



**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



**Notification No. 01/2022 GDCE - NTPC (Under Graduate & Graduate Posts)**  
**Date : 06/07/2022**

Date of Publication in RRC website	06/07/2022
Opening Date & Time for ONLINE Registration & Filling of Application	08/07/2022
Closing Date & Time for ONLINE Registration & Filling of Application	28/07/2022

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

Railway Recruitment Cell, WCR/Jabalpur invites ONLINE applications from regular and eligible employees (except RPF) of West Central Railway for filling up the following posts of NTPC (Graduate & Under Graduate) against GDCE Quota as per vacancies indicated below:

**1.0 DETAILS OF VACANCIES AT A GLANCE**

**A. NTPC- Graduate Posts with Minimum Educational Qualification of a University Degree or its equivalent .**

Cat. No.	Name of the post	Level in 7 <sup>th</sup> CPC	Initial pay (Rs.)	Medical Standard	Number of Total Vacancies				
					UR	SC	ST	OBC	Total
1	Station Master	6	35400	A-2	4	1	1	2	8
2	Senior Commercial cum Ticket Clerk	5	29200	B-2	21	6	2	9	38
3	Senior Clerk cum Typist	5	29200	C-2	4	0	0	5	9
<b>Grand Total</b>									<b>55</b>

**B. NTPC- Under Graduate Posts with Minimum Educational Qualification of 12<sup>th</sup> (+2 Stage) or its equivalent examination.**

Cat. No..	Name of the post	Level in 7 <sup>th</sup> CPC	Initial pay (Rs.)	Medical Standard	Number of Total Vacancies				
					UR	SC	ST	OBC	Total
4	Commercial cum Ticket Clerk	3	21700	B-2	17	4	2	7	30
5	Accounts Clerk cum Typist	2	19900	C-2	3	2	0	3	8
6	Junior Clerk cum Typist	2	19900	C-2	18	5	2	3	28
<b>Grand Total</b>									<b>66</b>

**Note :** 1- The detailed Post Parameters (Qualification, Medical Standard and Suitability of the post for PwBD etc.) of various posts are included in this Notification at **Annexure A.**

2- The above medical standards are indicative and not exhaustive and applicable 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.

- 2.0 IMPORTANT INSTRUCTIONS - ONLINE REGISTRATION & SUBMISSION OF APPLICATION
- 2.1 Candidates should be a regular employee of West Central Railway on 1<sup>st</sup> July 2022. Candidates, who resign or transferred to other railway from WCR, will not be considered for empanelment.
- 2.2 Before filling up the online application, candidates are advised to thoroughly read all the instructions and information in the Notification available on the website of WCR [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2022)
- 2.3 Candidates are advised to visit only official websites of the WCR JBP and be very careful about fake websites and job racketeers.
- 2.4 Candidates should have their own mobile number, valid & active personal e-mail 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. Candidates can modify the application particulars, Email ID and Mobile Number, even after submission of application till the closing date.
- RRC will not entertain any request for change of mobile number and email address after closing date of application submission.**
- 2.5 Applications are to be submitted **“ONLINE ONLY”** and through the Railway website [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path – About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2022)
- 2.6 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.
- 2.7 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 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.
- 2.8 All regular employees possessing prescribed educational qualification for Direct Recruitment working in grades lower than the grades/pay scale for which GDCE is being conducted are eligible to appear in GDCE selection for all categories.
- 2.9 All regular employees possessing prescribed educational qualification for Direct Recruitment working in same grade/pay scale for which GDCE is being conducted are eligible to appear in selection for GDCE from non-safety to safety category posts as well as safety to safety category posts.
- 2.10 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.

- 2.11 Allotment of post shall be on the basis of merit cum option. Allotment of post shall be final and binding on the candidate and no appeal will be entertained.
- 2.12 Please note that post preference once opted shall be treated as final and no change is permissible at any stage.

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

- 3.1 **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 in addition to departmental disciplinary action. Such candidates are also liable for legal prosecution.
- 3.2 **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.**
- 3.3 **Stages of Exam:** There shall be single stage Computer Based Test (CBT) followed by Aptitude Test / Typing Skill Test (where ever applicable).
- 3.4 **Call Letters:** Candidates will have to download the e-Call Letters, City and Date intimations, and Travel Authority (wherever applicable) from the links provided on the official websites of RRC.
- 3.5 **Short Listing for Various Stages:** The short listing for Computer based Aptitude Test (CBAT)/ Typing Skill Test shall be to the extent of 8 times of the vacancies.
- 3.6 **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).

