



**EASTERN RAILWAY
RAILWAY RECRUITMENT CELL
56, C. R. Avenue, Kolkata – 700012**

**NOTIFICATION OF METRO RAILWAY FOR
GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION (GDCE)**

NOTIFICATION NO.

RRC/ER/GDCE/01/2021/METRO RLY-SIGNAL(S&T)

**ONLY FOR REGULAR EMPLOYEES OF METRO RAILWAY
AS PER ELIGIBILITY NORMS**

ONLINE applications are invited from eligible serving regular railway employees of Metro Railway Kolkata, for General Departmental Competitive Examination (GDCE) for the post of **Technician III/ Signal (S&T Department) in Level – 2 of 7th CPC.**

As per instructions in Railway Board Establishment Circular i.e. RBE 72/2017 & RBE 112/2018, serving employees of Metro Railway, Kolkata who are regular and are working in the lower grade or in the same grade, as the notified post, can apply even though they may be availing higher level/ GP under ACP/ MACP scheme. However, this is subject to the condition that they are eligible as per the eligibility criteria given in this notification.

The notified post is Safety Category post in terms of Railway Board circular RBE 74/2019. Hence candidates with notified medical standard only are eligible for the post.

1. SCHEDULE OF GDCE 01/2021:

| Sl. No. | Event | Date |
|---------|--|----------------------------|
| 1. | Date of Publication of Notification on website | 20.08.2021 |
| 2. | Opening date and time of online Applications | 30.08.2021 (At 18:00 Hrs.) |
| 3. | Closing date and time of online Applications | 20.09.2021 (At 18:00 Hrs.) |
| 4. | Dates for CBT and other stages of selection process | Nov. 2021 (Tentative) |
| 5. | Last date for submission of the print-out of filled up application form to Controlling Officer. | 24.09.2021 |
| 6. | Last date for submission of print-out of filled up application form to Personnel branch duly forwarded by Controlling Officer. | 01.10.2021 |
| 7. | Last date for Personnel branch to forward the list of eligible applicants to RRC office along with data sheet. | 08.10.2021 |

NOTE: Read the notification carefully for further information.

2. COMMUNITY-WISE BREAKUP OF VACANCIES, MEDICAL QUALIFICATION AND STAGE OF EXAM: As per table below

| Name of post | Category No. | Pay Level (7th CPC Pay Matrix) | No. of Vacancies | | | | | Medical Standard | Stage of Exam |
|--|--------------|--------------------------------|------------------|----|----|-----|-------|--------------------|---------------------------------------|
| | | | UR | SC | ST | OBC | TOTAL | | |
| Tech. III/ Signal (Department S&T) | 01 | Level 2 | 06 | 02 | 01 | 02 | 11 | B – 1 (BEE-ONE) | CBT followed by document verification |

3. EDUCATIONAL QUALIFICATION:

| Name of post | Pay Level (7 th CPC) | Minimum Educational Qualification |
|--|---------------------------------|--|
| Tech. III/ Signal (Department) S&T | Level 2 | <p>10th Pass + ITI in Electronics Mechanic/Electrical fitter/Wireman trade.</p> <p style="text-align: center;">Or</p> <p>12th (+2 stage) with Physics and Maths in Higher Secondary or equivalent.</p> <p>NOTE :</p> <ul style="list-style-type: none"> • <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.</i> • <i>Other than above no equivalent qualification would be acceptable.</i> • <i>Diploma in Engineering is not accepted as alternative qualifications to ITI in terms of railway rules issued vide RBE 13/2019.</i> |

- (i) 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.
- (ii) Those awaiting results of the final examination need NOT apply.
- (iii) 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.

- (iv) Candidates having higher educational qualification may also apply however they would not get any advantage above other candidates.
- (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, 47 years for SC/ST candidates and 45 years for OBC candidates. The age limits will be reckoned **as on 01/07/2021.**

5. PROOF OF AGE:

10th 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 birth certificate during filling up of online application and produce the originals during document verification.

6. NON ELIGIBILITY:

- i. Employees who are in higher grade, who are in same grade pay of Safety category posts, and /or who do not have requisite educational qualification, medical standard and age criteria etc. as prescribed in this notification.
- ii. Employees who are Trainee/Substitute and not regularized are not eligible to apply.
- iii. 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.
- iv. Law Assistant, Catering Inspector & Accounts Cadre are not eligible to apply in terms of Railway Board's letter No. E(NG)I/2000/PN2/12 dated 21/08/2001 (RBE No.165/2001).
- 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. ZONE OF CONSIDERATION AND ELIGIBILITY:

- (i) Since the notified post is Safety Category post in terms of Railway Board circular RBE 74/2019 hence as per instructions in Railway Board Establishment circular i.e. RBE 72/2017 & RBE 112/2018, serving regular railway employees of Metro Railway, Kolkata who are working in the lower or in the same grade (as the notified post for which this GDCE is being conducted) 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) Candidates should be working in Metro Railway Kolkata, 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 fulfillment of parameters for UR candidates. 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 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 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 IIA 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 not complying 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 fulfill the eligibility conditions of UR category.
- (vii) 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.

