.2&3** (Single Application) application should be sent directly to **Railway Recruitment Board/Ranchi**. For **Catg. No.4** (Separate Application), **Catg. No.5** (Separate Application), **Catg. No.6** (Separate Application) and **Catg. No.7** (Separate Application) application should be sent directly to **Railway Recruitment Board/Kolkata**. And for **Catg. No.8** (Separate Application) and **Catg. Nos.9 & 10** (Single Application) application should be sent directly to **Railway Recruitment Board/Bhubaneswar**.
- (x) The Envelope containing the Application should be clearly Super-Scripted "Application for the Post of _____, Catg. No., Employment Notice No. _____ & Community _____"

Applications are invited in the prescribed format as enclosed (in a good quality A-4 size bond paper (80 GSM) using one side only) from eligible Indian Nationals for the following posts :

Catg. No.	Post & Scale of Pay (RSRP)	Railway	Provisional Vacancies							Normal Age Limit in Years as on 01.01.2009	Medical Standard	Minimum Educational Qualification	Suitable for PWD (If so for which Category among VH / OH / HH)	Examination Fees (Rs.)	Stages of Selection
			UR	SC	ST	OBC	Total	Ex-SM	PH						

Applications for Catg. No.1 (Separate Application), Catg. Nos. 2 & 3 (Single Application) should be addressed and sent Directly to Railway Recruitment Board / Ranchi

Separate Application for Category No. 1 is invited

1	Commercial Apprentice (CA) Rs.5500-9000	SER & ECR	9	4	1	3	17	1*	0	20 to 33	C-1	Degree from a recognized University	Not Suitable	60/-	(a) Two Stage Written Exam. (b) Verification of Documents.
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Single Application for Category Nos. 2 & 3 is invited

2	Commercial Clerk (CC) Rs.3200-4900	SER & ECR	22	8	3	10	43	4*	3*	18 to 30	C-1	Matriculation with at least 50% marks in aggregate. Note : (i) SC / ST / Ex.SM/PWD candidates who have passed Matriculation can apply irrespective of marks obtained by them in Matriculation. (ii) Candidates who possess higher qualification can also apply irrespective of marks ob-	Suitable for OH	40/-	(a) Two Stage Written Exam. (b) Verification of Documents.
3	Ticket Collector (TC) Rs.3050-4590	SER & ECR	26	12	4	15	57	6*	7*		B-2		Suitable for OH/HH/VH		

Applications for Catg. No. 4 (Separate Application), Catg. No.5 (Separate Application), Catg. No.6 (Separate Application) & Catg. No.7 (Separate Application) should be addressed and sent Directly to Railway Recruitment Board / Kolkata

Separate Application for Category No. 4 is invited

4	Commercial Apprentice (CA) Rs.5500-9000	SER	11	3	0	6	20	2*	0	20 to 33	C-1	Degree from a recognized University	Not Suitable	60/-	(a) Two Stage Written Exam. (b) Verification of Documents.
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Separate Application for Category No.5 is invited

5	Guard (G) / Goods Guard (GG) Rs.4500-7000	SER & ER	44	14	8	27	93	9*	0	18 to 33	A-2 (Without Glasses)	Degree from a recognized University	Suitable for OH	60/-	(a) Two Stage Written Exam. (b) Verification of Documents.
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Separate Application for Category No.6 is invited

6	Junior Accounts Assistant (JAA) Rs.4500-7000	CLW	15	5	2	8	30	3*	1*	18 to 33	C-2	Degree from a recognized University and Typing Proficiency @ 30 w.p.m. in English or @ 25 w.p.m. in Hindi	Suitable for OH/HH/VH	60/-	(a) Two Stage Written Exam. (b) Typing Skill Test (c) Verification of Documents.
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Catg. No.	Post & Scale of Pay (RSRP)	Railway	Provisional Vacancies						Normal Age Limit in Years as on 01.01.2009	Medical Standard	Minimum Educational Qualification	Suitable for PWD (If so for which Category among VH/OH/HH)	Examination Fees (Rs.)	Stages of Selection	
			UR	SC	ST	OBC	Total	Ex-SM							PH
Separate Application for Category No.7 is invited															
7	Accounts Clerk (AC) Rs.3050-4590	CLW	3	4	2	6	15	2*	1*	18 to 30	C-2	Matriculation with at least 50% marks in aggregate and Typing Proficiency @ 30 w.p.m. in English or @ 25 w.p.m. in Hindi Note : (I) SC / ST / Ex.SM/ PWD candidates who have passed Matriculation can apply irrespective of marks obtained by them in Matriculation. (II) Candidates who possess higher qualification can also apply irrespective of marks obtained by them in Matriculation	Suitable for OH/HH/VH	40/-	(a) Two Stage Written Exam. (b) Typing Skill Test (c) Verification of Documents.

