



GOVERNMENT OF INDIA, MINISTRY OF RAILWAYS

RAILWAY RECRUITMENT BOARDS



CENTRALISED EMPLOYMENT NOTICE No. 02/2015

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

FOR NON TECHNICAL POPULAR CATEGORIES (UNDER GRADUATE)

DATE OF PUBLICATION	DATE & TIME OF CLOSING	DATE OF WRITTEN/ONLINE EXAMINATION
22/08/2015	21/09/2015 up to 23.59 Hrs.	Between 24/10/2015 to 04/11/2015 (Refer Para 16 of the General Instructions)

ONLINE applications are invited from eligible **Persons with Disabilities (PWDs)** of Indian Nationality for the following different Non Technical Popular Categories (Under Graduate) posts. Applications complete in all respects should be submitted only ONLINE to the concerned Railway Recruitment Board, as mentioned in Para-15 of General Instructions, till 23.59 hrs of closing date.

IMPORTANT INSTRUCTIONS

- CANDIDATES TO ENSURE THEIR ELIGIBILITY BEFORE APPLYING:** Only the candidates who come under the definition of Persons with Disabilities (PWDs) as defined in Para 11 of this notification are eligible to apply. The candidates must ensure that they fulfill all eligibility conditions prescribed for the post/examination on the date of application. Admission of the candidates for the written/ online examination(s) for the posts notified in this notification would be on the basis of the information furnished by them in the ONLINE application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post(s), his/her candidature will be cancelled forthwith.
- EXAMINATION FEE: NIL.**
- HOW TO APPLY:** Candidates are required to apply ONLINE to any one RRB ONLY, on the website of Railway Recruitment Board (RRB) as indicated in Para 15. Detailed instructions for filling up ONLINE applications are available on the website of RRB(s). Brief Instructions to fill up the same are given in Para Nos. 5 and 5 (A) of this notification. **Application to more than one RRB will lead to rejection of all the applications.**
- LAST DATE FOR RECEIPT OF APPLICATIONS:** The ONLINE application, complete in all respect, can be submitted to RRB concerned upto 21/09/2015 till 23.59 Hrs. No physical copy of application is required to be sent to RRBs.
- SAME DAY EXAMINATION:** Written/Online Examination will be held on the same day by all participating RRBs.
- NEGATIVE MARKING:** There shall be penalty (negative marking) in written/online examination and marks shall be deducted for each wrong answer @ 1/3 of the marks allotted for each question.
- MOBILE PHONES AND ELECTRONIC COMMUNICATION DEVICES:**
 - Mobile phones, blue tooth, pagers, calculators or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail action such as rejection of candidature and/or including ban from future examinations.
 - Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/blue tooth etc. to the venue of the examination, as arrangement for safe-keeping cannot be assured.

Candidates are required to apply only through ONLINE mode. No other mode for submission of application is allowed.

Details of the RRB-wise and Railway-wise posts/categories, vacancies, age-limit, type of disability and minimum educational qualification required are as under:

Accounts Clerk cum Typist Scale : Rs. 5200-20200 + 1900/-GP Normal Age : as on 01/01/2016: 18-29 years (relaxations apply)										Commercial Clerk Scale : Rs. 5200-20200 + 2000/-GP Normal Age : as on 01/01/2016: 18-29 years (relaxations apply)									
Name of RRB	Rly.	OH	VH	HH	TO TAL	Minimum Educational Qualification	Suitability for PWDs	Stages of exam.		Name of RRB	Rly.	OH	VH	HH	TO TAL	Minimum Educational Qualification	Suitability for PWDs	Stages of exam.	
Ahmedabad	WR	9	10	9	28	12th (+2 stage) or its equivalent examination	Suitable for OH (OA, OL, BL, OAL), VH (B, LV) & HH	Single stage written/online exam, Typing test followed by document verification.		Ahmedabad	WR	7	0	10	17	12th (+2 stage) or its equivalent examination	Suitable for OH (OA, OL, BL) MW & HH	Single stage written/online exam followed by document verification.	
Ajmer	NWR	3	2	3	8					Ajmer	NWR	4	0	3	7				
Allahabad	DLW	0	4	0	4					Allahabad	NCR	1	0	4	5				
	NR	2	0	0	2					Bhopal	WCR	6	0	5	11				
Bangalore	SWR	3	19	9	31					Bhubaneswar	ECOR	1	0	0	1				
Bhopal	WCR	1	8	1	10					Bilaspur	SECR	0	4	4	8				
Bhubaneswar	ECOR	1	2	1	4					Chennai	SR	3	0	1	4				
Bilaspur	CR	5	4	0	9					Guwahati	NFR	1	0	0	1				
Chandigarh	NR	8								Kolkata	ER	2	0	2	4				
Chennai	SR	3	5	3	11						CR	0	0	5	5				
Gorakhpur	RDSO	0	1	0	1					Mumbai	WR	1	0	2	3				
Guwahati	NFR	1	0	9	10						SCR	1	0	0	1				
Kolkata	ER	0	2	2	4					Siliguri	NFR	2	0	0	2				
	SR	7	22	29	58					Thiruvananthapuram	SR	2	0	0	2				
Mumbai	WR	11	9	10	30														
Muzaffarpur	ECR	0	0	1	1														
Patna	ECR	0	6	3	9														
Ranchi	ECR	0	5	6	11														
Secunderabad	SCR	1	0	0	1														

