



**GOVERNMENT OF INDIA, MINISTRY OF RAILWAYS**  
**RAILWAY RECRUITMENT CELL, CENTRAL RAILWAY**  
CPM Conversion's Office Bldg., P.D'Mello Road, Wadibunder,  
Mumbai – 400 010.



**EMPLOYMENT NOTICE No. RRC/CR/01/2017 DATED 11/11/2017**

**RECRUITMENT AGAINST OPEN ADVERTISEMENT SCOUTS AND GUIDES**  
**QUOTA IN CENTRAL RAILWAY FOR THE YEAR 2017-18**

Opening Date and Time for Online Applications	<b>16/11/2017 at 11.00 Hrs.</b>
Closing Date and Time for Online Applications	<b>30/11/2017 at 17.00 Hrs.</b>

1. Central Railway invites ONLINE applications from the following for filling up Two (02) posts in level 2 (Rs. 19,900-63,200) and Ten (10) posts (i.e. 02 posts each for Mumbai, Bhusawal, Nagpur, Pune and Solapur Division) in level 1 (Rs. 18,000-56,900) against Scouts and Guides Quota for the year 2017-18 over Central Railway. The posts are open to all regardless of Community and there is no reservation for any community. Further, only the candidates qualified in the Written Test shall be called for Scouting Skill Assessment.

- 1.1 A candidate for appointment to Railway Services must be:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, the East African Countries of Kenya, Uganda and the United Republic of Tanzania or from Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- 1.1.1 A candidate in whose case a certificate of eligibility is necessary can be admitted to the examination but, if selected, the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.
- 1.1.2 Applicant can apply for both categories i.e. level 2 and level 1 subject to fulfilling eligibility conditions given below in S.No.2. Separate application for level 2 and level 1 post is to be filled online along with prescribed fee. Separate examination will be conducted for level 2 and level 1.

## 2. ELIGIBILITY CONDITIONS

### 2 (a) Minimum Educational Qualification:

S. No	Post	Minimum Educational Qualification:
1	Level 2 (Rs. 19,900-63,200)	Passed 12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC / ST / Ex-servicemen OR Passed Matriculation plus Course Completed Act Apprenticeship OR Passed Matriculation plus ITI approved by NCVT/SCVT.  Note: Diploma in Engineering will not be considered as an alternative higher qualification.
2	Level 1 (Rs. 18,000-56,900)	10 <sup>th</sup> passed OR ITI OR equivalent OR National Apprenticeship Certificate (NAC) granted by NCVT OR 10 <sup>th</sup> passed plus National Apprenticeship Certificate (NAC) granted by NCVT OR 10 <sup>th</sup> passed plus ITI
<b>NOTE:</b>		Persons if appointed to the category of Clerk-cum-Typist should acquire Typing proficiency of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of two years from the date of appointment and till such time their appointment to this category will be provisional.

### 2(b) Scouts and Guides Qualifications: (For level 2 and level 1 both)

- A President Scout/Guide/Rover/Ranger **OR** Himalayan Wood Badge (HWB) holder in any Section;
- Should have been an active member of a Scouts Organization for the last 5 (Five) years i.e. **2012-13** onwards. The "Certificate of Activeness" should be as per the **Annexure 'A'** enclosed, and
- Should have attended two events at National Level **OR** All Indian Railway's level **AND** Two events at State level.

## 3. AGE LIMIT

- The lower and upper age limit will be reckoned on 01/01/2018. The upper age limit is relaxable as under, subject to submission of requisite certificates:

- 3.2 By 5 years for SC/ST Candidates.
- 3.3 By 3 years for OBC candidates.
- 3.4 For Ex-Servicemen up to the extent of service rendered in Defence + 3 years, provided they have put in more than 6 months service after attestation.
- 3.5 By 5 years for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1/1/1980 to 31/12/1989.
- 3.6 By 10 years for UR persons with disabilities (PWD), 13 years for OBC Persons with Disabilities and 15 years for SC and ST Persons with Disabilities (PWD).
- 3.7 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.
- 3.8 For serving employees in level 2 and level 1, Casual Labour and Substitutes, the upper age limit will be upto 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 upto the length of service rendered, subject to a maximum of 5 years.
- 3.9 The date of birth of candidates should be between the dates given below (both days inclusive)

**For Level 2 (Rs. 19,900 - 63,200)**

Age group	Upper Date of Birth			Lower Date of Birth all	Remarks
	UR	OBC	SC/ST		
18 to 28 (for UR) Plus 5 years for SC/ST 3 years for OBC	01/01/1990	01/01/1987	01/01/1985	01/01/2000	Age relaxation for categories listed in Para 3.5 to 3.8 as indicated against each will be applicable.