Applications for Catg. No. 8 (Separate Application), Catg. Nos. 9 & 10 (Single Application) should be addressed and sent Directly to Railway Recruitment Board / Bhubaneswar

Separate Application for Category No. 8 is invited

8	Enquiry Cum Reservation Clerk (ECRC) Rs.4500-7000	ECoR	6	2	0	2	10	1*	0	18 to 33	C-1	Degree from a recognized University.	Suitable for OH	60/-	(a) Two Stage Written Exam. (b) Verification of Documents.
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Single Application for Category No. 9 & 10 is invited

9	Commercial Clerk(CC) Rs.3200-4900	ECoR	1	0	0	1	2	0	0	18 to 30	C-1	Matriculation with at least 50% marks in aggregate. Note : (i) SC/ ST/ Ex.SM/PWD candidates who have passed Matriculation can apply irrespective of marks obtained by them in Matriculation. (ii) Candidates who possess higher qualification can also apply irrespective of marks obtained by them in Matriculation.	Suitable for OH	40/-	(a) Two Stage Written Exam. (b) Verification of Documents.
10	Trains Clerk (TNC) Rs.3050-4590	ECoR	11	3	2	6	22	2*	0		A-3		Suitable for OH & HH		

Note : (i) The vacancies of Ex-SM & PWD given in the above table are not separate but included in the Total No. of Vacancies (ii) Diploma in Rail Transport & Management, Transport Economics, Multi Modal Transport (Containerization) & Logistic Management awarded by the Institute of Rail Transport, Rail Bhawan, New Delhi will be additional desirable qualification for the post of Commercial Apprentice.

ABBREVIATION : UR-Un-reserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, Ex.SM-Ex-Serviceman, PWD-Persons With Disabilities, OH-Orthopaedically Handicapped, HH-Hearing Handicapped, VH-Visually Handicapped, RRB-Railway Recruitment Board, RSRP- Revised Scale Revised Pay, IPO-Indian Postal Order, DD-Demand Draft, RNC-Ranchi, KOL-Kolkata, BBS-Bhubaneswar, CAT-Hon'ble Central Administrative Tribunal, Catg.-Category, CA-Commercial Apprentice, GG-Goods Guard, G-Guard, ECRC- Enquiry Cum Reservation Clerk, JAA – Junior Accounts Assistant, AC – Accounts Clerk, CC-Commercial Clerk, TC-Ticket Collector, TNC-Trains Clerk, SER – South Eastern Railway, ER – Eastern Railway, ECR – East Central Railway, ECoR – East Coast Railway, CLW – Chittaranjan Locomotive Works, PU – Production Unit, A-2, A-3, B-2, C-1 & C2 = Various levels of Medical Standards which the candidates will have to qualify before appointment in Railways, AICTE = All India Council for Technical Education, NCVT = National Council of Vocational Training, SCVT = State Council of Vocational Training, NOC = No Objection Certificate, OMR = Optical Mark Reader (answer sheet).

1.0 GENERAL INSTRUCTIONS :

1.01 Before applying for any post, the candidates should ensure that he/she fulfills all the eligibility norms. The candidate should have the requisite Educational qualifications from recognized Board/University/Institute as on the closing date of submission of the application. **Those awaiting results of the final examination need not apply.** RRB may reject the applications of candidates at any stage of recruitment process in case the candidate is not fulfilling the requisite criteria, and if appointed, such candidates are liable to be removed from service summarily.

1.02 The candidates who have been debarred for life from all RRB examinations or the candidates who have been debarred for a specified period which is not yet completed, need not apply in response to this Employment Notice. Their candidature will be rejected during any stage of recruitment as and when detected.

1.03 Candidates should fill up the application in his/her own handwriting and must sign as well as put their left hand thumb impressions at the prescribed places. Applications should be filled either in English or in Hindi. Application paper should be in a good quality A4 size bond paper (80 GSM) using one side only. Newspaper cuttings should not be used as application. The candidates purchasing printed application form from the market should ensure that it conforms to the prescribed format published in the Employment Notice. The candidates can also make photocopy of the application format as given in the Employment News/Rozgar Samachar and then fill up the details. They can also download the application format from the website of the respective RRBs. The detailed Employment Notice has also been displayed in the notice board in the office of the respective RRBs. The candidates should send their application sufficiently in advance before the closing date & time. RRBs will not be responsible for any postal delay/wrong delivery at any stage of the selection process.

1.04 The candidates are required to sign in English or in Hindi in the prescribed places provided in Application Form and Information Sheet. The signatures on Application Form, Information sheet, Answer Sheet(OMR), Question Booklet and other places should be identical. The signatures must be in running hand and not in block capital letters or disjointed letters or spaced out letters. Signatures at the time of application, written examination, typing skill test and document verification in different style or language may result in cancellation of candidature.

1.05 Candidates applying for more than one post should send separate application with separate IPO/DD as examination fee except where single application for combined group of posts have been asked for. One envelope should contain one application for one post only or one application for combined group of posts. Candidates should however note that the RRBs may hold written exam / online examination for more than one category in a single session

1.06 Candidates submitting duplicate applications for the same category or combined group of categories will be summarily rejected.

1.07 Candidates should note that only the Date of Birth as recorded in the Matriculation/High School Examination Certificate or an equivalent Certificate as on the date of submission of applications will only be accepted by the RRBs.

1.08 Serving Defence Personnel likely to be released within one year of the closing date (i.e. till 31st August, 2009) can also apply against Ex-Servicemen vacancies.

