



**N. F. RAILWAY  
RAILWAY RECRUITMENT CELL  
STATION ROAD, PANBAZAR, GUWAHATI-781001**

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**NOTIFICATION FOR  
GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION (GDCE)  
ONLY FOR REGULAR EMPLOYEES OF N. F. RAILWAY  
(GDCE-01/2024)  
DATED: 15-06-2024**

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ONLINE applications are invited from eligible **servicing regular railway employees of N. F. Railway**, for General Departmental Competitive Examination (GDCE) for the posts of Accounts Clerk-cum-Typist & Junior Accounts Assistant cum Typist.

1. SCHEDULE OF GDCE:

| SN | Event  | Date                                 |
|----|--|--------------------------------------|
| 1  | Date of Publication of Notification on website   | 15-06-2024                           |
| 2  | Opening date and time of online Applications   | 20-06-2024 (10AM)                    |
| 3  | Last date for uploading the scanned copy of printed filled up online application <b>duly forwarded by the Controlling Officer</b> on the website | 20-07-2024 (11.59PM)                 |
| 4  | Closing date and time of online Applications   | 20-07-2024 (11.59PM)                 |
| 5  | Dates for CBT/TBT  | Will be intimated on RRC/GHY website |

NOTE: Read the notification carefully for further information. The written examination will be held in CBT/TBT mode, which will be intimated in due course.

**2. COMMUNITY-WISE BREAKUP OF VACANCIES, MEDICAL CATEGORY AND STAGES OF EXAM:**

| Name of post                         | Pay Level Matrix) | No. of Vacancies |    |    |     |       |                                       | PwBD Vacancies | Medical Standard                                | PwBD Suitability  | Stages of Exam |
|--------------------------------------|-------------------|------------------|----|----|-----|-------|---------------------------------------|----------------|---|---|----------------|
|                                      |                   | UR               | SC | ST | OBC | TOTAL |                                       |                |   |   |                |
| Accounts Clerk cum Typist            | Level -2          | 10               | 03 | 02 | 06  | 21    | 01 LD (Total=01)                      | C-2 (CEE-TWO)  | VI (LV), HI(D, HH), LD(OL, BL, MW, LC, DW, AAV) | CBT followed by Typing Skill Test , Document Verification & Medical Examination |                |
| Junior Accounts Assistant cum Typist | Level-5           | 51               | 14 | 7  | 24  | 96    | 01 each for VI, LD,HI & MD (Total=04) | C-2 (CEE-TWO)  |   |   |                |

**3. EDUCATIONAL QUALIFICATION:**

|                                      |         |  |
|--------------------------------------|---------|--|
| Accounts Clerk cum Typist            | Level-2 | 12 <sup>th</sup> (+2 stage) or its equivalent with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/PwBD and candidates who possess qualifications higher than 12 <sup>th</sup> (+2 Stage). |
| Junior Accounts Assistant cum Typist | Level-5 | Degree from recognized University or its equivalent. Typing Proficiency in English/Hindi on Computer is essential.   |

**NOTE:**

- i. The certificates mentioned above should be issued from a Board/Institute which is recognized by Govt. of India to issue such educational certificates which are valid for this recruitment process. Other than above no equivalent qualification would be acceptable.
- ii. The employee should possess the requisite educational qualification on the closing date of application and entry of the same should also be reflected in the Service Sheet of the employees. Academic qualification must be from government recognized Educational Board, otherwise candidature will be rejected.
- iii. Those awaiting results of the final examination need NOT apply.
- iv. The employees must upload the scanned self-attested copy/copies of educational qualification certificates during filling up of online application and produce the originals during the time of document verification.
- v. Eligibility of the candidates will be considered on the strength of the information furnished in the ONLINE Application. If at any stage of examination or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post (s), his/her candidature will be rejected forthwith.
- vi. RRC may reject the applications of candidates at any stage of examination process in case the candidates are not fulfilling the requisite criteria.

#### 4. AGE LIMIT:

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

#### 5. PROOF OF AGE:

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

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

#### 6. NON ELIGIBILITY:

- i. **Employees who are in the same or higher grade than the grade of the notified post are not eligible to apply.**
- ii. Employees who do not have requisite educational qualification, medical standard and age criteria etc. as prescribed in this notification.
- iii. Employee who are Trainee/Substitute and not regularized are not eligible to apply.
- iv. RPF/RPSF personnel are not eligible to apply for GDCE in terms of Railway Board's letter No.E(NG)I/2002/PM2/9 dated.11.08.2003.
- v. Those candidates who are appearing in and/or awaiting results of final examination for minimum qualification at the time of applying for the posts are not eligible.

