



GOVERNMENT OF INDIA

MINISTRY OF RAILWAYS

WESTERN RAILWAY



RAILWAY RECRUITMENT CELL

Parcel Depot, Alibhai Premji Road, Grant Road (East), Mumbai – 400 007.

Website : <https://www.rrc-wr.com>

Notification No. 07/2019 GDCE – Dated 01/10/2019.

**GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION (GDCE)**  
**ASSISTANT LOCO PILOT(ALP) & TECHNICIAN Grade-III**

Railway Recruitment Cell invites **ONLINE** applications from **eligible serving employees** of Western Railway as on the date of notification for filling up the posts of **ASSISTANT LOCO PILOT(ALP) - 85 & TECHNICIAN Grade-III - 221** against GDCE Quota Level-02 of 7th CPC Pay Matrix with initial pay of Rs.19900/- plus other allowances as admissible

Schedule for ONLINE Registration & submission of Online Application :-

Opening Date & Time	12/10/2019 from 10.00 hrs.
Closing Date & Time	11/11/2019 Up to 18.00 hrs

• **Important :**

- **Please read all the instructions in this notification carefully and ensure that you are eligible to apply before filling the application form Online available on the RRC - WR website- <https://www.rrc-wr.com>**
- **Employees are advised in their own interest to submit Online Application much before the closing date to avoid possibility of any failure to submit application due to heavy load/jam on website.**
- **In case the employees does not have a VALID personal e-mail ID he/she should create his / her e-mail ID before applying online application and keep their personal mobile number and personal valid e-mail active throughout the recruitment process**
- **Employees should visit RRC WR website <https://www.rrc-wr.com> regularly for further updates as there can be failure in delivery of SMS/e-mail due to reasons beyond the control of RRC-WR.**
- **ALL NOTICES UPLOADED ON RRC-WR WEBSITE / SENT BY EMAIL / SMS WILL BE TREATED AS DEEMED TO HAVE BEEN READ AND UNDERSTOOD BY THE EMPLOYEES.**

**A. DETAILS OF VACANCIES:-****I. TECHNICIAN GRADE III**

<b>Sr. No</b>	<b>TRADE</b>	<b>DEPARTMENT</b>	<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>TOTAL</b>
1	Carpenter	Engineering	2	0	0	1	3
2	Carpenter	Mechanical	2	1	0	1	4
3	Carriage And Wagon	Mechanical	15	4	2	7	28
4	Diesel Electrical	Mechanical	5	1	1	2	9
5	Diesel Mechanical	Mechanical	2	1	0	1	4
6	Electrical / Power	Electrical	2	0	0	1	3
7	Electrical / Power (Workshop)	Electrical	2	0	0	0	2
8	Electrical / Train Lighting	Electrical	3	1	1	2	7
9	Electrical / TRD	Electrical	2	0	0	1	3
10	Electrical / TRD (OHE)	Electrical	2	1	0	1	4
11	Electrical / TRS	Electrical	17	4	3	9	33
12	EMU	Electrical	12	2	1	6	21
13	Fitter	Electrical	8	2	1	4	15
14	Machinist (Workshop)	Mechanical	2	0	0	1	3
15	Mason	Engineering	2	0	0	0	2
16	Millwright	Mechanical	2	0	0	0	2
17	Multi Skilled Fitter	Engineering	3	0	0	2	5
18	Painter	Mechanical	1	0	0	0	1
19	Refrigeration And Air Conditioning	Electrical	3	1	1	1	6
20	Signal	S&T	19	4	3	7	33
21	Telecommunication	S&T	14	5	2	7	28
22	Welder (Workshop)	Mechanical	3	1	0	1	5
	<b>TOTAL</b>		<b>123</b>	<b>28</b>	<b>15</b>	<b>55</b>	<b>221</b>