**For Level 1 (Rs. 18,000 – 56,900)**

Age group	Upper Date of Birth			Lower Date of Birth for all	Remarks
	UR	OBC	SC/ST		
18 to 31 (for UR) Plus 5 years for SC/ST 3 years for OBC	01/01/1987	01/01/1984	01/01/1982	01/01/2000	Age relaxation for categories listed in Para 3.5 to 3.8 as indicated against each will be applicable.

**4. EXAMINATION FEE**

(i)	For all candidates except those mentioned in sub-para (ii) below	Rs.500/- (Rupees Five Hundred Only) <b><u>(NON-REFUNDABLE)</u></b>
(ii)	For candidates belonging to SC/ST/Ex-Servicemen/ Persons with Disability/Women/Minorities* and Economically Backward Class**	Rs.250/- (Rupees Two Hundred Fifty Only) <b>with a provision for refunding</b> the same to those who are found eligible as per notification and actually appear in the Written Test. Candidates in this category should check their eligibility thoroughly before applying. Fee in respect of candidates who are ineligible, but still apply, shall not be refunded.

- 4.1 Fee payment will have to be made online through payment gateway as part of online application process.
- 4.2 After ensuring the correctness of the particulars in the application form, candidates are required to pay fees through the payment gateway which has been integrated with the online application. No change/edit will be allowed thereafter.
- 4.3 The payment can be made by using debit card / credit card / Internet Banking etc by providing information as asked on the computer screen. Transaction charges levied by the Bank for online payment, if any, will be borne by the candidates.
- 4.4 On successful completion of the transaction, e-receipt with the date entered by the candidate will be generated which should be saved/printed and retained by the candidate.

- 4.5 If the online transaction is not successfully completed, please make payment online again.

**5. FEE EXEMPTIONS:**

- 5(a)** For claiming exemption/refund from the examination fee, Minority candidates should submit 'self declaration' as mentioned in **Annexure - 'B'** at the time of document verification.

\*Minorities mean Muslims, Christians, Sikhs, Buddhists and Zoroastrians (Parsis).

At the time of document verification such candidates claiming exemption of examination fee will also be required to furnish 'minority community declaration' affidavit on non-judicial stamp paper that he/she belongs to any of the above minority community. If the affidavit is not produced during document verification, the candidature will be rejected.

- 5(b) \*\* Economically Backward Classes (EBC) will mean the candidates whose Family Income is less than Rs. 50,000/- Per Annum.**

The following authorities are authorized to issue income certificate for the purpose of identifying Economically Backward Classes (EBC):

- (i) District Magistrate or any other Revenue Officer up to the level of Tehsildar.
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) BPL card or any other certificate issued by the Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (iv) Union Minister may also recommend for any persons from anywhere in the country.
- (v) Sitting Members of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

The Income Certificate issued by the Authorities mentioned above have to be in **Annexure – 'C'**, to be produced at the time of document verification.

**6. RECRUITMENT PROCESS (FOR BOTH LEVELS)**

- 6.1(a)** The candidates, who apply in response to the Notification and are found eligible, will be called for written examination. Candidates to the extent of only 2.5 times of the vacancies, who have scored minimum 40% marks in the Written Test, shall be called for Scouting Skill Assessment (B) and for marks on certificates (C). The merit list of the Written Test (A) shall be criterion for shortlisting:

(A)	<b>Written Test</b>	<b>50 Marks</b>
	The Written Test will consist of 40 Objective Questions (40 marks) & 1 Essay Type Question (10 marks) relating to Scouts and Guides Organisation and its activities and General Knowledge. (Minimum 40% marks are required for qualifying for Scouting Skill Assessment). <b>There will be negative marking in the written test and 1/3<sup>rd</sup> of the marks allotted for the Objective Type Question will be deducted for every wrong answer. Written test will be conducted on OMR sheet.</b>	
(B)	<b>Scouting Skill Assessment</b>	<b>10 Marks</b>
	A Scouting Skill Assessment Committee will assess the practical ability of the candidates.	
(C)	<b>Marks on Certificates</b>	<b>40 Marks</b>
	<b>(i) Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events) :</b>	<b>10 Marks</b>
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One additional event	07 Marks
	• Two or more additional events	10 Marks
	<b>(ii) Participation/Service rendered in State Events/Rallies</b>	<b>10 Marks</b>
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One additional event	07 Marks
	• Two or more additional events	10 Marks
	<b>(iii) Specialized Scout/Guides course organised at National/State/All Indian Railways level:</b>	<b>10 Marks</b>
	• One course	07 Marks
	• Two or more Courses	10 Marks
	<b>(iv) Participation in District Rallies :</b>	<b>10 Marks</b>
	• One certificate	Nil
	• Two certificates	07 Marks
	• Three certificates	10 Marks
	<b>Total</b>	<b>100 Marks</b>

**Tentative date of written examination – 04/02/2018**

#### **6.1(b) SYLLABUS OF WRITTEN TEST (for both levels)**

History of Scouting/Guiding; Law & Promise; Organization—District & State Level; Training Centre - District & State Level; knowledge of Books; Scouting for Boys/Guiding for Girls in India; Motto left hand shake; Salute; Prayer; Flag Song; National Anthem; Know the National & Scouting flags; Social Services at various occasions; Hiking; Proficiency Badges, How these are earned? Stages in Scouting/Guiding: Thinking Day; Progressive



Training of Scouts/Guides/Rovers/Rangers; Pioneerering; Handicrafts; Indian Railway Jamborette; National Jamboree; Jamboree on the Air.

Organization at National Level; National Training Centres, WAGGGS/WOSM–Uprashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How Scouting is useful in producing better citizens?

- 6.2 The date, time and venue of written examination, scouting skill assessment/document verification will be fixed by the RRC and will be intimated to the eligible candidates in due course. Request for postponement of the examination/scouting skill assessment /document verification will not be entertained under any circumstances.
- 6.3 The question paper shall be of Objective Multiple Choice Type for 40 Marks and an Essay Type Question for 10 marks relating to Scouts and Guides Organisation and its activities and General Knowledge. The question paper will be in English and Hindi.
- 6.4 The written test shall be of **60 Minutes** duration.
- 6.5 RRC at its discretion may hold Written Test, if considered necessary, for all or for a limited number of candidates as may be deemed fit by RRC.
- 6.6 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.
- 6.7 There will be no interview.

## **7. ONLINE APPLICATION**

- 7.1 Candidates are required to apply ONLINE by visiting [www.rccr.com](http://www.rccr.com) Detailed instructions for filling up ONLINE applications will be available on the website.
- 7.2 Candidates are required to log on to the RRC/CR website [www.rccr.com](http://www.rccr.com) for filling ONLINE application for recruitment against Scouts and Guides quota and fill up the personal details/Bio-data etc carefully.

**NOTE-I:** Candidates should be in possession of Aadhaar Card. At the time of registration, candidates have to fill 12 digits Aadhaar Card number. The candidates not having Aadhaar number and have enrolled for Aadhaar but have not received Aadhaar Card can furnish 28 digits Aadhaar Enrolment ID printed on the Aadhaar Enrolment slip.

This provision is applicable to the candidates of all states and Union Territories except the state of Jammu and Kashmir, Meghalaya and Assam. Applicants from these states can enter in the online application form, their

voter ID number, valid passport number, driving license number or any other valid Government identity card at the time of online application.

Candidates have to produce original Aadhaar card or document mentioned above, at the time of document verification.

**NOTE-II:** Candidates should ensure their name, father's name, date of birth etc. should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment. In case the 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 ONLINE application. However, other details should match with the HSC/SSC or equivalent certificate. Date of such change should be prior to the date of submission of application.

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

7.3 Applicant has to submit only one application separately for each category i.e. Level 2 and Level 1 against the notification as per his eligibility and submitting more than one application in one category i.e. Level 2 and Level 1 with different particulars like Name/Father's name/Community/Photo (face)/educational and or technical qualification etc or with different e-mail ID/Mobile number are informed that all such applications will be summarily rejected.

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

**NOTE-I** To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date to avoid possible inability/failure to log on to the website of RRC on account of heavy load on the internet or website jam during the last few days.

