

South Eastern Railway

Office of the
Sr.Divl. Personnel Officer
Ranchi.

Date :13.01.2022

No.SER/P-RNC/Rectt./120/GDCE/Jr.Clerk/2022

To,
The All Branch Officers,
S.E.Railway,
Ranchi Division

Sub : General Departmental Competitive Examination(GDCE) for the post of Jr.Clerk-cum-Typist(Level-2)

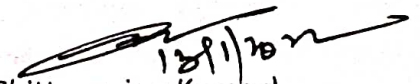
Ref : Notification No.SER/P-HQ/RRC/GDCE/2022 dated 07.01.2022.

Enclosed please find herewith a copy of Chairman/RRC/GRC's notification dated 07.01.2022 under reference for information and further necessary action.

It is therefore requested to kindly give it wide publicity amongst the eligible willing staff working your control including to Unit offices positively. The **ONLINE** applications are hereby invited from eligible serving regular Railway employees of South Eastern Railway for filling up the vacancies of Jr.Clerk-cum-Typist(Level-2) against General Departmental Competitive Examination quota(Copy enclosed).The willing eligible employees are required to apply **ONLINE** by visiting the link of **RRC/SER** i.e. www.rrcser.co.in and simultaneously submitted the print out of the online application to the concerned working authority as per para-9.The detailed information regarding community wise breakup of vacancies to be filled with Medical Fitness, Educational Qualification and stages of examination(copy enclosed). The willing staff should submit their **ONLINE** applications on or before **16.02.2022** positively.

The copy of Notification dated 07.01.2022 may also be displayed on the notice board of each unit. If any staff undergoing training or leave or sick, notification should be circulated amongst them.

Encl: As Above.


(Chittaranjan Kumar)
Asstt. Personnel Officer
for Sr. Divl. Personnel Officer
S.E.Railway, Ranchi.

Copy to Chairman/RRC/GRC/S.E.Rly for kind information please.



SOUTH EASTERN RAILWAY
RAILWAY RECRUITMENT CELL,
11, GARDEN REACH ROAD, BUNGALOW NO.12A, KOLKATA-700043.
Website - www.rrcser.co.in

Date of Issue : 17.01.2022

GDCE-2022

Closing Date: 16.02.2022

General Departmental Competitive Examination(GDCE) Notification No.SER/P-HQ/RRC/GDCE/2022

1. In terms of the instructions issued vide Railway Board's letter No.E(NG)I-92/PM2/16 dtd.20.08.2993(RBE No.129/1993) and other instructions issued from time to time, **ONLINE** applications are hereby invited from eligible serving regular railway employees of **South Eastern Railway** for filling up following vacancies of **Jr. Clerk cum Typist** category against **General Departmental Competitive Examination(GDCE)** quota. The employees are required to apply **ONLINE** by visiting the link of **RRC/SER** i.e. www.rrcser.co.in and simultaneously submitted the print out of the online application to the concerned working authority as per **para-9** below. The community wise breakup of vacancies to be filled with Medical Fitness, Educational Qualification and stages of examinations are indicated below.

Cat. No.	Name of the post	PB & GP (In Rs.)	No. of Vacancies					Medical Standard	Suitability for PwBD	Minimum Educational Qualification	Stage of Exam.
			UR	SC	ST	OBC	Total				
1.	Jr. Clerk cum Typist	(5200-20200 with GP Rs.1900)/Level-2 of 7 th CPC	175	44	10	58	287	C-2	VI (B,LV) HI (D, HH) LD (OA, OL, OAL, BL,LC, DW, AAV) MD [as per Estt.Srl.No.56/2019]	HSC/12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Persons with Benchmark Disability/Ex-servicemen and candidates having higher qualification than 12 th (+2 stage). Typing proficiency of 30 w.p.m. in English and 25 w.p.m. in Hindi on Computer is essential.	Single stage Computer Based Test(CBT) followed by typing test in English/Hindi, Document verification & Medical Examination

N.B: In terms of RBE No.72/2019(Estt.Srl.No.88/2019), reservation for Persons with Benchmark Disabilities(PwBD) and Economically Weaker Section(EWS) that is applicable for open market recruitment will not apply for the GDCE Scheme.