## II. ASSISTANT LOCO PILOT

Sr. No.	Designation	UR	SC	ST	OBC	TOTAL
1	Assistant Loco Pilot	45	12	6	22	85

### B.

I. Post parameters for Medical classification and PwBD as per RRB standards for Technicians GR-III are as under :-

II. Post parameters for Medical classification and PwBD as per RRB standards for Assistant Loco Pilot (ALP) are as under :-

Sr. No.	Technician Grade-III	Department	Med. Std.	VI	HI	LD
1	Assistant Loco Pilot	Electrical	A1	NO	NO	NO

### C. MINIMUM EDUCATIONAL QUALIFICATION:-

#### I. TECHNICIAN GRADE III :-

S. No.	TRADES	Department	Minimum Educational Qualification
1	Carpenter	Engineering	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Carpenter / Furniture and Cabinet Maker (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
2	Carpenter	Mechanical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Carpenter / Furniture and Cabinet Maker (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
3	Carriage And Wagon	Mechanical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Fitter / Carpenter / Welder / Plumber / Pipe Fitter (OR)

			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
4	Diesel Electrical	Mechanical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Mechanic Auto electrical and Electronics / Wireman / Electronics Mechanic / Mechanic Power Electronics (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
5	Diesel Mechanical	Mechanical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Fitter / Mechanic Diesel / Mechanic (Repair and Maintenance of Heavy Vehicles) /Mechanic Automobile (Advanced Diesel Engine) / Mechanic Motor Vehicle / Tractor Mechanic / Welder / Painter (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
6	Electrical / Power	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Wireman / Mechanic HT, LT Equipments and Cable Jointing / Electronics Mechanic (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
7	Electrical / Power (Workshop)	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Wireman / Mechanic HT, LT Equipments and Cable Jointing / Electronics Mechanic (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
8	Electrical / Train Lighting	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Wireman / Mechanic HT, LT Equipments and Cable Jointing / Electronics Mechanic (OR)

			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
9	Electrical / TRD	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Wireman / Mechanic HT, LT Equipments and Cable Jointing / Electronics Mechanic (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
10	Electrical / TRD (OHE)	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Wireman / Mechanic HT, LT Equipments and Cable Jointing / Electronics Mechanic (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
11	Electrical / TRS	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Wireman / Electronics Mechanic / Mechanic Power Electronics / Mechanic HT, LT Equipments and Cable Jointing / Fitter / Welder / Painter General / Machinist / Carpenter
			(OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
12	EMU	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Wireman / Electronics Mechanic / Mechanic Power Electronics / Mechanic HT, LT Equipments and Cable Jointing / Fitter / Welder / Painter General / Machinist / Carpenter
			(OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
13	Fitter	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trade of Fitter (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.

14	Machinist  (WORKSHOP)	Mechanical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Machinist / Turner / Machinist (Grinder)
			(OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
15	Mason	Engineering	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Mason (Building Constructor)
			(OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
16	Millwright	Mechanical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Millwright Maintenance Mechanic / Mechanic Machine Tool Maintenance / Mechanic Advanced Machine Tool Maintenance
			(OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
17	Multi Skilled Fitter	Engineering	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Fitter / Welder / Machinist
			(OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
18	Painter	Mechanical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Painter General /Domestic Painter/ Industrial Painter (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
19	Refrigeration And Air Conditioning	Electrical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Refrigeration and Air Conditioning Mechanic / Electrician / Wireman / Electronics Mechanic (OR)

			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.
20	Signal	S and T	A) Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Electronics Mechanic / Wireman
			(OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above OR B) 10 <sup>th</sup> + 2 with Physics & Maths
21	Telecommunication	S and T	A) Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Electrician / Electronics Mechanic / Wireman (OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above OR B) 10 <sup>th</sup> + 2 with Physics & Maths
22	Welder (Workshop)	Mechanical	Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Welder / Welder (Gas and Electric) / Gas Cutter / Structural Welder / Welder (Pipe) / Welder (TIG/MIG)
			(OR)
			Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above.

