



EASTERN RAILWAY
RAILWAY RECRUITMENT CELL
56, C. R. Avenue, Kolkata – 700012

NOTIFICATION NO. RRC/ER/GDCE/01/2024/ER(TRAFFIC)

NOTIFICATION FOR GDCE
GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF
GOODS TRAIN MANAGER (TRAFFIC DEPARTMENT)
IN LEVEL-5 OF 7TH CPC

ONLY FOR ELIGIBLE REGULAR RAILWAY EMPLOYEES OF
EASTERN RAILWAY, METRO RAILWAY & CHITTRANJAN LOCOMOTIVE WORKS (CLW)

ONLINE applications are invited from eligible regular railway employees for General Departmental Competitive Examination (GDCE) for the post of **Goods Train Manager (Traffic Department)** in **Level – 5 of 7th CPC**.

As per instructions in Railway Board Establishment Circular No. i.e. RBE 72/2017 & RBE 112/2018, serving Railway employees who are regular and are working in the lower grade or in the same grade, as the notified post, can apply even though they may be availing higher level/ GP under ACP/ MACP scheme. However, this is subject to the condition that they are eligible as per the eligibility criteria given in this notification.

As per instructions in Railway Board Establishment Circular No. RBE 3/2020, employees of Metro Railway & Chittaranjan Locomotive Works (CLW) are also eligible to apply for the GDCE of Eastern Railway. However, the posting of finally selected candidates will be within the jurisdiction of Eastern Railway as per administrative requirements.

The notified post is Safety Category post in terms of Railway Board Establishment Circular No. RBE 45/2021. Hence candidates with notified medical standard only are eligible for the post.

1. SCHEDULE OF GDCE 01/2024:

Sl. No.	Event	Date
1.	Date of Publication of Notification on website	06.05.2024
2.	Opening date and time of online Applications	27.05.2024
3.	Closing date and time of online Applications	25.06.2024
4.	Last date for submission of the print-out of filled up application form to Controlling Officer.	05.08.2024
6.	Last date for submission of print-out of filled up application form to Personnel branch duly forwarded by Controlling Officer.	16.08.2024
7.	Last date for Personnel branch to forward the list of eligible applicants to RRC office along with data sheet.	06.09.2024

2. COMMUNITY-WISE BREAKUP OF VACANCIES, MEDICAL QUALIFICATION AND STAGE OF EXAM: As per table below

Name of post	Category No.	Pay Level (7th CPC Pay Matrix)	No. of Vacancies					Medical Standard	Stage of Exam
			UR	SC	ST	OBC	TOTAL		
Goods Train Manager (Department - Traffic)	01	Level-5	50	18	13	27	108	A-2 (Without Glass)	Single stage CBT followed by Document Verification and Medical Examination.

3. EDUCATIONAL QUALIFICATION:

Name of post	Pay Level (7th CPC)	Minimum Educational Qualification
Goods Train Manager (Department - Traffic)	<u>Level-5</u>	Graduation Degree from a recognized University or its equivalent.

- (i) The applying employee should possess the requisite educational qualification prior to/on the closing date of application and entry of the same should also be reflected in the Service Sheet of the employee. Academic qualification must be from government recognized University, otherwise candidature will be rejected.
- (ii) Those employees who are awaiting results of the final examination need NOT apply.
- (iii) The employees must upload the scanned self-attested copy/copies of educational qualification certificates during filling up of online application and produce the original educational qualification certificates during the time of document verification.
- (iv) Candidates having higher educational qualification may also apply however they would not get any advantage above other candidates.
- (v) Eligibility of the candidates will be considered on the strength of the information furnished in the ONLINE Application. If at any stage of examination 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 does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected forthwith.
- (vi) RRC may reject the applications of candidates at any stage of examination process in case it is found out that the candidates are not fulfilling the requisite criteria.