**NOTE-II** RRC does not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

7.5 Candidate need not send any application printouts or certificates or copies to RRC by post. The candidature of the candidates will be considered only on the strength of the information furnished in the ONLINE application, which is subject to verification at a later date. Any deviation what so ever



found in the particulars filled in the online application with the documents produced will result in disqualification of candidate at any stage of detection.

- 7.6 Candidates are advised to take printout of their application which is required to be produced at the time of Scouting Skill Assessment.

**8. SCANNED PHOTOGRAPH/SOFT COPY OF PHOTOGRAPH**

Candidates are required to upload their colour photograph (size 3.5 cm x 3.5 cm, which should not be older than three months from the date of application in colour, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb and 70 kb) with clear front view of the candidate without sunglasses. Candidates may note that RRC may, at any stage, reject the applications for uploading old/unclear photograph or for any significant variations between photograph uploaded in the Application Form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing at the time of Document Verification.

**9. SCANNED SIGNATURE/SOFT COPY OF IMAGE OF SIGNATURE**

Candidates are also required to upload their signature (size 3.5 cm x 2.5 cm, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb and 30 kb). Scanned signature should be, either in English or Hindi, and in running hand and not in block/capital or disjointed letter.

**10. DOCUMENTS TO BE UPLOADED (LEGIBLE)**

Candidates are required to upload the following legible documents:

- 10.1 Scanned copy of a President Scout/Guide/Rover/Ranger or Himalayan Wood Badge (HWB) holder in any section, as the case may be.
- 10.2 Scanned copy of Minimum Educational Qualification mark sheet / certificates as prescribed in Para **2 (a)** of the Notification.
- 10.3 Scanned copy of certificate of qualification in Scouts & Guides as mentioned in para **2(b)** of the Notification.
- 10.4 Certificate for proof of date of birth (Standard 10 or its equivalent certificate or mark sheet indicating date of birth or school leaving certificate indicating date of birth).
- 10.5 Scanned copy of caste certificate, for SC/ST/OBC candidates, wherever applicable.

## **11. HALL TICKET (e-CALL LETTER) FOR WRITTEN EXAMINATION**

- 11.1 Eligibility status of the candidate shall be made available on RRC's website. Candidates can verify their eligibility from the website of RRC. SMS and e-mail will be sent to all eligible candidates. Candidate should keep their mobile number and e-mails active till the end of recruitment process. RRC will not entertain any request for change of mobile number and e-mail address at any stage.
- 11.2 The e-call letter to the eligible candidate (along with e-call letter for scribe, wherever applicable) shall be available about TWO WEEKS before commencement of Written Test on the RRC's website for downloading. No admit card will be sent to candidate 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 Written Test will contain the free travel authority and such candidates 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 traveling without ticket and charged accordingly.
- 11.3 Candidates must bring their e-call letter along with a valid photo ID (viz. Voter Card, Aadhaar Card, e-Aadhaar, Driving License, PAN Card, Passport, Identity Card issued by his/her Employer in case the candidate is a Government Employee, School/College/University Photo ID card etc) in ORIGINAL into the examination hall, failing which candidates shall NOT be allowed to appear for the written test.
- 11.4 Candidates must also bring one colour Photograph (of size 3.5 cm x 3.5 cm), with clear front view of the candidate without sunglasses for appearing in the written examination (refer Para 8).
- 11.5 RRC will not entertain any request for any change in examination centre, date and session allotted to provisionally eligible candidate(s).
- 11.6 Candidates should ensure that they are carrying the following documents while coming for the written examination:
- i) e-Call letter
  - ii) Aadhaar card or photo ID as mentioned in Note-I of para 7.2
  - iii) One passport size photograph
  - iv) SC/ST/OBC Certificate, wherever applicable

## **12. HELP DESK**

For any problems in the Online submission and printing of Application, the candidates can call on helpline No. 8291764745 & 8291764740 from 10:00 a.m. to 17:00 p.m. (except Sundays and Holidays), during the dates of online application process.