## II. ASSISTANT LOCO PILOT :-

Designation	Department	Minimum Educational Qualification
Assistant Loco Pilot	Electrical	A) Matriculation / SSLC plus ITI from recognised institutions of NCVT/SCVT in the trades of Armature and Coil Winder / Electrician / Electronics Mechanic / Fitter / Heat Engine / Instrument Mechanic / Machinist / Mechanic Diesel / Mechanic Motor Vehicle / Millwright Maintenance Mechanic / Mechanic Radio & TV / Refrigeration and Air-conditioning Mechanic / Tractor Mechanic / Turner / Wireman
		(OR)
		Matriculation / SSLC plus Course Completed Act Apprenticeship in the trades mentioned above (OR)

		B) 3 years Diploma in Mechanical / Electrical / Electronics / Automobile Engineering (OR) Combination of various streams of these Engineering disciplines from a recognised Institution in lieu of ITI.
		<b>Note:</b> Degree in the Engineering disciplines as above will also be acceptable in lieu of Diploma in Engineering.

**NOTE:** 1. Those awaiting results of the final examination of the prescribed educational/technical qualification SHOULD NOT apply.

2. Diploma/Degree in Engineering will not be accepted in lieu of course completed Act Apprenticeship / ITI for the post of Technicians unless otherwise specified. Graduate Act Apprentice will not be accepted in lieu of Course Completed Act Apprenticeship (CCAA).

**D. AGE CRITERIA :- (As on 01/01/2020)**

	UR	OBC	SC/ST	LOWER LIMIT
<b>UPPER LIMIT</b>	02/01/1978	02/01/1975	02/01/1973	01/01/2002 18 years
<b>Age Group</b>	42 years	45 years	47 years	

**PROOF OF AGE:-**Scanned self-attested copy of Birth Certificate issued by appropriate authority OR Standard 10th or its equivalent certificate or Mark Sheet indicating Date of Birth OR School Leaving Certificate indicating Date of Birth.

**E. COMMUNITY CERTIFICATE:-**

The employees claiming to belong to SC/ST& OBC categories are required to produce Community Certificates are required to produce Community certificates in the prescribed Format for appointment in Central Government service (**Annexure- ‘A’&‘B’ respectively**) Otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/application of such employees, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

**OBC employees** who claim to OBC and have uploaded their existing OBC caste certificate in **Central Government format** (as per **Annexure-‘B’**) issued by the **Competent Authority** and also have uploaded the **Self-declaration form** regarding current status of **Non-Creamy-Layer** as per **Annexure-‘C’** should invariably produce the **Latest OBC certificate with non-creamy layer certificate valid for the current year 2019-2020 in Central Government format** (as per **Annexure-‘B’**) at the time of Document Verification.



#### **F. SYLLABUS FOR WRITTEN TEST/CBT :-**

1. The syllabus and standard of the examination shall be of the level of RRB examination of Notified posts. The Question paper shall be of Objective Multiple Choice Type. The question paper will be in English/Hindi/Marathi/Gujarati.
2. **There shall be negative marking in the examination and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.**

#### **G. RECRUITMENT PROCESS:-**

1. Only single online application (common to all the notified posts- ALP & Technicians) has to be submitted by the employees through the link provided on the official website of RRC-WR.
2. The entire recruitment process shall involve Single stage WRITTEN TEST/ CBT, Computer Based Aptitude Test (AT) (For ALP only) and Document Verification followed by Medical Examination as applicable.
3. The date, time and venue for all the activities viz. Single stage WRITTEN TEST/CBT, Computer Based Aptitude Test (AT),DV and Medical examination or any other additional activity as applicable shall be fixed by RRC-WR and shall be intimated to the eligible employees in due course.
4. Request for postponement of any of the above activity or for change of venue, date and shift will not be entertained under any circumstances.