4. AGE LIMIT:

The upper age limit will be **42** years for General candidates, **47** years for SC/ST candidates and **45** years for OBC candidates. **The age limits will be reckoned as on closing date of application.**

5. PROOF OF AGE:

10th class certificate indicating Date of Birth issued by a government recognized Education Board would have to be submitted as proof of age.

NOTE: The date of birth filled in the application form should be same as recorded in the Matriculation/SSLC/Xth Class or an equivalent certificate. No subsequent request for its change will be considered. In case, the declared age varies from the records available in Service Record of the employee, the decision taken by administration would be final. The candidate must upload a scanned self-attested copy of the birth certificate during filling up of online application and produce the original certificate during document verification.

6. NON ELIGIBILITY:

- i. The notified post is safety category post hence PwBD employees are not eligible.
- ii. Employees who are in higher grade than the notified post are not eligible to apply.
- iii. Employees who are in same grade pay or lower grade pay (whether Safety category or Non Safety category posts) but do not possess the requisite educational qualification, and age criteria etc. as prescribed in this notification.
- iv. Those candidates who are appearing in and/or awaiting results of final examination for minimum qualification at the time of applying for the posts are not eligible.
- v. Employees who are Trainee/Substitute and not regularized are not eligible to apply.
- vi. RPF/RPSF personnel are not eligible to apply for GDCE in terms of Railway Board's letter No.E (NG) I/2002/PM2/9 dated 11/08/2003.
- vii. Law Assistant, Catering Inspector & Accounts Cadre are not eligible to apply in terms of Railway Board's letter No.E(NG)I/2000/PN2/12 dated 21/08/2001 (RBE No.165/2001).

7. ZONE OF CONSIDERATION AND ELIGIBILITY:

- i. Since the notified post is Safety Category post in terms of Railway Board circular RBE 45/2021 hence as per instructions in Railway Board Establishment Circular No. RBE 72/2017 & RBE 112/2018, serving regular railway employees who are working in the lower or in the same grade (as the notified post for which this GDCE is being conducted) can apply for this GDCE, if eligible as per the eligibility criteria given in this notification, even though they may be availing higher level/ GP under ACP/ MACP scheme.
- ii. Staff belonging to all the Departments/Branches in a Division/Workshop/Head Quarter-office/Extra Divisional office/Production unit is eligible to apply if they fulfill the criteria mentioned below, subject to their applying through proper channel in response to the notification for GDCE.
- iii. Candidates should be working in Eastern Railway/Metro Railway/CLW, during the entire selection process; otherwise he/she would not have a claim to be empanelled under this GDCE notification. In case, the employee gets promotion while the GDCE selection process is going on, the extant establishment rules would be applicable and employee would not be eligible for Pay Protection etc. which are not permissible within railway rules.

- iv. The notified post is Safety Category post in terms of Railway Board circular RBE 45/2021. Hence final appointment to the post will take place only if the candidates are medically fit for the notified post, as per relevant Railway rules.

8. RESERVATION:

- (i) All candidates, irrespective of community may be considered against Unreserved (UR)/General Merit vacancies, subject to fulfillment of parameters for General Merit category. No age and/or Marks relaxation is allowed to SC/ST/OBC candidates for applying/being considered against unreserved vacancies.
- (ii) However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL), candidates belonging to only that community will be considered.
- (iii) For availing reservation, SC/ST/OBC-NCL candidates should upload scanned self-attested copy of the Caste Certificate from competent authorities as per the format given at Annexure I (for SC/ST candidates) and at Annexure II (for OBC-NCL candidates) They must produce original certificates during the time of Document Verification (DV).
- (iv) The OBC-NCL candidates should ensure that they belong to the **Central List of OBC issued by Government of India and that they are Non Creamy Layer (NCL) category**, while applying for the posts against this notification. Such candidates should produce a valid OBC (NCL) certificate in the prescribed format during Document Verification (DV).

NOTE: 1 The certificate produced shall not be older than one year at the time of document verification.

NOTE: 2 Further, a self-declaration in the prescribed format as per Annexure IIA has to be uploaded by the OBC (NCL) candidates that he/she does not belong to the creamy layer at the time of applying for the GDCE and up to entire Selection process. The original document should be furnished during document verification.