1.09 Vacancies of Ex-Servicemen & Persons With Disabilities given in the above table are not separate but included in the Total Number of Vacancies

1.10 The number of vacancies indicated in this Employment Notice is provisional and may increase or decrease or even become Nil depending upon the actual needs of the Railway Administration. The RRBs also reserve the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the examination fees paid by the candidates will not be refunded.

1.11 Dates of all examinations and results are published in Employment News/Rozgar Samachar. These are also given in the website of the respective RRBs. Call letters for written/online examinations are sent to eligible candidates by post. The candidates whose applications are rejected are also intimated through post along with the cause of rejection. The details of eligible as well as ineligible candidates for a particular post are also put in the website of the respective RRBs at least one week prior to the written/online examination for that post. RRBs will not be responsible for any postal delay/wrong delivery of Call Letters/Rejection letters. RRBs does not intimate candidates who are not selected in written/online examination or any other test.

1.12 Selection by RRBs does not confer upon candidates any right of appointment in Railway. The function of the RRB is to recommend names of suitable candidates to the Chief Personnel Officer of the concerned Zonal Railway/Production Unit who in turn issues the offer of appointment letter subject to the availability of vacancies and candidates being found medically fit and satisfying all eligibility criteria

1.13 Selected candidates will have to undergo training wherever required.

1.14 Emoluments on initial appointment will be minimum pay of the grade plus other allowances admissible at that time. During training period only stipend will be paid as applicable. Candidate may have to give security deposit and execute indemnity bond wherever necessary.

1.15 While all candidates irrespective of community may be considered against UR vacancies, however against the vacancies earmarked for specific community (SC/ST/OBC), only candidates belonging to that community/group will be considered. For this purpose, SC/ST/OBC candidates should furnish Caste Certificate from competent authorities as per the formats given at Annexure-3 (for SC/ST candidates) and Annexure-4 (for OBC candidates). Further, in case of OBC candidates, the certificates should specially indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Col.3 of the Schedule of the Government of India, Department of Personnel and Training O.M. No.36012/22/93-Estt.(SCT) dated 08.09.1993 & its subsequent revision through O.M.No.36033/3/2004-Estt.(Res.) dated 09.03.2004. **The OBC candidates should also enclose a self declaration of non-creamy layer status in the proforma as given in Annexure-5.** The candidates who indicate their community as SC or ST or OBC in their application form but do not enclose the caste certificate in the prescribed format will not be considered as eligible to appear for the examination.

1.16 Candidates belonging to SC/ST/OBC who fulfils required educational qualification can also apply against UR vacancies. They will, however, have to compete with the UR candidates. No age and qualification relaxation will be allowed to such SC/ST/OBC candidates applying against UR vacancies.

1.17 Free Second Class Railway Pass as and when admissible will be issued to the candidates belonging to SC/ST communities when they are called for written/online examination/typing skill test or document verification provided they submit valid caste certificate and indicate nearest Railway Station in Item No. 11 of the Application Form.

1.18 Selected male candidates who are finally appointed are liable for active service in Railway Engineer's Unit of Territorial Army.

1.19 Female candidates are also eligible. However, it may be noted that some categories involve duties which are arduous in nature and call for working in shifts at odd hours, at road side station also away from headquarters.

1.20 Any subsequent changes in the terms and conditions of this Employment Notice as per extant rules will stand good.

2 AGE LIMIT:

2.01 The lower and upper age limit indicated will be reckoned as on 01.01.2009. The upper age limit is relaxable as under subject to submission of requisite certificate.

Available to	Extent of Relaxation
(i) OBC	Upper age limit relaxable by 3 years.
(ii) SC/ST	Upper age limit relaxable by 5 years.
(iii) Ex-Serviceman	Upper age limit relaxable upto the extent of service rendered in Defence Service plus 3 years provided they have put in a minimum of 6 months attested Military Service. However, for the post of Commercial Apprentice, the upper age limit will be 40 years.
(iv) (a) Serving Group 'C' & 'D' Railway Staff & Railway Casual Labourers /Substitutes (iv) (b) For staff working in Quasi Administrative Offices of the Railway Organization such as Co-operative Societies, Institutes & Canteens with minimum 3 years service therein	(iv)-(a) Serving Group-C & D employees who have put in 3 years continuous service on the Railways and is a Railway Servant on the closing date of notification will be given age relaxation upto the upper age limit of 40 years in the case of UR, 43 years in the case of OBC & 45 years in the case of SC/ST. Same age concession will also be applicable to such of the Substitutes as have put in 3 years service continuous or in broken spells. (iv)-(b) Maximum upper age relaxation will not exceed 5 years.
(v) Widows, Divorced or Judicially Separated Women (They should produce attested copy of Court's Order and an affidavit that they have not re-married)	Upto the age of 35 years for UR Upto the age 38 years for OBC Upto the age of 40 years for SC/ST.
(vi) Persons who had ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 1st January,1980 to 31st December,1989. (They should attach certificate from District Magistrate or any other designated Officer)	By 5 years.
(vii) Orthopaedically Handicapped / Visually Handicapped / Hearing Handicapped.	Upper age limit relaxable upto 10 years in addition to (i) & (ii) above.

