

**WESTERN RAILWAY**  
**RAILWAY RECRUITMENT CELL**  
**Parcel Depot, Alibhai Premji Marg,**  
**Grant Road (East), Mumbai – 400007.**  
**Website : [www.rrc-wr.com](http://www.rrc-wr.com)**

RECRUITMENT TO THE POSTS IN PAY BAND- I OF RS.5200-20200 WITH GRADE PAY OF RS.1800/- IN WESTERN RAILWAY

**EMPLOYMENT NOTICE NO. RRC/WR/02/2013**

**DATED : 30/11/2013**

<b>Closing Date and Time for Receipt of Application</b>	<b>14/01/2014 17.00 HOURS</b>
Closing Date & Time for residents of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar and Lakshadweep Island and candidates residing abroad	<b>29/01/2014 17.00 HOURS</b>

Applications are invited in the prescribed format from the citizens of India and from such of those persons declared eligible by Ministry of Home Affairs, Govt. of India to fill up **5775** posts from Open Market in Pay Band I of Rs.5200-20200 with grade pay Rs. 1800/- in Division(s) and Workshop(s) of Western Railway.

**Important:- Candidates may please note that Written Examination and Physical Efficiency Test (PET) will be conducted during the same period simultaneously by all the Railway Recruitment Cell of various Zonal Railways.**

1. Name and Number of posts for which recruitment is to be conducted along with reservation details.

Sr. No.	Post	Medical Classification	UR	SC	ST	OBC	Total No of vacant posts	Ex-servicemen (Out of Total Vacancies)	Persons With Disabilities (PWD) (Out of Total Vacancies)				Suitability of Persons with Disabilities (PWD)
									OH	HH	VH	Total	
1.	Gangman / Trackman	B 1	1879	501	251	903	3534	707	0				
2.	Helper / Khallasi (Engg / Mech / Elect / S&T / Comml./ Optg. Deptt. Of Divisions )	B 1	570	110	56	196	932	186	34	33	33	100	OL, OA, BL, LV, HH
3.	Helper – II /Khallasi (Engg/ Mech./ Elect./ S&T Workshop)	C 1	386	81	43	152	662	132	25	24	24	73	OL, OA, BL, LV, HH
4.	Helper – II / Khallasi (TMC Organisation)	B 1	26	8	4	14	52	10	0				
5.	Platform Porter	A 2	336	80	39	140	595	119	0				
<b>TOTAL</b>			<b>3197</b>	<b>780</b>	<b>393</b>	<b>1405</b>	<b>5775</b>	<b>1154</b>	<b>59</b>	<b>57</b>	<b>57</b>	<b>173</b>	

- Note :**
- a) 3% of 5775 vacancies i.e. **173** vacancies are reserved for Persons with Disabilities (PWD).
  - b) 20% of 5775 vacancies i.e. 1154 are reserved for Ex-Servicemen.
  - ii. **Vacancies notified are provisional and will be subject to upward / downward revision.**
  - iii. The vacancies reserved for Persons with Disabilities and Ex-Servicemen are not separate but included in the total number of vacancies.

- iv. Western Railway reserves the right of not filling up any of the notified vacancies against posts mentioned above due to administrative reasons at a later stage also.

## **ABBREVIATIONS**

RRC	Railway Recruitment Cell	WR	Western Railway
UR	Unreserved	OBC	Other Backward Class
SC	Scheduled Caste	ST	Scheduled Tribe
PWD	Persons with Disabilities	OH	Orthopedically Handicapped
VH	Visually Handicapped	HH	Hearing Handicapped
LV	Low Vision	OL	One leg
OA	One arm	BL	Both legs
Ex-SM	Ex-Servicemen	TMC	Track Machine

## **2. ELIGIBILITY CRITERIA**

### **2.1. Age Limit :**

<b>Age as on 01-01-2014</b>			
<b>Category</b>	<b>UR</b>	<b>OBC</b>	<b>SC/ST</b>
<b>Age</b>	<b>18 to 33 years</b>	<b>18 to 36 years</b>	<b>18 to 38 years</b>