ABBREVIATIONS USED: B = Blind, BL = Both Leg, CR = Central Railway, ER = Eastern Railway, EBC = Economically Backward Class, ECR = East Central Railway, ECoR = East Coast Railway, EN = Employment Notice, Ex. SM = Ex-Servicemen, GP = Grade Pay, HH = Hearing Handicapped, LV = Low Vision, MW = Muscular Weakness, NOC = No Objection Certificate, NR = Northern Railway, NCR = North Central Railway, NER = North Eastern Railway, NFR = Northeast Frontier Railway, NWR = North Western Railway, OA = One Arm, OAL = One Arm & One Leg, OMR = Optical Mark Reader, OBC = Other Backward Classes, OH = Orthopedically Handicapped, OL = One Leg, PWD = Persons With Disability, RDSO = Research Design and Standards Organisation, Lucknow Rly = Railway, RRB = Railway Recruitment Board, SC = Scheduled Caste, ST = Scheduled Tribe, SR = Southern Railway, SCR = South Central Railway, SER = South Eastern Railway, SECR = South East Central Railway, SWR = South Western Railway, SRD = Special Recruitment Drive, UR = Unreserved (General), VH = Visually Handicapped, WR = Western Railway, WCR = West Central Railway.

1 (A) GENERAL INSTRUCTIONS:

1.01 CANDIDATES SHOULD NOTE THAT:

Written/online examination for Non Technical Popular Categories (Under Graduate) posts mentioned above will be held simultaneously by all participating RRBs, therefore, **Candidates can submit ONLINE application to any one RRB only.**

(a) Admission to the written/online examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions.

(b) Mere issue of call letter/e-admit card to candidates will NOT imply that their candidature has been finally accepted by the RRB.

(c) RRBs conduct verification of eligibility conditions, with reference to original documents, only after candidates have qualified in all the stages of examination. RRBs may reject the applications of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria, and if appointed, such candidate(s) is/are liable to be removed from service summarily.

(d) Before applying for any post, candidates should satisfy themselves that they fulfill all the eligibility norms including type of disability and educational qualification(s) (Refer Para 3.0).

(e) Candidates should ensure that they have requisite Educational qualifications from recognized Board/ University/ Institute as on the date of submission of the application for this Centralised Employment Notice. Those awaiting results of the final examination need NOT apply.

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

1.04 Candidates submitting more than one application with different particulars like name/Father's Name/ Community/photo/face/educational and/or Technical qualification will be summarily rejected & also debarred from RRB examinations as per Para 13 given below. A candidate will also be debarred from examinations of all RRBs for a specified period or lifetime if (i) the candidate submits applications to more than one RRB, (ii) the candidate submits multiple applications for the same post and category, (iii) the candidate submits multiple applications with different community for the same post & category, (iv) the candidate submits multiple applications with different photo (face) and different name for same post & category and (v) the candidate submits multiple applications with different documents for the same post & category.

1.05 Signatures of the candidates on Answer Sheet, Question Booklet and other prescribed places, as applicable, should be identical, either in English or Hindi, and must be in running hand and not in block/capital or disjoined letters. Signatures in different style or language, at the time of written/online examination and document verification etc., may result in cancellation of candidature.

1.06 Candidates should note that only the Name, Father's Name and Date of Birth as recorded in the Matriculation/High School Examination Certificate or an equivalent Certificate as on the date of submission of applications will be accepted by the RRBs.

NOTE: In case candidate has changed his name then gazette notification or any other legal document as applicable should be submitted at the time of document verification. Such candidates should indicate their changed name in the application. However other details should match with the Matriculation or equivalent certificate.