Abbreviation: PwBD=Persons with Benchmark Disabilities, VI=Visually Impairment, B=Blind, LV=Low Vision, HI=Hearing Impairment, D=Deaf, HH=Hard of Hearing, LD=Locomotor Disability, OA=One Arm, OL=One Leg, OAL=One Arm & One Leg, BL=Both Legs, LC=Leprosy Cured, DW=Dwarfism, AAV=Acid Attack Victim, MD=Multiple Disability

GENERAL INSTRUCTIONS REGARDING ELIGIBILITY CONDITION:

2. Only eligible serving regular/permanent Railway Employees of **South Eastern Railway** working in all Departments/Branches of Hd. Qrs./Divisions/Workshop/Units in grade pay/levels lower than the grade pay/levels of the notified posts and all the eligible employees working in same grade pay/Levels of posts for which GDCEs are being conducted are eligible to appear in selection for GDCE from **Non-safety to Safety** categories as well as **Safety to Safety** category

B. S. Chatterjee
7.1.2022

posts (except from **Safety Category posts to Non-Safety post**).(Authority : **RBE No.72/2017 dtd.24.07.2017/SER Estt.Srl.No.100/2017 & 169/2018**) through **ONLINE MODE**.

N.B.: The Employee should be drawing a pay on Substantive Basis(excluding MACP/Ad-hoc promotion etc.)

3. RPF/RPSF personnel are not eligible to apply for GDCE in terms of Railway Board's Letter No.E(NG)/2002/PM2/9 dtd. 11.08.2003(**RBE No.139/2003 & 47/2016 - ES-139/2003 & 77/2016**) and Law Assistant & Catering Supervisors are not eligible to apply in terms of Railway Boards letter No.E(NG)/2020/PM9/1 dtd.24.11.2021(**RBE No.86/2021**).
4. **AGE LIMIT:** The upper age limit will be 42 years for General candidates, 47 years for SC/ST candidates and 45 years for OBC candidates. The age will be reckoned as on **01.07.2022**[Authority: Rly.Bd.'s letter No.E(NG)/2000/PM2/12 dtd.21.08.2001(**RBE No.165/2001 & Estt.Srl.No.103/2001**)]

Age Group	Upper Date of Birth			Lower Date of Birth
	UR	OBC	SC/ST	
	18 to 42	18 to 45	18 to 47	
	02.07.1980	02.07.1977	02.07.1975	

5. **PROOF OF AGE:**

Matriculation/SSC/SSLC/HSC Certificate or Mark Sheet indicating Date of Birth issued by Board or School leaving/Transfer certificate issued by School/College Authority or Birth Certificate issued by appropriate authority.

6. **EDUCATIONAL QUALIFICATION:**

Candidate should possess the prescribed educational/technical qualification(as indicated in **Table-1**) from recognized Board/University/Institute as on the date of Notification. Candidates having higher educational qualification may also apply. Typing proficiency Test of **30 w.p.m. in English/25 w.p.m. in Hindi on Personal Computer** is essential without editing tools and spell check facility for the above post. Those candidates who are appearing in and/or awaiting results of final examination of minimum qualification at the time of applying for the notified post are not eligible.

7. **Examination Fee : Nil**

8. **Mode of Application:**

- 8.1 Applications should be registered **ONLINE** by filling up the required details in the prescribed format, as will be made available in the website of RRC/SER i.e. www.rrcser.co.in. The application has to be filled up carefully duly following the steps and instructions, as provided on the website. The application portal will be open **from 17.01.2022 to 16.02.2022 till 23.59 hrs.**
- 8.2 In case any employee has any difficulty in registering his application **ONLINE**, they can use the "Contact Us" button in the application portal. We will try to address your queries in two working days. Alternatively you also can send a mail to cmrrcrailnet@gmail.com or reply to any of the emails which they get during the course of registration.
- 8.3 To avoid last minute rush, candidates are advised in their own interest to register their applications **ONLINE** well before the closing date, since there may be possibility of failure/inability to log on to the website of **RRC/SER** on account of heavy load on the internet or website jam during last days. Candidates desiring to make any corrections in the application already filled can do so before the **FINAL SUBMISSION** being clicked on **ONLINE** registration. After final submission and confirmation, no provision for editing the data is allowed.