2.02 Maximum Age Relaxation applicable for the post of Commercial Apprentice will be 40 years.

2.03 No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.

2.04 The date of birth for the candidates for the different age group should be between the dates given below (both dates inclusive)

UR	OBC	SC/ST
18 years to 30 years: 02.01.1979 to 01.01.1991	18 years to 33 years: 02.01.1976 to 01.01.1991	18 years to 35 years : 02.01.1974 to 01.01.1991
18 years to 33 years : 02.01.1976 to 01.01.1991	18 years to 36 years : 02.01.1973 to 01.01.1991	18 years to 38 years : 02.01.1971 to 01.01.1991
20 years to 33 years : 02.01.1976 to 01.01.1989	20 years to 36 years : 02.01.1973 to 01.01.1989	20 years to 38 years : 02.01.1971 to 01.01.1989

Note : (i) For Ex-Servicemen candidates Age Relaxation as indicated will be applicable. (ii) Normal Age Limit are indicated against each post notified in this notification.

3. EXAMINATION FEES:

3.01 SC/ST/Ex-Servicemen /Physically Handicapped candidates - No examination fees.

3.02 UR/OBC Candidates - Examination fees have been indicated against each post.

3.03 The details regarding applications to be addressed to, IPOs/DDs to be drawn in favour etc. are indicated below.

RRB	Website address & Telephone & Fax No. and e-mail address	Facility of On-line Registration of Application	Applications to be addressed to	DDs & IPOs to be drawn in favour of
Kolkata	www.rrbkolkata.org 033-25432004 e-mail address- rrbcak@vsnl.net FAX-033-25431780	Not Available	The Assistant Secretary Railway Recruitment Board Metro Railway A.V.Complex, Chitpur (Opp. to R.G.Kar Medical College & Hospital), R.G.Kar Road, Kolkata-700037, West Bengal,	IPOs drawn on - <u>The Assistant Secretary Railway Recruitment Board/Kolkata</u> & DDs drawn on- Railway Recruitment Board/ Kolkata payable at Kolkata
Ranchi	www.rbranchi.org 0651-2461535 e-mail address- secretary@rrb ranchi.org FAX-0651-2462409	Available (log on to Website- www.rrb ranchi.org)	The Member Secretary, Railway Recruitment Board, Railway Offices Complex, Chutia, Ranchi-834 027, Jharkhand.	IPOs & DDs drawn on- <u>The Member Secretary Railway Recruitment Board/Ranchi</u> & DDs payable at Ranchi
Bhubaneswar	www.rrbbs.org 0674-2303015 e-mail address- rrbbs@bsnl.in FAX-0674-2300257	Available (log on to Website- www.rrb bbs.org)	The Assistant Secretary, Railway Recruitment Board, D-79/80, Rail Vihar, Chandrasekharpur, Bhubaneswar-751023, Orissa.	IPOs & DDs drawn on- <u>The Assistant Secretary, Railway Recruitment Board/ Bhubaneswar</u> & DDs payable at Bhubaneswar.

3.04 The examination fees are non-refundable. It should be paid in the form of a Demand Draft to be drawn at the main branch of any Nationalized Bank, or in the form of Crossed Indian Postal Order drawn in favour of 'ASSISTANT SECRETARY/MEMBER SECRETARY (as the case may be), RAILWAY RECRUITMENT BOARD' valid for a minimum period of six months. The Indian Postal Order/Demand Drafts should not be obtained prior to 26th July, 2008 of this Employment Notice or after the closing date of receipt of application.

3.05 The candidates should write the Employment Notice No., Name of the Post applied for, Category No. of the Post and their Name and Postal Address on the reverse side of the Demand Draft and at the Front side of the Indian Postal Order at the space provided therein.

3.06 Remittance of examination fees in any other form except Demand Draft/Indian Postal Order will not be accepted.

3.07 The particulars of Demand Draft/Indian Postal Order submitted as examination fees should also be indicated at the prescribed place in the application form. (Item No. 5 of Information Sheet).

3.08 An application not accompanied with Demand Draft/Indian Postal Order of requisite amount wherever required towards examination fees will be summarily rejected.

4. HOW TO APPLY :

4.01 The application should be filled up by the candidate in his/her Own Handwriting, with blue or black ball point pen (not in pencil, fountain pen or gel pen) dated and signed. Only international numeral i.e. 1, 2, 3 etc. should be used. The application form should be filled up in English or in Hindi only, strictly observing all the instructions given in this Employment Notice. The candidates should affix his/her normal signature in English or in Hindi in the application form. Applications signed in capital letters/spaced out letters/disjointed letters will be treated as invalid.

4.02 The candidate's Name, Address with Pin Code, Date of Birth, Father's Name and Nearest Railway Station should be written legibly in English in Bold Capital Letters, even if the candidate fills up the application form in Hindi.