### **13. IMPORTANT INSTRUCTIONS**

- 13.1 Candidates to ensure their eligibility before applying: - The candidates should ensure that they fulfil all eligibility conditions prescribed for the post/examination. Eligibility of the candidates for the post notified in this notification would be decided 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/her 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, his/her candidature will be cancelled forthwith.
- 13.2 Production of original documents of Date of birth, Educational Qualification and Scouts and Guides etc on the day of Scouting Skill Assessment is mandatory without which they will not be allowed to appear in the Scouting Skill Assessment. Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi. Photocopy of all documents should be self attested. No TA/DA/Accommodation will be given for appearing in the Written Test/ Scouting Skill Assessment. Applicants will have to bring their own Scouts and Guides Kit and also four-passport size photographs. They may also be required to stay during the Scouting Skill Assessment for 2-3 days, for which they have to make their own arrangements. The Railway administration has all rights reserved to fix any date/place or postpone Scouting Skill Assessment or cancel due to unforeseen causes against which no claim will be accepted.
- 13.3 Candidates should be in readiness to appear for the written examination, Scouting Skill Assessment etc at a short notice after the last date for submission of application is over. Selected candidates will be posted anywhere on Central Railway.
- 13.4 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 division/unit or Railway or Railway establishment including a project in or out of India.
- 13.5 Selected candidates will have to undergo training wherever training is prescribed for the post.
- 13.6 Emoluments on initial appointment will be minimum pay of the level of 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.
- 13.7 Selected male candidates who are finally appointed are liable for active service in Railway Engineers' Unit of Territorial Army.

- 13.8 The number of vacancies indicated in this notification is provisional and may 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.
- 13.9 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 certificate and verification of antecedents/character of the candidates.
- 13.10 Candidate those who are already in service of PSU/Government Organizations and are eligible for the above should produce "No Objection Certificate" for the same from their employer at the time Scouting Skill Assessment.
- 13.11 Candidate's admission at all stages of the recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of Call Letter/e-admit card to the candidates will NOT imply that their candidature has been finally accepted by the RRC.
- 13.12 Candidates recruited against Scouts and Guides quota shall be terminated from service, if the information and documents furnished by him/her for recruitment, are found incorrect/fake at any stage.
- 13.13 The decision of selection committee/administration in all matters relating to eligibility, acceptance or rejection of application etc. will be final and binding on the candidates and no inquiry or correspondence will be entertained in this connection.
- 13.14 Candidates who have been debarred for life from any RRB/RRC examinations or candidates who have been debarred for a specific period which is not yet completed need NOT apply in response to this notification. Their candidature will be rejected during any stage of recruitment as and when detected.
- 13.15 Scanned signature of the candidate, either in English or Hindi, must be in running hand and not in block/capital or disjointed letter. Signatures in different style or language at the time of written examination, document verification etc may result in cancellation of candidature.
- 13.16 SC/ST candidates who want to avail the facility of free travel authority (second class Railway Pass) for Written Test should upload their Caste Certificate (as per **Annexure –'D'**) issued by the competent authority. At the time of obtaining reservation and travelling the Reservation Clerk and/or Ticket Checking staff will ask for the original SC/ST certificate for verification of genuineness of the candidate.

- 13.17 Serving Defence Personnel likely to be released within one year of the closing date i.e. **30/11/2017** can also apply.
- 13.18 RRC is only recommending the names of successful candidates. The process of appointment thereof is managed by the Chief Personnel Officer, Central Railway.

**14. ELECTRONIC GAGETS BANNED**

- 14.1 Mobile phones, Pagers, Laptops, Calculators, Bluetooth devices 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/judicial action including banning from future examinations.
- 14.2 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.

**15. INVALID APPLICATIONS / REJECTIONS**

Candidates are requested to read all instructions thoroughly before submitting ONLINE application; otherwise their applications may get rejected on one or more of the following reasons:

- 15.1 Application without scanned signature/scanned signature in capital letters.
- 15.2 Application without scanned photograph.
- 15.3 Application with scanned photo but wearing Goggles or disfigured/small size or unrecognizable.
- 15.4 Not possessing the prescribed Educational and Scouts/Guides Qualification for the post on the date of submission of application.
- 15.5 Over-aged or under-aged, date of birth not filled or wrongly filled.
- 15.6 Candidate's name figuring in the debarred list.
- 15.7 Multiple applications with varied details for same post.
- 15.8 Applications without examination fee of Rs. 500/- or Rs. 250/-, wherever applicable or less fee.
- 15.9 Any other form of irregularities found.