#### 7. ELIGIBILITY:

- i. Since the notified posts are Non-safety Category posts, hence as per instructions contained in RBE 72/2017 & RBE 112/2018, serving regular railway employees of N.F.Railway, **who are working in the lower grade than the grade of the notified post can apply**, if eligible as per the eligibility criteria given in this notification, even though they may be availing higher level/GP under ACP/MACP scheme.
- ii. Staffs of other departments are allowed to appear in GDCE of Accounts department subject to the condition that those employees qualifying as Junior Accounts Assistant through GDCE, have to qualify Appendix-II IREM Examination in 2 chances within a period of 3 years. Failure to do so will render such employees to be appointed as Accounts Clerk. Further promotion of such staff to the post of Junior Accounts Assistant will be governed by extant promotion rules including qualifying Appendix-II IREM Examination. (RBE-86/2021)
- iii. Candidates should be working in N.F.Railway, during the selection process; otherwise he/she would not have a claim to be empanelled under this GDCE notification. In case, the employee gets promotion while the GDCE selection process is going on, the extant establishment rules would be applicable and employee would not be eligible for pay protection etc. which are not permissible within railway rules.

## 8. RESERVATION

- i. All candidates, irrespective of community may be considered against UR vacancies, subject to fulfilment of parameters for UR vacancies. No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.
- ii. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL), only candidates belonging to that community will be considered.
- iii. For availing reservation, SC/ST/OBC-NCL candidates should upload scanned self-attested copy of the Caste/Tribe Certificate from competent authorities as per the format given at Annexure I (for SC/ST candidates) and at Annexure II (for OBC-NCL candidates ). They must produce originals during the time of Document Verification.
- iv. The OBC-NCL candidates should ensure that they belong to the Central List of 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.

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

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

- v. In case of non-compliance with these stipulations, the claim for reserved community status will not be entertained and the candidature/application of such candidates will be considered against UR vacancies only if they fulfil the eligibility conditions of UR category.
- vi. If the community status of the employee in application form is varying from the entry in service record, then the decision taken by Railway administration regarding the claim for community reservation in GDCE, would be final. As per Railway Board's letter No. E(NG)1-2019/PM4/8 dated 27.12.2022, it has been decided that reservation for PwBD, which is a horizontal reservation will be applicable in GDCE. If there are earmarked PwBD vacancies, but SC/ST/OBC vacancies are '0' and UR/SC/ST/OBC PwBD candidates who secure minimum qualifying marks are available, such candidates shall be placed in the select list to be offset against UR vacancies.
- vii. There is no separate reservation of posts for Economically Weaker Sections (EWS) as per Railway Board's letter No. E(NG)I-2018/PM1/23 dated 02/05/2019.(RBE No.-72/2019).

## 9. DETAILS REGARDING TRAINING ETC:

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

Selection would be subject to successful completion of the training. Their probation would be as per extant rules.

- iii. All candidates irrespective of category in which they are applying, are eligible only on the condition that they may be posted in any part of N.F.Railway.