Preference for post(s) and/or Railway(s)/Unit: Candidates should give their order of preference of Category of post(s) and the Railway(s)/Unit while applying. RRB will allot the post and the Railway/Unit to the selected candidates as per the preference of the candidates subject to merit and vacancy position. However, RRBs reserve the right to allot even non-preferred Post and/or Railway/Unit subject to merit and vacancy position all-over Indian Railways.

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

Ordinarily, a railway servant shall be employed throughout his service on the railway or railway establishment to which he/she is posted on first appointment and shall have no claim as of right for transfer to another railway or another establishment. In the exigencies of service, however, it shall be open to the Competent Authority to transfer the railway servant to any other department or railway or railway establishment including a project in or out of India.

Selected candidates will have to undergo training wherever training is prescribed for the post.

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

Free Second Class Railway Pass as admissible will be issued to candidates belonging to SC/ST communities when they are called for written/online examination/skill test/document verification, provided they submit/upload valid caste certificate along with ONLINE application.

Female candidates are also eligible for all the posts. 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 and also away from headquarters.

The number of vacancies indicated in this Centralised Employment Notice is provisional and may increase or decrease or even become NIL depending upon the actual needs of the Railway

- Administration. The Administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
- 1.15 Serving Defense Personnel (PWD) likely to be released within one year of the closing date (i.e. up to 11.09.2016) can also apply.
- 1.16 Any subsequent change(s) in the terms and conditions of this Centralised Employment Notice as per extant rules will stand good. RRBs reserve the right to incorporate any subsequent changes/modifications/additions in the terms & conditions to recruitment under this Centralised Employment Notice as necessitated and applicable.

1(B) RESERVATION:

Since the persons with disabilities have to be placed in the appropriate community viz. SC/ST/OBC/General in the roster meant for reservation of SC/ST/OBC, the candidates have to indicate whether they belong to SC/ST/OBC or General Community while submitting ONLINE application.

NOTE-I: SC/ST/OBC candidates should furnish Caste Certificate from competent authorities as per the format given at Annexure-3 (for SC/ST candidates) and Annexure-4 (for OBC candidates) at the time of Document Verification. Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, further revision if any received till the closing date of this Centralised Employment Notice. The certificate produced shall not be older than one year.

NOTE-II: If any vacancies which reserved for PWD cannot be filled due to non-availability of suitable candidates under that category of Disability or for any other sufficient reason such vacancy/vacancies shall not be filled and shall be carried forward as "Backlog Reserved Vacancy".

ELIGIBILITY CRITERIA:

2. **AGE LIMIT:** The lower and upper age limit indicated for a particular post(s) in the vacancy table will be reckoned as on 01.01.2016. The upper age limit is relaxable as under, subject to submission of requisite certificates:

2.01. By 10 years for Persons with Disabilities (PWD) (13 years for OBC and 15 years for SC/ST)

2.02. For Ex-Servicemen with disabilities, up to the extent of service rendered in Defense, plus 3 years, provided they have put in more than 6 months service after attestation.

2.03. For serving Group "C" and erstwhile Group "D" Railway Staff, Casual Labour and Substitutes, the upper age limit will be up to 40 years for Unreserved candidates, 45 years for SC/ST candidates and 43 years for OBC candidates, provided they have put in a minimum of 3 years service (continuous or in broken spells).

2.04. The date of birth should be between the dates given below (Both dates inclusive):

SR. NO.	AGE GROUP	UPPER DATE OF BIRTH			LOWER DATE OF BIRTH FOR ALL	REMARKS
		UR	OBC	SC/ST		
1	18 - 29	02/01/1987	02/01/1984	02/01/1982	01/01/1998	For categories listed in Para 2.01 to 2.03, age relaxation as indicated will be applicable.

3. **EDUCATIONAL QUALIFICATION:** Candidates should have requisite Educational/Technical qualifications (as indicated in the vacancy table) from recognized Board/University/Institute as on the date of submission of the ONLINE application for this Centralized Employment Notice. Those awaiting results of the final examination need NOT apply.

4. EXAMINATION FEE: NIL

5. HOW TO APPLY:

5.01. Candidates can apply to any one RRB only through ONLINE application mode by visiting the website of RRB concerned. The website addresses of RRBs is given in Para 15. Before applying, candidates are advised to go through the instructions available on the website of RRB and in this notification. The onus is on the candidate to prove that all the information provided/submitted by him/her in the application is true.

5.02. Candidates are required to go to the link provided for filling ONLINE application and fill up the personal details/BIO-DATA etc. carefully. They are also required to exercise their option/preference for posts & Railway/Production Unit, wherever applicable.

NOTE-I: The candidates are required to indicate their Post-wise and Railway-wise preferences very carefully. Options once exercised in the ONLINE application shall be final and no request for change shall be entertained.