NOTE :

- Horizontal reservation like PWBD & EWS is not applicable for GDCE in terms of railway rules.
- The notified post is Safety Category post in terms of Railway Board circular RBE 74/2019. Hence candidates with notified medical standard only are eligible for the post.

9. GENERAL INSTRUCTIONS:

- a. Before applying for the post(s), employees should ensure that they possess/fulfill all eligibility conditions prescribed for the post as on the closing date of online application as per given schedule.
- b. Employees must ensure that they fulfill the prescribed medical standard. Employees who are found medically unsuitable would not be given any alternate appointment.
- c. The schedule for filling up of application form, eligibility criteria and other details are given in this notification. Candidates are advised to go through them in detail. Candidates need NOT send printouts of application or copies of certificates to RRC by post.
- d. In terms of RBE 60/2015, GDCE would be a single stage Computer Based Test (CBT). The eligible candidates should treat this notification itself as an alert notice for conducting computer based test (CBT) which will be advised at short notice by RRC.
- e. The number of vacancies shown in this notification is provisional and the same is liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection. For other details and guidelines, candidates are advised to carefully read the following paragraphs of this notification.
- f. The GDCE will be guided by various railway rules as amended from time to time. The decision taken by RRC ER regarding any rules and interpretations would be final.
- g. The suitability of the above posts for persons with benchmark disabilities will be as per the guidelines of Railway Board.

10. 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 period of probation will 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 Metro Railway and may have to move alone at any time of day and night in station or in between stations as the situation demands.

11. SELECTION PROCESS:

- i. The list of eligible candidates for the Computer Based Test would be prepared on the basis of data filled in Online Application Form and after validation from concerned authority of Metro Railway; the final Eligibility list would be made available on RRC ER website.
- ii. Only one single-stage Computer Based Test (CBT) will be conducted. Document Verification and Medical examination would be conducted only for CBT 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 of notified post.

- iii. Capture of biometrics and their matching is mandatory at all stages of the GDCE process. Any attempt at impersonation would result in cancellation of candidature and action as per DAR, 1968.
- iv. While appearing for the CBT, candidates must bring their Railway Identity card and spare letter bearing the signature and stamp of the concerned Supervisor/Controlling Officer as per the instructions issued by RRC ER at the time of generation of e-call letter.
- v. The Question paper will be of 90 minutes duration for 100 questions. The question paper 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 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 CBT on the RRC/ER website for downloading. Admit cards will not be sent to candidates by post.
- vii. Candidates should regularly visit RRC-ER 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-ER would not provide any extra date for CBT absentees.
- x. In addition to Para 11.ii above, it is mentioned that in case of exigencies if the examination is conducted in multiple sessions/dates, 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%.
- xii. On qualifying the CBT, candidates will be eligible for next stage of selection i.e. Document Verification in prescribed ratio of 1:1 of notified vacancies in the order of merit in the given community category.
- xiii. In addition, to point xii in para 11, candidates equal to 50% of number of vacancies (may increase or decrease as per relevant rules applicable at the time of such stage) in the order of merit in the given community category will be called for Document Verification. These additional candidates will, however, be considered for empanelment only if there is a request from Metro Railway Kolkata with the approval of competent authority regarding shortfall in empanelment from the merit list or/and as replacement against the shortfall or/and for any other special requirements.
- xiv. During 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. Mere call for document verification does not entitle the candidates to a post.
- xv. The panel would be formed on the basis of merit in each category, subject to fulfillment of other eligibility criteria.

- xvi. In case of two or more candidates securing same marks, their merit position shall be determined by age criteria i.e. older person shall be placed at higher merit and in case of age being same, the relevant rules would be followed.
- xvii. Candidates may note that RRC only recommends names of the empanelled candidates and appointment is subject to their passing requisite Medical Fitness Test which is to be conducted by the Railway Administration. Appointment is offered ONLY by Metro Railway, Kolkata after final verification of certificates like educational and community certificates and verification of antecedents/character of the candidates. 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 empaneled candidates.
- xviii. 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 service summarily.
- xix. 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.
- xx. 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.
- xxi. Candidates, more than the prescribed number of vacancies, may be called for Document Verification. This is to take care of candidates not turning up and similar exigencies in the GDCE process. It may clearly be noted that calling for and qualifying in subsequent stages of selection does not mean that candidate will be empanelled or that she/he has a vested right to be considered for appointment by Railways. The final panel would be issued only in the ratio of 1:1 of notified vacancies.