#### **H. DOCUMENT VERIFICATION :-**

1. The eligible employees will be called for **Document Verification and e-Call letter will be available for downloading from RRC Website.**
2. Production of original documents of Date of birth, Educational Qualification Caste Certificate, along with **one set of self-attested photo copies** of all certificates, 2 recent passport size Photographs (self attested on reverse) e-call letter and Valid photo ID viz. Identity Card issued by his/her Employer in ORIGINAL on the day of Document Verification is mandatory.
3. Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

## **I. GENERAL INSTRUCTIONS :**

1. All regular employees possessing prescribed educational qualification as indicated above, **working in 7<sup>th</sup> CPC Level lower than the Grade Pay/Scale** for which GDCE is being conducted are eligible to appear in GDCE selection.
2. All regular employees possessing prescribed educational qualification as indicated above **working in same 7<sup>th</sup> CPC Level** for which GDCE is being conducted are eligible to appear in selection from **non-safety to safety** category posts as well as **safety to safety** category posts.
3. Those employees who are appearing in and/or awaiting for results of final examination of minimum qualification at the time of applying for the post are not eligible. Academic qualification must be from recognized Educational Institution / Board, otherwise candidature will be rejected.
4. The employees should possess the requisite educational qualification on the closing date of application and the same should also be endorsed in the Service Sheet of the employees.
5. Zone of consideration for GDCE will encompass staff belonging to all the Departments/Branches in a Divisions/Workshops/Headquarters office/Extra-Divisional Offices, as the case may be, subject to their applying in response to the notification.
6. **RPF/RPSF personnel are not eligible to apply against the GDCE scheme in terms of Railway Board's letter No. E (NG) I/2002/PM2/9 dated 11.8.2003.**
7. Employees selected under GDCE scheme shall be subjected to initial training of the same duration prescribed for directly recruited employees through RRBs.
8. Single stage written examination/Computed Based Test(CBT) for all categories, followed by Computer Based Aptitude Test (AT) (For ALP only), Document Verification and Medical examination.
9. The date, time and venue of the examination will be fixed by RRC/ Mumbai and will be intimated to the eligible employees through website as well as through SMS on registered Mobile number/or through email on registered mail address. The employees should regularly visit the website.
10. The request for postponement of examination or change of venue will not be entertained under any circumstances.
11. Eligibility of the employees will be considered only on the strength of the information furnished in the ONLINE Application. Employees need NOT send

printouts of application or Certificates or copies to RRC/WR OR DIVISIONS concerned by post.

12. RRC conduct verification of eligibility conditions with reference to original documents only after the employees have qualified in all the stages of examinations and are shortlisted for Document Verification. RRCs may reject the candidature of any applicant at any stage of recruitment process in case the employees is found to be not fulfilling the requisite criteria and if appointed, such a employees is liable to be removed from service summarily.
13. On completion of all stages of recruitment process, RRCs will allot Division /Unit as per the option of the eligible employees ONLY subject to merit, medical standard and vacancy position.
14. Special Note for all Employees seeking reservation/relaxation benefits: All those employees seeking reservation/relaxation benefits available for SC/ST/OBC-NCL must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notification. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/Notification.
15. Railway Administration reserves the right to alter the modus of Examinations or re-conduct examination or to cancel part or whole any process at any stage.
16. The selection shall be made strictly as per merit in the written examination/CBT and passing Computer Based Aptitude Test (for ALP only) and found fit in prescribed Medical category. Category wise merit list will be formed for all the categories.
17. The employees recommended for appointment should be fit in prescribed Medical category.
18. Shortlisted employees will be called for verification of their original documents. During document verification the employees has to bring all necessary documents in original. After satisfactory document verification the employees will be considered for empanelment subject to fulfilment of other criteria.
19. Employees recommended for a particular category of post with a Higher Medical classification will not be considered for any alternative post with lower medical classification in the event of their medical unfitness.
20. The number of vacancies indicated in the GDCE notification is provisional and may reduce or even become NIL depending upon the actual needs of the Railway Administration. The administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
21. Selected employees are liable to be posted anywhere on Western Railway. Decision of Railway Administration in this regard shall be final.