#### **10. SELECTION PROCESS:**

- i. The list of eligible candidates for the Written Examination/Computer/Tab Based Test would be prepared on the basis of data filled in Online Application Form and the provisional Eligibility list would be made available on RRC website. Eligibility of the candidates will be considered on the strength of the information furnished in the ONLINE Application. If at any stage of examination or thereafter, it is found that any information furnished by the candidate in his/her online 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.
- ii. Only one single-stage Written Examination/Computer/Tab Based Test (CBT/TBT) will be conducted. Typing/Skill Test, Document Verification and Medical examination would be conducted only for CBT/TBT qualified candidates as per prescribed ratio in the order of merit in the respective categories. The examination will be of the level of RRB examination.
- iii. Any attempt at impersonation would result in cancellation of candidature and action as per DAR, 1968.
- iv. While appearing for the Written Examination/CBT/TBT, candidates must bring their Railway Identity card and sparing letter (with photo of the candidate) bearing the signature and stamp of the concerned Supervisor/Controlling Officer. The photo on the sparing letter should also be attested by the concerned Supervisor/Controlling Officer.
- v. The question paper for CBT/TBT shall be of Objective Multiple Choice Type in English and Hindi only and the candidates have to give preference for any one of the above-mentioned languages, while submitting the online application. There shall be negative marking in the CBT/TBT and 1/3rd of the allotted marks for each question shall be deducted for every wrong answer.
- vi. The e-call letters to the eligible candidates and related instructions will be available about TWO WEEKS before the Written Examination/CBT/TBT on the RRC website for downloading. Admit cards will not be sent to candidates by post.
- vii. Candidates should regularly visit RRC website to check the date of examination and download the e-call letter. They must scrupulously follow the instructions uploaded on the website.
- viii. Candidate should keep their mobile number and e-mail-IDs active till the end of selection process. RRC will not entertain any request for change of mobile number and e-mail address at any stage.
- ix. RRC will not entertain any request for any change in examination centre, date and session allotted to provisionally eligible candidate(s). Irrespective of reasons offered, RRC would not provide any extra date for Written Examination/CBT/TBT/TST/DV absentees i.e. no absentee test would be held. Those remaining absent on the scheduled date and session will be disqualified without further notice.
- x. The Normalization process as per extant rules will be followed.
- xi. Minimum percentage of marks for eligibility in various categories is as follows: UR-40%, OBC (Non creamy layer)- 30%, SC-30%, ST-25%. These percentages of marks for eligibility may be relaxed by 2% for PwBD candidates in case of shortage of PwBD candidates against vacancies reserved for them.
- xii. On qualifying the CBT/TBT, candidates will be eligible for next stage of selection i.e. Typing Skill Test in the prescribed ratio of 1:8 & for Document Verification in

- prescribed ratio of 1:1 of notified vacancies in the order of merit in the given community category.
- xiii. Merely calling a candidate for CBT/TBT, TST & document verification does not entitle him/her for empanelment. RRC conducts verification of eligibility conditions with reference to the details submitted by the employee while filling up the online application form. Verification of documents, as produced by candidates, takes place only after the candidates have qualified in all the stages of GDCE and are shortlisted for Document Verification.
  - xiv. During the document verification the candidate has to bring all necessary documents in original, along with a self attested photocopy of the same. Only after satisfactory document verification, the candidate would be considered for the next stage of selection. The panel would be formed on the basis of merit in each community, subject to fulfilment of other eligibility criteria.
  - xv. In case of two or more candidates securing same marks, their merit position shall be determined by date of birth i.e. older person shall be placed at higher merit and in case of date of birth being same, the relevant rules would be followed.
  - xvi. Candidates may note that RRC only recommends names of the empanelled candidates. Appointment is offered by N.F. Railway, after final verification of certificates like educational and community certificates and verification of antecedents/character of the candidates and passing requisite Medical Fitness Test. And, only after successful completion of training and fulfilling other eligibility criteria as per extant rules, working posts would be offered and promotion would be effected to the empanelled candidates.
  - xvii. RRC may reject the candidature of candidates at any stage of selection process in case the candidates are not fulfilling the requisite criteria and if appointed, such candidates are liable to be removed from post/service summarily without further notice.
  - xviii. Candidates must ensure that minimum educational qualification as mentioned in application form has been recorded in their Service Records. Applicants must bring original documents pertaining to their claims regarding date of birth, caste/community status etc. on the day of document verification.

## **11. GDCE Process & Syllabus:**

Only single online application (common to all the notified posts) has to be submitted by the candidate through the link provided on the official website of RRC. The recruitment process shall involve CBT/TBT, Typing Skill Test, Document Verification & Medical Examination.

**11.1 CBT/TBT:** The examination duration and number of questions for CBT/TBT are indicated below:

| <b>Exam Duration<br/>in Minutes</b> | <b>No. of Questions (each of 1 mark) from</b> |                    |   | <b>Total Number of<br/>Questions</b> |
|-------------------------------------|---|--------------------|---|--------------------------------------|
|                                     | <b>General<br/>Awareness</b>                  | <b>Mathematics</b> | <b>General<br/>Intelligence and<br/>Reasoning</b> |                                      |
| <b>90</b>                           | <b>50</b>                                     | <b>35</b>          | <b>35</b>   | <b>120</b>                           |

The examination duration will be 120 Minutes for eligible PwBD candidates accompanied with Scribe.

The section wise distribution given in the table below is only indicative and there may be some variations in the actual question papers. There will be negative marking and 1/3 mark shall be deducted for each wrong answer.

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 Proportion, 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 Alphabetical and Number Series, Coding and Decoding, Mathematical operations, Similarities and differences, Relationships, Analytical reasoning, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Sufficiency, Statement-Conclusions, Statement – Courses of Action, Decision Making, Maps, Interpretation of Graphs etc.

