



**रेलवे भर्ती प्रकोष्ठ, पश्चिम मध्य रेल**  
**Railway Recruitment Cell, West Central Railway**

आर.बी.-IV, 290, स्टेशन रोड, साउथ सिविल लाइंस, जबलपुर.482001

RB- IV, 290, Station Road, South Civil lines, Jabalpur-482001

Website:-[www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in)



**Notification No. 01/2021 GDCE - NTPC (Graduate) Date : 25.06.2021**

Date of Publication in RRC website	25.06.2021
Opening Date & Time for ONLINE Registration & Filling of Application	26.06.2021
Closing Date & Time for ONLINE Registration & Filling of Application	25.07.2021 at 23:59 hrs.

**ONLINE APPLICATION FOR GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION (GDCE)**

Railway Recruitment Cell invites **ONLINE** applications from **eligible employees of West Central Railway** for filling up the following posts of **NTPC (Graduate)** against GDCE Quota as per vacancies indicated below:

CATG No.	NTPC-GRADUATE					DEPTT	NUMBER OF VACANCIES				
	Name of the Post	Educational Qualification	Pay Scale	Suitability for PwBD	Medical Std.		UR	SC	ST	OBC	Total
1	Station Master	Degree from recognized university or its equivalent	Level 6	No	A-2	Operating	18	05	03	12	38

**Note :** The above medical standards are indicative and not exhaustive and apply to candidates in general. The candidates are advised to read Chapter 5 of Indian Railway Medical Manual (IRMM) Volume I which can also be accessed at [www.indianrailway.gov.in](http://www.indianrailway.gov.in) Candidates who have undergone Lasik surgery or any other surgery procedure to correct refractory error are not eligible for the post having Medical Standard A-2.

**Candidates are advised to ensure that they are eligible as per the medical standards for the post.** In case of failure of the candidate to pass the prescribed medical fitness for the post, he will not be considered suitable for empanelment for that post.

**IMPORTANT INSTRUCTIONS - ONLINE REGISTRATION & SUBMISSION OF APPLICATION**

- 1) Candidates should be serving employee of West Central Railway till the formation of Panel. Candidate, who will resign from WCR or transfer to other railway, will not be consider for empanelment.
- 2) Candidates should ensure that they possess/fulfill all eligibility conditions prescribed for the post(s) as on **the closing date of online registration i.e. as on 25.07.2021** **CANDIDATES WAITING FOR FINAL RESULTS OF PRESCRIBED EDUCATIONAL QUALIFICATION SHOULD NOT APPLY.**
- 3) Before filling up the online application, candidates are advised to thoroughly read allthe instructions and information in the Notification available on the website of RRC [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021)
- 4) Candidates are advised to visit only official websites of the RRC and be very careful about fake websites and job racketeers.

- 5) **Candidates should have their own mobile number, valid & active personal email id and keep them active for the entire duration of recruitment as RRC shall send all recruitment related communications only through SMS and email till the recruitment is completely over. RRC will not entertain any request for change of mobile number and email address at any stage.**
- 6) **Applications are to be submitted “ONLINE ONLY” and through the RRC website [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path – About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021)**
- 7) **Eligibility of the candidates will be considered only on the strength of the information furnished in the ONLINE Application. Candidates need NOT send printouts of application or Certificates or copies to RRC concerned by post. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected forthwith.**

Candidates can modify the application particulars, Email ID and Mobile Number, even after submission of application till the closing date.
- 8) **To avoid last minute rush, candidates are advised in their own interest to register and submit ONLINE application much before the closing date since there may be a possibility of inability/failure to log on to the website of RRC concerned on account of heavy load on the internet or website during last days of online registration.**

RRC do 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.
- 9) **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 11.08.2003.**
- 10) **All regular employees possessing prescribed educational qualification as indicated above, working in 7 th CPC Level lower than the Grade Pay/Scale for which GDCE is being conducted are eligible to appear in GDCE selection,**
- 11) **All regular employees possessing prescribed educational qualification as indicated above working in same 7 th 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.**