### **4.0 GENERAL INSTRUCTIONS**

- 4.1 Admission to all stages of recruitment process shall be purely provisional, subject to the candidate satisfying the prescribed eligibility conditions.
- 4.2 Mere issue of e-Call letter to the candidates will NOT imply that their candidature has been finally accepted by the RRC.
- 4.3 RRC conduct Documents 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.
- 4.4 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 application submission i.e. 28/07/2022.
- 4.5 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).

- 4.6 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.
- 4.7 Dates of examinations will be published on the WCR website. The e-call letters for CBTs, Computer based Aptitude Test/ Typing Skill Test, and document verification (as applicable) should be downloaded only from website of WCR. 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/ Typing Skill Test and/or additional document verification etc., without assigning any reason.
- 4.8 Vacancies indicated in this Notification are provisional and may undergo any change (increase/decrease) or even become NIL in total or in specific Units / Communities / Posts at a later stage depending upon the actual needs of the Railway Administration. Also, additional posts if required by the Railway 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.
- 4.9 The function of the RRC is to recommend names of suitable candidates to the concerned authorities of the Railway Unit who in turn will issue the offer of appointment letter subject to availability of vacancies and candidates satisfying all eligibility criteria.
- 4.10 Selected candidates will have to undergo training, wherever prescribed, and during training period payment will be regulated as per extant rules.
- 4.11 RRC reserves the right to incorporate any subsequent changes / modifications / additions in the terms & conditions of recruitment under this Notification as necessitated and applicable.

#### **5.0 AGE LIMIT**

**The upper age limit will be 42 years for General candidates (UR), 47 years for SC/ST candidates and 45 years for OBC candidates.**

**The lower and upper age limit indicated for the post(s) in the Vacancy Table will be reckoned as on 01-07-2022.**

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

Age Group	Lower Date of Birth	Upper Date of Birth		
		UR	OBC	SC/ST
	01.07.2004	18 to 42	18 to 45	18 to 47
		02.07.1982	02.07.1979	02.07.1977

#### **Notes :**

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

- 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 and the same recorded in service record. No subsequent request for its change will be considered.

## **6.0 EDUCATIONAL QUALIFICATIONS**

Candidates should have requisite minimum educational qualifications indicated for posts of this GDCE Notification 01/2022 from recognized Board/University/Institute as on the closing date for ONLINE application submission as per Annexure 'A'. **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.**

## **7.0 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 of applications submission. 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.

## **8.0 RECRUITMENT PROCESS:**

Only single ONLINE application has to be submitted by the candidate through the link provided on the official website of WCR [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - **About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2022**). The recruitment process shall involve single Stage Computer Based Test (CBT) and Aptitude Test/Typing Skill Test (where ever applicable) 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/ Typing Skill 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. The CBT shall have questions and answer options only in English and Hindi.

Candidate to please note that there will be no supplementary exam (CBT, CBAT, Typing Skill, etc.) for the absentee candidates under any circumstances.

### **8.1 The Questions will be of objective type with multiple choice 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%.**

- 8.2 Computer Based Aptitude Test (CBAT) (Only for candidates who have opted for Station Master)

**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/EWS/PwBD/Ex SM and no relaxation in the minimum T- Score is permissible.**

Candidates equal to 8 times the number of vacancies of Station Master (SM) for each of the communities i.e. UR, OBC-NCL, SC, ST shall be short listed for CBAT based on their performance in CBT from among the candidates who have opted for the post of SM. Such shortlisted candidates should produce the Vision Certificate in the prescribed format as per **Annexure VI** in original during CBAT, failing which they will not be permitted to appear in the CBAT.

Candidates will have to qualify in each of the test batteries of CBAT for considering them for the post of SM. The CBAT shall have questions and answer options only in English and Hindi. There shall be no negative marking in CBAT.

The SM 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.rds.indianrailways.gov.in](http://www.rds.indianrailways.gov.in) ->Directorates->Psycho Technical Directorate ->Guidelines for Aptitude Test) for question patterns and other details of CBAT.