- (v) In case of not complying with these stipulations, the claim for reserved community status will not be entertained and the candidature / application of such candidates will be considered against UR/ General Merit vacancies ONLY if they fulfill the eligibility conditions of UR/ General Merit category.
- (vii) If the community status of the employee in application form is varying from the entry in service record, then the decision taken by Railway administration regarding the claim for community reservation in GDCE, would be final.

NOTE: Horizontal reservation like PWBD & EWS is not applicable for GDCE in terms of Railway rules i.e. RBE 72/2019. Besides, the notified post is Safety Category post which is not suitable for PwBD category.

9. SELECTION PROCESS:

- i. The list of eligible candidates for the Computer Based Test would be prepared on the basis of data filled in Online Application Form by the candidate.
- ii. Administration conducts verification of eligibility conditions with reference to the details submitted by the employee while filling up the online application form. Verification of documents, as produced by candidates, takes place only after the candidates have qualified in all the stages of GDCE and are shortlisted for Document Verification. Therefore candidature of a candidate is provisional, until final appointment to the post is not made.

- iii. RRC may reject the candidature of candidates at any stage of selection process in case the candidates are not fulfilling the requisite criteria and if appointed, such candidates are liable to be removed from service summarily.
- iv. After discarding the incomplete/invalid applications, the data of candidates (as acquired from Online Application Form, filled by the candidates) will be sent to unit where the candidate is working.
- v. After validation of the details filled up by the candidates in comparison to Railway records, by the competent authority from unit of Eastern Railway, where the candidate is working, **the final Eligibility list would be notified on the notice board of official website of RRC ER.**
- vi. A candidate has to be fit in A-2 (without glass) to claim posting for the post of Goods Train Manager.
- vii. If any candidate is fit in lower medical category than that of the minimum prescribed medical category A-2 (without glass) for the post of Goods Train Manager at the time of filling up the online application, it should be noted that such candidate will have to undergo pre-appointment medical examination for the post of Goods Train Manager. **Till such time he/she will be treated as provisionally eligible.** It should be clearly mentioned in the list of eligibility sent by the concerned unit that – **“Provisionally eligible as presently fit in lower medical category than A-2 (without glass)”**.
- viii. If such candidate fails to clear the pre-appointment medical examination of A-2 (without glass), his/her candidature will not be considered for the post of Goods Train Manager.
- ix. **In terms of RBE 60/2015, GDCE would be a single stage Computer Based Test (CBT). The eligible candidates should treat this notification itself as an alert notice for conducting computer based test (CBT) which will be advised at short notice by RRC.**
- x. **The examination will be of the level of RRB examination of notified post in terms of Para 3 of RBE 112/2018.**
- xi. **The Question paper will be of 90 minutes duration for 100 questions. The question paper shall be of Objective & Multiple Choice Type in English and Hindi only.** The candidates have to give preference for any one of the above-mentioned languages, while submitting the online application.
- xii. **There shall be negative marking in the CBT and 1/3rd of the allotted marks for each question shall be deducted for every wrong answer.**
- xiii. **Minimum percentage of marks for eligibility in various categories is as follows: UR - 40%, OBC (Non creamy layer) - 30%, SC - 30% & ST - 25%.**
- xiv. Document Verification and Medical examination would be conducted only for CBT qualified candidates as per prescribed ratio of 1:1 of notified vacancies in the order of merit in the respective categories.
- xv. Biometrics/Thumb impression/Signature will be captured/taken at each stage of Selection process and their matching is mandatory at all stages of the GDCE process. Any attempt of impersonation would result in cancellation of candidature and action can be initiated as per DAR, 1968.
- xvi. While appearing for the Selection stages like CBT & DV etc. candidates must bring their Railway Identity card and two copies of Spare Letter issued from respective unit where photograph & signature of candidate has been attested by the concerned Supervisor/Controlling Officer. Such Spare Letter issued from respective unit should bear the signature and stamp of the concerned Supervisor/Controlling Officer.