### **IMPORTANT INSTRUCTIONS - EXAMINATION PROCESSES**

- 1) **Malpractices:** Any candidate found using unfair means of any kind in the examination/CBT, sending someone else in his/her place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of all the RRCs & all RRBs for lifetime. He/she will also be debarred from getting any appointment in the Railways, and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.
- 2) **Banned items:** Electronic gadgets like mobile phones, blue tooth, pen drive, laptops, calculators, wrist watches or any other communication devices or pen/pencil, wallet/purses, belts, shoes and metallic wears including ornaments etc. are strictly NOT allowed inside the exam hall. Any infringement of this instruction shall entail summary rejection besides legal action including debarment from future examinations. Candidates are advised in their own interest not to bring any of the banned items including mobile phones etc. to the venue of the examination, **as arrangements for safe keeping cannot be assured.**

- 3) **Stages of Exam:** There shall be single stage Computer Based Test (CBT) followed by Aptitude Test for Station Master.
- 4) **Call Letters:** Candidates will have to download the City and Date Intimations, e-Call Letters and Travel Authority (wherever applicable) from the links provided on the official websites of RRC.
- 5) **Short Listing for Various Stages:** The short listing for Computer based Aptitude Test (CBAT) shall be to the extent of 8 times the vacancies.
- 6) **Negative Marking:** There shall be negative marking for incorrect answer in CBTs. Deduction of 1/3<sup>rd</sup> of the marks allotted for each question shall be made for each wrong answer, but there will be no negative marking in Computer Based Aptitude Test (CBAT).

## **DETAILED NOTIFICATION**

### **1.0 GENERAL INSTRUCTIONS**

- 1.1 Admission to all stages of recruitment process shall be purely provisional, subject to the candidate satisfying the prescribed eligibility conditions.
- 1.2 Mere issue of e-Call letter to the candidates will NOT imply that their candidature has been finally accepted by the RRC.
- 1.3 RRC conduct verification of eligibility conditions with reference to original documents only after the candidates have qualified in all the stages of examinations and are shortlisted for Document Verification. RRC may reject the candidature of any applicant at any stage of recruitment process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such a candidate is liable to be removed from service summarily.
- 1.4 Before applying for the post(s) against this notification, candidates should satisfy themselves that they fulfill all the eligibility norms including age, educational qualification(s) and medical standard (s). Candidates should ensure that they have requisite educational / technical qualifications from recognized Board / University / Institute **as on the closing date for online registration i.e. 25.07.2021. Those awaiting results of the final examination for the prescribed qualification are not eligible and hence should not apply.**
- 1.5 **Candidates should enter their Name, Father's Name and Date of Birth as recorded in the SSLC/Matriculation/High School Examination Certificate or an equivalent Certificate ONLY.**

In cases of name change, candidates should indicate their changed Name only in the ONLINE application. However, other details should match with the Matriculation or Equivalent certificate. Date of such change should be prior to the date of registration of ONLINE application.

Gazette Notification or any other legal document as applicable for such cases should be submitted at the time of Document Verification (DV).
- 1.6 Signatures of the candidates on all documents should be identical in all stages of recruitment process and must be in running hand and not in block/capital or disjointed letters. Signatures in different style at the time of CBT, Computer based Aptitude Test, Document Verification; Medical examination etc. may result in cancellation of candidature.
- 1.7 Dates of examinations will also be published on the websites of RRC. The e-call letters for CBTs, Computer based Aptitude Test, and document verification (as applicable) should be downloaded **ONLY** from websites of the Railway Recruitment

Cell (RRC). No call letter will be sent by post. The CBT Centre, date and shift indicated in the e-call letter shall be final. RRC reserve the right to introduce additional CBTs / Aptitude Test and/or additional document verification etc., without assigning any reason.

- 1.8 Vacancies indicated in this Notification are provisional and may undergo any change (increase/decrease) or even **become NIL** in total or in specific Railways / Units / Communities / Posts at a later stage depending upon the actual needs of the Railway Administration. Also, additional posts if required by the Railway(s) may also be included at later stage.

The Railway Administration also reserves the right to cancel the notified vacancies at any stage at its discretion and such decision will be final and binding on all.

- 1.9 Selection by RRC does not confer upon candidates any right of appointment in the Railways. The function of the RRC is to recommend names of suitable candidates to the concerned authorities of the Zonal Railway/Division/Production Unit who in turn will issue the offer of appointment letter subject to availability of vacancies and candidates satisfying all eligibility criteria including antecedents and character.
- 1.10 Selected candidates will have to undergo training, wherever prescribed, and during training period, only stipend will be paid as applicable.
- 1.11 Free Sleeper Class Railway Pass is admissible to SC/ST candidates only. SC/ST candidates who wish to avail free travel authority will have to indicate 'Yes' in the relevant column in the ONLINE application and upload valid caste certificate. For such candidates, free Sleeper Class Railway Pass will be a part of e-call letter when they are called for various stages of recruitment viz. CBT, Computer based Aptitude Test, document verification etc. as per the details furnished and uploaded in ONLINE application. It is the responsibility of the candidates availing free travel authority to give the correct name of the Railway Station in online application, failing which their travel authority may not be valid for travel and obtaining reservation.