Deven Singh
7.1.2022

- 8.4 The last date/time for **ONLINE** registration is **16.02.2022 at 23.59 hrs.** Railway Administration will not bear any responsibility if the candidates are not able to register their applications **ONLINE** within the last date/time, for any reason whatsoever.

9. Steps to be followed while registering the ONLINE Application:

- 9.1 Go to RRC/SER website www.rrcser.co.in and click on the link mentioned for **GDCE**. Follow the steps mentioned in the application portal and fill up the details. Document proof should be uploaded whenever asked.
- 9.2 Candidates are advised to use their working mobile number and E-mail address for the purpose of filling up application. There will be **NO** paper correspondence and all the information would be sent through SMS and E-mail. If in case no email is seen in inbox, please check your Spam Folder.
- 9.3 After filling up the details and reading the declaration, click on the preview button. The applicants can go through the details on using the preview button. At any stage before final submission, the application can be edited by clicking the sections shown on the top. Once the application is submitted there is no scope for editing. Candidates are advised to download or take a printout of application once it is submitted.

10. ONLY ONE APPLICATION :

- 10.1 Each eligible serving employee should submit only one application against specific a post of department of this Notification and employees submitting more than one application for a specific post will be liable for disqualification. Even if, such a candidate gets selected inadvertently, he/she will be disqualified and they will not be considered for selection under this Notification for **GDCE**.

Note : In case the application is rejected for any reason, **SMS and E-mail** alerts will also be sent to the candidates on their registered **mobile number and email ID**, furnished by them during their **ONLINE** application. Candidates whose application/candidature is rejected will NOT be intimated by post.

THE ELIGIBLE CANDIDATES SHOULD TREAT THAT THIS NOTIFICATION ITSELF IS AN ALERT NOTICE FOR CONDUCTING COMPUTER BASED TEST(CBT) EXAMINATION WHICH WILL BE ADVISED AT SHORT NOTICE BY RRC/SER.

11. Employees who are selected are liable to be posted to any **Division/Unit** of South Eastern Railway. **Those who are not willing for posting involving transfer, need not apply.** The allotment of division/unit of the selected candidates/employees will be at the discretion of the administration, subject to availability of **GDCE quota** vacancies. Candidates/Employee has no right to ask the Division/Unit of their choice.
12. A recent passport size colour photograph(not older than one month) without cap and without wearing the coloured glasses along with his/her signature below the photograph in jpg/jpeg file format should be uploaded **ONLINE** along with a photograph of signature.
13. The candidates shall also upload the Educational/Degree/Technical/Convocation/Passing Certificate.

14. SELECTION PROCESS :

- 14.1 The selection for the posts notified in the Notification will be by **Computer Based Test(CBT)**. There will be separate **Computer Based Test(CBT)** examination for the post for which the candidates have submitted their **ONLINE** application. The selection will be made strictly as per merit in the **Computer Based Test(CBT)** examination.