4.03 Photographs: One recent (not earlier than three months from the date of application) colour passport size (4cm x 5cm) photograph with clear front view of the candidate without cap and sunglasses should be pasted on the Application Form in the space provided. Xerox/ Scanned copy of photographs is not permitted. The candidates should sign in the space provided in the box below the photograph. One identical extra colour passport size photograph should be enclosed with the application, indicating candidate's Name and Category No. on the reverse of the photograph. Candidates may note that the RRBs may reject at any stage for pasting old/unclear photograph on the application or for any significant variations between photograph pasted in the Application Form and the actual physical appearance of the candidate.

4.04 In item No.8 of Application Form, the candidates should indicate any Clear Visible Marks of Identification on their body like a mole on the nose, cut-mark on the forehead in the left side or a scar mark below the left arm, etc. The application form of the candidate is liable to be rejected if he/she does not indicate clear Identification marks.

4.05 The candidate should copy the Paragraph at item No.13 of the Information Sheet in English/ Hindi in their own running handwriting (not in capital/spaced out letters), otherwise their applications will be rejected.

4.06 The candidates should put their Left Hand Thumb Impression at the designated places in the Application Form and in the Information Sheet. The Thumb impressions must be clear and complete. Ridges of the Thumb impressions must be clearly visible.

4.07 Applications which are Illegible, Incomplete, Unsigned, Signed in Capital Letters/Spaced out Letters/Disjointed Letters, not in Prescribed Format, without Colour Photograph of candidate, not having IPO/DD or having IPO/DD purchased before date of issue and after closing date of Employment Notice are liable to be rejected. If the Post and Category No. is not indicated on the top of the Envelope containing application, the same will not be entertained.

4.08 The envelope containing the application should be clearly super-scribed "Application for the Post of _____ Category No. _____ Employment Notice No. _____ & Community (UR/SC/ST/OBC/PWD/Ex-SM)".

5. ENCLOSURES: Candidates are NOT required to submit any documents such as Date of Birth Certificate, Educational/Professional/Experience Certificate along with their application. These certificates should be produced for verification as and when demanded by RRBs. However, the following enclosures as applicable to each individual candidate should be firmly stitched along with the application in the given order:

5.01 Application Form in the prescribed format (as given in Annexure-1).

5.02 Information Sheet in the prescribed format (as given in Annexure-2).

5.03 A valid Indian Postal Order or the Demand Draft for the amount as prescribed in the Employment Notice.

5.04 One copy of identical passport size (4cm x 5cm) colour Photograph firmly stitched to the application (apart from one copy pasted on the Application Form).

5.05 Self Attested Photostat copy of Caste Certificate from Competent Authority in the case of SC/ST/OBC candidates (as given in Annexure-3 and Annexure-4 respectively).

5.06 Self Declaration from OBC candidates regarding Non-Creamy Layer status in the prescribed proforma (as given in Annexure -5).

5.07 Disability Certificate in prescribed format by Persons With Disability (as given in Annexure-6).

5.08 Declaration Form by the Visually Handicapped candidates/those candidates affected by Cerebral Palsy and intend to engage Scribe for writing the examination (as given in Annexure-7).

5.09 Ex-Servicemen candidates should submit self attested Photostat copy of the **Discharge Certificate** or Certificate indicating Date of Enrolment, Date of Attestation, Date of Discharge issued by Military Authority. They should also enclose the appropriate certificate issued by the competent authority for the **equivalence of their Educational Qualifications.**

5.10 No Objection Certificate from the competent authority, if already employed in Railways or any Government Department/Public Sector Undertakings.

5.11 Self attested Photostat copy of requisite certificates in case of candidates claiming any other type of Age Relaxation.

6. INVALID APPLICATIONS : Candidates are requested to read all instructions thoroughly before sending their applications to the RRBs. Otherwise, their applications are likely to be Rejected on one or more of the following reasons. In case the application is rejected, the candidate will be intimated by post regarding the reason of rejection.

6.01 Application received after the Closing Date and Time of Employment Notice.

6.02 Passage not copied in the Information Sheet (or) copied in capital letters, incomplete passage, passage not in conformity.

6.03 Application without signatures (or) signatures done in capital letters/Spaced out Letters/Disjointed Letters.

6.04 Left Hand Thumb Impression not affixed on the Application Form & Information Sheet.

6.05 Copies of self attested requisite Certificates not enclosed. (Community Certificate for SC/ST/OBC, Discharge certificate /Certificate indicating Date of Enrolment, Date of Attestation, Date of Discharge issued by Military Authority for Ex-Servicemen candidates, Disability Certificate for Persons with Disabilities etc.)

6.06 OBC Certificate not in the Prescribed Format (as given in Annexure-4) or without Self Declaration of Non Creamy Layer status (as given in Annexure -5) (for consideration of relaxation as OBC)

6.07 Fee - IPO/DD not enclosed or less fee enclosed or invalid IPO/DD i.e. IPO/DD purchased before date of issue and after closing date of Employment Notice.

6.08 Identification Marks column not filled up (or) application with out proper visible marks of identification.

6.09 Do not possess the prescribed qualification for the post as on the date of submission of the application.

6.10 Over aged or Under aged or Date of Birth not filled or wrongly filled.

6.11 Double or multiple applications submitted for the same post or combined group of posts.

6.12 Application without recent colour passport size (4cm x 5cm) Photograph (or) photograph with cap, wearing goggles, disfigured, unrecognizable, or scanned or Xerox copy.