**c. General Awareness:** Current Events of National & International Importance, Games & Sports, Art & Culture of India, Indian Literature, Monuments and Places of India, General Science & Life Science (upto 10<sup>th</sup> CBSE), History of India & Freedom Struggle, Physical, Social & Economic Geography of India & the World, Indian Polity & Governance- Constitution & Political System, General Scientific & Technological Developments including Space & Nuclear Program of India, UN & Other important World Organizations, Environmental Issues concerning India & World at Large, Basics of Computers & Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India & World, Flagship Government Programs, Flora & Fauna of India, Important Government & Public Sector Organizations of India etc.

Minimum percentage of marks for eligibility in various categories is as follows: UR-40%, OBC (Non creamy layer)- 30%, SC-30%, ST-25%. These percentages of marks for eligibility may be relaxed by 2% for PwBD candidates in case of shortage of PwBD candidates against vacancies reserved for them.

The Normalization process as per extant rules will be followed.

**11.2 Typing Skill Test (TST):** TST of qualifying nature (marks obtained in typing skill test shall not be added for making merit) shall be conducted for which number of candidates equal to eight times the number of vacancies for each community shall be called for. The candidates should be able to type 30 words per minute (WPM) in English or 25 WPM in Hindi on Personal Computer only without editing tools and spell check facility. For guidelines of those who appear for Typing Skill Test in Hindi, Kruti Dev and Mangal font shall be made available for TST on Personal Computer. Exemption in TST may be extended to candidates who are permanently disabled due to Low Vision & Loco Motor Disability with not less than 40% permanent disability. Such eligible PwBD candidates have to upload a scanned copy of TST-Exemption-Certificate issued by Competent Medical Board while applying for GDCE in the format at Annexure V(E). The merit will be drawn only for the candidates qualified in TST or TST exempted PwBD candidates based on the performance in CBT/TBT. On qualifying the TST, candidates will be eligible for next stage of selection, Document Verification in prescribed ratio of 1:1 of notified vacancies in the order of merit for each community.

## **12. DOCUMENTS TO BE UPLOADED:**

### **A. PHOTOGRAPH**

- i) It should be a colored passport size photograph with white/light color background. It should be of size 35mmX45mm or 320 x 240 pixels. It should be in JPG/JPEG format scanned with 100 DPI resolution. The size of the photograph should be between 15-40 KB.
- ii) The color photograph must have been taken within the last three months in a professional studio. Photographs taken using mobile and self-composed portraits may result in rejection of application.

- iii) The photo should have clear front view of the candidate without cap and sunglasses. The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly. The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
- iv) In case the candidates wear glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.

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

#### **B. SIGNATURE & LTI**

- i) The applicant has to sign on white paper with Black Ink within a box of size 50mm x 20mm. The images should be in JPG/JPEG format scanned with 100 dpi resolution. Size of file should be between 10-20 KB. Same to be followed for LTI.
- ii) The signature & LTI must be of the applicant only and not of any other person otherwise it would be treated as impersonation/fraud. It should also tally with signature & LTI in Service Record and other official documents of employee.
- iii) Signatures & LTI of the candidates on all documents should be identical (and must not be in Block/Capital or Disjointed letter) in all stages of selection process. Signatures in different style at the time of CBT/TBT, TST, Document Verification, Medical examination etc. may result in cancellation of candidature.

#### **C. OTHER DOCUMENTS TO BE UPLOADED (in PDF format only, Size 100-300 KB):**

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

#### **NOTE:**

Candidates applying against reserved vacancies (SC/ST/OBC) and/or seeking age relaxation must submit requisite caste certificate in the prescribed format from the competent authority (not below the rank of SDO/SDM). Otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for unreserved vacancies, would be considered for unreserved vacancies only and as per their standards.



