



# GOVERNMENT OF INDIA, MINISTRY OF RAILWAYS

## RAILWAY RECRUITMENT BOARDS



### CENTRALISED EMPLOYMENT NOTICE No.03/2015 FOR NON TECHNICAL POPULAR CATEGORIES (GRADUATE)

COMMERCIAL APPRENTICE (CA), TRAFFIC APPRENTICE (TA), ENQUIRY-CUM-RESERVATION CLERK (ECRC), GOODS GUARD, SENIOR CLERK-CUM-TYPIST, JUNIOR ACCOUNTS ASSISTANT-CUM-TYPIST (JAA), ASSISTANT STATION MASTER (ASM), TRAFFIC ASSISTANT & SENIOR TIME KEEPER.

Date of publication: 26.12.2015

Date & Time of Closing: 25.01.2016 up to 23.59 Hrs.

Tentative dates/slot of Common Computer Based Test /Examination: MARCH – MAY, 2016.

**ONLINE applications** are invited from eligible Indian Nationals for the above mentioned posts. Applications complete in all respects should be submitted only **ONLINE** to the concerned Railway Recruitment Board as mentioned in Para -16 of General Instructions of this notification, till 23.59 hrs of closing date.

### IMPORTANT INSTRUCTIONS

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

1. **CANDIDATES TO ENSURE THEIR ELIGIBILITY BEFORE APPLYING:** The candidates applying for the post(s) of **Commercial Apprentice (CA), Traffic Apprentice (TA), Enquiry-Cum-Reservation Clerk (ECRC), Goods Guard, Senior Clerk-Cum-Typist, Junior Accounts Assistant-Cum-Typist (JAA), Assistant Station Master (ASM), Traffic Assistant & Senior Time Keeper** must ensure that they fulfill all eligibility conditions prescribed for the post(s) on the date of submitting application. Admission of the candidates for the CBT 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.

There shall be single stage common CBT (Computer Based Test) for all the notified categories followed by aptitude Test/Typing skill Test wherever necessary as mentioned in Para - 8 of this notification. Only single application (i.e. common for all notified categories) is required to be submitted ONLINE by the candidate. The candidate is required to exercise option for the post(s) as per his/her eligibility. After final submission of the application, the option for all those posts/ categories once exercised shall be final.

The candidate is also required to exercise five preferences of cities for allotment of online exam centre. Efforts will be made to accommodate preferences for cities as far as feasible. However, RRBs reserve the right to allot exam centres in other cities also depending upon exigencies.

2. **EXAMINATION FEE:** No examination fee for candidates belonging to SC/ST/Ex-Servicemen / Women / Minorities / Transgenders / Persons with Disabilities and Economically backward classes (refer to General Instructions Para 4). **For UR/OBC male candidates** not coming within the purview of exempted categories, as above, **examination fee is ₹100/- (Rupees One Hundred Only).**
3. **HOW TO APPLY:** Candidates are required to apply through ONLINE mode to ANY ONE RRB ONLY, on the website of concerned Railway Recruitment Board (RRB) as indicated in Para 16. Detailed instructions for filling up ONLINE applications are available on the website of RRB(s). Brief Instructions to fill up of 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.**
4. **LAST DATE FOR RECEIPT OF APPLICATIONS:** The ONLINE application, complete in all respects, can be submitted to RRB concerned up to 25.01.2016 till 23.59 Hrs. No physical copy of application / document is required to be sent to RRBs.
5. **SAME DAY EXAMINATION:** Common CBT (Examination) is scheduled to be held on the same day(s) by all participating RRBs tentatively during MARCH – MAY, 2016.
6. **NEGATIVE MARKING:** There shall be penalty (negative marking) in CBT /Examination and marks shall be deducted for each wrong answer @ 1/3 of the marks allotted for each question.
7. **ELECTRONIC GADGETS BANNED:**
  - (a) Mobile phones, pagers, laptops, 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 disciplinary action including ban from future examinations.
  - (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.





Cat. No.	Name of the Post	Pay Band & GP in ₹	Name of the RRB	Indenting Railways/P.U.	NO OF VACANCIES										Medical Standard	Normal Age on 1.1.2016	Minimum Educational Qualification	Suitability for Persons with disability			Stages of Examination
					UR	SC	ST	OBC	TOTAL	Ex-SM	VH	OH	HH	VH				OH	HH		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
7	Assistant Station Master	5200-20200 GP 2800		WCR	53	15	3	26	97	9	0	0	0	A-2	18-32	Degree from recognized University or its equivalent.	-	-	-	Single stage Computer Based Test, Aptitude test, followed by document verification.	
			Bangalore	SWR	90	30	16	29	165	17	0	0	0				-	-	-		
			Bhopal	WCR	26	10	4	15	55	5	0	0	0				-	-	-		
				WR	64	19	10	32	125	12	0	0	0				-	-	-		
			Bhubaneswar	ECoR	58	17	9	32	116	12	0	0	0				-	-	-		
			Bilaspur	SECR	6	0	1	3	10	1	0	0	0				-	OA,OL,MW	-		
				CR	43	13	6	23	85	9	0	0	0				-	-	-		
			Chandigarh	NR	37	9	23	17	86	8	0	1	1				-	OA,OL	HH		
			Chennai	SR	227	65	42	59	393	39	0	11	0				-	OA,OL	-		
			Guwahati	NFR	97	29	14	52	192	19	0	0	0				-	-	-		
			Jammu Srinagar	NR	31	9	5	16	61	6	0	2	0				-	OA	-		
			Kolkata	ER	226	68	34	122	450	45	0	0	0				-	-	-		
			Malda	SER	66	21	11	35	133	13	0	3	1				-	OA,OL,MW	HH		
			Mumbai	CR	386	114	57	206	763	76	0	0	0				-	-	-		
				WR	61	19	10	34	124	13	0	0	0				-	-	-		
				SCR	43	14	7	25	89	9	0	0	0				-	-	-		
			Muzaffarpur	ECR	67	19	9	34	129	13	0	0	0				-	-	-		
			Patna	ECR	63	19	9	33	124	12	0	0	0				-	-	-		
			Ranchi	ECR	53	16	8	28	105	10	0	0	0				-	-	-		
			Secunderabad	SCR	160	45	36	94	335	32	0	8	0				-	OA,OL,MW	-		
ECoR	58	8		2	23	91	9	0	0	0	-	-	-								
Siliguri	NFR	45	14	7	25	91	8	0	0	0	-	-	-								
Thiruvananthapuram	SR	82	43	24	36	185	19	0	6	0	-	OA,OL	-								
Special Recruitment Drive (SRD) for PWDs																					
	Allahabad	NCR	0	0	0	0	5	0	0	4	1							OA,OL,MW	HH		
	<b>Total</b>		<b>3024</b>	<b>932</b>	<b>505</b>	<b>1476</b>	<b>5942</b>	<b>577</b>	<b>0</b>	<b>56</b>	<b>3</b>										
8	Traffic Assistant	5200-20200 GP 2000	Kolkata	MR	78	19	27	42	166	16	0	0	0	A-2	18-32	Degree from recognized University or its equivalent.	-	-	-	Single stage Computer Based Test, Aptitude test, followed by document verification.	
	<b>Total</b>				<b>78</b>	<b>19</b>	<b>27</b>	<b>42</b>	<b>166</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>								
9	Sr. Time Keeper	5200-20200 GP 2800	Allahabad	DLW	2	1	0	1	4	0	0	0	0	C-1	18-32	Degree from recognized University or its equivalent. Typing proficiency in English/Hindi on Computer is essential	-	-	-	Single stage Computer Based Test, Typing Skill Test followed by document verification.	
	<b>Total</b>				<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>								
	<b>Grand Total</b>				<b>9247</b>	<b>2890</b>	<b>1627</b>	<b>4274</b>	<b>18252</b>	<b>1762</b>	<b>111</b>	<b>301</b>	<b>88</b>								