6.13 More than one application in single envelope.

6.14 Candidate's Name figuring in the Debarred List.

6.15 Applications that are Incomplete or all the Columns not Filled / Illegible / Undated / Made on News Paper Cuttings of advertisement.

6.16 Application not in the Prescribed Format and not in Prescribed Size.

6.17 Applications wrongly mentioning Category No. & Post or indicating multiple Post & Category (where single application has not been called for) or applications where no Post & Category exists for the concerned RRB.

6.18 Applications pertaining to concerned RRB wrongly addressed to other RRB or wrongly delivered to other RRB.

6.19 Application filled in a language other than English/Hindi.

7. RECRUITMENT PROCESS:

7.01 Written Examinations may be held on the same Day & Time (simultaneously) for a particular post/group of posts by all the RRBs participating in this notification. Candidates are therefore advised to apply for a particular post to only one RRB. Even for the same RRB, written examination for more than one category of post may also be held simultaneously (same day & time) based on Administrative convenience. Candidates therefore should apply for more than one post for the same or different RRB at their own risk.

7.02 The selection is made strictly as per merit, on the basis of written/online examination/ typing skill test (wherever applicable). However, the candidates will have to secure the minimum qualifying marks prescribed for various communities in all the written/online examination(s). Short listed candidates will be called for verification of the original documents according to merit, availability of vacancies and reservation rules.

7.03 There shall be negative marking and marks shall be deducted for each wrong answer @ 1/3 of the allotted marks for each question.

7.04 The syllabus for the written/online examination will be generally in conformity with the Educational Standards prescribed for the posts. The Questions will be of objective type with multiple answers and likely to include questions pertaining to General Knowledge, General English / General Hindi, General Arithmetic, Analytical and Quantitative Skills and those subjects covered as part of minimum educational qualifications for the post. The question paper will be bilingual i.e. in English and Hindi and the duration of the examination will be generally 1 1/2 hours with approximately 100 to 120 questions.

7.05 The RRBs, at their discretion may hold additional written test(s) and/or typing skill test if considered necessary for all or for a limited number of candidates as may be deemed fit by RRBs.
7.06 The Date, Time and Venue of the written/online examination and Typing Skill Test will be fixed by the RRBs and will be intimated to the eligible candidates in due course. The cities/towns where the written/online examinations are to be held will be as per the Administrative convenience of RRB/Ranchi, Kolkata & Bhubaneswar. Request for postponement of the examination/typing skill test and change of centre/venue will not be entertained under any circumstance.

7.07 Candidates equal to five times the number of vacancies according to community will be called for Typing Skill Test which will be of Qualifying Nature for the post of Junior Accounts Assistant(JAA) & Accounts Clerk(AC). The Visually Handicapped & Orthopaedically Handicapped (handicap in the right hand or in the left hand affecting its use for operations of computer/type writer) candidates as certified by the Medical Authorities as per Annexure-6, are exempted from typing skill test.

7.08 Stages of examination are given against each post. Based on the performance of candidates in the final examination/typing skill test, the candidates equal to the number of vacancies will be called for document verification from the main list. In addition, 20% extra candidates are also called for document verification as standby candidates and they are considered for empanelment only if there is shortfall in empanelment from the main list.

7.09 The appointment of selected candidates is subject to his/her passing requisite Medical Fitness Test to be conducted by the Railway Administration.

8. MEDICAL FITNESS TEST : The candidates recommended for appointment will have to pass requisite Medical Fitness Test(s) conducted by the Railway Administration to ensure that the candidates are medically fit to carry out the duties connected with the post. Visual Acuity Standard is one of the important criteria of medical fitness of Railway Staff. The Medical requirements against different Medical Standards for different categories are outlined below:

A-2	Physically fit in all respects. Visual Standards-Distance Vision-6/9, 6/9 without glasses, Near Vision-Sn.0.6, 0.6 without glasses(must clear Fogging Test). Must pass the test for Colour Vision, Binocular Vision, Field of Vision & Night Vision.
A-3	Physically fit in all respects. Visual Standards-Distance Vision-6/9, 6/9 with or without glasses (Power not to exceed +/- 2D), Near Vision-Sn.0.6, 0.6 with or without glasses when reading or close work is required. Must pass the test for Colour Vision, Binocular Vision, Field of Vision & Night Vision.
B-2	Physically fit in all respects. Visual Standards- Distance 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. Must pass the test for Binocular Vision & Field of Vision.
C-1	Physically fit in all respects. Visual Standards- Distance 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- Distance Vision-6/12, Nil with or without glasses. Near Vision-Sn.0.6, 0.6 combined with or without glasses when reading or close work is required.

8.01 The above medical standards (Criteria) given above are indicative and not exhaustive and apply to candidates in general. Other tests as required will also be included. For Ex-Servicemen different standards apply.

8.02 It may be noted that candidates qualifying in examination(s) for these posts but failing in prescribed medical examination(s) will not in any case be considered for any alternative appointment.