- xvii. The E-call letters /Admit cards to the eligible candidates and related instructions will be available about ONE/TWO WEEK/S before the CBT/DV on the RRC/ER website for downloading. **E-call letters/Admit cards will not be sent to candidates by post.**
- xviii. **Candidates should regularly visit the official website of RRC-ER to check the date of examination and download the E-call letters/Admit cards. They must scrupulously follow the instructions uploaded on the website.**
- xix. Candidates should keep their mobile number and e-mail-ids, which has been filled up by them in the Online Application Form, active till the end of Selection process. RRC will not entertain request for change of mobile number and e-mail address at later stage.
- xx. RRC will not entertain any request for any change in examination centre, date and session allotted to provisionally eligible candidate(s). Irrespective of reasons offered, RRC-ER would not provide any extra date for CBT absentees.
- xxi. In addition to above, it is mentioned that in case of exigencies if the examination is conducted in multiple sessions/dates, the Normalization process as per extant rules will be followed.
- xxii. The panel would be formed on the basis of merit in each category, subject to fulfillment of other eligibility criteria.
- xxiii. During Document Verification (DV) the candidate has to bring all necessary documents in original, along with a self attested photocopy of the same. Only after satisfactory document verification, the candidate would be considered for the next stage of selection. Mere call for document verification does not entitle the candidates to a post.
- xxiv. In case of two or more candidates securing same marks, their merit position shall be determined by age criteria i.e. older person shall be placed at higher merit and in case of age being same, the relevant rules would be followed.
- xxv. Candidates may note that RRC only recommends names of the empanelled candidates and **appointment is subject to their passing requisite Medical Fitness Test which is to be conducted by the Railway Administration.**
- xxvi. Appointment is offered by Eastern Railway ONLY after final verification of certificates like educational and community certificates and verification of antecedents/character of the candidates. And, only after successful completion of training and fulfilling other eligibility criteria as per extant rules, working posts would be offered and promotion would be effected to the empanelled candidates.
- xxvii. Empanelment will be in the ratio of 1:1 in each community as per notified vacancies, from the respective merit lists. However, in case of request from Units, with the approval of Headquarter, regarding shortfall in empanelment/ increasing vacancies or/and any other special requirements will be taken care of from candidates in merit list.
- xxviii. Additional candidates will be considered for Document Verification (DV) only if there is absenteeism/rejection of candidature and there is demand from HQ/Units or there is requirement to call extra candidates for Document Verification.

10. DETAILS REGARDING TRAINING ETC.:

- i. Employee selected under GDCE scheme shall have to execute Indemnity Bond as applicable as per extant rule/procedure.
- ii. They shall be subjected to initial training as prescribed under extant rules. Pay/ Stipend during the training period would be applicable as per extant rules. Selection would be subject to successful completion of the training. Their period of probation will be as per extant rules.

- iii. All candidates irrespective of category in which they are applying, are eligible only on the condition that they may be posted in any part of Eastern Railway and may have to move alone at any time of day and night in station or in between stations as the situation demands.

11. HOW TO APPLY:

- i. Employees who are fulfilling eligibility criteria are advised to fill up the application form online by clicking the link which would be hosted on the 'Notice Board' section of official website of RRC ER i.e. www.rrcer.org notice board.
- ii. Candidates should ensure that their Name/Spelling, Father's Name/Spelling, Community details, Educational Qualification and Date of Birth match with the entries recorded in Service Record and Matriculation or equivalent certificate.
- 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 selection process for communicating with them.
- iv. **The communication with the candidates will be made through RRC-ER website, SMS and e- mail only. Candidates are advised to provide only their own Mobile number/e-mail ID so that they receive such communication.**
- v. Candidates are further advised to visit the website of ER and RRC/ER frequently to get the latest information or any changes about this notification.