**ABBREVIATIONS USED:** CR = Central Railway, ER = Eastern Railway, ECoR = East Coast Railway, ECR = East Central Railway, MR = Metro Railway, NR = Northern Railway, NCR = North Central Railway, NER = North Eastern Railway, NFR = North East Frontier Railway, NWR = North Western Railway, SR = Southern Railway, SCR = South Central Railway, SER = South Eastern Railway, SECR = South East Central Railway, SWR = South Western Railway, WR = Western Railway, WCR = West Central Railway, CLW = Chittaranjan Locomotive Works, CRW = Carriage Repair Workshop, CWP = Cast Wheel Plant, DLW = Diesel Locomotive Works, DMW = Diesel Loco Modernization Works, ICF = Integral Coach Factory, RCF = Rail Coach Factory, RDSO = Research, Design & Standards Organisation, RWF = Rail Wheel Factory, UR = Un Reserved (General), SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Classes, Ex. SM = Ex-Servicemen, PH = Physically Handicapped, PWD = Persons with Disability, OH = Orthopaedically Handicapped, VH = Visually Handicapped, HH = Hearing Handicapped, B = Blind, LV = Low Vision, OL = One Leg, OA = One Arm, BL = Both Leg, OAL = One Arm & One Leg, MW = Muscular Weakness, A-2 & C-1 = Levels of Medical Standards which the candidates will have to qualify before appointment in Railways, AMIE = Associate Member of Institution of Engineers, NOC = No Objection Certificate, RRB = Railway Recruitment Board, GP = Grade Pay, Cat. No = Category No, WPM = Words Per Minutes, PU = Production Unit, CBT = Computer Based Test, RRC = Railway Recruitment Cellm, SRD = Special Recruitment Drive.

### 1. (A) GENERAL INSTRUCTIONS

#### 1.01 CANDIDATES SHOULD NOTE THAT:-

- (i) Common single stage CBT (Computer Based Test)/Examination for all the notified 09 categories is scheduled to be held simultaneously by all participating RRBs tentatively during MARCH – MAY, 2016. **Therefore, candidates can submit ONLINE application to any one RRB only.**
  - (ii) For Category 1, 2, 3 & 4, documents verification will be done after common single stage CBT.
  - (iii) For Category 5, 6 & 9, Typing Skill Test of qualifying nature followed by document verification will be conducted after common single stage CBT.
  - (iv) For Category 7 & 8, Aptitude Test and verification of documents will be held after common single stage CBT.
- 1.02 (a) Admission to the common single stage CBT/Typing Skill Test/ Aptitude Test will be purely provisional, subject to candidates 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 the candidates have qualified in all the stages of examinations. 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 a 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 educational qualification(s) and medical standard(s) (Refer Para nos. 3 & 9 of General Instructions). Candidates should ensure that they have requisite Educational/Technical qualifications from recognized Board/University/Institute as on the **date of submission of the application** for this Centralized Employment Notice. **Those, awaiting results of the final examination, NEED NOT apply.**
- 1.03 Candidates who have been debarred for life from any 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 Centralized 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 be debarred from RRB examinations (refer Para No.13.05 of General Instructions). A candidate will also be debarred from examinations of all RRBs for a specified period/ or lifetime if (i) the candidate submits applications for a particular post 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 all prescribed document should be identical, either in English or Hindi, and must be **in running hand and not in block/capital or disjointed**

**letters. Signatures in different style or language at the time of CBT/ examination, Typing skill Test, Aptitude Test 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/her 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 ON LINE application. However, other details should match with the Matriculation or equivalent certificate. Date of such change should be prior to the date of submission of application.
- 1.07 Preference for post(s) and /or Railway(s)/Production Units: Candidates should give their order of preference of post(s) and / or the Railway(s)/Production Unit(s) while applying. RRB will allot the post and the Railway/Production Unit to the selected candidates as per the preference of the candidates subject to merit and vacancy position. However, in case of administrative exigencies/requirements, RRBs reserve the right to allot any post/Railway, subject to suitability of the candidate(s).
- 1.07.01 Candidates with partial options will be considered only for the specific categories opted by them since non-option for certain categories would indicate their unwillingness for the same.
- 1.07.02 Once a candidate has been empanelled as per his/her merit/choice, he/she will forfeit the right to be considered for any other category. In case of exigencies/shortfall in main panel, RRB reserves the right to utilize the standby list, if required, as per the merit and preference given by the candidates placed in the standby list. No standby list will be maintained for the post of Commercial Apprentice/Traffic Apprentice.
- 1.07.03 Category allotted to a candidate at first opportunity of empanelment shall not be reviewed/revised/re-allotted under any circumstances.
- 1.08 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 including antecedents and character.
- 1.09 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.
- 1.10 Selected candidates will have to undergo training wherever training is prescribed for the post.
- 1.11 Emoluments on initial appointment will be minimum pay of the Pay Band plus Grade Pay plus other allowances as 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.
- 1.12 Free Second Class Railway Pass as admissible will be issued to candidates belonging to

SC/ST communities when they are called for various stages of selection viz. common CBT/ Typing Skill Test/Aptitude Test/Document verification, **provided they upload valid caste certificate along with ONLINE application.**

- 1.13 Selected male candidates who are finally appointed are liable for active service in Railway Engineers' Unit of Territorial Army.
- 1.14 The number of vacancies indicated in this Centralized Employment Notice is provisional and may increase or decrease or even become NIL at a later stage depending upon the actual needs of the Railway Administration. The Railway Administration also reserves 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 fee paid by the candidates will not be refunded.
- 1.15 Serving Defence Personnel likely to be released within one year of the closing date (i.e. 25.01.2016) can also apply, both for vacancies earmarked for Ex-Servicemen and for posts not reserved for Ex-Servicemen.
- 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:**

Reservation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC), Ex-Servicemen (Ex-SM) and Persons with Disabilities (PWD) for the categories (posts), wherever applicable and admissible and as communicated by the Indenting Railways/Production Units under extant rules, has been mentioned in the vacancy table.

**NOTE -I:** All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters for UR candidates. However against the vacancies earmarked for specific communities (SC/ST/OBC), only candidates belonging to that community will be considered. For this purpose, SC/ST/OBC candidates should furnish Caste Certificate from competent authorities as per the format given at Annexure-I (for SC/ST candidates) and Annexure-II (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, and further revision if any received till the closing date of this Centralized Employment Notice and the certificate produced shall not be older than one year at the time of document verification.

**NOTE-II:** Vacancies for Ex-Servicemen and Persons with Disability (PWD) wherever given in the above vacancy table are not separate but included in the total number of vacancies. In case of Persons with Disability (PWD), if any vacancies which are reserved for them 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". unless or otherwise specified.