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

9. EX-SERVICEMEN CANDIDATES : This employment notice contains some vacancies reserved for Ex-servicemen irrespective of their community. However, Ex-servicemen may also apply against other vacancies not earmarked for them for which they will be granted Age Relaxation and Fee exemption as indicated in paras 2.01(iii) & 3.01 respectively.

9.01 The term Ex-Servicemen means a person 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 Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces; and

9.02 Who has retired from such service after earning his/her pension or

9.03 Who has been released from such service on medical grounds attributable to military service or circumstances beyond his/her control and awarded medical or other disability pension or

9.04 Who has been released otherwise than on his/her own request as a result of reduction in such establishment or

9.05 Who has been released from such service after completing the specific period of engagement otherwise than on his/her own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity and includes persons of the Territorial Army of the following categories: (a) Pension holders for continuous embodied service (b) Pensions with disabilities attributable to military service and (c) Gallantry Award Winner.

9.06 For vacancies reserved for Ex-servicemen, an Ex-servicemen with minimum 15 years active service in the Armed Forces with matriculation will be considered eligible to apply for the posts for which the minimum qualification is an University Degree provided the relevant certificate issued by the Military Authority is attached with the application.

EXPLANATION : (i) The persons serving in the Armed Forces of the Union, who are to be discharged from services on or before **31st August, 2009** coming under the category of Ex-Servicemen 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 specific terms of engagement in the Armed Forces of the Union. (ii) Ex-Servicemen candidates who have already secured employment under Central Government in Group 'C'/D' posts will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' under Central Government. However, such candidates will not be considered against the vacancies reserved for Ex-Servicemen in the Central Govt. jobs. (iii) Ex-Servicemen are required to clearly indicate all required particulars including community in the Application Form and enclose all documentary proof including community certificate(as SC/ST/OBC) in the prescribed format. However, Ex-servicemen will be considered against the Ex-servicemen quota, if available. In case Ex-Servicemen vacancies are not available and UR vacancies are available then Ex-Servicemen belonging to any community will be considered. Similarly, Ex-Servicemen belonging to reserved communities(SC/ST/OBC) will be considered against reserved community vacancies.

10. PERSONS WITH DISABILITIES (PWD) :

10.01 The suitability of a post for Persons With Disability has been indicated against each post. In case of some posts, certain vacancies are specifically reserved for them. However, they may also apply as normal candidates against the vacancies earmarked for their respective community i.e. UR/SC/ST/OBC, for those posts which have been identified suitable for persons with disabilities having that particular disability, even if no separate vacancies are earmarked for them.

10.02 Concessions : (i) Persons With Disabilities are exempted from payment of Examination Fees irrespective of the fact whether the post is reserved or identified as suitable for PWDs. (ii) Relaxation of 10 years in upper age limit - applicable irrespective of the fact whether the post is reserved or not, provided the post is identified as suitable for PWDs. In addition, the PWD candidates belonging to OBC and SC/ST are eligible for normal relaxation of 3 and 5 years respectively.

10.03 Definitions of Disabilities : Definitions of categories of disabilities for the purpose of recruitment are given below:

(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 lense; (iii) limitation of the field of vision subtending an angle of 20 degrees or worse; (b) **Low Vision:** "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device. (c) **Hearing Impairment:** "Hearing Impairment" means loss of 60 decibels or more in the better ear in the conversational range of frequencies. (d) **Locomotor Disability:** "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. (e) **Cerebral Palsy:** "Cerebral Palsy" means a group of non-progressive conditions of

a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development. (f) All the case of Orthopaedically Handicapped persons would be covered under the category of "Locomotor Disability or Cerebral Palsy."

10.04 DEGREE OF DISABILITY FOR RESERVATION : Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by a competent authority as given in Annexure-6.

10.05 COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE: The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/Cerebral/Visual/Hearing disability, as the case may be.

10.06 Visually Handicapped candidates/those candidates whose writing speed is affected by Cerebral Palsy can avail the assistance of SCRIBE for writing answers on their behalf. For engaging the SCRIBE, the candidate will have to suitably inform the RRBs in advance alongwith his/her application as per Annexure-7. The engagement of SCRIBE will be subject to the following conditions: (a) The candidates will have to arrange their own SCRIBES at their own cost during the examination. Separate Admit Cards will be issued to the SCRIBES accompanying the Visually Handicapped candidates. Admit cards should contain the particulars and photograph of the SCRIBE duly signed by him/her. (b) The academic qualification of the SCRIBE should be one grade below the qualification prescribed for the post for which recruitment is being made. (c) The SCRIBE can be from any academic discipline different from that of the candidate. He/She should not have secured more than 60% marks in the qualification mentioned at (b) above. (d) The candidates as well as the SCRIBE will have to give a suitable undertaking (Annexure-7) along with the application conforming that the SCRIBE fulfills all the stipulated eligibility criteria for a SCRIBE as mentioned above. In case it transpires later that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The Visually Handicapped candidate shall be responsible for any misconduct on the part of the scribe brought by him/her. The undertaking, as given in the Annexure-7, should be submitted by the Visually Handicapped candidates/candidates whose writing speed is affected by Cerebral Palsy, along with his/her application.