B. S. S. S.
7.1.2022

- 14.2 GDCE** Quota is earmarked out of Direct Recruitment Vacancies. The standard of **Computer Based Test(CBT)** will be therefore as per the level of RRB examination of notified posts for open market candidates. The questions set in the **Computer Based Test(CBT)** will be of **Multiple Choice Objective Type(MCQ)**. The question paper will be set in **English** and **Hindi** only and the questions are likely to include subjects pertaining to General Awareness, Arithmetic, General Intelligence & Reasoning. The Question paper will be of **90 minutes** duration for **100 Objective Questions**, each carrying one mark each.
- 14.3** There will be negative marking in CBT examination and marks will be deducted for each wrong answer @1/3 of the marks allotted for each question.
- 14.4** Minimum percentage of marks for eligibility in various categories: **UR-40%, OBC (Non creamy layer) -30%, SC-30%, ST-25%.**
- 14.5** For above post, **Typing proficiency Test** of qualifying nature (marks obtained in qualifying test shall not be added for making merit) of **30 w.p.m. in English/25 w.p.m. in Hindi** on **Personal Computer** without editing tools and spell check facility will be conducted for the candidates short listed in **CBT** as per merit.
- 14.6** The **Computer Based Test(CBT)** examination will be conducted by **RRC/GRC** and the date of examination will be notified by **RRC/GRC** in due course through **SMS** on registered mobile numbers & **E-Mail address** registered in the applications and on website of **RRC/GRC**.
- 14.7** There will be no supplementary examination for any candidate who are absent for **Computer Based Test(CBT)/Typing Proficiency Test** for whatever reason.
- 14.8** During examination candidates should read the instructions on the computer terminal **DASH BOARD** carefully and follow them scrupulously. Failure to comply with the instructions may lead to disqualification of candidature.
- 14.9** The recruitment process may change for any category of the post notified, as per the latest guidelines issued from time to time.
- 14.10** The candidates recommended for appointment will have to pass requisite medical fitness test(s) conducted by the Railway Administration to ensure that the candidates are medically fit to carry out the duties connected with the post.
- 14.11** The panel will be formed strictly in the order of merit.
- 14.12** Employees selected under **GDCE** Scheme shall be subjected to initial training of the same duration prescribed for Direct Recruits as the case may be.
- 14.13 Assistance of Scribe:** Visually Impaired(VI) candidates / candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/candidates with Loco motor disability (one arm)/Intellectual disability(Autism, specific learning disability and mental illness) can avail the assistance of Scribe for writing answers on their behalf.
- 14.14 Engagement of Scribe will be subject to the following conditions:** 1. Candidates will have to arrange for the scribe on their own. 2. The scribe so arranged should not himself/herself be the candidate for this **NOTIFICATION** 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. Candidates 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 centre, and paste pass port size photograph on **Annexure-**

IV. 4. Separate e-call letter will be issued to scribes accompanying the candidates. 5. The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her during the examination. 6. Candidates availing the assistance of a scribe shall be eligible for compensatory time of 20 minutes for every hour of examination. 7. All one eyed candidates and candidates 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. 8. Selected PwBD candidates 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.

15. **MOBILE PHONES, PAGERS, CALCULATORS OR ANY OTHER COMPUTING/ COMMUNICATION/ ELECTRONIC DEVICE/GADGETS ARE PROHIBITED.**

15.1 Candidates are prohibited from carrying mobile phones, pagers, calculators or any other computing/communication/electronic device/gadgets to the examination enter. If any candidate is found to be in possession of such device/gadgets in working or in switched off condition in the examination hall, his/her candidature shall be cancelled forthwith and he/she will be debarred from future examinations conducted by RRC. In addition such employees are liable to be taken up under appropriate disciplinary/criminal proceedings.

15.2 Candidates are strictly advised, in their own interest, not to bring any valuables and prohibited items to the venue of the examination, as arrangement for safe keeping cannot be assured.

16. **HALL TICKET (E-ADMIT CARD) FOR ONLINE EXAMINATION:**

16.1 **E-ADMIT CARDS** to the eligible candidates will be made available on the website about two weeks before the **Computer Based Test (CBT)**. Eligible candidates should log in at the link provided on RRC website using Registration Number and DOB, download the **E-ADMIT CARD** and take a printout.

16.2 Candidates must bring their **E-ADMIT CARDS** duly obtaining the signature of the concerned supervisor/controlling Officer in the space provided on the **E-ADMIT CARD**, while appearing for the **Computer Based Test (CBT)**. This tantamount to a relieving letter for the purpose of attending the **CBT** by the concerned controlling authority.

16.3 **RRC** will not entertain any request for any change in examination centre allotted to eligible candidates.

17. **Document Verification/Medical Examination:**

Document Verification and Medical examination will be done only for those candidates, who qualified in the **CBT examination** followed by **Typing Proficiency Test** for the post of **Jr.Clerk cum Typist**. During Document Verification, the candidates have to bring all necessary documents in original. After satisfactory Document Verification, they will be directed for appropriate medical examination as prescribed at above Table under **para-1**. After being fit in the prescribed Medical Examination, the candidates will be considered for empanelment subject to fulfilment of other relevant criteria.

18. **GENERAL**

18.1 Before applying, the candidates should carefully read the instructions and ensure that he/she fulfils all the prescribed eligibility criteria at the time of **ONLINE REGISTRATION** of application as per the Notification.