22. **There is no separate reservation of posts for Persons with Benchmark Disabilities and Economically Weaker Sections as per Railway Board's letter No. E(NG)I-2018/PM1/23 dated 02/05/2019.[RBE-72/2019].**
23. In the event of any mis-statement / discrepancy in the particulars / incomplete or invalid application or employee has suppressed any relevant information or the employee otherwise does not satisfy the eligibility criteria for the post being detected at any stage, his / her application / candidature will be cancelled or services will be terminated without any notice.
24. WR reserves rights to rectify inadvertent errors or omission at any stage of examination and an erroneously appointed employee shall be liable to be terminated from Rly. Service. WR will not be responsible for any inadvertent errors.
25. Employees should read the details and instructions on the e-Call letter carefully and follow them scrupulously, failure to comply with the instructions may lead to cancellation of their candidature.
26. **Assistance of Scribe:** Visually Impaired(VI) / employees whose writing speed is affected by Cerebral Palsy /muscular dystrophy/employees with Loco motor disability (one arm) can avail the assistance of Scribe for writing answers on their behalf.
27. Engagement of Scribe will be subject to the following conditions:
1. Employees will have to arrange for the scribe on their own.
  2. The scribe so arranged should not himself/herself be the candidate for this CEN for which the candidate is appearing. Also same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage will render both the candidate & the Scribe disqualified.
  3. Employees opting for scribe will have to provide details of scribe as per Annexure-IV at the time of CBT and same shall be signed by both candidate and scribe. Scribe should produce original valid ID proof at CBT center, and paste pass port size photograph on **Annexure-D**.
  4. The employee shall be responsible for any misconduct on the part of the scribe brought by him/her during the examination.
  5. Employees availing the assistance of a scribe shall be eligible for compensatory time of 20 minutes for every hour of examination.
  6. All one eyed employees and employees whose visual degree of disability is less than 40% shall not be considered as Visually Impaired persons and the provision for engaging scribe shall not be applicable to them.

Selected PwBD employees 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.

## J. HOW TO APPLY:-

**Eligible Serving Western Railway employee may apply ONLINE through website : [www.rrc-wr.com](http://www.rrc-wr.com)**

- 1) Employees are required to go to the link provided for filling ONLINE application and fill up the personal details/BIO-DATA carefully.
- 2) Employees should ensure that their Name, Father's Name and Date of Birth matches with the entries recorded in Matriculation or equivalent certificate.
- 3) Employees 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.
- 4) Employees are further advised to visit website of RRC frequently to get the latest information or any changes about this notification. The communication with the employees will be made through SMS & e-mail only. Employees are advised to provide only their own Mobile number/ e-mail ID so that they receive such communication.
- 5) A colour photograph of size 3.5cm x 3.5cm (not older than three months from the date of application) with clear front view of the employees without cap and sunglasses should be uploaded. The photo should be only in JPEG format-100 DPI. The size of the uploaded photograph should be up to **70 kb**. Employees may note that RRC may at any stage, reject the application for uploading old/unclear photo along with online application or for any significant variations between photographs uploaded along with online application and physical appearance of the employees. Employees 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 examination. They are also advised to keep 3 copies of the same photograph for further use.
- 6) During submission of ONLINE application, a Unique Registration Number will be generated and issued to each employees. Employees are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence.
- 7) To avoid last minute rush, employees are advised in their own interest to submit ONLINE application much before the closing date.