At the time of obtaining reservation and traveling, the Reservation Clerk and/or Ticket Checking Staff will ask for the original SC/ST community certificate for verification of genuineness of the candidate. **Any attempt to misuse this travelling authority shall lead to rejection of candidature at any stage of the recruitment process and debarment for future examinations conducted by RRC.**

- 2.0 **RRC reserve the right to incorporate any subsequent changes / modifications / additions in the terms & conditions of recruitment under this Notification as necessitated and applicable.**

3.0 **AGE LIMIT**

**The upper age limit will be 40 years for General candidates (UR), 45 years for SC/ST candidates and 43 years for OBC candidates.**

**The lower and upper age limit indicated for the post(s) in the Vacancy Table will be reckoned as on 01.07.2021.**

**Cut-off date of Birth is indicated below:**

Age Group	Upper Date of Birth			Lower Date of Birth
	UR	OBC	SC/ST	
	18 to 40	18 to 43	18 to 45	
	02.07.1981	02.07.1978	02.07.1976	

### 3.1 **Notes :**

No age relaxation is allowed to SC/ST/OBC-NCL (Non Creamy Layer) candidates applying against unreserved vacancies.

- If a candidate is eligible for relaxation of age on more than one ground, he/she would be accorded the highest of the age relaxations for which he/she is eligible.
- Candidates should note that the date of birth filled in this application should be same as recorded in the Matriculation/SSLC/Xth Class or an equivalent certificate. No subsequent request for its change will be considered.

### 4.0 **EDUCATIONAL QUALIFICATIONS**

Candidates should have requisite minimum educational qualifications indicated for posts of this GDCE Notification 01/2021 from recognized Board/University/Institute as on the closing date for ONLINE Registration. **The candidates 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 Those awaiting results of the final examination of the prescribed minimum educational qualification SHOULD NOT apply.**

### 5.0 **VERTICAL RESERVATION**

For availing reservation, SC/ST/OBC-NCL candidates should furnish 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) at the time of document verification. Further, in case of OBC-NCL candidates, the certificates should specifically indicate that they do not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision, if any, received till the closing date for ONLINE Registration of applications for this Notification. The candidates should ensure that they belong to the OBC- Non Creamy Layer (NCL) category while applying for the posts against this Notification. Such candidates should produce a valid OBC certificate in the prescribed format during document verification. Further, in addition to the community certificate (OBC), a declaration in the prescribed format as per **Annexure IIA** has to be furnished by the candidates during document verification, that he/she does not belong to the creamy layer. The certificate produced shall not be older than one year at the time of document verification. In case of not complying to these stipulations, their claim for reserved status (OBC-NCL) will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Unreserved) category, will be considered under General (UR) vacancies only.

### 6.0 **RECRUITMENT PROCESS:**

Only single ONLINE application has to be submitted by the candidate through the link provided on the official website of RRC **[www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in)** (Path - **About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021**). The recruitment process shall involve single Stage Computer Based Test (CBT) and Aptitude Test and Document Verification/Medical Examination. Selection is made strictly as per merit, on the basis of above mentioned recruitment stages. The date, time and venue for all the activities viz. CBTs, Computer based Aptitude Test, Document Verification, Medical Examination or any other additional activity as applicable shall be fixed by the RRC and shall be intimated to the eligible candidates in due course. Request for postponement of any of the above activity or for change of venue, date and shift will not be entertained under any circumstances.

#### 6.1 **The Questions will be of objective type with multiple choices and are likely to include questions pertaining to:**

**a. Mathematics:**

Number System, Decimals, Fractions, LCM, HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Elementary Algebra, Geometry and Trigonometry, Elementary Statistics etc.

**b. General Intelligence and Reasoning:**

Analogies, Completion of Number and Alphabetical Series, Coding and Decoding, Mathematical Operations, Similarities and Differences, Relationships, Analytical Reasoning, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Sufficiency, Statement- Conclusion, Statement- Courses of Action, Decision Making, Maps, Interpretation of Graphs etc.