12. DOCUMENTS TO BE UPLOADED:

A. PHOTOGRAPH

- i) It should be a colored passport size photograph with white/light color background. It should be of size 35mmX45mm or 320 x 240 pixels. It should be in JPG/JPEG format scanned with 100 DPI resolution. The size of the photograph should be between 20-50KB.
- ii) The color photograph must have been taken within the last three months in a professional studio. Photographs taken using mobile and self-composed portraits may result in rejection of application.
- iii) The photo should have clear front view of the candidate without cap and sunglasses. The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly. The main features of the face must not be covered by hair of the head any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
- iv) In case the candidates wear glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.

NOTE: the photograph must match with the appearance of the candidate on the days of CBTs, document verification and Medical test etc. Photos of the candidates on all documents should be identical in all stages of selection process. Candidates are advised to keep at least 12(Twelve) copies of the same photograph for further use, as and when required during the selection process.

B. SIGNATURE

- i) The applicant has to sign on white paper with Black Ink within a box of size 50mm x 20mm. The images should be in JPG/JPEG format scanned with 100 dpi resolution. Size of file should be between 20-50KB.

- ii) The signature must be of the applicant only and not of any other person otherwise it would be treated as impersonation/fraud. It should also tally with signature in Service Record and other official documents of employee.
- iii) Signatures of the candidates on all documents should be identical in all stages of selection process. Signatures in different style at the time of CBT, Document Verification, Medical examination etc. may result in cancellation of candidature.

NOTE: Signature of the employee on all the documents during the GDCE process should be identical and should either be in Hindi or English and must not be in Block/Capital or Disjointed letter.

C. OTHER DOCUMENTS TO BE UPLOADED (in pdf format only):

- i) Self attested copy of Railway identity card, issued by authorized signatory.
- ii) Self attested copy of proof of Date of Birth.
- iii) Self attested copy of educational qualification certificates which is relevant for this GDCE eligibility norms.
- iv) Self attested copies of Community certificate in case of SC/ST and OBC candidates, issued by authorized signatory per following instructions:
 - SC/ST Candidates: Candidates claiming to belong to SC/ST communities are required to submit Community Certificate from the Competent Authority in the prescribed format (Annexure - I of this Notification)
 - OBC Candidates: Employees belonging to OBC community should enclose the self attested copy of the latest OBC Caste Certificate as per the format given in Annexure-II. The certificate should not be more than one year old on the day of filling up of Application Form.
 - A self-declaration by OBC candidate should be in the format given in Annexure - IIA.
Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

NOTE:

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. Otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/ application of such candidates, if fulfilling all the eligibility conditions for unreserved vacancies, may be considered for unreserved vacancies only and as per their standards.

If the community status of the employee in application form is varying from the entry in service record then the decision taken by Railway administration regarding the claim for community reservation in GDCE would be final.

The candidature of the candidate is liable to be rejected in case details furnished in the online application if found to be wrong or mismatching with the original documents at the time of document verification.

13. STEPS TO SUBMIT ONLINE APPLICATION FORM

- i. Before filling up the online application the applicant must keep ready the soft copy of photograph, signature and the documents to be uploaded as stated above.
- ii. Visit the NOTICE BOARD of official website of RRC-ER KOLKATA i.e. www.rrcer.com Notice Board. Click on the "Online/E- Application for GDCE 01/2024 for Goods Train Manager/Eastern Railway.