**NOTE-III: - Candidates applying against reserved vacancies (SC/ST/OBC) and/or seeking age relaxation must submit requisite caste certificate in the prescribed format from the competent authority (The Certificates, as applicable should be submitted during document verification). Otherwise, their claim for reserved status (SC/ST/OBC) will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General(UR) vacancy only.**

**NOTE-IV:** Candidates belonging to SC/ST/OBC who fulfill required educational qualification/Technical qualifications can also apply against UR vacancies. They will however, have to compete with the UR candidates. No age relaxation will be allowed to such SC/ST/OBC candidates applying against UR vacancies. However, candidates have to indicate their actual community in the application.

**ELIGIBILITY CRITERIA:**

- 2.0 **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 5 years for SC/ST candidates.
- 2.02 By 3 years for OBC candidates.
- 2.03 No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.
- 2.04 For Ex-Servicemen, up to the extent of service rendered in Defence, plus 3 years, provided they have put in more than 6 months service after attestation.
- 2.05 By 5 years for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.
- 2.06 By 10 years for UR Persons with Disabilities (PWD), 13 years for OBC Persons with Disabilities and 15 years for SC&ST Persons with Disabilities (PWD).
- 2.07 Upper age limit in case of widows, divorced women and women judicially separated from husband but not remarried shall be 35 years for Unreserved, 38 years for OBC and 40 years for SC/ST candidates.
- 2.08 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). For those working in Quasi-Administrative offices of the Railway organization such as Railway Canteens, Co-operative Societies and institutes, the relaxation in upper age limit will be up to the length of service rendered, subject to a maximum of 5 years.
- 2.09. The date of birth of candidates should be between the dates given below (Both dates inclusive):

Age Group	Upper Date of Birth			Lower Date of Birth for all	Remarks
	UR	OBC	SC/ST		
18 to 32	02.01.1984	02.01.1981	02.01.1979	01.01.1998	Age relaxation for categories listed in Para 2.04 to 2.08 as indicated against each will be applicable.

**3.0 EDUCATIONAL QUALIFICATION:**

Candidates should have requisite Educational qualifications (as indicated in the vacancy table) from recognized Board/University /Institute, including degrees obtained through non formal/distance education, provided he/she has completed 12 years of schooling through an Examination conducted by a Board/University OR has passed an entrance test conducted by the University AND is not below 18 years of age on 1st July of the year of admission to the course AND the degree so obtained is of 3 years duration 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.

**4.0 EXAMINATION FEE:**

- 4.01. No examination fee for candidates belonging to SC/ST/Ex-Servicemen/ Persons with Disability (PWD)/ Women/Minorities/Transgender and Economically Backward Classes having annual family income less than ₹50,000/-

**NOTE: -** Minorities mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis) (further revision if any received till the closing date of this Centralized Employment Notice). Minority candidates claiming waiver of examination fee will be required to furnish

'minority community declaration' affidavit on non-judicial stamp paper at the time of document verification to the effect that they belong to any of the above minority communities. If the affidavit is not produced at the time of document verification, the candidature will be rejected.

**Economically Backward Classes candidates** means those whose annual family income is less than ₹50,000/-. They have to submit income certificate at the time of document verification in the prescribed format as given in Annexure-IV from the competent issuing authority.

- 4.02. **For Unreserved / OBC Male candidates** not coming within the purview of minority / economical backward classes / PWD / Ex-Servicemen, examination fee is ₹100/- for all categories.
- 4.03. The examination fee is non-refundable. It should be paid ONLINE using internet banking or debit cards (service charges applicable for banks will be borne by the candidates) or can be paid through challan in any branch of SBI or computerized Post Office Pay-In-Slip (Applicable service charges, if any to be borne by the candidate). If the fee is paid through a challan in SBI branch or Pay-In-Slip in Post Office, **the receipt of the same should be preserved.** The same can be called for verification at the time of Document Verification.

**5. HOW TO APPLY:**

- 5.01. Candidates can apply for a post(s) to any one RRB only through ONLINE application mode by visiting the website of RRBs concerned (Refer Para no.16 of General Instructions). 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, fee paid etc. carefully. They are also required to exercise their option/preference for category(categories), Post(s), Railway/Production Unit & Cities for test centre.

**NOTE -I:** Multiple posts and other requirements have been notified in this Notification. The candidates are required to indicate their category wise, Post-wise and Railway/PU-wise preferences very carefully. Options once exercised in the ONLINE Application shall be final and no request for change shall be entertained. Therefore, candidates are advised to be careful in exercise of option for category(categories), post(s) and Railway(s)/PU(s).

**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. In case any candidate has formally changed the 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. However other details should match with the matriculation certificate.

**NOTE-III: Candidates are advised to indicate their personal mobile no. and personal valid e-mail IDs in the ONLINE application and keep them active during the entire recruitment process for communicating them. Candidates are further advised to visit website(s) of RRBs frequently to get the latest information or any changes about this notification. The communication with the candidates will be made through SMS & e-mail only.**

- 5.03. The examination fee (unless exempted) should be paid ONLINE using internet banking or debit cards (service charges apply for all banks, which will be borne by the candidates) or can be paid through challan in any branch of SBI or computerized Post Office Pay-In-Slip. If the fee is 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 of fee, relevant details are required to be filled in the prescribed column of the ONLINE application.

**NOTE: For candidates who opt to pay examination fee through "SBI challan" or "Computerized Post Office Pay-In-Slip (Service Charges apply)" mode, should note that these modes will be deactivated at the end of working hours of 22.01.2016.**

- 5.04. The candidates have to exercise their option for 5 (five) cities in order of preference for examination centre from the list of cities mentioned in para-16 under heading "Tentative Exam Cities", through drop down menu while filling up on line application. Efforts will be made to accommodate preferences for cities as far as feasible. However, RRBs reserve the right to allot exam centres in other cities also depending upon exigencies.

- 5.05. **Photograph:** A colour photograph of size 3.5 cm X 3.5 cm (not older than three months from the date of application), with clear front view of the candidate without cap and sunglasses, should be uploaded. The photo should be in JPG/JPEG format-100 DPI. The size of the uploaded photograph should be between 15kb-40 kb. Candidates may note that RRBs may, at any stage, reject the applications for uploading old/unclear photograph along with application or for any significant variations between photograph uploaded along with on line Application and the actual physical appearance of the candidate. Candidates are advised to bring one copy of the same photograph along with Hall Ticket/e-Call Letter and original valid Photo ID at the time of CBT in exam centre. **They are also advised to keep 5 (five) copies of the same photograph for further use in Aptitude Test/Typing Skill Test/Document Verification.** (Refer to Para 7.03 & 7.04). Photostat/scanned copy of the photograph is not permitted. Applications will be rejected where photographs are not clear, are smudged, with cap, goggles, pictures of animals/things, etc. or where the face is not recognizable.

- 5.06. 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:** ONLINE Applications without photo of candidate, not having requisite fee (if applicable) 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 RRBs concerned along with the reasons for rejection(s). SMS and e-mail alerts shall also be sent to the candidates on their registered mobile number and e-mail ID, as indicated in their ONLINE application. Candidates whose application/candidature is rejected will NOT be intimated by post. Candidates are advised to provide only their own Mobile Number / e-mail ID so that they receive such communications. Communications with the candidates will be done through SMS & e-mail only.