### **2.2. Special Relaxations of Age Limit**

<b>2.2.1</b>	<b>Serving Railway Employees</b>	Serving Railway Employees including Casual Labourers and Substitutes who have put in a minimum of 3 years service.	UR	:	Upto 40 years
			OBC	:	Upto 43 years
			SC/ST	:	Upto 45 years
<b>2.2.2</b>	<b>Staff of Quasi Administrative Offices of Rly. Organisations</b>	Such as Railway Canteens, Railway Institutes and Railway Co-op. Societies who have put in 3 years service	Relaxation of age will be given to the extent of service rendered by them subject to a maximum of 5 years and upper age limit of 38 years.		
<b>2.2.3</b>	<b>Ex-Servicemen</b>		Relaxation of age will be to the extent of service rendered by them in Defense Service plus 3 years provided they have put in a minimum of 6 months service after attestation.		
<b>2.2.4</b>	<b>Widow &amp; Divorced or Judicially Separated Women</b>		UR	:	Upto 35 years
			OBC	:	Upto 38 years
			SC/ST	:	Upto 40 years
<b>2.2.5</b>	<b>Persons with Disability</b>		UR	:	Upto 43 years
			OBC	:	Upto 46 years
			SC/ST	:	Upto 48 years
<b>2.2.6</b>	<b>Residents of Jammu &amp; Kashmir</b>	Who have ordinarily domiciled in the Kashmir Division of State of Jammu & Kashmir during the period from 1 <sup>st</sup> January 1980 to 31 <sup>st</sup> December 1989	UR	:	Upto 38 years
			OBC	:	Upto 41 years
			SC/ST	:	Upto 43 years

### **2.3. Proof of Age**

- i. Birth Certificate issued by appropriate authority or
- ii. Matric/SSC/SSLC certificate or mark sheet indicating Date of Birth issued by Board or
- iii. School leaving /Transfer certificate issued by Schools/College Authority.

### 3.0 Educational Qualification :

- 3.1 Minimum 10<sup>th</sup> Pass / ITI Pass or equivalent at the time of applying. Academic qualification must be from a recognized Educational Institution / Board, otherwise candidature will be rejected.
- 3.2 Candidates having higher educational qualification may also apply.

### 4.0 Recruitment Process :-

- 4.1.1. The recruitment process consists of a Written Examination followed by Physical Efficiency Test (PET), and Medical Examination.
- 4.1.2. The Candidates, whoever fulfils all the eligible conditions will be called for Written Test. Call Letter indicating Date, Time & Venue will be issued to all the eligible candidates separately for Written Test.

### 4.2 Written Examination:-

- 4.2.1. The Question paper for the Written Test shall be of Class 10<sup>th</sup> standard, consisting of **100** multiple-choice (four) objective type questions, mainly aimed to assess general knowledge/awareness, mathematics, general science and reasoning etc. The duration of Written Test shall be of **90 minutes**.
- 4.2.2 Question paper shall be printed in Hindi, English, Urdu, Marathi and Gujarati only.
- 4.2.3 There will be Negative marking for wrong answers. 1/3 rd Mark shall be deducted for each wrong answer i.e. one mark shall be deducted for every three wrong answers.

### 4.3 PHYSICAL EFFICIENCY TEST (PET):-

- 4.3.1 Based on performance in the Written Examination, eligible candidates equal to three times the number of vacancies will be called for PET. A separate advice indicating Date, Time and Venue for PET will be communicated to the eligible candidates.
- 4.3.2 Passing the Physical Efficiency Test is mandatory and the same will be qualifying in nature. The criterion for the PET will be as under:-

For Male Candidates	For Female Candidates
Should be able to run for a distance of 1000 meters in 4 minutes and 15 seconds in <b>one chance</b> .	Should be able to run for a distance of 400 metres in 3 minutes and 10 seconds in <b>one chance</b> .