**c. General Awareness:**

Current Events of National and International Importance, Games and Sports, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10th CBSE), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India and World, Flagship Government Programs, Flora and Fauna of India, Important Government and Public Sector Organizations of India etc.

**Minimum percentage of marks for eligibility, UR-40%, OBC (Non creamy layer) - 30%, SC-30%, ST-25%.**

**6.2 Computer Based Aptitude Test (CBAT)**

**Qualifying marks: The candidates need to secure a minimum T-Score of 42 marks in each of the test batteries to qualify. This is applicable to all candidates irrespective of community or category i.e. irrespective of SC/ST/OBC-NCL and no relaxation in the minimum T- Score is permissible.**

Candidates equal to 8 times the number of vacancies of Station Master (SM) will be called for CBAT. Candidates will have to qualify in each of the test batteries of CBAT for considering them for the post of Station Master. The CBAT (Computer based aptitude test) shall have questions and answer options only in English and Hindi. There shall be **no negative marking in CBAT.**

**6.3 Formation of merit list: The Station Master merit list will be drawn only from amongst the candidates qualifying in the CBAT, with 70% weightage for the marks obtained in the CBT and 30% weightage for the marks obtained in CBAT.**

Candidates are advised to visit websites of RDSO ([www.rdsso.indianrailways.gov.in](http://www.rdsso.indianrailways.gov.in) ->Directorates->Psycho Technical Directorate ->Guidelines for Aptitude Test) for question patterns and other details of CBAT.

**7.0 NORMALISATION OF MARKS:**

Short listing of Candidates shall be based on the normalized marks obtained by them whenever CBT is conducted in multiple sessions for the same syllabus. The normalization scheme to be adopted for CBT detailed in following paragraphs.

- 7.1 **CALCULATION OF NORMALIZED MARKS FOR MULTI-SESSION PAPERS:** In CBT, the examination may have to be conducted in multiple sessions. For these multisession papers, a suitable normalization is applied to take into account any variation in the difficulty levels of the question papers across different sessions. The formula for calculating the normalized marks for the multi-session papers is detailed below:

Normalization mark of  $j^{\text{th}}$  candidate in  $i^{\text{th}}$  session  $\widehat{M}_{ij}$  is given by :

$$\widehat{M}_{ij} = \frac{\overline{M}_i^g - M_q^g}{M_{ii} - M_{iq}} (M_{ij} - M_{iq}) + M_q^g$$

$M_{ij}$  : is the actual marks obtained by the  $j^{\text{th}}$  candidate in  $i^{\text{th}}$  session.

$\overline{M}_i^g$  : is the average marks of the top 0.1% of the candidates considering all sessions.

$M_q^g$  : is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

$M_{ii}$  : is the average marks of the top 0.1% of the candidates in the  $i^{\text{th}}$  session or marks of topper if session strength is less than 1000.

$M_{iq}$  : is the sum of the mean marks and standard deviation of the  $i^{\text{th}}$  session.

## 8.0 HOW TO APPLY

Eligible West Central Railway employee may apply **ONLINE** through RRC website [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021)

- a) Candidates are required to go to the link provided for filling **ONLINE** application and fill up the personal details/BIO-DATA carefully.
- b) Candidates should ensure that their Name, Father's Name and Date of Birth match with the entries recorded in Matriculation or equivalent certificate.
- c) Candidates are advised to indicate their personal mobile no. and personal valid e-mail IDs in the **ONLINE** application and keep them active during the entire recruitment process for communicating them.
- d) Candidates are further advised to visit website of WCR frequently to get the latest information or any changes about this notification. The communication with the candidates will be made through SMS & email only. Candidates are advised to provide only their own Mobile number/ e-mail ID so that they receive such communication.
- e) 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 candidate without cap and sunglasses should be uploaded. The photo should be only in JPEG format. Candidates may note that RRC may at any stage, reject the application for failing to upload photo or 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 candidate. Candidates are advised to bring one copy of the same photograph along with Hall Ticket/e-Call Letter and original valid Photo ID at the time of examination. They are also advised to keep 3 copies of the same photograph for further use.
- f) During submission of **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 recruitment process/ correspondence.

- g) To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date 25.07.2021.