- iii. Read the instructions properly and then click on the “New Registration” Link.
- iv. Fill in the personal information viz. Name, Father’s name, Date of Birth, Community, e-mail Address, mobile number, details of educational qualification etc.
- v. Upload the scanned copy of photograph, signature, self-attested certificates etc. as stated above.
- vi. **During submission of the online application, a unique registration number will be generated and issued to each candidate. Candidates are advised to preserve/note their registration number for further stages of selection process/correspondence.**
- vii. **Applicant should finally submit the application by double checking all the details provided by him/her. No change whatsoever will be entertained after final submission of online application and hard copy should be the same as submitted online.**
- viii. Candidates should have their own mobile number, valid & active personal email id and keep them active for the entire duration of GDCE.
- ix. **Candidate should obtain at least 4 printouts of the properly filled up application form.** One copy should be retained by the candidate and other copies are to be submitted as mentioned below.
- x. Candidate should enclose required enclosures as stated above with the application and submit the application in triplicate to his Controlling Officer (not below the rank of officer of Assistant scale) before last date of submission of application and take acknowledgement, failing which candidature will be cancelled.
- xi. **To avoid last minute rush, candidates are advised in their own interest to submit online application much before the closing date.** RRC does not accept any responsibility for the candidates not being able to register and/or submit their application within the last day on account of aforesaid reasons or any other reason.
- xii. Applicants should note that applications received directly at RRC will not be entertained.

14. PROCEDURE FOR FORWARDING HARD COPY OF APPLICATIONS

- i. Candidate should obtain at least 4 printouts of the properly filled up application form. One copy should be retained by the candidate and other copies are to be submitted as mentioned below.
- ii. Candidate should enclose required **self-attested** enclosures as stated above with the application and submit the application in triplicate to his Controlling Officer (not below the rank of Assistant scale officer) before last date of application submission and take acknowledgement, failing which candidature will be cancelled.

iii. Responsibility of the controlling officer and Personnel department of units:

- a. The controlling officer should check and forward the application in duplicate to the Personnel Branch of Railway Unit with a covering letter, by the last date mentioned in schedule, after duly verifying the application with photograph available on the application form with stamp, signature & date.
- b. One copy of the application with consolidated list should be maintained in the unit office for future reference.
- c. Entry of educational qualification in service record should be strictly adhered to regarding minimum educational qualification for the post of Goods Train Manager before making any candidate eligible.
- d. Further, If any candidate is fit in lower medical category than the minimum prescribed medical category (A-2 without glass) for the post of Goods Train Manager at the time of filing the online application, it should be noted that such candidate has to undergo pre-appointment medical examination for the post of Goods Train Manager and has to be fit in A-2 without glass to claim posting for the post of Goods Train Manager. Till such time he will be treated as provisionally eligible. If such candidate fails to clear the pre-appointment medical examination of A-2 without glass, his candidature will not be considered for the post of Goods Train Manager. It should be clearly mentioned in the list of eligibility by the concerned unit that – **“Provisionally eligible as presently fit in lower medical category than A-2”**.
- e. The controlling officer should also send along a list of all such applications received in the units under his/her control to the Personnel Branch of the Railway Unit by the last date mentioned in schedule.
- f. It is the responsibility of the office where the Service Record of the employees is maintained to scrutinize and verify the information given in applications form from the Service Records, as per the eligibility criteria prescribed in the Notification.
- g. Applications received after the scheduled date shall not be entertained
- h. List of eligible candidates, post-wise, should be prepared by the personnel branch of Personnel Branch of the Railway Unit as per the format given below. List of eligible candidates (Soft and Hard copy), along with one copy of the eligible applications should be forwarded to RRC/Kolkata in a single bunch in a sealed cover with covering letter, by the scheduled date as per the format given below.

FORMAT FOR SENDING LIST OF ELIGIBLE /NOT ELIGIBLE CANDIDATES TO RRC

NAME OF POST/DEPT./LEVEL

S L · N O	REGI STRA TION NO.	NAME	FAT HER'S NAM E	DATE OF BIRTH	COMM UNITY	PF/ PRA N NO.	DATE OF APPOIN TMENT	PAY LEVEL IN 7 TH CPC	GRA DE PAY	UNI T	DEPA R TMEN T	PLACE OF POSTING	DESI G NATI ON	CANDIDATE DATA CORRECT/ INCORREC T/ REMARKS	ELIGIBLE/ NOT ELIGIBLE
1	12345	ABCD	XXX X	DD-MM- YYYY	UR	XXX	DD-MM- YYYY	LEVEL - x	xxxx	E.R ly	xx x	xxx	xx		ELIGIBLE/ NOT ELIGIBLE