- 4.4 **Selection is made strictly based on merit.** Shortlisted candidates will be called for Document Verification based on their merit position, availability of vacancies and reservation rules. The candidates may note that mere qualifying in Written examination and PET **does not entitle them for appointment in Railways.**
- 4.5 Only those candidates who submit the original Certificates/Documents during Document Verification in support of their eligibility will be directed for Medical Examination.

### 4.6 MEDICAL EXAMINATION:-

The candidate should be FIT in the Medical Examination conducted by Railway Medical authorities in the medical standards prescribed for various posts. Only those candidates, who are found fit will be considered for inclusion in the Final Merit List (with communal break-up), in the order of merit to the extent of vacancies available under different categories.

### 5.0 Examination Fees : Rs. 100/- (Rupees One Hundred only)

- 5.1 Mode of Payment : The fee shall be paid only in the form of Crossed **Indian Postal Order** drawn in favour of '**Assistant Personnel Officer (Recruitment), RRC-WR**' and payable at **Mumbai**.

**5.2 The IPO should have been obtained on or after the date of issue of this Employment Notification i.e. 30/11/2013 and not before the date of issue.**

The candidates are advised to write their name and address on the backside of the ORIGINAL IPO and enclose it with the application form. The details of examination fee may be written in application form.

**5.3** Applications without Examination Fee will be summarily rejected.

**5.4** The amount remitted as Examination Fee will not be refunded under any circumstances.

**5.5** Applications received with Demand Draft / Cash / Cheque / Central Recruitment stamps / Money orders or any mode of payment other than IPO will be rejected and amount forfeited.

**5.6 Fee Concession :**

Candidates belonging to SC/ST, Ex-servicemen, Persons with Disabilities, Women, Minority communities and Economically Backward Classes are exempted from payment of Examination Fee.

Note :

- i. **Minority Communities** will mean Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis).
  - a. For claiming waiver of Examination Fee Minority candidates should furnished a 'self declaration' as mentioned in Annexure - 7 along with Application Form. ( 'Proforma' is also available on the website )
  - b. At the time of Document verification, such candidates claiming waiver of Examination Fee will be required to furnish 'Minority Community Declaration' affidavit on non judicial stamp paper that he/she belongs any of the above Minority community. If the affidavit is not produced during Document verification, the candidature will be rejected.
- ii. Economically Backward Classes will mean the candidates whose family income is less than Rs. 50,000/- per annum.

The income certificate issued by the authorities mentioned below would have to be on Annexure - 8 which is enclosed herewith. ('Proforma' is also available on the website ) This would have to be issued on the letter head of the issuing authority.

Authorities competent to issue income certificate for the purpose of indentifying Economically Backward Classes:

- a. District Magistrate or any other Revenue Officer upto the level of Tehsildar.
- b. Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- c. Below Poverty Line (BPL) Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- d. Union Minister may also recommend for any persons, from anywhere in the country.
- e. Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

**6.0 Community Certificate**

**6.1** SC/ST Candidates: Candidates claiming to belong SC / ST communities are required to submit Community Certificate from the Competent Authority in the prescribed format (Annexure - 2) ('Proforma' is available on the website).

**6.2** OBC Candidates:

- a. Candidates claiming to belong to Other Backward Classes are required to submit Community Certificate from the Competent Authority in the prescribed format. This Certificate should specifically indicate that the candidate does not belong to the persons / sections (Creamy layer). The

non-creamy layer certificate should be valid for 2013-14 (Annexure - 3) ('Proforma' is available on the website ).

- b. Candidates claiming to belong to Other Backward Classes are also required to submit a self declaration in the prescribed format. (Annexure - 4) ('Proforma' is available on the website).

### **List of Authorities empowered to issue Caste Certificates:**

District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate) 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 family ordinarily resides. 5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep islands).

## **7.0 Persons With Disabilities (PWD) :**

**7.1 Definition of Disabilities** :- Definition of categories of the disabilities for the purpose of reservation in the employment are as under:-

### **7.1.1 Orthopedically Handicapped (OH):-**

- a) Locomotor disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- b) Cerebral Palsy means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.
- c) All the cases of orthopedically handicapped persons would be covered under the categories of "Locomotors disability or Cerebral Palsy" .