NOTE-II: Candidates should ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also to debarment. (Please refer Para 1.06 Note also).

NOTE-III: Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process as important messages will be sent by email / SMS which will be deemed to have been read by the candidates.

5.03. **Photograph:** Candidates are required to upload their colour photograph (size 3.5 cm x 3.5 cm, not earlier than three months from the date of application in colour, JPG/JPEG format, 100 DPI, size of the file should be between 20 Kb - 50 Kb) with clear front view of the candidate without cap and sunglasses. Candidates may note that RRBs may, at any stage, reject the applications for uploading old/unclear photograph or for any significant variations between photograph uploaded in the Application Form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing along with Hall Ticket/e-Admit Card and valid Photo ID at the time of examination (Refer to Para 7.04). Photostat copy of photograph is not permitted.

5.04. Candidates need NOT send any application printouts or certificates or copies to RRB concerned by post. The candidature of the candidates will be considered only on the strength of the information furnished in the ONLINE application.

5.05. During submission of ONLINE application, a Registration Number will be issued to each applicant. Candidates are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence with RRB concerned.

NOTE-I: Applications with Mandatory columns not filled, incomplete, without photo of candidate are liable to be rejected.

NOTE-II: In case the application is rejected, candidates will be able to view their status ONLINE on the website of RRB concerned along with the reasons for rejection(s). SMS / e-mail alerts shall also be sent to the candidates on their registered mobile number / e-mail ID, as indicated in their ONLINE application. Candidates whose application/candidature is rejected will NOT be intimated by post.

NOTE-III: To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date since there may be a possibility of inability/failure to log on to the website of RRB concerned on account of heavy load on the Internet or website jam during last days.

NOTE-IV: RRBs do not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

5(A) ENCLOSURES TO BE UPLOADED ALONG WITH APPLICATION FORM:

SC/ST candidates who want to avail the facility of free travel authority (Second Class Railway Pass) for written/online examination/skill test/document verification should also upload their caste certificate (as per Annexure -3) issued by the competent authority. At the time of obtaining reservation and travelling, the Reservation Clerk and /or Ticket Checking Staff may ask for the original SC/ST certificate for verification of genuineness of the candidate.

NOTE: No print-out/hard copy of application complete in all respect and/or SC/ST certificate needs to be sent to the RRB concerned.

Submit ONLINE application for the post(s) of that RRB to which he/she want to apply.

Steps to submit ONLINE Application

- Visit the website of the RRB to which the candidate wants to apply (refer Para 15).
- Click on the "ONLINE/E-Application" Link.
- Click on the "New Registration" link. Select RRB to which the candidate wishes to submit application and click on the "APPLY NOW" button.
- Fill in the basic details viz. Name, Father's name, Date of Birth, Community, e-mail Address, mobile number and other details related to 10th/SSLC certificate etc. The details should match with that of 10th class certificate/mark sheet.
- Visually Handicapped candidates / candidates whose writing speed is affected by Cerebral Palsy / candidates with one arm / candidates with muscular weakness can avail the assistance of SCRIBE for writing answers on their behalf. Such candidates who wish to avail the facility of Scribe shall have to enter required details as per Annexure-10.
- On submission of required details, an e-mail will be received in the registered e-mail ID with a link for activation. On clicking the link, the registration number is generated and a confirmation page is displayed.

- For proceeding to the Second Stage of registration, login using the Registration ID and Date of Birth.
- Fill up other details such as educational/technical qualification, and address for communication etc. Depending upon the type of disability of the candidate, all the post(s) matching with the type of disability of the candidate in the RRB being applied to shall be listed out. Similarly if that RRB has vacancies from more than one Railway/Unit, then all such units will also be listed out. Candidates have to indicate their priority/preference for the post(s) and Railway(s)/Unit(s).
- Upload your colour photograph (size 3.5 cm x 3.5 cm, not earlier than three months from the date of application in colour, JPG/JPEG format, 100 DPI, size of the file should be between 20 Kb - 50 Kb) with clear front view of face of the candidate without cap and sunglasses. Candidates availing services of Scribe will be required to upload photograph of Scribe also. The photograph will be of same type as prescribed for the candidate.
- Candidates belonging to SC/ST who want to avail the facility of free travel authority (second class Railway Pass) have to upload scanned copy of their SC/ST certificates also. Scan the certificate in the JPG/JPEG format. Size of the file should be between 50 Kb and 100 Kb.
- Submit the application. Print out the application/acknowledgement for records.
- Editing of Application: Even after final submission if a candidate wishes to make any modifications, he/she can do so but for any such modification fee of Rs. 100/- shall be payable.
- To modify application already submitted ONLINE, go to the "ONLINE/E-Application" link on the website of the chosen RRB.
- Click on the "Modify Application" link.
- Login using Registration Number and Password.
- Pay fee (Rs. 100/-) either online or through SBI branch/computerized Post Office after downloading a pre-printed Challan/Pay-In-Slip. Ensure payment is done within the dates mentioned in the challan. **NOTE:** The fee should be paid ONLINE using internet banking or debit/credit cards (service charges apply for all banks, which will be borne by the candidates) or can be paid through a challan in any branch of SBI or computerized Post Office Pay-In-Slip. If the fee paid through a challan at SBI branch, the receipt should be preserved. At the time of Document Verification, the same can be called for verification.
- After making payment login using Registration Number and Password and proceed with the modification as per instructions given and submit the application. Take a printout of the revised acknowledgement for records.