NOTE: In the last column of Format, the Units should not write detailed remarks and should only write Eligible or Not eligible. The list of eligible candidates should be sent by Personnel branch of the Railway Unit after thoroughly verifying the eligibility norms from Service Record. Personnel Branch of the Railway Unit should send the above details in MS Excel format to RRC/ER through e-mail to errcgdce2023@gmail.com

15. INVALID APPLICATIONS :

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

- a. Applications sent manually and not registered ONLINE.
- b. Registration of more than one application by the same candidate for the same post.
- c. Applications received after closing date, as per notified schedule.
- d. Applications which are incomplete in any manner.
- e. Application without proper scanned photograph, signature and other enclosures.
- f. Application without uploading proper certificates viz. employees identity card, certificates in support of claims regarding Date of birth, educational qualification and caste, obtained from the appropriate authority in the prescribed format as per Annexures.
- g. Photograph not uploaded, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
- h. Signature not uploaded properly or signature uploaded in capital letters/non-running/ disjointed.
- i. Providing of incorrect, frivolous and wrong information in the application form.
- j. Hard copy (Print Out) of online Application not submitted through proper channel to Personnel Branch of the Railway Unit.
- k. Candidate not possessing the prescribed educational qualifications at the time of submitting application.
- l. Candidate who is overage or/and has not filled or wrongly filled his/her date of birth.
- m. Any other irregularities which are considered invalid by RRC.

NOTE: The above list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity/deficiency noticed by the RRC at any stage.

16. IMPORTANT INSTRUCTIONS:

- a. Before applying for the post(s), employees should ensure that they possess/fulfill all eligibility conditions prescribed for the post as on the closing date of online application as per given schedule.
- b. Employees must ensure that they fulfill the prescribed medical standard. Employees who are found medically unsuitable would not be given any alternate appointment.
- c. The schedule for filling up of application form, eligibility criteria and other details are given in this notification. Candidates are advised to go through them in detail. Candidates need NOT send printouts of application or copies of certificates to RRC by post.
- d. In terms of RBE 60/2015, GDCE would be a single stage Computer Based Test (CBT). The eligible candidates should treat this notification itself as an alert notice for conducting computer based test (CBT) which will be advised at short notice by RRC.**
- e. The number of vacancies shown in this notification is provisional and the same is liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection. For other details and guidelines, candidates are advised to carefully read the following paragraphs of this notification.
- f. The GDCE will be guided by various railway rules as amended from time to time. The decision taken by RRC ER regarding any rules and interpretations would be final.
- g. The suitability of the above posts for persons with benchmark disabilities will be as per the guidelines of Railway Board.
- h. The candidate shall also abide by instructions given in the notification, in the e-call letter and instructions given at the time of various stages of Selection process of GDCE.
- i. The list of eligible/ineligible candidates will be published on the website of the RRC. The eligible

candidates can download their e-call letters for the CBT from the RRC website one/ two weeks before the test.