**7.1.2 Hearing Handicapped (HH):-** "Hearing Handicapped" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

### **7.1.3 Visually Handicapped (VH):-**

- a) Blindness refers to a condition where a person suffers from any of the following conditions viz:-
  - 1) Total absence of sight or
  - 2) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses or
  - 3) Limitation of the field of vision subtending at an angle of 20 degrees or worse.
- b) **Low Vision:** "Person with low vision means a person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistance device.

(Please enclose the attested copies of the certificates).

**7.2 Degree of disability of reservation:** - Only such persons would be eligible for reservation of services/posts who suffers from not less than 40% of relevant disability.

**7.3** Candidate should submit a Disability Certificate in the prescribed format (Annexure – 5 ) issued by the Competent Authority. The Competent Authority shall be a Medical Board duly constituted by the Central or State Government. The Medical Board shall consists of at least three members out of which at least one shall be a Specialist in the particular field for assessing Locomotor / Cerebral / Visual / Hearing disability as the case may be.

### **7.4 Scribe for Visually Handicapped Candidates :**

Visually Handicapped candidates/those candidates whose writing speed is affected by Cerebral Palsy can avail the assistance of SCRIBE for writing answers on their

behalf. For engaging the SCRIBE, the candidate will have to suitably inform the RRC in advance as per Annexure - 6.

The engagement of SCRIBE will be subject to the following conditions:

- (a) The candidates will have to arrange their own SCRIBES at their own cost during the examination. Separate Admit Cards will be issued to the SCRIBES accompanying the Visually Handicapped candidates. Admit cards should contain the particulars and photograph of the SCRIBE duly signed by him/her.
- (b) The candidates as well as the SCRIBE will have to give a suitable undertaking (Annexure - 6) along with the application conforming that the SCRIBE fulfills all the stipulated eligibility criteria for a SCRIBE as mentioned above. In case, it transpires later that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The Visually Handicapped candidate shall be responsible for any misconduct on the part of the scribe brought by him/her. The undertaking, as given in the Annexure - 6, should be submitted by the Visually Handicapped candidates/candidates whose writing speed is affected by Cerebral Palsy, along with his/her application.
- (c) Candidates availing the assistance of a SCRIBE shall be eligible for extra time of 20 minutes for every hour of the examination.

**7.5** All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons and the provision for engaging SCRIBE shall not be applicable to them.

**7.6 Persons with Disabilities are exempted from PET for recruitment to the posts identified suitable for them.** After qualifying in the Written Examination, such candidates will have to pass Medical Examination prescribed for Persons with Disabilities before empanelment.

## **8.0 EX-SERVICEMEN CANDIDATES**

- 8.1 The term Ex-Servicemen means a person who has served in any rank (whether as a combatant or non-combatant) in the regular Army, Navy or Air Force of the Indian Union and
- i. who has retired from such services after earning his/her pension or
  - ii. who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded military service or other disability pension or
  - iii. who has been released otherwise than on his own request as a result of reduction in such establishment or
  - iv. who have been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a Gratuity and includes personnel of the Territorial Army of the following categories viz.
    - (a) Pension holders for continuous embodied service
    - (b) Persons with disability attributable to Military service and
    - (c) Gallantry award winners

Explanation : The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-Serviceman, may be permitted to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to Ex-Servicemen, but shall not be permitted to leave the Uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

8.2 Ex-Servicemen does not include a person who has served in the Defence Security Corps, the General Reserved Engineering Force, the Lok Sahayak Sena and the Para Military Forces.

- 8.3 **Service Personnel who are likely to be discharged from military service on or before 29/11/2014 are eligible to apply against this employment notice.**
- 8.4 Ex-servicemen are required to clearly indicate all required particulars including community in the application form.
- 8.5 Ex-servicemen candidates who have already secured employment under the ex-servicemen quota in Central /State Government in Group 'C' or 'D' categories will be given only age relaxation but will not be considered under ex-servicemen quota.
- 8.6 Discharge Certificate for Ex-Servicemen : Candidates claiming the upper age relaxation under the category of Ex-servicemen shall enclose a copy of Discharge Certificate issued by the Competent Authority along with Application Form.