**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 closing date 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 CBT (examination)/ aptitude test/typing skill test / Document Verification should upload their caste certificate (as per Annexure -1) issued by the competent authority. At the time of obtaining reservation and traveling, the Reservation Clerk and/or Ticket Checking Staff will ask for the original SC/ST certificate for verification of genuineness of the candidate.

**NOTE:** 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 ON-LINE Application.

### Steps to submit ONLINE Application

01. Visit the website of the RRB to which the candidate wants to apply (refer Para 16 of the CEN).
02. Click on the "ONLINE/E-Application" Link.
03. Click on the "New Registration" link.
04. Fill in the basic details viz. Name, Father's name, Date of Birth (as per 10<sup>th</sup> class certificate), community, e-mail Address and Mobile number etc. On submission of required details an e-mail will be received in the registered e-mail-ID. Open inbox of your registered e-mail and click on the link received to proceed further.
05. Follow the instructions and complete the registration process step-by-step for getting a Registration Number & Password.
06. Login using the Registration Number and Password.
07. Fill up other details such as educational qualification etc. Depending upon the educational qualification of the candidate, the eligible post(s) matching with the qualification (of the candidate) in that RRB shall be listed out. Similarly if that RRB has vacancies from more than one Railway/ Production Unit, then all such Railways/Production units will also be listed out. Candidates have to indicate their priority/ preference for the category (categories)/post(s) and / or Railway(s)/Production Unit(s).
08. Candidates are required to exercise their options/preferences to select five cities for appearing in CBT through drop down menu. Indicative list of cities is given in Para-16.
09. Pay examination fee [₹ 100/- only (Rupees One Hundred Only)], if applicable, online using Debit Card or Internet Banking. Exam fee can also be paid through SBI Branch or any computerised Post Office after downloading a pre-printed Challan/Pay-In-Slip. Ensure payment of exam fee is done only during the dates mentioned in the Challan/Pay-In-Slip.
10. Login with Registration Number and Password in the link for "UPLOAD" and thereafter, upload your recent colour photograph (of size 3.5 cm x 3.5 cm, 15 kb – 40 kb, 100 DPI, JPG/JPEG format).
11. Candidates belonging to SC/ST have to upload scanned copy of their SC/ST certificates (JPG/JPEG format, 50 kb – 100 kb) also for availing the facility of free travel authority (Second Class Railway Pass).
12. Submit the application. Print out the acknowledgement for records.
13. Even after final submission, if a candidate wishes to make any modifications, he/she can do so but for any such modification additional fee of ₹ 100/- shall be payable. This fee for modification shall be applicable even to candidates belonging to exempted categories (i.e. SC/ST/PWD/Ex-SM/Woman/Minority/Transgender/Economically backward class candidates).
14. To modify application already submitted, go to the "Modify Application" link & click.
15. Login using Registration Number and Password.
16. Pay additional fee (₹100/-) either online using Debit card or Internet Banking 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.
17. After making payment login using Registration Number and Password and proceed with the modification as per instructions given and submit the application. Print out 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 as indicated below:

- (I) Matriculation/High School Examination Certificate or Equivalent Certificate (Proof for Date of Birth and Matriculation Qualification).
- (II) Degree Certificate /Semester wise Mark sheet.
- (III) Caste Certificate for SC/ST - Annexure-I.
- (IV) Caste Certificate for OBC (Not older than one year from the date of document verification) - Annexure-II.
- (V) Non creamy layer declaration by OBC candidates - Annexure-III.
- (VI) Original discharge certificate for Ex-servicemen.
- (VII) Income Certificate for Waiving Examination Fee for Economically backward classes - Annexure-IV.
- (VIII) Minority community declaration on Non-judicial Stamp Paper - Annexure-V
- (IX) Medical Certificate for Persons with Disabilities (PWD) - Annexure-VI (A), VI (B) & VI (C).
- (X) Legal document in case of formal change of name as mentioned in Note-II of Para-5.02.
- (XI) NOC from serving employees.
- (XII) Receipt of payment if made through a challan at SBI branch or Pay-in-slip at computerized post office.
- (XIII) Self Certification by the Transgender candidates.

**NOTE-I:** - Candidates who wish to be considered against vacancies reserved / or seek age-relaxation must submit the requisite/relevant certificate in original from the competent authority, in the prescribed format at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/Ex-SM/PWD status will not be entertained and their candidature/ applications will be considered under General (UR) category, if eligible. All such candidates shall have to satisfy the eligibility norms of a UR candidate. {Refer to para 1(B) also}. The formats of the certificates are annexed. Certificates obtained in any other format will not be accepted.

**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.

**NOTE-III:** - Candidates are required to bring latest OBC certificate issued by competent authority as per Annexure-II duly indicating creamy layer status and issued within one year from the date of document verification.

### 6. INVALID APPLICATIONS/REJECTIONS:

Candidates are requested to read all instructions thoroughly before submitting ONLINE application to ANY ONE 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 and e-mail alerts shall also be sent to the candidates on their registered mobile numbers and e-mail IDs, as indicated in their ONLINE application. Candidates will not be intimated by post regarding the reason(s) of rejection.

- 6.01 Applications with Black and White photo, photo with cap, wearing Goggles, disfigured, small size, full body, only one side view of the face, without photo or unrecognizable photos.
- 6.02 Not possessing the prescribed qualification for the post(s) on the date of submission of application.
- 6.03 Over-aged or Under-aged or Date of Birth not filled or wrongly filled.
- 6.04 Candidate's name figuring in the debarred list of any RRB/RRC.
- 6.05 Multiple applications to various RRBs or same RRB.
- 6.06 Incomplete or incorrectly filled application.
- 6.07 Any other irregularities which are considered invalid by RRB.

### 7. HALL TICKET (e-CALL LETTER) FOR ON-LINE EXAMINATION:

- 7.01 Eligibility status of a candidate shall be made available on RRBs website. 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 mobile numbers and 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-call letter to the eligible candidates (along with e-call letter for scribe, wherever applicable) shall be available about TWO weeks before commencement of the CBT/Aptitude Test/ Typing Skill Test on the website of RRB concerned for downloading. No admit card will be sent to candidates by post. However, 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), the e-call letter for CBT/Aptitude Test/Typing Skill Test/document verification will contain the free travel authority and such candidate will be allowed to book ticket on submission of self attested copy of e-call letter 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- call letters along with a valid Photo ID (viz. Voter card, Aadhaar Card, e-Aadhaar, Driving License, PAN card, Passport, Identity Card issued by his 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 CBT /Aptitude Test/Typing skill Test.
- 7.04 Candidates must also bring one colour photograph (of size 3.5 cm x 3.5 cm), with clear front view of the candidate without cap and sunglasses, for appearing in the CBT/Examination (refer Para-5.05). Candidates will be required to copy the paragraph of self Declaration in the RRB portion of the e-call letter/Hall Ticket, in their own running handwriting in the presence of the invigilator at the examination hall, affix their photograph and LTI and signature and hand over the same to the invigilator before the conclusion of the examination. Candidates filling the para in CAPITAL letters will be rejected.
- 7.05 RRB(s) will not entertain any request for any change in examination centre, date and session allotted to provisionally eligible candidate(s).
- 7.06 Candidates should ensure that they are carrying the following while coming for the examination (CBT) : (i) e-Call letter, (ii) Valid photo ID, (iii) One Passport size photograph.