**16. GENERAL CONDITIONS:**

- 16.1 Canvassing in any form shall disqualify the candidate.
- 16.2 Candidates are required to obtain caste certificates in the proper Proforma from the appropriate authority and produce the original certificate at the time



of verification, failing which he/she may be disqualified. This is strictly required as per Chapter 13 of the Brochure (published by Govt. of India, Ministry of Personnel, Public Grievance & Pensions Department of Personnel Training, New Delhi) on verification of the claims of Schedule Castes and Schedule Tribes.

- 16.3 Xerox copy of Caste Certificate issued by the Competent Authority, not below the rank of Tehsildar, in case of SC/ST/OBC Candidates. OBC candidates shall also submit **OBC Non-Creamy-Layer Certificate in Central Government format issued on or after 01/04/2017 by the Competent Authority** at the time Scouting Skill Assessment. Certificates should contain **Caste, Date of Issue** etc and bear the Seal of the Issuing Authority. Format of caste certificate for SC/ST shall be as per **Annexure - 'D'** and for OBC **Annexure – 'E'**.

(Format of Caste Certificate for SC/ST/OBC candidates is also available on RRC Website: [www.rrccr.com](http://www.rrccr.com))

## **17. IMPERSONATION/SUPPRESSION OF FACTS WARNING**

- 17.1 **No candidate should attempt impersonation or take the help of any impersonator at any stage of selection process. Such candidates will be debarred for life from appearing in all RRB/RRC examination as well as debarred from any appointment in Railways. In addition, legal action may also be taken against the candidate.**
- 17.2 Any candidate 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 RRBs/RRCs for lifetime. He/she will also be debarred from getting appointment in Railways. Such candidates are also liable for prosecution.
- 17.3 Furnishing of any false information to the RRC 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.
- 17.4 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 examination conducted by all RRBs/RRCs all over the country for a period of 2 years and legal action can be initiated, if warranted.
- 17.5 A candidate will be debarred from examinations of all RRBs/RRCs for a specified period/life time if (i) the candidate submits multiple applications with different community, (ii) The candidate submits multiple application



with different photo (face) and (iii) The candidate submits multiple application with different documents.

## **18. OTHER MATTERS**

- 18.1 Any subsequent change(s) in the terms and conditions of this notification as per extant rules will stand good. RRC reserves the right to incorporate any subsequent changes/modifications/additions in the terms and conditions to recruitment under this notification as necessitated and applicable.
- 18.2 Candidate should ensure that he/she is required to produce all necessary documents along with his/her downloaded application. No document shall be entertained at the further stage of recruitment and the RRC/CR reserves rights to reject any application, not fulfilling the eligibility condition/conditions, at any stage of recruitment.
- 18.3 The selection of the candidate by the Railway Administration does not confer any prescriptive right on the candidate for the post.
- 18.4 If there is any change in the address, the candidate in his own interest should arrange with the Post Office concerned for redirection of the communication from old to new address.
- 18.5 The decision of the Railway Administration in all the matters relating to eligibility, acceptance or rejection of the applications, issue of free passes, penalty for false information, mode of selection, conduct of Scouting Skill Assessment, allotment of posts to selected candidates, etc. will be final and binding on the candidates and no enquiry or correspondence in this regard will be entertained by the Railway Administration.
- 18.6 The Railway Administration is not responsible for any delay in delivery of e-mail or SMS. Candidates should also check their spam email folder.
- 18.7 Candidates recommended for appointment will have to pass the requisite Medical Fitness Test as per the standards prescribed for the selected post.
- 18.8 The Railway administration reserves rights to rectify inadvertent error or omission at any stage of recruitment and an erroneously appointed candidate shall be liable to be summarily removed from Railway Service.

## **19. MISCELLANEOUS**

- 19.1 The notification alongwith all Annexures will also be available on the web site of RRC.
- 19.2 RRC reserves the rights to conduct additional examination/document verification at any stage. RRC also reserves the rights to cancel part or whole of any recruitment process at any stage for any of the post notified in this Employment Notice.

- 19.3 The decision of RRC 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 written examination, allotment of examination centres, 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 RRC in this regard.
- 19.4 RRC will not be responsible for any inadvertent errors.
- 19.5 In the event of any dispute about interpretation, the English version will be treated as final.
- 19.6 Candidates are advised to visit the website of RRC regularly for any change(s) and updation of information/schedule of examination etc.