## **9.0 Serving Employees of Government / Public Sector Undertaking**

- 9.1 A candidate serving under any Government or Public Sector Enterprise/Undertaking including Railways or Quasi Administrative Government offices/Organizations and institutions should either apply through proper channel with duly certified service details by the employer or directly to RRC-WR with "No Objection Certificate" from the employer concerned.
- 9.2 In addition, an advance copy of such application complete in all respects may be sent superscribing on the top of the application "ADVANCE COPY" so as to reach RRC-WR before the closing date and time specified. Advance copy of the application will be entertained provided the application through proper channel is received in the RRC-WR Office within 15 days from the closing date for which the entire responsibility would be of the candidate.

## **10.0 General Instructions for the candidates :**

- 10.1 The candidates should carefully read all the instructions before applying for the posts.
- 10.2 Before applying to the post, the candidate should ensure that he/she fulfils the eligibility and other criteria. The RRC-WR shall reject applications not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be summarily removed from service.
- 10.3 The candidate's admission at all stages of recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions.
- 10.4 Certificates in languages other than English or Hindi should be accompanied by an attested translation in English / Hindi.
- 10.5 Mere issue of call letter for appearing in Written Examination / PET by RRC-WR does not confer any right to candidates to be called for subsequent stages of recruitment process or placing name on the panel.
- 10.6 The RRC-WR, at its discretion, may hold additional Written examination and/or PET or re-examination or cancel part or whole of the written examination and/or PET at any stage without assigning any reason.
- 10.7 Date and venue of written examination, Physical Efficiency Test, and Documents Verification will be fixed by the RRC-WR and intimated to eligible candidates by post. Examination schedule may be published on Website and News papers taking 1<sup>st</sup> Alphabet of their Name as written in the Application Form or any other variable as criteria. Therefore, candidates are requested to keep photocopies of relevant documents with them for further reference.
- 10.8 Request for postponement of the examination and/or change of centre/venue will not be entertained.
- 10.9 **FREE JOURNEY RAILWAY PASS:**  
A free Second Class Railway pass, from nearest railway station to the place of examination and back, will be issued to the candidates belonging to SC/ST communities for appearing in written examination as well as PET. All other candidates will have to bear their expenses for appearing in the

written examination/Physical Efficiency Test etc. No reimbursement of travel expenses will be made on any account.

- 10.10 In the interest of the Administration, selected candidates are likely to be posted anywhere on any Post /Category /Department on Western Railway after successful completion of training wherever prescribed. No particular place or Department or Division of posting can be assured or assumed. The decision of Railway Administration will be final. No request /representation will be entertained in this regard.
- 10.11 Candidates who have been debarred from appearing in any of the Railway Recruitment Cell/ Board exams should not apply unless the debarment period expires before the closing date.
- 10.12 Female candidates are also eligible. They may however note that the nature of duties may be arduous and may involve outdoor duties.
- 10.13 Candidate should send his/her Application Form complete in all respects along with xerox copies of relevant Certificates sufficiently in advance, before the closing date, to the RRC-WR.  
Any certificate, photograph etc. sent separately after subsequent receipt of Application Form, will not be entertained. Railway Recruitment Cell will not be responsible for any postal delay/wrong delivery, whatsoever, at any stage of the selection process.
- 10.14 All candidates, irrespective of community, will be considered for UR vacancies. However, against vacancies of specific community quota, only candidates of that particular community will be considered and any subsequent representation for change of community status will not be entertained under any circumstances.