**8.3 Typing Skill Test (TST):**

For the posts Senior Clerk cum Typist, Junior Clerk cum Typist and Junior Accounts Clerk cum Typist, Typing Skill Test (TST) of qualifying nature (marks obtained in typing skill test shall not be added for making merit) shall be conducted for which the

number of candidates equal to eight times the number of vacancies for each of the 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 **Computer (PC) 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 typing skill test on **Computer (PC)**. Exemption in Typing Skill Test may be extended to candidates who are permanently disabled due to Blindness/Low Vision, Cerebral Palsy & Loco Motor Disability with not less than 40% permanent disability. The merit will be drawn only for the candidates qualified in the TST or TST exempted PwBD candidates based on performance in CBT.

## 9.0 NORMALISATION OF MARKS:

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

### 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 :

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

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

$\overline{M}_t^g$  : 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.

$M_{ti}$  : 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.

## 10.0 HOW TO APPLY

Regular Employees of WCR who fulfills the eligibility criteria, may apply **ONLINE** through WCR website [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2022)

- Candidates are required to go to the link provided for filling **ONLINE** application and fill up the personal details/BIO-DATA carefully.
- Candidates should ensure that their Name, Father's Name and Date of Birth match with the entries recorded in Matriculation or equivalent certificate, as well as service records.
- 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.

- d) 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.
- e) To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date **28/07/2022**.

### **11.0 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 WCR [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2022).
  - b) Click on the “GDCE Notification No: 01/2022” 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 e-mail/SMS will be received in the registered e-mail ID/Mobile number. Open inbox of your registered e-mail/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.

### **11.1 Documents to be uploaded:**

- a) Proof of Date of Birth as mentioned at Para 5
- 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, a valid 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.

## 11.2 Submission of Application:

In the end candidates have to accept the declaration.

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 future reference and record.

## 11.3 INVALID APPLICATIONS / REJECTIONS:-

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

- a. **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.
- b. Signature in capital/block letters.
- c. Not having proper scanned Photo and scanned Signature.
- d. Not possessing the prescribed qualification for the post(s) as on the closing date for submission of online application i.e as on 28/07/2022.
- e. Over-aged or under-aged or Date of Birth wrongly filled.
- f. Not having proof of Birth as per Para 5
- g. Incomplete or incorrectly filled application.
- h. 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 WCR [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2022) 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 intimidated by post.*

## 12.0 SPECIAL 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 WCR [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2022) 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 are true.**

## 13.0 SPECIFICATIONS FOR PHOTOGRAPH:

- 13.1 (a) It should be a Color Passport Photograph with white/light color background.

- 13.1 (b) It should be of size 35mmX45mm or 320 x 240 pixels.
- 13.1 (c) It should be in JPG/JPEG format scanned with 100 DPI resolution.
- 13.1 (d) The size of the photograph should be between 20-50KB.
- 13.1 (e) The color photograph must have been taken in a studio. Photographs taken using mobile and self- composed portraits may result in rejection of application.**
- 13.1 (f) The photo should have clear front view of the candidate without cap and sunglasses
- 13.1 (g) The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly.
- 13.1 (h) The main features of the face must not be covered by hair of the head any cloth or any shadow.
- 13.1 (i) Forehead, eyes, nose and chin should be clearly visible.
- 13.1 (j) In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.
- 13.1 (k) The photograph must match with the appearance of the candidate on the days of CBTs/CBAT/ Typing Skill Test, document verification and Medical test.
- 13.1 (j) Candidates are advised to keep at least 3 (Three) copies of the same photograph for further use as and when required during the recruitment process.

**13.2 Specification for Signature Image:**

- 13.2(a) The applicant has to sign on white paper with Black Ink pen within a box of size 50 mm x 20 mm.**
- 13.2(b) Signature must be in running letters and NOT IN BLOCK LETTERS.**
- 13.2(c) The image should be in JPG/JPEG format scanned with 100 DPI resolution.**
- 13.2(d) Dimensions of 50 mm x 20 mm or 140 x 60 pixels (preferred).**
- 13.2(e) Size of file should be between 10 KB – 40 KB.**

**13.3 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/ Typing Skill Test/Document verification/ Medical should match with the uploaded signature.