### 8. RECRUITMENT PROCESS

- 8.01 ONLY single online application (i.e., common for all the 09 notified categories) is required to be submitted by the candidate. There shall be a common CBT (Computer Based Test) for all the notified 09 categories of posts followed by qualifying Skill (Typing) Test or Aptitude Test, wherever applicable and Document Verification.
- 8.02 The date, time and venue of the CBT/online examination, aptitude test 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/aptitude test/skill test and change of center/venue will not be entertained under any circumstances.
- 8.03 Selection is made strictly as per merit. There will be a common CBT (examination) for all the notified categories of individual RRBs.(I) For posts of Cat. No. 1, 2,3 & 4(CA,TA, ECRC & Goods Guard) merit will be drawn on marks obtained in CBT (II) For the posts of Cat No: 5,6 & 9 (Sr.Clerk Cum Typist, JAA, Sr.Time Keeper) Typing Skill Test of qualifying nature (marks obtained in typing skill test shall not be added for making merit) shall be conducted for which the number of candidates equal to eight times the number of vacancies shall be called for. The candidates should be able to type 30 WPM in English or 25 WPM in Hindi on **Personal Computer only** with disabling editing tools and spell check facility. For guidelines of those who appear for skill test in Hindi, KrutiDev and Mangal font shall be made available for skill test on Personal Computer. The merit will be drawn only for the candidates qualified in the typing skill test based on performance in CBT (III) For the posts of Cat. No. 7 & 8 (ASM, Traffic Assistant) Aptitude Test shall be conducted for which candidates equal to eight times the number of vacancies shall be called for. The merit will be drawn only for the candidates qualifying in the aptitude test, with 70% weightage being given to the marks obtained in the CBT and 30% weightage being given to the marks obtained in aptitude test. Short listed candidates will be called for verification of original documents. In addition to the no. of vacancies, 50% extra candidates shall also be called for all the categories unless otherwise specified as standby candidates merely to avoid shortfall in empanelment. 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.
- 8.04 **Stages of Examination:** (a) Common single stage CBT for all notified categories, (b) Followed by verification of documents for Cat. No.-1, 2, 3 & 4 (Commercial Apprentice, Traffic Apprentice, ECRC & Goods Guard) (c) Typing skill test of qualifying nature followed by verification of documents for Cat. No. 5, 6 & 9 (JAA, Sr.Clerk, Sr.Time Keeper). Exemption in Typing Skill Test may be extended to PWD candidates having disability of more than 40%. Such candidates are required to bring typing skill test exemption certificate to the Type Test centre issued by competent medical board as per Annexure-VIII. (d) Aptitude Test followed by verification of documents for Cat. No. 7 & 8 (ASM & Traffic Assistant) (e) Candidates called for Aptitude Test for the post of ASM & Traffic Assistant are required to bring Vision Certificate to Aptitude Test centre from an Eye Specialist on prescribed proforma as per Annexure-IX, **failing which they will not be allowed to appear in the Aptitude Test.**
- 8.05 The Question papers shall be of Objective Multiple Choice Type. The question paper will be in English, Hindi, Urdu and local languages as indicated in Para 16.
- 8.06 The standard of questions for the single stage CBT (Computer Based Test) will be generally in conformity with the educational standards prescribed for the posts. The questions will be of objective type with multiple choices and are likely to include questions pertaining to General awareness, Arithmetic, General Intelligence and Reasoning. The Question paper for single stage CBT will be of 90 minutes duration for 100 questions. For Aptitude Test, candidates are advised to visit websites of RDSO ([www.rdso.indianrailways.gov.in](http://www.rdso.indianrailways.gov.in) → Directorates → Psycho Technical Directorate → Candidates Corner for question patterns & other details.
- 8.07 **There shall be negative marking in CBT (Computer Based Test)/ Examination and marks shall be deducted for each wrong answer @ 1/3 of the marks allotted for each question.**
- 8.08 Candidates should read the instructions on the e-call letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to **cancellation** of their candidature. Mock/Practice tests will also be made available on RRBs website to the candidates to acquire familiarity with the online examination process.  
**NOTE-I:**Candidates are not permitted to use calculators and 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 besides legal action as deemed fit.
- 8.09 Selection is made strictly according to merit on the basis of CBT/online examination (AND Aptitude Test, Typing skill test of qualifying nature wherever applicable).
- 8.10 Based on the performance of candidates in the CBT/online examination and Aptitude Test/ Typing Skill Test, wherever applicable, candidates equal to the number of vacancies are called for document verification in the main list. In addition, 50% extra candidates are also called as standby unless otherwise Specified (refer para 1.07.02). 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.
- 8.11 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.

8.12 RRBs at their discretion may hold additional CBT and/or skill test / aptitude test if considered necessary for all or for a limited number of candidates as may be deemed fit by RRBs.

8.13 Railway Recruitment Board is only recommending the names of successful candidates to Zonal Railways/Production Units. The process of appointment thereof is managed by the Chief Personnel Officer of Railway/Production Unit concerned.

#### 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. 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) 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 and must pass test for Colour Vision, Binocular Vision, Field of Vision & Night Vision.

(b) 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.

**Note: (i)** Before indicating option(s) for categories in ONLINE Application, **the applicant must ensure that he/she fulfills the prescribed medical standards 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. (iii) Candidates who do not fulfill the prescribed medical standards need not apply. (iv) The above medical standards (Criteria) are indicative and not exhaustive and apply to candidates in general. (v) For Ex-Servicemen different standards apply.

#### 10. **EX-SERVICEMEN CANDIDATES:**

This Centralised Employment Notice contains some vacancies reserved for Ex-Servicemen irrespective of their community. However, Ex-Servicemen may also apply against vacancies not earmarked for them, even for which they will be granted age relaxation and fee exemption as indicated in Para 2 of General Instructions 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 either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

10.03 Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

10.04 Who has been released from such service as a result of reduction in 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 personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or

10.06 Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; or

10.07 Personnel who were on deputation in Army Postal Service for more than six months prior to 14<sup>th</sup> April 1987; or

10.08 Gallantry award winners of the Armed forces including personnel of Territorial Army; or

10.09 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension w.e.f. 01.02.2006.

10.10 For vacancies reserved for Ex-servicemen, 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. Further, 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, subject to an Ex-serviceman as soon as she/he 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 for, before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and where ever reservation is applicable to the Ex-Servicemen. **Such Ex-Servicemen candidates have to submit the NOC from the employer indicating there in the details of applications made before joining the current employment during verification of documents.**

10.11 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 suitability of a post for persons with disability has been indicated against each post, under the column "**Suitability for Persons with disability**". Persons with disability may apply against the posts in which reservation for them is indicated in the vacancy table. They can also apply against the posts where there is no reservation for PWD but the post(s) has/have been identified as suitable for persons with disabilities, in which case they will have to compete with the non PWD candidates and can avail only age relaxation permissible to PWD candidates.

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

11.03 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 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, peri-natal or infant period of development. (f) All the cases of orthopaedically handicapped persons would be covered under the category of "Loco Motor disability or cerebral palsy."

11.04 **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-VI (A), VI (B) & VI (C) (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.

11.05 **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 CBT/Examination. (b) Separate call letters 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-VII** during submission of ONLINE application form, so that RRBs can issue call letters for SCRIBE. Call letters 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.

11.06 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.

11.07 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.