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

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

### 13. STEPS TO SUBMIT ONLINE APPLICATION:

- i) Before filling up the online application the applicant must keep ready the soft copy of photograph, signature, LTI and the documents to be uploaded as stated above.
- ii) Visit the NOTICE BOARD of website of RRC-NFR. Click on the **“Online Application for GDCE-01/2024, N.F.Railway for the posts of Accounts Clerk cum Typist & Junior Accounts Assistant cum Typist”**.
- iii) Read the notification & instructions properly and then click on the “New Registration” Link.
- iv) Fill in the Employment details viz. Designation, Controlling Officer (Designation of Immediate Controlling Jr. Scale Officer e.g. ADEN/GHY, APO/I/RNY), IPAS/Employee No., HRMS ID, Unit Name (e.g. SSE/PW/NCB), Division, Department, Place of Posting (e.g. GUWAHATI), Railway Station Code of Place of Posting (e.g. GHY) etc. Candidates should enter the following details correctly: HRMS ID, IPAS/Employee No., Division, Place of Posting & Railway Station Code of Place of Posting, as the scheduling of CBT/TBT will be done based on the place of posting.
- v) Fill in the personal information viz. Name, Father’s name, Date of Birth, Community, e-mail Address, mobile number, AADHAAR number, Identification Marks, Address etc. Candidates should ensure that their Name/Spelling, Father’s Name/Spelling, Community details, Educational Qualification and Date of Birth match with the entries recorded in Service Record and Matriculation or equivalent certificate. Candidates are advised to indicate their personal mobile number and personal valid e-mail IDs in the ONLINE application and keep them active during the entire selection process for communicating with them. The communication with the candidates will be made through RRC NFR website, SMS and e- mail only.
- vi) After filling up Employment details, Personal Information & Address, an e-mail will be sent to the registered e-mail ID with a unique Application Number. Login using the Application No. received in your email and Date of Birth Entered by you while filling the Basic Details.
- vii) Fill in the Educational Qualifications (starting from Class-10, fill up details of Class-12, ITI/CCAA, Diploma, Graduation, Post -Graduation). Please ensure that all the EQs relevant for appearing in GDCE are filled-up.
- viii) Upload the scanned copy of photograph, signature, self-attested certificates etc. as stated above.
- ix) Applicant should finally submit the application by double checking all the details provided by him/her. No change whatsoever will be entertained after final submission of online application.
- x) Candidates should have their own mobile number, valid & active personal email ID and keep them active for the entire duration of GDCE process.

- xi) Candidates should get a printout of the filled-up Online Application, forwarded by the Controlling Officer (Minimum Grade of the officer should be Jr.Scale). A scanned copy of this Online Application duly forwarded by the Controlling Officer should be uploaded in the relevant tab for supporting documents. This is a mandatory requirement, without which the online application will be deemed incomplete and is liable to be rejected. This process should be completed within the closing date of application, otherwise the application will not be considered.
- xii) To avoid last minute rush, candidates are advised in their own interest to submit online application much before the closing date. RRC does not accept any responsibility for the candidates not being able to register and/or submit their application within the last day on account of aforesaid reasons or any other reason.
- xiii) **Applicants should note that applications received directly at RRC will not be entertained. Candidates need NOT send print-outs of application or copies of certificates to RRC by post.**

#### 14. INVALID APPLICATIONS:

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

- i) Applications sent manually and not registered ONLINE.
- ii) Registration of more than one application by the same candidate for the same post.
- iii) Applications received after closing date as per schedule
- iv) Applications which are incomplete in any manner.
- v) Applications without proper scanned photograph, signature, LTI and other documents.
- vi) Application without uploading proper certificates viz.employees identity card, certificates in support of claims regarding Date of birth, educational qualification and caste, obtained from the appropriate authority in the prescribed format as per annexures.
- vii) Photograph not uploaded, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
- viii) Signature not uploaded properly or signature uploaded in capital letters/disjointed
- ix) Providing of incorrect/ wrong information in the application form.
- x) Hard copy (Print Out) of online Application not forwarded by the Controlling Officer.
- xi) Candidate not possessing the prescribed educational qualifications at the time of submitting application.
- xii) Candidate who is overage or/and has not filled or wrongly filled his/her date of birth.
- xiii) Any other irregularities which are considered invalid by RRC.

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

#### 15. IMPORTANT POINTS:

- i) The scheme of GDCE will be implemented according to the rules; guidelines and amendments issued by Railway board and will be binding on all candidates.
- ii) Before applying, the candidate should carefully read the notification/instructions and ensure that he/she fulfills all the notified eligibility criteria at the time of submission of application.
- iii) The candidate shall also abide by instructions given in the notification, in the e-call letter and instructions given at the time of various stages of recruitment process of GDCE.