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

- 14.1 SMS / 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.
- 14.2 Eligible candidates can download e-Call letter through the WCR websites about 10 days before the date of the CBT, CBAT, Typing Skill Test (TST), DV (as applicable). Call letter will not be sent to candidates by post.
- 14.3 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.
- 14.4 Candidates must report with relieving letter, their e- Call letter along with a **valid Photo ID, preferably issued by the employer** or Voter Card, Aadhaar Card, Driving License, PAN card, Passport, failing which candidates shall not be allowed to appear for the CBT, CBAT/Typing Skill Test, 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/Typing Skill Test, DV (as applicable).

14.5 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/Typing Skill Test, DV(as applicable).

14.6 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/CBAT), 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.**

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

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

15.1 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.

15.2 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 otherwise 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.

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

16.1 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 if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.

16.2 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.

- 16.3 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.
- 17.0 MISCELLANEOUS:**
- 17.1 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.
- 17.2 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.
- 17.3 RRC will not be responsible for any inadvertent errors and reserves right to correct such errors.
- 17.4 Any legal issues arising out of this notification shall fall within the legal jurisdiction of Hon'ble Central Administrative Tribunal, Jabalpur only.
- 17.5 In the event of any dispute about interpretation, the English version of the notification as published in WCR website [www.wcr.indianrailways.gov.in](http://www.wcr.indianrailways.gov.in) (Path - About us->Recruitment->Railway Recruitment Cell->GDCE Notification No. 01/2022) will be treated as final.
- 17.6 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.
- 17.7 For assistance in technical issue related to online registration and application submission, applicant are advised to email the matter with relevant document on email ID [rjbl2020@gmail.com](mailto:rjbl2020@gmail.com) Besides the above applicant can also contact RRC helpline during working days between 11.00 A.M. to 17.00 P.M. Contact Number-0761-2624045.

**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  
 ..... 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/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.....	Signature.....
Date.....	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. 01/2022**

"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

**Annexure-A****GDCE- 01/2022 : POST PARAMETERS**

Category No.	Name of the post	Level in 7 <sup>th</sup> CPC	Pay (₹)	Med. Std.	Suitability for Persons with Benchmark Disability (PwBD)					Minimum Educational Qualification
					VI	HI	LD	OD	MD	
1	Station Master	6	35400	A2	No	No	No	No	No	Degree from recognized University or its equivalent.
2	Senior Commercial Cum Ticket Clerk	5	29200	B2	No	D, HI	OA, OL, MW, LC, DW, AAV	No	Yes	Degree from recognized University or its equivalent.
3	Senior Clerk Cum Typist	5	29200	C2	B, LV	D, HI	OA, OL, OAL, BL, LC, DW, AAV	No	Yes	Degree from recognised University or its equivalent. Typing proficiency in English / Hindi on Computer is essential
4	Commercial Cum Ticket Clerk	3	21700	B2	No	D, HI	OA, OL, MW, LC, DW, AAV	No	Yes	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 / Persons with Benchmark Disability / Ex-servicemen and candidates who possess qualifications higher than 12 <sup>th</sup> (+2 stage).
5	Accounts Clerk Cum Typist	2	19900	C2	LV	D, HI	OL, BL, MW, LC, DW, AAV	No	Yes	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 / Persons with Benchmark Disability / Ex-servicemen and candidates who possess qualifications higher than 12 <sup>th</sup> (+2 stage). Typing proficiency in English / Hindi on Computer is essential
6	Junior Clerk Cum Typist	2	19900	C2	B, LV	D, HI	OA, OL, OAL, BL, LC, DW, AAV	No	Yes	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 / Persons with Benchmark Disability / Ex-servicemen and candidates who possess qualifications higher than 12 <sup>th</sup> (+2 stage). Typing proficiency in English / Hindi on Computer is essential

**Abbreviations:** AAV=Acid Attack Victim, B=Blind, BL=Both Legs, D=Deaf, DW=Dwarfism, HH=Hard of Hearing, HI=Hearing Impairment, ID= Intellectual Disability, LC=Leprosy Cured, LD=Locomotor Disability, LV=Low Vision, MD=Muscular Dystrophy, MW= Muscular Weakness, OA=One Arm, OD=Other Disability, OL=One Leg, OAL=One Arm & One Leg, PwBD=Persons With Benchmark Disabilities, RPwD = Rights of Persons with Disabilities, SLD=Speech and Language Disability, VI=Visually Impairment.