## 9.0 STEPS TO SUBMIT ONLINE APPLICATION

Before filling up ONLINE application, candidates are advised to keep scanned copy in JPEG format of following documents ready with them :

1. Passport size colour photograph.
  2. Signature
  3. Copy of self-attested certificates in proof of date of birth, education/technical qualifications, caste.
- a) Visit the website of RRC [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021).
  - b) Click on the “GDCE Notification No: 01/2021” link.
  - c) Click on the “**New Registration**” link.
  - d) Fill in employee number (**11 digit**) and date of birth and click continue.
  - e) Fill in personal information and e-mail Address and Mobile number. On submission of required details an email/SMS will be received in the registered e-mail ID/Mobile number. Open inbox of your registered email/SMS and note the registration number and password.
  - f) Login using the Registration number & password sent in the e-mail/SMS.
  - g) Follow the instructions and complete the registration process step-by-step.
  - h) Upload the scanned copy of photograph, self-attested certificates in proof of date of birth, education/technical qualifications and caste i.e. SC/ST/OBC.
  - i) Submit the application.

## 9.1 Documents to be uploaded:

- a) Proof of Date of Birth as mentioned at Para 3.1.
- b) Certificates of Educational Qualification for the post applied.
- c) In the case of SC/ST community candidates, Community certificate issued by the Competent Authority in the prescribe format as per Annexure- I of this Notification.
- d) In the case of OBC community candidates, Community certificate issued by the Competent Authority in the prescribe format as per Annexure-II of this Notification. This Certificate should specifically indicate that the candidate does not belong to the persons/section (Creamy Layer).
- e) Candidates claiming to belong to Other Backward Classes are also required to submit a self declaration in the prescribed format. (Annexure - IIA of this Notification).

**NOTE:** Candidates applying against reserved vacancies (SC/ST/OBC) and/or seeking age relaxation must upload requisite Caste Certificate in the prescribed format issued by 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 General (Un-reserved) category, will be considered under General (UR) vacancy only.

## 9.2 INVALID APPLICATIONS:-

- a) Not having proper scanned Photo and scanned Signature.
- b) Not having proof of Educational Qualification for the post applied.



- c) Not having proof of Birth as per Para 3.1.
- d) Under aged/Over-aged candidates.
- e) Not having the requisite Education Qualification at the time of closing date of application.
- f) Application without uploading the requisite certificates.
- g) Any other irregularity.

### 9.3 CANDIDATES PLEASE NOTE:

- **Candidates are advised to keep their personal mobile number and personal valid e-mail ID active throughout the recruitment process, as all communications from RRC will be sent only through SMS/e-mail.** RRC will not entertain any request for change of mobile number and e-mail address at any stage. Candidates are advised to note and preserve their Registration Number for further stages of recruitment process/ correspondence with RRC concerned.
- Candidates are further advised to visit the official website of RRC [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021) frequently to get the latest information on various stages of recruitment process or any changes about this Notification.

**The onus is on the candidates to prove with valid documents that all the information submitted by them in the ONLINE application is true.**

### 10.0 SPECIFICATIONS FOR PHOTOGRAPH:

- a. It should be a Color Passport Photograph with white/light color background.
- b. It should be of size 35mmX45mm or 320 x 240 pixels.
- c. It should be in JPG/JPEG format scanned with 100 DPI resolution.
- d. The size of the photograph should be between 20-50KB.
- e. **The color photograph must have been taken in a professional studio. Photographs taken using mobile and self- composed portraits may result in rejection of application.**
- f. The photo should have clear front view of the candidate without cap and sunglasses.
- g. The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly.
- h. The main features of the face must not be covered by hair of the head anycloth or any shadow.
- i. Forehead, eyes, nose and chin should be clearly visible.
- j. In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.
- k. The photograph must match with the appearance of the candidate on the days of CBTs/CBAT, document verification and Medical test.
- l. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use as and when required during the recruitment process.

#### 10.1 Specification for Signature Image:

10.2 **The applicant has to sign on white paper with Black Ink pen within a box of size 50 mm x 20 mm.**

10.3 **Signature must be in running letters and NOT IN BLOCK LETTERS.**

10.4 **The image should be in JPG/JPEG format scanned with 100 DPI resolution.**

10.5 **Dimensions of 50 mm x 20 mm or 140 x 60 pixels (preferred).**

10.6 **Size of file should be between 10 KB – 40 KB.**

10.7 **Notes:**

- The signature must be of the applicant only and not of any other person.
- The applicant's signature obtained during registration and at the time of CBT/CBAT/Document verification/ Medical should match the uploaded signature.
- In case it is found that there is a mismatch of signature, the candidate may be disqualified, legal prosecution will be initiated and the candidate will be debarred for life from appearing in all railway recruitments conducted by RRBs/RRCs.