## **20. LEGAL MATTERS**

Any legal matter arising out of this Employment Notice shall fall within the legal jurisdiction of Central Administrative Tribunal, Mumbai only.

## **21. IMPORTANT ADVISORY**

Railway Recruitment Cell, Central Railway has not appointed any Agents or Coaching Centres for action on its behalf. Candidates are warned not to fall under the lure against any such claims being made by Persons/Agencies.

Canvassing in any form to officers of Railway for ensuring appointment will be liable to be dealt with severely.

**The ONLINE application process is a serious matter for recruitment in public service. The applicants are expected to take it in all seriousness. Any attempt by the applicants to manipulate the process by furnishing false information or mischief by uploading obscene/objectionable photograph or matter shall be dealt severely and they shall be liable for criminal action, besides other administrative action.**

**Chairman  
Railway Recruitment Cell,  
Central Railway**

**DA: Annexure 'A', 'B', 'C', 'D' & 'E'.**

**CERTIFICATE OF ACTIVENESS**

This is to certify that Shri/Ms \_\_\_\_\_ of \_\_\_\_\_ State/District/Division is an active member of \_\_\_\_\_ Group from \_\_\_\_\_ to till date (the period must be inclusive of the financial year **2012-13**), duly registered with the State/District Association.

**Date:**  
**Seal and Office Stamp**

**Signature**  
**Name:**  
**Group Leader (S&G)**

**Signature**  
**Name:**  
**DOC (S&G)**

**Signature**  
**Name:**  
**DC (S&G)**

**Declaration for Minority Community Candidates**

It is declared that I,..... belong to the ..... Religion which is Minority Community. Therefore, I seek exemption from the payment of Examination Fee. I hereby undertake to submit the **"Minority Community Declaration"** affidavit on non-judicial stamp paper at the time of verification of the documents, in case I am found suitable.



**Signature of the Candidate**

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Place:** \_\_\_\_\_

**FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD AS  
PER PARA 3 OF THE LETTER No. E (RRB)/2009/25/21 dated 28/10/2009.**

**Income certificate for the financial year 2017-2018 for waiver of examination  
fees for examinations for Economically Backward Classes (E.B.C.).**

1. Name of candidate :
2. Father's / Husband's name :
3. Age :
4. Residential Address :
5. Annual Family Income :  
(in figures and in words)
6. Date of issue :
7. Signature of Issuing Authority :
8. Name of Issuing Authority :
9. Stamp of issuing authority :

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

**The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying for appointment to posts under the Government of India.**

1. This is to certify that Shri/Smt/Kum\* .....  
 Son/Daughter\* of Shri /Smt ..... of village /town\*  
 ..... District/Division\* ..... of state/Union Territory\*  
 ..... belongs to the ..... Caste/Tribe \* which is recognized as Scheduled  
 Caste/Schedule Tribe\* under:  
 The Constitution (Scheduled Castes/Scheduled Tribes) order , 1950  
 The Constitution (Scheduled Castes/ Scheduled Tribes) (Union Territories) order, 1951 [ as amended by the  
 Schedule Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act 1960, the  
 Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Area  
 (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order ( Amendment) Act, 1976 ].  
 The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956.  
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 @ as amended by the Scheduled  
 Castes and Scheduled Tribes Order (Amendment) Act, 1976.  
 The Constitution (Dadra and Nagar Haveli) Scheduled Caste order, 1962  
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@  
 The Constitution (Pondicherry) Scheduled Caste order, 1964@  
 The Constitution Scheduled Tribes (Uttar Pradesh) order, 1967@  
 The Constitution (Goa, Daman and Diu) Scheduled Caste 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) Act, 1991@  
 The Constitution (ST) orders (Second Amendment) Act, 1991@  
 The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Application in the case of Scheduled Caste/Scheduled Tribe Persons who have migrated from one  
 State/Union Territory Administration

This certificate is issued on the basis of Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt/\*  
 ..... Father/Mother of Shri /Smt./Kum\*  
 ..... of village /town\* ..... District/Division\*  
 ..... of state/Union Territory\* ..... who belongs to the  
 ..... Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in State/Union  
 Territory\* issued by the ..... dated .....

%3. Shri/Smt/Kum\* ..... and/ or his/her \* family, ordinarily reside(s) in village/town\*  
 ..... District/ Division\* of the State/Union Territory\* of  
 .....