Beaunreung
7-1.2022

- 18.2 The number of vacancies shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection.
- 18.3 The vacancies are to be filled in various Divisions/Units/Work Shops/HQrs. of South Eastern Railway. The selected candidates are liable to be posted anywhere on South Eastern Railway. Decision of Railway Administration in this regard shall be final.
- 18.4 **Railway Administration** reserves the right to alter the mode of examinations or re-conduct the CBT examination or to cancel part or whole of any process of the selection at any stage without assigning any reason.
- 18.5 **RRC** reserves the right to conduct the examination in batches on various dates and locations as decided by the **RRC**.
- 18.6 The selected employees under **GDCE** will have to pass the prescribed training courses prior to appointment to the post for which selected under **GDCE** wherever applicable.
- 18.7 The Scheme of **GDCE** will be implemented according to the guidelines issued by Railway Board and will be binding on all.
- 18.8 Candidate's biometric data capture and/or video/still photography will be done before admitting to the examination hall or in the examination hall/during the examination. Candidates must co-operate with examination conducting officials.
- 18.9 Sparing of the candidates for taking the examination and issuing necessary duty passes, if required, as per rule, will be the responsibility of the concerned office/unit/work shop where the candidates are presently working. No travel authority shall be provided by **RRC**.
19. **INVALID APPLICATIONS** : Applications with the following deficiencies will be summarily rejected.
- 19.1 Applications not registered through **ONLINE**.
- 19.2 Applications which are Incomplete in any manner.
- 19.3 Applications of candidates not possessing the prescribed educational/technical qualifications.
- 19.4 Applications of candidates not fulfilling the age criteria.
- 19.5 If more than one application registered by the same candidate, all such applications will be rejected.
- 19.6 Applications without uploading photograph, signature & certificate w.r.t.EQ/PQ/Caste.
- 19.7 Applications where the required documents are not uploaded.
- NOTE** : The list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity/deficiency noticed by the **RRC** at any stage and considered sufficient for rejection.

20. **MISCONDUCT/MALPRACTICE** :

- 20.1 Candidates are warned that, they should not furnish any particulars that are false or suppress any material information while registering the **ONLINE** application.
- 20.2 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of selection process. -

Beasim Singh
7-1-2022

20.3 Any misconduct on the part of the candidate at any part of the selection process is strictly prohibited and such misconduct will lead to disqualification of the candidature and also appropriate disciplinary/criminal proceedings.

20.4 Indulgence in any malpractices/misconduct will result in the rejection of the candidature at any stage of selection in addition to initiation of appropriate Disciplinary/Criminal proceedings.

21. DECISION OF RRC TO BE FINAL:

In all matters connected with the GDCE notified vide this notification, the decision of the RRC will be final and binding on all concerned.

22. The employees are advised to check the website i.e. www.rrcser.co.in regularly till finalization of selection process for updates in the matter.

Note : Last date for receipt of application is 16.02.2022 till 23.59 hrs.

Enclo: **Annexure-I, II, III, IV& V**

Bearu... 7-1-2022
(Kausik Bhattacharya)
Chairman/RRC
South Eastern Railway, Garden Reach.

Copy to :

1. Secy. To GM/SER- for kind information of GM.
 2. Dy. Secy. to AGM/SER- for kind information of AGM.
 3. All PHODs/CHODs/ SER/GRC – for information and circulation in their respective
 4. DRM-KGP/CKP/ADA/RNC. departments and offices.
 5. CAO/Con/SER/GRC.
 6. CWM/KGP/Workshop.
 7. Dy. CE/Workshop/SNY.
 8. Workshop Accounts officer-KGP/ADA/CKP/RNC.
 9. Chairman/RRB/KOL.
 10. Chairman/RRB/RNC.
 11. Chairman/RRB/MLDT.
 12. Sr.DPO/DPO/Sr.DFM/SER-KGP/ADA/CKP/RNC } for wide publicity in all offices and field units
 13. SPO(Con)/Sr.AFA/Admn./GRC. in Divisions/Workshop/Construction Units and HQ
 14. SPO(RE)/KOL. Office. They will also receive and screen applica-
 15. SPO(M&EL)/SPO(Engg.)/SPO(T)/GRC. tions received from employees on the print out
 16. APO(Stores)GSD/KGP. of the application submitted online and forward
- eligible applications only to **Chairman/RRC/GRC** along with detailed lists of eligible and ineligible candidates.