### **11.0 Action against candidates found guilty of Misconduct :**

- 11.1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
- 11.2 Candidates 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.
- 11.3 Misconduct on the part of the candidate at any stage of the recruitment process is strictly prohibited.
- 11.4 Candidates 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.
- 11.5 A candidate found by the Railway Recruitment Cell (or found earlier by any Railway Recruitment Board), to be guilty of:
  - (i) Canvassing support for his candidature by any means or
  - (ii) Impersonating or
  - (iii) Procuring impersonation or
  - (iv) Submitting fabricated/tampered documents or
  - (v) Making statements which are incorrect or false, or suppressing material information or
  - (vi) Resorting to any other irregular or improper means for furtherance of his candidature for the selection or
  - (vii) Using unfair means during the examination, or possessing , carrying or using mobile phone, calculator or any other such instrument or
  - (viii) Writing irrelevant matter including obscene language or pornographic matter in the script(s) or
  - (ix) Committing mischief in any other manner in the examination hall or
  - (x) 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, render himself liable to criminal prosecution and further



- (a) be disqualified by the RRC-WR from selection for which he is a candidate, or
- (b) 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.
- (c) be taken up for disciplinary action under the appropriate rules, if he is already in service.

## 12.0 How to Apply

- 12.1 Application Format (Annexure – 1) published along with this Employment notification alone should be used. Application Format can also be downloaded from the website of RRC-WR i.e. [www.rrc-wr.com](http://www.rrc-wr.com) .
- 12.2 Each candidate should send only one application. Candidates submitting multiple applications will not be considered. Even if , such a candidate gets selected inadvertently he /she will not be offered appointment later on.
- 12.3 The candidates have to fill up Application Form with **Black or Blue Ball Point pen** in his/her own legible handwriting. **The application should be filled either in English or Hindi and not in any other language. Annexure for Community / Income certificate etc. shall be in English / Hindi language, format of the same are available in the Employment News Paper and RRC – WR website i.e. [www.rrc-wr.com](http://www.rrc-wr.com) The application has to be duly dated and signed by the candidate.** Application filled in any language other than Hindi/English, and by any person other than the applicant, and having any change in the format will be rejected summarily.
- 12.4 The candidates should write any clear visible marks of identification on their body in the column 'Personal marks of Identification. (Mere mentioning of Mole/ Cut mark etc. will be treated as INVALID and such applications will be rejected).
- 12.5 The candidates should affix their Left Thumb Impression at the space provided in Application Form. Persons not having Left Thumb can affix Right Thumb. The thumb impression should be clear and visible. Otherwise, the Application is liable for rejection.
- 12.6 It is important to note that following para (Declaration) should be copied out by candidate in his/her own handwriting in running letters (not in Capital Letters) in the space provided at column no. 18 of the application form. Applications with incomplete declaration will be rejected.  
*"I hereby declare that the facts and evidences given by me in the above application are true, complete and correct to the best of my knowledge and belief. In the event of any mis-statement / discrepancy in the particulars being detected at any stage, my candidature / service may be cancelled / terminated without any notice."*
- 12.7 Candidate should sign in the column prescribed for signature. Signature should not be in Capital /Block letters.
- 12.8 Candidate should properly PASTE their recent (not older than 3 months) colored passport size photograph on the Application Form. In addition, they must submit one identical photograph with Name and Date of Birth written on the backside of Photograph.

## 13.0 ENCLOSURES:

The enclosures in the following order **only** are to be firmly stitched along with the Application Form. Original Certificates should not be enclosed. Self Attested Photocopies / Xerox copies of the certificates should be enclosed.

- (i) IPO, if applicable
- (ii) Application Form
- (iii) Proof of Date of Birth
- (iv) Educational Qualification
- (v) Community Certificate in case of SC / ST (Annexure – 2) / OBC (Annexure – 3, 4). OBC Certificate should contain that they do not belong to Creamy Layer.
- (vi) Self declaration of minority candidate.

- (vii) Income certificate for waiver of examination fee.
- (viii) Discharge Certificate in case of Ex-Servicemen.
- (ix) Physical Disability Certificate in case of Persons with Disabilities.
- (x) Filled in Proforma for engaging SCRIBE in case of Visually Handicapped persons.
- (xi) In the case Government Servants /Quasi Administrative staff of Railway organisation, copy of Certificate from the appropriate authority giving their length of regular service etc.
- (xii) No Objection Certificate from the employer, if already employed.
- (xiii) Copy of Decree from the competent Court of Law having divorced / judicially separated together with Affidavit that she has not remarried since.
- (xiv) In case of widow, death certificate of her husband together with Affidavit that she has not remarried since.
- (xv) Two Passport size coloured photographs (not older than 3 months) without wearing cap & goggles/coloured glasses. One photo is to be pasted on the Application Form with signature across the photograph. The photograph should be neatly pasted and not stapled or pinned. The other photograph with name, date of birth and signature on the back side should be clipped with the Application Form.