## **11.0 a) SC/ST Certificate Upload:**

Candidates belonging to SC/ST community who have opted to avail Free Rail Travel, have to upload scanned copy of their SC/ ST certificates (JPG/JPEG format, 50 KB – 100 KB) also for availing the facility of Free Travel Authority (Second Class Railway Pass).

**CARE: If the file size and format for photograph, signature and SC/ST Community Certificate are not as prescribed, an error message will be displayed.**

## **b) Submission of Application:**

In the end candidates have to confirm the declaration ***"I hereby declare that I have gone through the eligibility criteria for the post(s) applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in case, any of the details furnished is found untrue during any stage of recruitment or thereafter, RRC shall disqualify me for the post(s) applied for and /or I shall be liable for any other action under the extant rules"***.

After confirming the above declaration and submission of the application, the candidate may save the file as "PDF" and/or take print of the application and preserve it for reference and record.

## **12.0 INVALID APPLICATIONS / REJECTIONS:-**

Online applications are liable for rejection on the following grounds amongst others:

- Invalid photos on account of Black and White photo, photo with cap or wearing Goggles. Photos which are disfigured, small size, full body, showing only one side view of the face, unrecognizable photos, Photostat copy of photo, group photo, selfie photo, photo taken by mobile, morphed photo and online application without photo among others.***
- Signature in capital/block letters.
- Not possessing the prescribed qualification for the post(s) as on the closing date for registration of online application i.e as on **25.07.2021**
- Over-aged or under-aged or Date of Birth wrongly filled.
- Candidate's name figuring in the debarred list of any RRBs/RRCs.
- Incomplete or incorrectly filled application.
- Any other irregularities which are observed and considered as invalid by RRC.

**NOTE:** In case the application is rejected, candidates will be able to view their status ONLINE on the website of RRC [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021) along with the reasons for rejection(s) which is final and binding and no further correspondence shall be entertained on the subject. SMS and email alerts shall also be sent to the candidates on their registered mobile numbers and email IDs, as indicated in their ONLINE application. Candidates will not be intimated by post.

**13.0 HALL TICKET (e-CALL LETTER) FOR CBTs, CBAT/TST, Document Verification:**

13.1 SMS and email messages will be sent to all eligible candidates about the e-Call letter and upload details on their registered mobile number and email ID. No call letter will be sent by post. However, candidates should regularly visit the official websites of RRC as there can be failure in delivery of SMS/E-mail to the candidates due to reasons beyond control of RRC.

13.2 Eligible candidates can download e-Call letter the RRC websites about 10 days before the date of the CBT, CBAT, DV (as applicable). Call letter will not be sent to candidates by post.

13.3 Candidates should read the instructions on the e-Call letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.

13.4 In case of SC/ST candidates who opted for free rail travel facility and uploaded their valid caste certificate for availing the benefit of free travel authority (Sleeper Class Railway Pass), the e-call letter for CBT, CBAT, DV (as applicable) will contain the free travel authority and such candidates will be allowed to book ticket on submission of self-attested photo copy of e-call letter and SC/ST Certificate. During the journey, these candidates should carry original SC/ST Certificate and one prescribed proof of identity in original for undertaking journey, failing which they will be treated as travelling without ticket and charged accordingly.

13.5 Candidates must bring their e- Call letter along with a **valid Photo ID** (viz. Voter Card, Aadhaar Card, printout of e-Aadhaar (not Xerox copy of Aadhaar), Driving License, PAN card, Passport, Identity Card issued by the employer, failing which candidates shall NOT be allowed to appear for the CBT,CBAT, DV (as applicable). The name, date of birth and photo on ID should match with the details furnished in the online application, failing which the candidate may not be permitted to appear in CBT,CBAT, DV (as applicable).

13.6 Candidates must also bring one color photograph (of size 35 mm x 45 mm) which was uploaded in the application, for appearing in the CBT, CBAT, DV(as applicable).

13.7 Candidates should leave blank spaces provided in the downloaded e-Call letter for writing self-declaration paragraph (as the paragraph will be displayed on the screen during CBT), signature and Left Thumb Impression (LTI) unfilled while coming for the exam.