5(B) VERIFICATION OF ORIGINAL DOCUMENTS AND FORMAT OF CERTIFICATES:

To ascertain their eligibility as on the date of submission of application, candidates are required to produce all original documents at the time of document verification.

- Matriculation/High School Examination Certificate or Equivalent certificate (Proof for Date of Birth and Matric Qualification).
- 12th (+2 stage) or its equivalent examination certificate/Degree/Diploma certificate (As applicable).
- Caste Certificate for SC/ST - Annexure-3.
- Caste Certificate for OBC - Annexure-4.
- Medical Certificate for Persons with Disabilities (PWD) - Annexure-9.
- NOC from employer for serving employees.
- Attestation/discharge certificate for Ex-Servicemen.

NOTE-I: SC/ST/OBC candidates should furnish Caste Certificate issued by competent authorities as per the format given at Annexure-3 (for SC/ST candidates) and Annexure-4 (for OBC candidates) at the time of Document Verification. Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, further revision if any received till the closing date of this Centralised Employment Notice. The certificate produced shall not be older than one year.

NOTE-II: All Certificates 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 produced wherever / whenever required.

6. INVALID APPLICATIONS/REJECTIONS:

Candidates are requested to read all instructions thoroughly before submitting ONLINE application to any RRB. Otherwise their applications are likely to be rejected on one or more of the following reasons. In case the application is rejected, candidates will be able to view their status ONLINE on the website of RRB concerned along with the reasons for rejection(s). SMS / e-mail alerts shall also be sent to the candidates on their registered mobile numbers / e-mail IDs, if indicated in their ONLINE application. Candidates will not be intimated by post regarding the reason(s) of rejection.

- Application without Colour photo (or) photo with cap, wearing Goggles, disfigured, small size or unrecognizable or scanned or Photostat copy.
- Not possessing the prescribed qualification for the post(s) on the date of submission of application.
- Over-aged or under-aged or Date of Birth not filled or wrongly filled.
- Candidate's name figuring in the debarred list.
- Multiple applications to various RRBs or same RRB.
- Any other irregularities which are considered invalid by RRB.

7. HALL TICKET (e-ADMIT CARDS) FOR WRITTEN/ONLINE EXAMINATION:

7.01 Candidates can verify their eligibility from the website of RRB concerned. SMS and e-mail messages will be sent to all eligible candidates. Candidates should keep their emails active till the end of document verification. RRBs will not entertain any request for change of mobile number and e-mail address at any stage.

7.02 The e-admit card to the eligible candidates (alongwith Scribe admit card, wherever applicable) shall be available TWO weeks before commencement of the written/online examination on the website of RRB concerned for downloading. No admit card will be sent to candidates by RRBs by post. In case of SC/ST candidates who have uploaded their proper community certificate for availing the benefit of free travel authority (Second Class Railway Pass), Free travel authority (for written/online examination / skill test / document verification) will also be downloadable as a part of admission certificate and it will be allowed to book ticket on submission of self attested copy of Hall ticket/e-admit card and SC/ST certificate. During the journey, these candidates should carry original SC/ST certificate and one original prescribed proof of identity for undertaking journey failing which they will be treated as travelling without ticket and charged accordingly.

7.03 Candidates must bring their e-admit cards along with a valid Photo ID (viz. Voter card, Aadhar Card, Driving License, PAN card, Passport, Identity Card issued by his/her employer in case the candidate is a Govt. employee, School/College/University Photo ID card etc.) in original into the examination hall, failing which candidates shall NOT be allowed to appear for the written/online examination.

7.04 Candidates must also bring two colour photographs (of size 3.5 cm x 3.5 cm), with clear front view of the candidate without cap and sunglasses, for appearing in the written/online examination (Please refer Para 5.03).