11.08 All selected candidates will be subjected to medical examination by Railway Medical Authorities at the time of appointment and only those conforming to the medical standards as laid down in the Indian Railway Medical Manual and other extant provisions, as the case may be, will be eligible for appointment.

#### 12. **SERVING EMPLOYEES:**

Candidates serving in any Central / State Government Department including Railways or Public Sector Undertakings may apply directly to the RRBs, duly informing their Administration. The last date for submission of ONLINE application will not be extended on any account. The shortlisted candidates shall be required to produce NO OBJECTION CERTIFICATE (NOC) from the employer during Document Verification without fail. Otherwise 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 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 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 **TWO 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.

#### 14. **MISCELLANEOUS:**

14.01 The entire Centralised Employment Notice along with all Annexures will also be available on the websites of RRBs.

14.02 RRBs reserve the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity / deficiency are noticed in the application.

14.03 RRBs reserve the right to conduct additional 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.

14.04 The decision of RRBs in all matters relating to eligibility, acceptance or rejection of ONLINE applications, penalty for false information, issue of free Rail Passes, mode of selection, conduct of CBT/ 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.

14.05 **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.**

14.06 Railway Recruitment Boards will not be responsible for any inadvertent errors.

14.07 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.

14.08 In the event of any dispute about interpretation, the English version will be treated as final.

14.09 Candidates are advised to visit the websites of RRBs regularly for any change(s) and updation of information/schedule of examination/change in centre of examinations etc.

15. The CBT (Computer Based Test) is tentatively scheduled to be held during MARCH - MAY, 2016 at locations tentative list of which is indicated at Para 16. 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 CBT (Computer Based Test)/ Examinations anywhere in the country and the centres allotted by RRBs will be final and binding.

16. Details of various RRBs, their Website Address, Local language option & tentative exam cities are indicated below.

Name of RRB	Website Address and Telephone Numbers	Local Languages choice (in addition to Hindi, English & Urdu)	Tentative Exam Cities
1	2	3	4
Ahmedabad	www.rrbahmedabad.gov.in Phone : 079 - 22940858	Gujarati	<p><b>Andaman &amp; Nicobar:</b> Port Blair.</p> <p><b>Andhra Pradesh:</b> Amalapuram, Anantapur, Bhimavaram, Challapalli, Chirala, Chittoor, Eluru, Gooty, Gudivada, Gudur, Guntur, Kadapa, Kakinada, Kanchikacherla, Kavali, Kurnool, Nandyal, Narasapuram, Narasaraopet, Nellore, Ongole, Proddatur, Puttur, Rajahmundry, Rajam, Rajampet, Srikakulam, Surampalem, Tadepalligudem, Tekkali, Tirupathi, Vijayawada, Visakhapatnam, Vizianagaram.</p> <p><b>Arunachal Pradesh:</b> Itanagar, Naharlagun</p> <p><b>Assam:</b> Dibrugarh, Guwahati, Jorhat, Kokrajhar, Silchar, Tezpur.</p> <p><b>Bihar:</b> Arrah, Aurangabad (Bihar), Bhagalpur, Bihar Sharif, Darbhanga, Gaya, Hajipur, Muzaffarpur, Patna, Purnea, Samastipur, Siwan.</p> <p><b>Chandigarh:</b> Chandigarh.</p> <p><b>Chhattisgarh:</b> Bilaspur (Chhattisgarh), Durg, Bhilai Nagar, Raipur.</p> <p><b>Delhi/NCR:</b> Ghaziabad, Greater Noida, New Delhi, Noida.</p> <p><b>Goa:</b> Verna.</p> <p><b>Gujarat:</b> Ahmedabad, Anand, Bharuch, Bhavnagar, Bhuj, Dadra, Gandhinagar, Godhra, Himatnagar, Jamnagar, Junagadh, Mehsana, Nadiad, Navsari, Rajkot, Silvassa, Surat, Surendranagar, Vadodara, Valsad, Vapi.</p> <p><b>Haryana:</b> Ambala, Bahadurgarh, Gurgaon, Hisar, Jhajjar, Jind, Kaithal, Karnal, Kurukshetra, Mohindergarh, Panchkula (Haryana), Panipat, Rewari, Rohtak, Sirsa, Sonapat, Yamuna Nagar.</p> <p><b>Himachal Pradesh:</b> Baddi, Bilaspur (Himachal Pradesh), Dharamsala, Hamirpur, Kangra, Kullu, Mandi, Palampur, Shimla, Sirmour, Solan, Sunder Nagar, Una.</p> <p><b>Jammu &amp; Kashmir:</b> Anantnag, Awantipora, Baramulla, Jammu, Kathua, Pulwama, Samba, Srinagar, Udhampur.</p> <p><b>Jharkhand:</b> Bokaro, Dhanbad, Hazaribagh, Jamshedpur, Ranchi.</p> <p><b>Karnataka:</b> Bagalkot, Belgaum, Bellary, Bengaluru, Bidar, Bijapur, Chikballapur, Chikmagalur, Davanagere, Dharwad, Gadag, Gulbarga, Hassan, Hubli, Kolar, Mangalore, Mysore, Puttur, Shimoga, Surathkal, Tumkur, Udipi, Uttara Kannada.</p> <p><b>Kerala:</b> Alappuzha, Ernakulam, Idukki, Kannur, Kasaragod, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Pathanamthitta, Thrissur, Trivandrum.</p> <p><b>Madhya Pradesh:</b> Bhopal, Gwalior, Indore, Jabalpur, Rewa, Sagar, Satna, Ujjain.</p> <p><b>Maharashtra:</b> Ahmednagar, Akola, Amravati, Aurangabad (Maharashtra), Beed, Bhandara, Buldana, Chandrapur, Dhule, Gadchiroli, Gondia, Jalgaon, Kolhapur, Latur, Madgaon, Mumbai, Nagpur, Nanded, Nandurbar, Nashik, Navi Mumbai, Pandharpur, Parbhani, Pimpri Chinchwad, Pune, Raigad, Ratnagiri, Sangamner, Sangli, Satara, Solapur, Sindhudurg, Thane, Wardha, Washim, Yavatmal.</p> <p><b>Manipur:</b> Imphal</p> <p><b>Meghalaya:</b> Shillong, Ri-Bhoi</p> <p><b>Mizoram:</b> Aizwal</p> <p><b>Nagaland:</b> Dimapur, Kohima</p> <p><b>Odisha:</b> Angul, Balasore, Bargarh, Baripada, Berhampur-Ganjam (Odisha), Bhubaneswar, Cuttack, Dhenkanal, Jeypore, Jharsuguda, Khurda, Rayagada, Rourkela, Sambalpur.</p> <p><b>Puduchery:</b> Puduchery</p> <p><b>Punjab:</b> Abohar, Amritsar, Banur, Barnala, Bhatinda, Fatehgarh Sahib, Gurdaspur, Hoshiarpur, Jalandhar, Kapurthala, Khanna, Ludhiana, Malout, Moga, Mohali, Muktsar, Nawanshahr, Pathankot, Patiala, Phagwara, Ropar, Sangrur.</p> <p><b>Rajasthan:</b> Abu Road, Ajmer, Alwar, Bharatpur, Bhilwara, Bikaner, Chittorgarh, Dungarpur, Hanumangarh, Jaipur, Jhunjhunu, Jodhpur, Kota, Pali Marwar, Sikar, Sriganganagar, Tonk, Udaipur (Rajasthan).</p> <p><b>Sikkim:</b> Bardang, Gangtok</p> <p><b>Tamilnadu:</b> Chennai, Coimbatore, Cuddalore, Kanyakumari, Krishnagiri, Madurai, Namakkal, Salem, Thanjavur, Thoothukudi, Tiruchirappalli, Tirunelveli, Tirupur, Tiruvannamalai, Vellore, Villupuram, Virudhunagar</p> <p><b>Telangana:</b> Hyderabad, Karimnagar, Khammam, Kodad, Mahabubnagar, Nalgonda, Nizamabad, Ranga Reddy, Secunderabad, Siddipet, Warangal.</p> <p><b>Tripura:</b> Agartala, Bisramganj, Khowai, Teliamura, Udaypur (Tripura).</p> <p><b>Uttar Pradesh:</b> Agra, Aligarh, Allahabad, Amroha, Banda, Barabanki, Bareilly, Bijnor, Bulandshahr, Faizabad, Gonda, Gorakhpur, Jhansi, Kanpur, Kaushambi, Lucknow, Mathura, Meerut, Moradabad, Muzaffar nagar, Najibabad, Raebareli, Sitapur, Sultanpur, Varanasi.</p> <p><b>Uttarakhand:</b> Dehradun, Haldwani, Nainital, Roorkee, Rudrapur, Udham Singh Nagar.</p> <p><b>West Bengal:</b> Asansol, Bankura, Berhampore (West Bengal), Bishnupur, Burdwan, Durgapur, Haldia, Hooghly, Howrah, Kalyani, Kolkata, Kolkata/Greater Kolkata, Krishnanagar, Siliguri.</p>
Ajmer	www.rrbajmer.org Phone : 0145-2423292	Gujarati, Punjabi	
Allahabad	www.rrbald.nic.in Phone : 0532 - 2435052	---	
Bangalore	www.rrbbnc.gov.in Phone :080 - 23334147	Kannada, Tamil, Telugu, Marathi, Konkani	
Bhopal	www.rrbbhopal.gov.in Phone :0755 - 2746660	Gujarati	
Bhubaneswar	www.rrbbbs.gov.in Phone :0674 - 2303015	Odia, Telugu	
Bilaspur	www.rrbbilaspur.gov.in Phone :07752 - 247291/417742	Marathi, Odia	
Chandigarh	www.rrbcdg.gov.in Phone : 0172 - 2730093	Punjabi	
Chennai	www.rrbchennai.gov.in Phone : 044 - 28275323	Tamil, Telugu	
Gorakhpur	www.rrbgkp.gov.in Phone : 0551 - 2201209	---	
Guwahati	www.rrbguwahati.gov.in Phone :0361 -2540815	Assamese, Bengali, & Manipuri	
Jammu - Srinagar	www.rrbjammu.nic.in Phone : 0191 - 2476757	Punjabi	
Kolkata	www.rrbkolkata.gov.in Phone : (033) - 2543 0108	Bengali	
Malda	www.rrbmalda.gov.in Phone : 03512 - 264567	Bengali	
Mumbai	www.rrbmumbai.gov.in Phone : 022 - 23090422	Marathi, Gujarati, Kannada	
Muzaffarpur	www.rrbmuzaffarpur.gov.in Phone : 0621 - 2213405	--	
Patna	www.rrbpatna.gov.in Phone:0612-2677680	--	
Ranchi	www.rrbranchi.org Phone : 0651 - 2462429/ 2787114	Odia, Bengali	
Secunderabad	rrbsecunderabad.nic.in Phone. 040-27821663	Telugu, Marathi, Kannada & Odia.	
Siliguri	www.rrbsiliguri.org Phone. 0353-2663840	Bengali & Assamese	
Thiruvananthapuram	www.rrbthiruvananthapuram.gov.in Phone: 0471-2323357	Malayalam, Tamil, Kannada	