The photograph is to be scanned by a machine. The machine recognizes only good quality photograph with light colour background.

**14.0** Applications complete in all respects along with all relevant enclosures in an envelope superscribed as "**Application for the Posts in Pay Band I /GP- Rs.1800/- of Western Railway**" shall be sent by ordinary post to "**Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, Western Railway, Parcel Depot, Alibhai Premji Marg, Grant Road (East), Mumbai-400 007**". The application can also be dropped in the Drop Box kept at RRC / WR Office.

#### **15.0 INVALID APPLICATIONS:**

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

- (i) Applications not submitted in prescribed format as given in this employment notice.
- (ii) Incomplete or illegible applications, or applications with overwriting, cutting or erasing marks.
- (iii) Unsigned/undated Applications. Applications without clear/smudged Left Thumb impressions. Applications without clear Marks of Identification.
- (iv) Under aged / Over aged candidates.
- (v) Applications without copy of proof for Date of Birth and Educational Qualification.
- (vi) Applications without IPOs of requisite **value and validity**, wherever applicable.
- (vii) Applications without copy of Community Certificate in prescribed format in respect of SC/ST candidates (Annexure - 2) and OBC candidates (Annexure -3 & 4).
- (viii) Applications without Disability certificate, if applicable (Annexure – 5).
- (ix) Submitting more than one application in one Name.
- (x) Applications received after 17.00 hrs. on closing date by any means/modes.
- (xi) Applications without Coloured photograph or affixing / attaching B&W photograph or Xerox copy of Photograph.
- (xii) Applications without Declaration (para - 18) of Application Form, written in candidate's own handwriting or incomplete declaration.
- (xvi) Applications not filled in English or Hindi or not filled by candidate in his own hand writing.
- (xvii) Applications of candidates figuring in **debarred list of RRB / RRC** shall be rejected.
- (xv) Any other deemed irregularity.

- 16.0** All male candidates are liable for active Territorial Army Service in Railway Units or such other units as may be laid down in this behalf from time to time.
- 17.0** For any legal issues arising out of this Employment Notice, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Mumbai only.
- 18.0** In case of any doubts, English version of the employment notice will be treated as valid.
- 19.0** Candidates are advised to periodically check the website [www.rrc-wr.com](http://www.rrc-wr.com) for the latest information / updates in connection with this recruitment.

**20.0 RAILWAY RECRUITMENT CELL'S DECISION 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 candidates and all other matters related with conduct of recruitment process will be final and binding on the candidates, and no enquiry or correspondence will be entertained in this connection.

**IMPORTANT:** Railway Recruitment Cell, Western Railway have not appointed any agents or coaching centers for acting on its behalf. Candidates are warned against any such claims being made by persons/agencies. OMR answer sheets shall be used for the written examination, and computer evaluation shall be resorted to. Candidates are selected purely as per merit. PLEASE BEWARE OF UNSCRUPULOUS ELEMENTS AND DO NOT FALL IN THEIR TRAP.

NOTE: Notification was scheduled to be notified on 14/12/2013 but Employment News had inadvertently published it in their edition dt. 30/11/2013. In the said publication, the date of notification is shown as 11/12/2013, the date on which it was scheduled to be notified on RRC/WR's website [www.rrc-wr.com](http://www.rrc-wr.com). Since it has already been notified in Employment News on 30/11/2013, the date of notification may please be read as 30/11/2013. Other facts and procedures **except Para 8.3**, described in the said notification dt. 30/11/2013 are correctly published and those will be applicable for the recruitment process.

**Chairman  
Railway Recruitment Cell  
Western Railway**