7.05 RRB(s) will not entertain any request for any change in examination centre allotted to provisionally eligible candidate(s).

7.06 Candidates should ensure that they are carrying the following while coming for the examination. (i) e-admit card/hall ticket (ii) Valid Photo ID (iii) Two Passport size photos (iv) Original SC/ST certificate (if applicable).

8. RECRUITMENT PROCESS:

8.01 The recruitment process for the post(s) notified in this Centralized Employment Notification will have a written/online examination followed by qualifying skill test i.e. typing test for posts of Jr. Clerk-cum-Typist & Accounts Clerk-cum-Typist and verification of original documents. RRBs, at their discretion, may decide to hold exams only online or offline.

The Railway Recruitment Board, at its discretion, may hold additional written/online test(s) if considered necessary for all or for a limited number of candidates, as may be deemed fit by the Railway Recruitment Board.

The date, time and venue of the written/online examination and skill test will be fixed by the RRB and will be intimated to the eligible candidates in due course. Request for postponement of the examination/skill test and change of center/venue will not be entertained under any circumstances.

8.02 Selection is made strictly according to merit on the basis of written/online examinations for the vacancies notified.

8.03 The Question papers shall be of Objective Multiple Choice Type. The questions paper will be in English, Hindi, Urdu and local languages as indicated in Para 15.

8.04 The standard of questions for the written/online examination will be generally in conformity with the educational standards prescribed for the posts. The Questions are likely to include subjects pertaining to General Awareness, Arithmetic, General Intelligence and Reasoning and General Science also. The question paper will have approximately 100 questions.

- 8.05** There shall be negative marking in written/online examination and marks shall be deducted for each wrong answer @ 1/3 of the marks allotted for each question.
- 8.06** Candidates should read the instructions on the cover page of Question Booklet, OMR Answer Sheet and e-Admit Card carefully and follow them scrupulously. Failure to comply with the instructions may lead to non-evaluation of OMR answer sheet. In case of online examination, the instructions displayed on the terminal shall be followed. Mock/Practice tests will also be made available to the candidates to acquire familiarity with the online examination process.
- 8.07** **Duration:** Duration of the examinations will be 90 minutes.
NOTE-I: Candidates are not permitted to use calculators and any other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises. If any candidate is found to possess mobile phone, blue-tooth or any other means of wireless communication, in working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from RRB examinations.
- 8.08** Based on the performance of candidates in the written/online examination and skill test, wherever applicable, candidates equal to the number of vacancies are called for document verification in the main list. In addition 30% extra candidates are also called as standby. However, they are considered for empanelment only if there is shortfall in empanelment from the main list. During document verification, candidates will have to produce their original certificates. No additional time will be given and the candidature of the candidates not producing their original certificates on the date of verification is liable to be forfeited.
- 8.09** Appointment of selected candidates is subject to their passing requisite Medical Fitness Test to be conducted by the Railway Administration, final verification of educational and community certificates and verification of antecedents/character of the candidates.
- 9. MEDICAL FITNESS TEST:**
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.
NOTE: (i) Before indicating option(s) for categories in ONLINE Application, the applicant must ensure that he/she fulfills the type of disability prescribed for that category/post. (ii) Candidates qualifying in examinations for these posts but failing in prescribed medical examination(s) will not, under any circumstances, be considered for any alternative appointment.
- 10. EX-SERVICEMEN CANDIDATES:**
Persons with Disabilities Ex-Servicemen may also apply for which they will be granted age relaxation and fee exemption as indicated in Para 2 & 4 respectively.
- 10.01** 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
- 10.02** Who has retired from such service after earning his/her pension or
- 10.03** Who has been released from such service on medical grounds attributed to military service or circumstances beyond his control and awarded medical or other disability pension or
- 10.04** Who has been released otherwise than on his own request as a result of reduction in such establishment or
- 10.05** Who has been released from such service after completing the specific period of engagement otherwise than on his 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) Pensioners with disabilities attributable to military service and (c) Gallantry award winner.
- 10.06** An Ex-serviceman with 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 a University Degree.
Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service would come 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. Ex-Servicemen candidates who have already secured employment under Central Government in Group 'C/D' 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/D' under Central Government. However, such candidates will not be considered against the vacancies reserved for Ex-Servicemen in the Central Govt. jobs. However, if an Ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as Ex-servicemen for any subsequent employment. However, to avail of this benefit, an Ex-serviceman as soon as he/she joins any civil employment should give self declaration/undertaking to the concerned employer about the date wise details of application for various vacancies for which he/she had applied before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-servicemen.
- 10.07** Ex-Servicemen are required to clearly indicate all required particulars including community in the ONLINE Application and produce all documentary proofs including Community certificates in the prescribed format during document verification.
- 11. PERSONS WITH DISABILITIES (PWD)**
- 11.01** The type of disability acceptable for a post has been indicated against each post under the column "Suitability for PWDs" in the vacancy table.
- 11.02** **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 lens; (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 sixty decibels or more in the better ear in the conversational range of frequencies. (d) Loco Motor disability: "Loco Motor 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, per-natal or infant period of development. (f) All the cases of orthopedically handicapped persons would be covered under the category of "Loco Motor disability or cerebral palsy."
- 11.03** **Degree of disability for relaxation and competent authority for issue of disability certificate:** Only such persons would be eligible for relaxation of conditions in respective community in services / posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail the benefit of relaxation will have to submit a Disability Certificate issued by a competent authority as per proforma at Annexure-9 (Form II, III or IV as applicable as prescribed in Para 4 of "Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amendment Rules, 2009") at the time of document verification.
- 11.04** **Assistance of scribe:** Visually Handicapped candidates / candidates whose writing speed is affected by Cerebral Palsy / candidates with one arm / candidates with muscular weakness can avail the assistance of SCRIBE for writing answers on their behalf. For engaging the SCRIBE, candidates will have to indicate the same while filling online form. Engagement of SCRIBE will be subject to the following conditions: (a) The candidates will have to arrange their own SCRIBES on their own cost for the written/online examination. (b) Separate Admit Cards/e-Admit Cards will be issued to SCRIBES accompanying the candidates. (c) The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her. (d) Candidates opting for SCRIBE will have to provide additional details as per Annexure-10 during submission of ONLINE application form, so that RRBs can issue Admit Cards/e-Admit Cards for SCRIBE. Admit cards/e-Admit Cards of SCRIBE shall be signed by candidate and SCRIBE.
Candidates availing the assistance of a scribe shall be eligible for compensatory time of not less than 20 minutes for every hour of examination.
- 11.05** Typing qualification may be exempted if the candidate is found otherwise qualified and produce a certificate from the Medical Board attached to the Special Employment Exchange or by a Civil Surgeon, where such a Board does not exist, to the effect that they are unable to type.
- 12. SERVING EMPLOYEES:**
Persons with Disabilities serving in any Central / State Government Department including Railways or Public Sector Undertakings may apply directly to the RRBs, duly informing their Administration. The shortlisted candidates shall be required to produce NO OBJECTION CERTIFICATE (NOC) from the employer during Document Verification failing which their candidature will be cancelled.
NOTE: Candidates should note that in case a communication is received from their employer by the RRB concerned withholding permission to the candidates applying for/appearing at the examination, their application/candidature will be liable to be rejected/cancelled.