**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 16. They should beware of FAKE websites put-up by unscrupulous elements / touts.



**FORM OF CASTE CERTIFICATE FOR SC/ST**

Annexure - I

This is to certify that Shri\*/ Srimati/ Kumari\*.....son/daughter\* of..... Village/ Town..... /District/Division\*.....of the.....State/Union Territory\* belongs to the.....Caste\*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe under :-  
 \*The Constitution Scheduled Castes Order 1950.  
 \*The Constitution Scheduled Tribes Order 1950.  
 \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;  
 \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;  
 [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]  
 \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956  
 \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976  
 \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962  
 \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962  
 \*The Constitution (Pondicherry) Scheduled Castes Orders, 1964  
 \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967  
 \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968  
 \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968  
 \*The Constitution (Nagaland) Scheduled Tribes Order, 1970  
 \*The Constitution (Sikkim) Scheduled Castes Order, 1978  
 \*The Constitution (Sikkim) Scheduled Tribes Order, 1978  
 \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989  
 \*The Constitution (SC) Orders (Amendment) Act, 1990  
 \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991  
 \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996  
 \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002  
 \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002  
 \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati\*.....father/mother\*.....of Shri/Srimati/Kumari..... of Village/ Town\*.....in/District/Division\*.....of the State/Union Territory\*.....who belongs to the.....Caste\*/Tribe which is recognised as a Scheduled Caste/ Scheduled Tribe in the State / Union Territory\* issued by the .....dated.

3. Shri/Srimati/Kumari\* and /or\* his/her\* family ordinarily resides in Village/Town\*..... District/ Division\* of the State/ Union Territory\* of.....

Place..... Signature.....  
 Date..... Designation.....  
 (with seal of Office)

State/ Union Territory.....

\* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

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

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

**OBC CERTIFICATE FORMAT**

Annexure - II

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari.....son/daughter of .....of Village/Town .....in District/ Division ..... in the State/ Union Territory..... belongs to the ..... community which is recognised as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No..... dated..... \* Shri/Smt./Kum.\* ..... and/or his/her family ordinarily reside(s) in the ..... District/Division of the..... state/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013\*\*.

DISTRICT MAGISTRATE /  
 DY. COMMISSIONER ETC.

Date:

(Seal)

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Annexure - III

**Proforma for declaration to be submitted by Other Backward Class Candidates at the time of document verification, who had applied for the posts against Employment Notice No CEN 03/2015**

**DECLARATION**

"I..... son/daughter of Shri ..... resident of Village/Town/ City ..... district ..... State ..... hereby declare that I belong to the ..... (indicate your sub caste) community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.03.1993 and its subsequent through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013."

Place :..... Signature of the Candidate

Date :..... Name of the candidate

**FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD**

**DECLARATION**

**For Waiver of Examination Fees for RRB Examination (Economically backward classes only)**

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

**Note:** Economically Backward classes will mean the candidates whose family income is less than 50,000/- per annum. The following authorities are authorized to issue income certificates for the purpose of indentifying economically backward classes:

- (1) District magistrate or any other Revenue Officer up in the level of Tahsildar
- (2) Sitting Member of Parliament of Lok Sabha for persons of their own responsibility
- (3) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (4) Union Minister may also recommend to Chairman /RRBs for any persons from anywhere in the country.
- (5) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

Annexure - V

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

(Proforma for declaration to be submitted by Minority candidates at the time of Document Verification, who have applied post (s) against Centralised Employment Notice No 03/2015.)