Signature .....

Designation .....  
 (With seal of office)

Place .....

Date .....

(\*) Please delete the words which are not applicable

(@) Please quote specific presidential Order

(%) Delete the Paragraph which is not applicable.

Note: The term\* ordinarily resides\* used will have the same meaning as in Section 20 of the Representation of  
 the Peoples Act, 1950.

\*\* List of authorities empowered to issue Caste/Tribe certificates:

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy  
 Commissioner/Dy. Collector/I<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-  
 Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officers not below the rank of Tehsildar.
- Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

Note: ST candidates belonging to Tamilnadu state should submit caste certificate ONLY FROM THE  
 REVENUE DIVISIONAL OFFICER.



## Annexure 'E'

### **The format of the certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.**

This is to certify that Shri/Smt/Kum\* ..... Son/Daughter\* of Shri/Smt ..... of village /town\* ..... District in ..... State belongs to the ..... community which is recognized as backward class under ..... : (indicates Sub-caste)

- 1) Resolution No.12011/68/93-BCC(C) dated 10<sup>th</sup> September 1993, published in the Gazette of India – Extraordinary – part 1 Section 1, No.186 dated 13<sup>th</sup> September 1993.
- 2) Resolution No.12011/9/94-BCC dated 19<sup>th</sup> October 1994, published in the Gazette of India – Extraordinary – part 1 Section 1, No.163 dated 20<sup>th</sup> October 1994.
- 3) Resolution No.12011/7/95-BCC dated 24<sup>th</sup> May 1995, published in the Gazette of India – Extraordinary – part 1 Section 1, No.88 dated 25<sup>th</sup> May 1995.
- 4) Resolution No.12011/44/96-BCC dated 6<sup>th</sup> December 1996, published in the Gazette of India – Extraordinary – part 1 Section 1, No.210 dated 11<sup>th</sup> December 1996.
- 5) Resolution No.12011/68/93-BCC published in the Gazette of India – Extraordinary No.129 dated 8<sup>th</sup> July 1997.
- 6) Resolution No.12011/12/96-BCC published in the Gazette of India – Extraordinary No.164 dated 1<sup>st</sup> Sept. 1997.
- 7) Resolution No.12011/99/94-BCC published in the Gazette of India – Extraordinary No.236 dated 11<sup>th</sup> Dec 1997.
- 8) Resolution No.12011/13/97-BCC published in the Gazette of India – Extraordinary No.239 dated 3<sup>rd</sup> Dec.1997.
- 9) Resolution No.12011/12/96-BCC published in the Gazette of India – Extraordinary No.166 dated 3<sup>rd</sup> Aug.1998.
- 10) Resolution No.12011/68/93-BCC published in the Gazette of India – Extraordinary No.171 dated 6<sup>th</sup> Aug.1998.
- 11) Resolution No.12011/68/98-BCC published in the Gazette of India – Extraordinary No.241 dated 27<sup>th</sup> Oct.1999.
- 12) Resolution No.12011/88/98-BCC published in the Gazette of India – Extraordinary No.270 dated 6<sup>th</sup> Dec.1999.
- 13) Resolution No.12011/36/99-BCC published in the Gazette of India – Extraordinary No.71 dated 4<sup>th</sup> April 2000.

Shri/Smt/Kum\* ..... and /or his/her \* family ordinarily reside(s) in the ..... District of the ..... State. This is also to certify that he/she\* **does not belong** to the persons/sections (**Creamy Layer**) mentioned in column 3 (of the Schedule 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. 36033/3/2004/Estt.(RES.) dated 09.03.2004.

(\*) Please delete the words which are not applicable

District Magistrate/  
Dy. Commissioner etc.  
(With seal of office)

Place .....  
Date .....

(\*) Please delete the words which are not applicable

a. The term "Ordinarily reside(s)" used will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

b. Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Dy. Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient)

c. The OBC certificate from the authorities only will be accepted:-

- 1 District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/I<sup>st</sup> Class Stipendiary Magistrate/Extra Assistant Commissioner (not below the rank of I<sup>st</sup> Class Stipendiary Magistrate)/ \* Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate.
- 2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- 3 Revenue Officers not below the rank of Tehsildar.
- 4 Sub-Divisional Officers of the area where the candidate and/or his family normally resides.