- 13. IMPERSONATION / SUPPRESSION OF FACTS WARNING:**
- 13.01** No Candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Such candidates will be debarred for life from appearing in all RRB examinations as well as debarred from any appointment in Railways. In addition, legal action may also be taken against such candidate.
- 13.02** 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 also liable for prosecution.
- 13.03** Furnishing of any false information to the RRB or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment on the Railways or to any other Government service and if appointed the service of such candidate is liable to be terminated.
- 13.04** Any material suppression of facts or submitting of forged 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.
- 13.05** A candidate will be debarred from examinations of all RRBs for a specified period/lifetime if (i) the candidate submits multiple applications with different community, (ii) the candidate submits multiple applications with different photo (face) and (iii) the candidate submits multiple applications with different documents for this CEN.
- 14. MISCELLANEOUS:**
- 14.01** The entire Centralised Employment Notice along with all Annexure will also be available on the websites of RRBs.
- 14.02** All Certificates 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 produced wherever/whenever required.
- 14.03** RRBs reserve the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity / deficiency is noticed in the application.
- 14.04** RRBs reserve the right to conduct additional written/online examination / 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 Centralised Employment Notice without assigning any reason thereof.
- 14.05** The decision of RRBs in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, issue of free Rail Passes, mode of selection, conduct of written/online examination, allotment of examination centers, selection, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the Railway Recruitment Boards in this regard.
- 14.06** Ordinarily, a railway servant shall be employed throughout his service on the railway or railway establishment to which he is posted on first appointment and shall have no claim as of right for transfer to another railway or another establishment. In the exigencies of service, however, it shall be open to the Competent Authority to transfer the railway servant to any other department or railway or railway establishment including a project in or out of India.
- 14.07** Railway Recruitment Boards will not be responsible for any inadvertent errors.
- 14.08** Any legal issues arising out of this Centralised Employment Notice shall fall within the legal jurisdiction of respective Central Administrative Tribunals under which the RRB concerned is located.
- 14.09** In the event of any dispute about interpretation, the English version will be treated as final.
- 15.** Details regarding applications to be addressed to & local language options are indicated below:

RRB	Web Address and Telephone Numbers	Local Languages choice (in addition to Hindi, English & Urdu)	Tentative Exam Towns
Ahmedabad	www.rrbahmedabad.gov.in Phone : 079 - 22940858	Gujarati	Ahmedabad, Rajkot, Vadodara
Ajmer	www.rrbajmer.org Phone : 0145 - 2423292	Gujarati Punjabi	Ajmer, Jaipur, Jodhpur, Kota & Bikaner
Allahabad	www.rrbald.nic.in Phone : 0532 - 2435052	-	Allahabad, Kanpur, Lucknow
Bangalore	www.rrbnc.gov.in Phone : 080 - 23334147	Kannada, Tamil, Telugu, Marathi, Konkani	Bangalore, Mysore, Hubli
Bhopal	www.rrbhopal.gov.in Phone : 0755 - 2746660	Gujarati	Bhopal, Indore
Bhubaneswar	www.rrbbsb.gov.in Phone : 0674 - 2303015	Oriya Telugu	Bhubaneswar, Cuttack
Bilaspur	www.rrbilaspur.gov.in Phone : 07752 - 247281	Marathi Odiya	Bilaspur, Raipur & Nagpur
Chandigarh	www.rrbcdg.gov.in Phone: 0172-2793414/2793415	Punjabi	Chandigarh, Ambala
Chennai	www.rrbchennai.gov.in Phone : 044 - 28275323	Tamil, Telugu	Chennai, Namakkal, Trichy, Coimbatore
Gorakhpur	www.rrbgkp.gov.in Phone : 0551 - 2201209	-	Gorakhpur, Bareilly & Lucknow
Guwahati	www.rrbguwahati.gov.in Phone : 0361 - 2540815	Assamese, Bengali, & Manipuri	Guwahati, Jorhat
Jammu - Srinagar	www.rrbjammu.nic.in Phone : 0191 - 2476757	Punjabi	Jammu, Srinagar
Kolkata	www.rrbkolkata.gov.in Phone: 033-25430108, 033-32917928	Bengali	Kolkata, Hooghly, Durgapur, Asansol & Port Blair
Malda	www.rrbmalda.gov.in Phone : 03512 - 264567	Bengali	Malda
Mumbai	www.rrbmumbai.gov.in Phone : 022 - 23090422	Marathi, Gujarati, Kannada	Mumbai, Nagpur, Nasik, Pune
Muzaffarpur	www.rrbmuzaffarpur.gov.in Phone : 0621 - 2213405	-	Muzaffarpur
Patna	www.rrbpatna.gov.in Phone : 0612 - 2677680	-	Patna
Ranchi	www.rrbanchi.org Phone : 0651 - 2462428/2787114	Oriya, Bengali	Ranchi, Jamshedpur, Dhanbad
Secunderabad	www.rrbsecunderabad.nic.in Phone : 040 - 27821663	Telugu, Marathi, Kannada & Oriya	Secunderabad/Hyderabad, Vijayawada, Vishakhapatnam, Guntur, Tirupati
Siliguri	www.rrbiliguri.org Phone : 0353 - 2663840	Bengali & Assamese	Siliguri
Thiruvananthapuram	www.rrbthiruvananthapuram.gov.in Phone : 0471 - 2323357	Malayalam, Tamil, Kannada	Thiruvananthapuram, Kochi & Kavaratti

- 16.** The written/online examination is tentatively scheduled to be held between 24/10/2015 to 04/11/2015 at locations indicated against each RRB at Para 15. However, RRBs reserve the right to change the date of examination without any notice. RRBs also reserve the right to change / delete exam towns based on the response and exigencies and may hold the written/online examinations anywhere in the country and the centres allotted by RRBs will be final and binding.

**Chairpersons,
Railway Recruitment Boards**

- Warning 1 :** Beware of touts and job racketeers trying to deceive by false promises of securing job in railways either through influence or by use of unfair and unethical means. RRB has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons / agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence RRB directly or indirectly shall be disqualified and legal action can be initiated against them.
- Warning 2 :** Candidates are advised to consult only the official website of RRBs as mentioned in column 2 of Para 15. They should beware of FAKE websites put-up by unscrupulous elements / touts.