- j. Candidates are advised to regularly visit the notice board of RRC website for information regarding the stages of selection. RRC would not be responsible for failure of candidates to check notices on notice board of RRC website.**
- k. RRC reserves the right to conduct the examination in batches on various dates and locations as decided.
- l. Center/City allocation for CBT/DV/MEDICAL TEST will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States for attending CBT. Request for Change of Exam Centre shall NOT be allowed under any circumstances. Irrespective of reasons offered, RRC-ER would not provide any extra date for CBT absentees.
- m. RRC ER may cancel, add or modify any of the stages or call extra candidates as per administrative requirements.
- n. RRC ER also reserves the right to allot Post/Unit not opted by the candidates, if considered necessary in administrative interest, subject to the candidate(s) meeting the requirements of the post allotted. In case of shortfall in empanelment of candidates or other exigencies, RRC ER reserves the right to utilize the extra list of candidates, if required.
- o. Selection by RRC does not confer upon candidates any right of appointment to the concerned post. The function of the RRC is to recommend names of suitable candidates to the concerned authorities of the Railway Unit who in turn will issue the offer letter subject to availability of vacancies and candidates satisfying all eligibility criteria as per extant rules including antecedents and character.**
- p. Candidature of the candidate is provisional at all stages of selection subject to fulfillment of all eligibility conditions and RRC reserves the right to cancel the candidature at any stage if found not eligible under the rules/instructions issued by the Railway Board from time to time.
- q. Mere issue of e-call letter to the candidates will not imply that their candidature has been finally accepted. Biometrics shall be taken at each step of selection process and biometrics has to match to qualify for next stage of the GDCE.
- r. RRC may reject the candidature of any applicant at any stage of the whole process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such candidate is liable to be removed from service summarily.
- s. Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling the application form. Any infringement of this instruction would lead to summary rejection of candidature. Besides, departmental and legal action including debarment from future examinations would take place.
- t. Candidates are also warned that they should in no case attempt to alter or tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document.
- u. Any candidate found using unfair means, impersonation, and misconduct, attempting to bring any undue influence of any kind at the CBT level and at subsequent stages may be debarred from appearing in all the examinations of RRC (Railway Recruitment Cell) for lifetime. Such candidates are also liable for departmental action and legal prosecution**
- v. Banned items: Electronic gadgets like mobile phones, Bluetooth, pen drive, laptops, calculators, and wrist watches or any other communication devices, wallet/purses, belts, shoes and metallic wears including ornaments etc. are strictly NOT allowed inside the exam hall. Any infringement of this instruction would lead to summary rejection of candidature. Besides departmental and legal action including debarment from future examinations may take place.
- w. Candidates are advised not to bring any valuables to the examination halls as safe keep of the same cannot be ensured. Administration will not be responsible in this regard.
- x. The decision of RRC-ER in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centre, allotment of posts/places to selected candidates

and all other matters related with conduct of the whole process will be final and binding on the candidates, and no enquiry or correspondence will be entertained in this connection.

- y. **HELPDESK :-** In case of any difficulty in filling up online applications, candidates may call on the Helpline number or send an email as mentioned on the RRC website on the specified time and dates.
- z. For any legal issues arising out of this notification, the jurisdiction shall be of Hon'ble Central Administrative Tribunal, Kolkata only.

NOTE :- Notice Board of official Website of Railway Recruitment Cell, Eastern Railway, Kolkata will be the main source of contact and same should be referred in future by the employees for any information/updates.

CAUTION:- RRC has not appointed any agent or coaching centre for acting on its behalf. The GDCE exercise is purely merit based. Applicants are cautioned of any false claims made by any unscrupulous person/agencies for getting them selected in this selection on illegal considerations. If they came across any such persons agencies they are requested to inform Senior Deputy General Manager Cum Chief Vigilance Officer, Eastern Railway, Kolkata and also give intimation to Chairperson RRC ER.

**Sd/-
Chairperson
Railway Recruitment Cell
Eastern Railway**

List of Annexures:

- Annexure I - FORMAT OF SC/ST CERTIFICATE
- Annexure II - FORMAT OF OBC NCL CERTIFICATE
- Annexure IIA - FORMAT OF OBC NCL SELF-DECLARATION

FORM OF CASTE CERTIFICATE FOR SC/ST

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 Station/ 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.....

Date.....

Signature.....

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. Officers competent to issue Caste/Tribe certificates.

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).

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 S h r i / S m t . / K u m a r i
..... s o n / d a u g h t e r o f o f V i l l a g e / T o w n
..... i n D i s t r i c t / D i v i s i o n

..... in the State/ Union Territorybelongs to
thecommunity 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 and 13.09.2017*.

Date:

**DISTRICT MAGISTRATE /
DY. COMMISSIONER ETC.
(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.

DECLARATION

Proforma for declaration to be submitted by Other Backward Class

Candidates

“I,..... son/daughter of Shri resident of Village/Town/ City districtState 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 revisions through O.M.No.36033/1/2013-Estt. (Res) dated 27 05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the candidate