**Warning: Candidates will have to write the paragraph of Self-Declaration, sign and affix LTI at the venue of the CBT, CBAT (as applicable) in the presence of the invigilator at the Examination hall ONLY and hand over the same to the invigilator before the conclusion of the examination. Candidates writing the self-declaration paragraph in advance and/or Signing in CAPITAL letters will be rejected.**

13.8 RRC will not entertain any request for any change in examination center, date and session allotted to candidate(s).

**14.0 VERIFICATION OF ORIGINAL DOCUMENTS AND FORMAT OF CERTIFICATES:**

- 14.1** To ascertain their eligibility as on the closing date for registration of online application, candidates are required to produce all original documents with two sets of self-attested photo copies of all documents at the time of Document Verification. Further, these candidates should upload the scanned copies (in true color) of all the certificates as applicable prior to their document verification date through website of RRC [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path – About us-> Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021) portal.
- 14.2** All Certificates should be either in English or in Hindi only. Where certificates are not in English / Hindi, self-attested translated version (In Hindi / English) should be produced wherever / whenever required. Certificates produced during the document verification should be strictly in the prescribed formats.

**NOTES**

- i. Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit the requisite/relevant certificate in original from the competent authority, in the prescribed format at the time of Document verification. Otherwise, their claim for SC/ST/OBC-NCL status will not be entertained and their candidature/ applications will be considered under General (UR) category, if eligible. The certificates should be as per the formats annexed. **Certificates obtained in any other format will not be accepted.**
- ii. The Educational Qualification Certificates viz. Provisional or Regular should contain the date of issue. In case date of issue of these certificates is after the closing date for registration of online application, then the consolidated mark sheet with date of declaration of the result of final qualifying exam or individual mark sheets of all the semesters/years with date of declaration of result on each should be submitted. In case of non-availability of date in any of these mark sheets/certificates, a certificate from the Institution/ University/Board to this effect (indicating date of declaration of result) should be produced at the time of document verification.

**15.0 IMPERSONATION/SUPPRESSION OF FACTS- WARNING:**

- 15.1** Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of all the RRBs/RRCs for lifetime. He/she will also be debarred from getting any appointment in the Railways and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.
- 15.2** Furnishing of any false information to the RRC or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment on the Railways or to any other Government service and if appointed the service of such candidate is liable to be terminated.
- 15.3** Candidates found submitting forged/fake certificates of any kind for securing eligibility and/or obtaining privileges, including free travel for appearing in the CBT, CBAT, Document verification (as applicable) shall lead to rejection of their candidature for the particular recruitment for which he/she has applied. Further, they will also be debarred from all examinations conducted by all RRBs/RRCs all over the country for a period of 2 years/for life as deemed fit and legal action will be initiated, if warranted.
- 15.4** Candidate shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the recruitment. Candidature of such candidates

is liable to be rejected.

**16.0 MISCELLANEOUS:**

- 16.1 RRC reserve the right to conduct additional examination/Document verification at any stage. RRC also reserve the right to cancel part or whole of any recruitment process at any stage for any of the categories notified in this notification without assigning any reason thereof.
- 16.2 The decision of RRC in all matters relating to eligibility, acceptance or rejection of ONLINE applications, issue of free Rail Passes, penal action for false information, modification of vacancies, mode of selection, conduct of CBT, allotment of examination centers, selection, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the RRC in this regard.
- 16.3 RRC will not be responsible for any inadvertent errors and reserves right to correct such errors.
- 16.4 Any legal issues arising out of this notification shall fall within the legal jurisdiction of Hon'ble Central Administrative Tribunal, Jabalpur only.
- 16.5 In the event of any dispute about interpretation, the English version of the notification as published in RRC website [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2021) will be treated as final.
- 16.6 Application under RTI Act: Any Application even under RTI act seeking any information will not be entertained till the completion of the entire recruitment process.

**Chairman  
Railway Recruitment Cell  
West Central Railway/Jabalpur**

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

This is to certify that Shri\*/ Srimati/ Kumari\* ..... son/daughter\* of  
.....  
.....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 (Reorganisation) 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).

**OBC CERTIFICATE FORMAT**

**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 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 at the time of document verification, who had applied for the posts against**

**GDCE Notification No. 01/2021**

"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 persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred  
Office Memorandum dated 08.03.1993 and its subsequent revision 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