## **K. STEPS TO SUBMIT ONLINE APPLICATION**

1. Visit the website of RRC-WR i.e. [www.rrc-wr.com](http://www.rrc-wr.com)
2. Click on the "ONLINE/E-APPLICATION" link.
3. Click on the "New Registration" link.
4. Fill in the basic details viz. Name, Father's Name, Date of Birth, Community, e-mail Address and Mobile number. 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.
5. Login using the Registration number & password sent in the e-mail.
6. Follow the instructions and complete the registration process step-by-step.
7. Upload your scanned recent colour photograph (of size 3.5 cm X 3.5 cm, up to 70kb, 100 DPI, ONLY JPEG format ) and scanned signature (of size 3.0 cm X 6.0 cm, up to 30kb size ONLY in JPEG format) as well as required documents.
- 8. Before submitting the application, employees should ensure and check the accuracy of all the details filled and relevant certificates uploaded and then press the SUBMIT button for online application.**
- 9. For detailed procedure of ONLINE application refer to the e-help link provided on the RRC website i.e. [www.rrc-wr.com](http://www.rrc-wr.com).**

## **L. DOCUMENTS TO BE UPLOADED:-**

1. Scanned self attested copy of Birth Certificate issued by appropriate authority OR Standard 10th or its equivalent certificate or Mark Sheet indicating Date of Birth OR School Leaving Certificate indicating Date of Birth.
2. Scanned self-attested copy of required Certificate of Educational Qualification for the post applied.
3. In the case of employees belonging to SC/ST community, Community certificate issued by the Competent Authority in the prescribed format as per Annexure- A of this Notification.
4. In the case of employees belonging to OBC community, Community certificate issued by the Competent Authority in the prescribed format as per Annexure-B of

this Notification. This Certificate should specifically indicate that the employees does not belong to the persons/section (Creamy Layer).

- 5 Employees claiming to belong to Other Backward Classes are also required to submit a **self-declaration** in the prescribed format. (Annexure – C of this Notification) to ensure the production of **latest OBC certificate at the time of Document Verification.**

#### **M. INVALID APPLICATIONS:-**

1. Application without scanned Photo and scanned Signature.
2. Applications without proof of age i.e. Date of Birth as recorded in the Birth Certificate /Matriculation/ Secondary Examination Certificate or an equivalent certificate OR School Leaving certificate only.
3. Applications of over-aged or under-aged employees and also where date of birth certificates uploaded are illegible, date not filled in or wrongly filled.
4. Not having the requisite Education Qualification at the time of closing date of application.
5. Application without uploading the requisite certificates for eligibility.
6. Application without valid Community certificate as per para E in the proper Pro-forma from the appropriate authority.
7. Any other form of irregularities as observed and considered as invalid by RRC.

#### **N. ACTION AGAINST EMPLOYEES FOUND GUILTY OF MISCONDUCT:-**

1. Employees are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
2. Employees are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding such discrepancy should be submitted.
3. Misconduct on the part of the employees at any stage of the recruitment process is strictly prohibited.
4. Employees shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment. Attempting in such practice will be viewed seriously and their candidature shall be rejected without any notice.
5. Any employee found by the Railway Recruitment Cell to be guilty of :
  - a. Canvassing support for his candidature by any means;
  - b. Impersonation;
  - c. Taking help of impersonator ;
  - d. Submitting fabricated/tampered documents ;

- e. Making statements which are incorrect or false, or suppressing material information;
- f. Resorting to any other irregular or improper means for furtherance of his candidature for the selection;
- g. Using unfair means during the examination, or possessing , carrying or using mobile phone, calculator or any other such instrument ;
- h. Committing mischief in any other manner in the examination hall; Harassing or doing bodily harm to the staff employed by the RRC-WR for the conduct of the test may, in addition to action under relevant provisions of the Rules/Laws which render him liable to criminal prosecution may further
  - i. be disqualified by the RRC-WR from selection for which he is a employees,  
or
  - ii. be debarred, either permanently or for a period decided by the RRC-WR, from any examination or selection conducted by any of the Railway Recruitment Cells / Railway Recruitment Boards  
or/and
  - iii. be taken up for disciplinary action under the appropriate rules.