- iv) The list of eligible/ineligible candidates will be published on the website of the RRC. The eligible candidates can download their e-call letters for the Written Examination/CBT/TBT/TST from the RRC website one/two weeks before the test.
- v) Candidates are advised to regularly visit the notice board of RRC website for information regarding the stages of selection. RRC would not be responsible for failure of candidates to check notices on notice board of RRC website.
- vi) RRC reserves the right to conduct the examination in batches on various dates and locations as decided.
- vii) GDCE being a departmental examination, procedures for sparing of candidates, issuing of passes etc in departmental selections may be followed in case of all stages of GDCE.
- viii) Centre/City allocation for Written Examination/CBT/TBT& TST will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States for attending Written Examination/CBT/TBT& TST. Request for Change of Exam Centre shall NOT be allowed under any circumstances. Irrespective of reasons offered, RRC would not provide any extra date for Written Examination/CBT/TBT/TST/DV absentees.
- ix) RRC may cancel, add or modify any of the stages or call extra candidates as per administrative requirements.
- x) Selection by RRC does not confer upon candidates any right of appointment to the concerned post. The function of the RRC is to recommend names of suitable candidates to the concerned authorities of N.F.Railway who in turn will issue the offer letter subject to availability of vacancies and candidates satisfying all eligibility criteria as per extant rules including antecedents and character.
- xi) Candidature of the candidate is provisional at all stages of selection subject to fulfilment of all eligibility conditions and RRC reserves the right to cancel the candidature at any stage if found not eligible under the rules/instructions issued by the Railway Board from time to time.
- xii) Admission to the Written Examination/Computer/Tab Based Test/Computer Based Typing Skill Test/ Document Verification will be purely provisional, subject to candidates satisfying the prescribed eligibility conditions. Mere issue of e-call letter to the candidates will not imply that their candidature has been finally accepted.
- xiii) RRC may reject the candidature of any applicant at any stage of the GDCE process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such candidate is liable to be removed from post/service summarily without notice.
- xiv) **Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling the application form. Any infringement of this instruction would lead to summary rejection of candidature. Besides, departmental and legal action including debarment from future examinations would take place.**
- xv) Candidates are also warned that they should in no case attempt to alter or tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document.
- xvi) Any candidate found using unfair means, impersonation, and misconduct, attempting to bring any undue influence of any kind at the Written Examination/CBT/TBT level and at subsequent stages may be debarred from appearing in all the examinations of RRC (Railway Recruitment Cell) for lifetime. Such candidates are also liable for departmental action and legal prosecution.
- xvii) Banned items: Electronic gadgets like mobile phones, Bluetooth, pen drive, laptops, calculators, and wrist watches or any other communication devices, wallet/purses, belts, shoes and metallic wears including ornaments etc. are strictly NOT allowed inside the

exam hall. Any infringement of this instruction would lead to summary rejection of candidature. Besides departmental and legal action including debarment from future examinations may take place.

- xviii) Candidates are advised not to bring any valuables to the examination halls as safe keep of the same cannot be ensured. Administration will not be responsible in this regard.
- xix) The decision of RRC in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centre, allotment of posts/places to selected candidates and all other matters related with conduct of the whole process will be final and binding on the candidates, and no enquiry or correspondence will be entertained in this connection.
- xx) HELPDESK :- In case of any difficulty in filling up online applications, candidates may call on the Helpline number or send an email as mentioned in the link for Online Application on the specified time and dates.
- xxi) For any legal issues arising out of this notification, the jurisdiction shall be of Hon'ble Central Administrative Tribunal/Guwahati only.

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

**Chairperson**  
**Railway Recruitment Cell, Guwahati**  
**Northeast Frontier Railway**

List of Annexures:

Annexure I - FORMAT OF SC/ST CERTIFICATE  
Annexure II - FORMAT OF OBC CERTIFICATE  
Annexure IIA - FORMAT OF OBC SELF-DECLARATION  
Annexure V(E) – TST-EXEMPTION CERTIFICATE FOR ELIGIBLE PwBD CANDIDATES

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

This is to certify that Shri\*/Smt/Kumari\* .....  
son/daughter\*of ..... of Village/Town.....  
District/Division\*..... of the ..... State/Union Territory\* belongs to the  
.....Caste\*/Tribe which is recognised as a Scheduled Caste /

Scheduled Tribe under:-

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re-organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (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/Smt\*..... father/ mother\* of Shri/Smt/Kumari ..... of Village/Town\*.....in District/Division\*.....of the State/Union Territory\*.....who belongs to the ..... Caste\*/Tribe which is recognized as a ScheduledCaste/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.....

(with seal of Office)

State/ Union Territory .....

(Certificate to be issued by authority not below the rank of Sub-Divisional Officer)

ANNEXURE “II”

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:

DISTRICTMAGISTRATE /  
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**

"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 declare 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 and13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the Candidate