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

10.08 All selected candidates will be subjected to medical examination by Railway Medical Authority at the time of appointment and only those conforming 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. Selection does not imply appointment in Railways.

11. SERVING EMPLOYEES: Candidates serving in any Government Department or Public Sector Undertaking including Railways should apply through proper channel or should apply directly to the RRB, with NO OBJECTION CERTIFICATE from the employer to avoid delay. The last date of receipt of applications in the office of RRBs will not be extended on account of any delay in transmitting the application by the concerned office. Applications received after closing date & time will not be accepted.

12. ONLINE REGISTRATION / ONLINE EXAMINATION:

12.01 Candidates have the option to fill up their application online i.e. for Online Registration. For this, they should register to the website of the respective RRBs(excluding RRB/Kolkata) and fill up their detailed Bio-Data in the computer. Subsequently, they will have to download the filled in Application Form and Information Sheet. Then they are required to paste their passport size(4cm X 5cm) coloured photograph on the above Application Form, put their Signature and Left Hand Thumb Impressions at the relevant places and send it to the RRBs along with the Examination Fees(wherever applicable), SC/ST/OBC Certificate, Discharge Certificate in case of Ex-Servicemen or Disability Certificate in case of Persons With Disabilities. In case the above mentioned hard copy of online application do not reach the RRBs within the closing date & time, the online registration will become invalid.

12.02 The entire employment notice along with all Annexures will also be available in the website of RRBs. Hence the candidates also have the option to download the employment notice and / or Annexures, fill up the details in their own handwriting and send it to the RRBs along with the examination fees (wherever applicable), SC/ST/OBC certificate, discharge certificate in case of Ex-Servicemen or disability certificate in case of persons with disabilities within the closing date & time.

12.03 The RRBs may conduct computerized online examination for all or any of the categories of posts mentioned in this Employment Notice. In such cases, the detailed instructions for online examination will be sent to the candidates along with their call letters.

13. MISCELLANEOUS:

13.01 All Enclosures should be either in English or in Hindi only. Where certificates are not in English/Hindi, self attested translated version (In Hindi/English) should be enclosed. The applications without the requisite enclosures will be rejected. Any of the above enclosures sent separately will not be entertained.

13.02 RRBs may hold written/online examination anywhere in the country. The Centres allotted by RRB will be final and binding.

13.03 RRBs reserve the right to conduct additional written/online examination/typing skill test/ document verification at any stage. RRBs also reserve the right to cancel part or whole of any recruitment process at any stage for any of the categories notified in this Employment Notice without assigning any reason thereof.

13.04 The decision of RRBs in all matters relating to eligibility, acceptance or rejection of the applications, issue of free second class Railway Passes, penalty for false information, mode of selection, conduct of Written/Online Examination and Typing Skill Test, allotment of examination centre, selection, allotment of posts to selected candidates etc will be final and binding on the candidates and no enquiry or correspondence will be entertained by the RRBs in this regard.

13.05 The RRBs is not responsible for any inadvertent error/wrong delivery.

13.06 LEGAL : Any legal action arising out of this Employment Notice shall fall within the legal jurisdiction of the Hon'ble Central Administrative Tribunal, applicable to concerned RRB to whom the application was made. The Administrative Bench of the Hon'ble Central Administrative Tribunal of each RRB participating in this notification is given below :-

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RRB's Name	Place of Administrative Bench of Hon'ble Central Administrative Tribunal applicable
Ranchi	Ranchi Bench, Jharkhand.
Bhubaneswar	Cuttack Bench, Orissa.
Kolkata	Calcutta Bench, West Bengal.

14. IMPERSONATION / SUPPRESSION OF FACTS :

14.01 No Candidate should attempt Impersonation or take the help of any Impersonator at any stage of the selection process. Otherwise the candidates will be debarred for life from appearing in all RRB examinations as well as debarred from any appointment in Railways, in addition, Legal Action will be taken against the candidate.

14.02 Any material suppression of facts or submitting forge certificate/caste certificate by a candidate for securing eligibility and/or obtaining privileges including free travel for appearing in the examination shall lead to Rejection of his/her candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all RRBs all over the country for a period of 2 years and legal action can be initiated, if warranted.

14.03 Any candidate found using unfair means in the examination or sending someone else in his/her place to appear in the examination will be debarred from appearing in all the examinations of all the RRBs for lifetime. He/she will also be debarred from getting any appointment in the Railways. Such candidates are liable to be prosecuted by lodging FIR

15. WARNING : Beware of touts/cheats falsely promising to get you some favour. We would like to assure that such a thing is impossible. The recruitment will be strictly on merit only. If you listen to promises of touts/Cheats or associate with them, you are bound to lose your precious candidature. Candidates who obtain the services of impersonator in RRB Examinations will be debarred for life from appearing in all RRB Examinations as well as from any appointment in Railways. Further, legal proceedings may be initiated against them

**CHAIRMEN
RRBs - RANCHI, KOLKATA & BHUBANESWAR**

"SERVING CUSTOMERS WITH A SMILE"