**DECLARATION**

"I, ..... son/daughter of Shri ..... resident of village/ town/city ..... district ..... state ..... hereby declare that I belong to the..... (indicate minority community notified by Central Government i.e., Muslim / Sikh / Christian / Buddhist / Jain / Zorastrians (Parsis))."

Date : ..... Signature of the Candidate

Place : ..... Name of the Candidate

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

Annexure - VI (A)

**FROM-II**

**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(See Rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No. .... Date:.....

This is to certify that I have carefully examined Shri/Smt./Kum..... son/wife/daughter of Shri.....

Date of Birth..... Age..... Years, Male/Female..... (DD/MM/YY)

Registration No..... Permanent Resident of House No. .... Ward/Village/Street..... Post Office..... District..... State.....

Whose photograph is affixed above, and am satisfied that:

- He/she is a case of:  
 \*Locomotor Disability  
 \*Blindness (Please tick as applicable)
- The diagnosis in his/her case is .....  
 (1) He/She has .....% (in figure) ..... percent (in words) permanent physical impairment/blindness in relation to his/her ..... (part of body) as per guidelines (to be specified).  
 (2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued

(Signature and Seal of Authorized Signatory of notified Medical Authority)

Recent PP Size Attested Photograph (Showing face only) of the person with disability

Annexure - VI (B)

**FORM-III**

**Disability Certificate**

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See Rule 4)

Certificate No. .... Date:.....

This is to certify that we have carefully examined Shri/Smt./Kum.....son/wife/daughter of Shri.....

Date of Birth..... Age..... years, Male/Female..... (DD/MM/YY)

Registration No. .... Permanent Resident of House No. .... Ward/Village/Street.....

whose photograph is affixed above and are satisfied that:

- He/She is a case of Multiple Disability. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability(in%)
1	Locomotor Disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental Retardation	x		
6	Mental-illness	x		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

- In figures: .....percent  
 In words : .....percent  
 2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

Recent PP Size Attested Photograph (Showing face only) of the person with disability

**CERTIFICATE FOR TYPING SKILL TEST EXEMPTION  
FOR PERSONS WITH DISABILITIES (PWD)  
NAME & ADDRESS OF THE INSTITUTE / HOSPITAL  
DISABILITY CERTIFICATE**

Certificate No..... Date: .....

1. This is certified that Smt./Shri /Kum\*..... son/ daughter\* of Shri..... age.....sex Male/ Female having identification marks as below.....

is suffering from permanent disability of following category :

**A. Locomotor or cerebral palsy:**

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

Paste here your recent colour photograph showing the disability (The photograph should be attested by the Chairperson of the Medical Board)

Signature of candidate in the above box below the photograph

**B. Blindness or Low Vision:** (i) B-Blind (ii) PB-Partially Blind  
**(C) Hearing impairment :** (i) D-Deaf (ii) PD-Partially Deaf

**(Delete the category whichever is not applicable)**

2. This is certified that Smt./Sri/Kumari..... being unable to perform the Typing Skill Test because of his/her physical disability, i.e., ..... (indicate the category whichever is applicable) may be exempted from Typing Skill Test.

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

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

5. Smt./Shri/Kum\*..... meets the following physical requirement for:

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

<b>(Signature of Doctor)</b>	<b>(Signature of Doctor)</b>	<b>(Signature of Doctor)</b>
Name :	Name :	Name :
<b>Registration No. :</b>	<b>Registration No. :</b>	<b>Registration No. :</b>
Member, Medical Board	Member, Medical Board	Member, Chairperson, Medical Board

\* Please delete the words which are not applicable

Place : \_\_\_\_\_

**Counter signature of the Medical Superintendent/CMO/  
Head of Hospital (with seal)**

Date : \_\_\_\_\_

Note : (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / hearing and speech. (ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.

**Proforma for Medical Certificate to be obtained from an Eye Specialist by candidates applying for the posts of Assistant Station Master/Traffic Assistant.**

I have checked up Smt. / Shri / Kumari ..... who has applied for the post of Assistant Station Master/Traffic Assistant in Railways. Acuity of vision/colour vision of his/her has been tested in view of the following standards required for appointment on the Railways.

Post	Class	Distant vision	Near vision	Colour vision Ishihara
Assistant Station Master/Traffic Assistant	A-2	6/9, 6/9 without glasses with fogging test	Sn 0.6/0.6 without glasses	Normal

Paste here your recent colour passport size photograph of size 3.5 cm x 3.5 cm (The colour photograph should not be more than 3 months old) The photograph should be attested by the eye specialist

Smt./Shri/ Kumari ..... fully conforms to the above vision standards.  
Name of the Eye Specialist .....  
Registration No. of the Eye Specialist.....

Place : \_\_\_\_\_  
Date : \_\_\_\_\_  
  
**(Signature & Seal of the Eye Specialist)**

Signature of candidate in the above box below the photograph

3. Reassessment of disability is :  
(i) not necessary,  
Or  
(ii) is recommended/after .....year .....months, and therefore this certificate shall be valid till .....(DD/MM/YY)  
@ e.g. Left/Right/both arms/legs  
# e.g Single eye/both eyes  
£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb Impression of the person in whose favour disability certificate is issued

**FORM - IV  
Disability Certificate  
(In cases other than those mentioned in Forms II and III)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)  
(See Rule 4)**

Certificate No. :..... Date:.....  
This is to certify that I have carefully examined Shri/Smt./Kum ..... son/wife/daughter of Shri .....  
Date of Birth ..... Age ..... years, Male/Female.....  
(DD) (MM) (YY)  
Registration No. .... Permanent Resident of House No. ....  
Ward/Village/Street ..... Post Office ..... District ..... State .....  
whose photograph is affixed above, and am satisfied that he/she is a case ..... Disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

Recent PP Size Attested Photograph (Showing face only) of the person with disability

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in %)
1	Locomotor Disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental Retardation	x		
6	Mental-illness	x		

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:  
(i) not necessary,  
Or  
(ii) is recommended/after ..... years months ....., and therefore this certificate shall be valid till ..... (DD)/(MM)/(YY)  
@ e.g. Left/Right/both arms/legs  
# e.g. Single eye/both eyes  
£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued

(Authorised Signatory of notified Medical Authority) (Name and Seal) Countersigned  
[(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital in case the Certificate is issued by a medical authority who is not a government servant (with seal)]

**Note :** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.  
**Note :** The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

**DECLARATION TO BE SUBMITTED BY VISUAL HANDICAPED CANDIDATES & THOSE CANDIDATES WHOSE WRITING SPEED IS AFFECTED BY CEREBRAL PALSY**

**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

1. Name of the Candidate .....  
2. Date of Birth of the Candidate .....  
3. Name of the Scribe .....  
4. Father's Name of the Scribe .....  
5. Address of the Scribe :  
(a) Permanent Address .....  
(b) Present Address .....  
6. Educational Qualification of the Scribe .....  
7. Relationship, if any, of the Scribe to the Candidate .....  
8. **DECLARATION:**  
We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the Railway Recruitment Board regarding conduct of the visually challenged candidates/SCRIBES at this examination and here by undertake to abide by them.

Regn. No.....  
Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 3.5cm (The colour photograph should not be more than 3 months old).  
  
Signature of SCRIBE in the above box below the photograph

(Signature of the Candidate)

(Signature of the Scribe)

Left thumb impression of the candidate in the box given above

Left thumb impression of the Scribe in the box given above.