Bearu... 7-1-2022
Chairman, Railway Recruitment Cell,
South Eastern Railway, Garden Reach.

PROFORMA FOR CASTE CERTIFICATE FOR SC/ST CANDIDATES

(Format of certificate to be produced by a candidate 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) 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 Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act, 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.
- . The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
- . The constitution (Jammu and Kashmir) 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 Castes/Scheduled Tribes Persons who have migrated from One State/Union Territory Administration

This certificates is issued on the basis of Scheduled Castes/Scheduled Tribes Certificates issued to that Shri

/Smt.Kum*----- Father/ModtherofShri/Smt./Kum-----
-----in District/Division*-----
-----of State/Union Territory----- who
belongs to the -----Caste/Tribe* which is recognized as a
Scheduled Caste/Scheduled Tribes* in State/Union Territory*-----issued by the -----
----- (Name of prescribed authority) vide their No.-----dated-----.

3. Shri/Smt/Kum.*----- and of 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 Peoples Act, 1950.

List of Authorities employed to issue certificates of verification

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, (Not below the rank of 1st Class Stipendiary Magistrate)
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 candidate and /or his family normally resides.

B. S. S. S. S. S.
7.1.2022

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*.

Dated:

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 candidates 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.

B. S. S. S.
7/1/2022

**Proforma for declaration to be submitted by Other Backward Class Candidates
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 persons/sections (Creamy Layer) mentioned in column
3 of the Schedule 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 candidate

Date :

Name of the candidate

Beenu Meena
7.1.2022

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor 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 CANDIDATE :

1. Name of the Candidate :
2. Roll No
3. Name of CBT Center.....
4. Qualification of Candidate
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 Candidate.....

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.

Signature of SCRIBE in
the above box below the
photograph

12. DECLARATION:

- 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 candidates 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 candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate 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 candidate of this examination.

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

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

Signature of the Invigilator

MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)
NAME & ADDRESS OF THE INSTITUTE / HOSPITAL
DISABILITY CERTIFICATE

Certificate No.....

1. This is certified that Smt./Shri/Kum* son/daughter* of Shri.....
 Age..... a Male/Female having identification marks as below
 is suffering

from permanent disability of following category :

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms.
 (ii) BA-Both arms affected (a) Impaired reach
 (b) Weakness of grip
 (iii) OL-One leg affected (right or left) (a) Impaired reach
 (b) Weakness of grip
 (c) Ataxic
 (iv) OA-One arm affected (right or left) (a) Impaired reach
 (b) Weakness of grip
 (c) Ataxic

(v) BH-Stiff back and hips (cannot sit or stoop)

(vi) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

(i) B-Blind (ii) PB-Partially Blind

(C) Hearing impairment :

(i) D-Deaf (ii) PD-Partially Deaf

(Delete the category which is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Reassessment of this case is not recommended / is recommended after a period of.....year.....months.

3. Percentage of disability in his / her case is.....percent.

4. Smt./Shri/Kum* meets the following physical requirement for discharge of his/her duties :

- | | | |
|--|-----|----|
| (i) F-can perform work by manipulating with fingers. | Yes | No |
| (ii) PP-can perform work by pulling and pushing. | Yes | No |
| (iii) L-can perform work by lifting. | Yes | No |
| (iv) KC-can perform work by kneeling and crouching. | Yes | No |
| (v) B-can perform work by bending. | Yes | No |
| (vi) S-can perform work by sitting. | Yes | No |
| (vii) ST-can perform work by standing. | Yes | No |
| (viii) W-can perform work by walking. | Yes | No |
| (ix) SE-can perform work by seeing. | Yes | No |
| (x) H-can perform work by hearing/speaking. | Yes | No |
| (xi) RW-can perform work by reading and writing. | Yes | No |

(Signature of Doctor)

Name :

Registration No. :

Member, Medical Board

(Signature of Doctor)

Name :

Registration No. :

Member, Medical Board

(Signature of Doctor)

Name :

Registration No.:

Chairperson, Medical Board

*Please delete the words which are not applicable.

Place :

Date :

Note : (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / hearing and speech disability, mental retardation and leprosy cured, as the case may be.

(ii) The certificate would be valid for a period of 5 years for those whose disability is temporary). For those who acquired permanent disability, the validity can be shown as 'permanent'.