**NOTE:-**

- a. List of eligible employees will be notified on RRC website.**
- b. e-Call letter for the written examination will be issued ONLINE.**
- c. For any legal issues arising out of this Employment Notice, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Mumbai only.**

**RAILWAY RECRUITMENT CELL'S DECISION WILL BE FINAL:**

The decision of RRC-WR 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 employees and all other matters related with conduct of recruitment process will be final and binding on the employees, and no enquiry or correspondence will be entertained in this connection.

**Chairman  
Railway Recruitment Cell  
Western Railway**



**PROFORMA FOR CASTE CERTIFICATE FOR SC/ST EMPLOYEES**

**(Format of certificate to be produced by employees belonging to Scheduled Castes or Scheduled Tribes in support of Claim)**

This is to certify that Shri /Smt. / Kum\* \_\_\_\_\_ Son / Daughter\* of \_\_\_\_\_ of village / town\* \_\_\_\_\_ District / Division\* \_\_\_\_\_ of State / Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste / Scheduled Tribe\* under:

- The Constitution (Scheduled Caste) / (Scheduled Tribes) Order, 1950.
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951.
- The Constitution (Scheduled Tribes) (Union Territories) order, 1951 (as amended by the Scheduled Caste 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 Caste / Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Jammu and Kashmir) Scheduled Caste / Scheduled Tribe Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes / Scheduled Tribes Order, 1962.
- The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- The Constitution (Goa, Daman and Diu) Scheduled Castes / Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste / Scheduled Tribes Order, 1978.
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- The Constitution (SC) Orders (Amendment) Act, 1990.
- The Constitution (ST) Orders (Amendment) Act, Ordinance 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. / Kum\* \_\_\_\_\_ Father / Mother of Shri / Smt. / Kum \_\_\_\_\_ of Village / town in 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 \_\_\_\_\_ (Name of prescribed authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of office) \_\_\_\_\_

(\* Please delete the words which are not applicable) (\* Please quote specific presidential offer (\*). Delete the Paragraph which is not applicable. (\*)

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

**List of Authorities empowered to issue caste / tribe certificates :**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenues Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the employees and / or his family normally resides.

**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 and 13.09.2017\*\*.

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

**DISTRICT MAGISTRATE /**

**DY. COMMISSIONER**

**(Seal)**

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

**PROFORMA FOR DECLARATION TO BE SUBMITTED BY OTHER BACKWARD CLASS  
EMPLOYEES ALONGWITH THE APPLICATION**

**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 recognized 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 person / sections ( Creamy Layer) mentioned in column 3 of the Scheduled to the above referred Office Memorandum dated 08.09.1993 and its subsequent through O. M. No. 36033/3/2004-Estt(Res) dated 09.03.2004”.

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

Signature of the Employees \_\_\_\_\_

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

Name of the Employees \_\_\_\_\_

**LETTER OF UNDERTAKING FOR USING SCRIBE**

NOTE: Employees who are Visually Impaired (VI)/employees whose writing speed is affected by Cerebral Palsy / Muscular Dystrophy / employees with loco motor disability (One Arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

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

1. Name of the Employee : .....
2. Roll No .....
3. Name of CBT Center .....
4. Qualification of Employee .....
5. Disability Type .....
6. Name of the Scribe .....
7. Date of Birth of the Scribe .....
8. Father's Name of the Scribe .....
9. Address of the Scribe :
  - (a) Permanent Address.....  
.....  
.....
  - (b) Present Address
10. Educational Qualification of the Scribe
11. Relationship, if any, of the Scribe to the Employee
12. **DECLARATION:**

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old. <small>Signature of SCRIBE in the above box below the photograph</small>
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- i) 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 Cell regarding conduct of the employee assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of employee. In case, subsequently it is found qualification of scribe is not as declared by the employee, I (the employee) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not an employee in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other employee of this examination.

(Signature of the Employee)  
**Left thumb impression of the Employee in the box given above**

(Signature of the Scribe)  
**Left thumb impression of the Scribe in the box given above**

Signature of the Invigilator