12. HOW TO APPLY:

- (i) Metro Railway employees who are fulfilling eligibility criteria are advised to fill up the application form online by clicking the link which would be hosted on the 'Notice Board' section of official website of RRC ER i.e. www.rrcer.com noticeboard.
- (ii) 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.
- (iii) Candidates are advised to indicate their personal mobile no. and personal valid e-mail IDs in the ONLINE application and keep them active during the entire selection process for communicating with them.
- (iv) The communication with the candidates will be made through RRC-ER website, SMS and e-mail only. Candidates are advised to provide only their own Mobile number/e-mail ID so that they receive such communication.
- (v) Candidates are further advised to visit the website of ER and RRC/ER frequently to get the latest information or any changes about this notification.

13. 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 20-50KB.
- 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, document verification and Medical test etc. Photos of the candidates on all documents should be identical in 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

- 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 20-50KB.
- ii) The signature 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 in Service Record and other official documents of employee.
- iii) Signatures of the candidates on all documents should be identical in all stages of selection process. Signatures in different style at the time of CBT, Document Verification, Medical examination etc. may result in cancellation of candidature.

NOTE: Signature of the employee on all the documents during the GDCE process should be identical and should either be in Hindi or English and must not be in Block/Capital or Disjointed letter.

C. OTHER DOCUMENTS TO BE UPLOADED (in pdf format only):

- 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 certificates which is 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 in the prescribed format (Annexure - I of this Notification)
 - OBC Candidates: Employees belonging to OBC community should enclose the selfattested copy of the latest OBC Caste Certificate as per the format given in Annexure-II. 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.

Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

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. 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, may 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 if found to be wrong or mismatching with the original documents at the time of document verification.

14. STEPS TO SUBMIT ONLINE APPLICATION:

- i. Before filling up the online application the applicant must keep ready the soft copy of photograph, signature and the documents to be uploaded as stated above.
- ii. Visit the NOTICE BOARD of official website of RRC-ER KOLKATA i.e. www.rrcer.com Notice Board. Click on the “Online/E- Application for GDCE 01/2021 for Tech-III/Signal/Metro Railway, Kolkata.
- iii. Read the instructions properly and then click on the “New Registration” Link.

- iv. Fill in the personal information viz. Name, Father's name, Date of Birth, Community, e-mail Address, mobile number, details of educational qualification etc.
- v. Upload the scanned copy of photograph, signature, self-attested certificates etc. as stated above.
- vi. During submission of the 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 selection process/correspondence.
- vii. 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 and hard copy should be the same as submitted online.
- viii. Candidates should have their own mobile number, valid & active personal email id and keep them active for the entire duration of GDCE.
- ix. Candidate should obtain at least 4 printouts of the properly filled up application form. One copy should be retained by the candidate and other copies are to be submitted as mentioned below.
- x. Candidate should enclose required enclosures as stated above with the application and submit the application in triplicate to his Controlling Officer (not below the rank of officer of Assistant scale) before last date of submission of application and take acknowledgement, failing which candidature will be cancelled.
- xi. 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.
- xii. Applicants should note that applications received directly at RRC will not be entertained.

15. PROCEDURE FOR FORWARDING THE HARD COPY OF APPLICATIONS

- i. Candidate should obtain at least 4 printouts of the properly filled up application form. One copy should be retained by the candidate and other copies are to be submitted as mentioned below.
- ii. Candidate should enclose required **self-attested** enclosures as stated above with the application and submit the application in triplicate to his Controlling Officer (not below the rank of Assistant scale officer) before last date of application submission and take acknowledgement, failing which candidature will be cancelled.

iii. **Responsibility of the controlling officer:**

- a. The controlling officer should check and forward the application in duplicate to the Personnel Branch of Metro Rly./ Kolkata with a covering letter, by the last date mentioned in schedule, after duly verifying the application with photograph available on the application form with stamp, signature & date. One copy of the application with consolidated list should be maintained in the unit office for any future reference.
- b. The controlling officer should also send along a list of all such applications received in the units under his/her control to the Personnel Branch of Metro/Rly/Kolkata by the last date mentioned in schedule.
- c. It is the responsibility of the office where the Service Record of the employees is maintained to scrutinize and verify the information given in applications form from the Service Records, as per the eligibility criteria prescribed in the Notification.
- d. Applications received after the scheduled date shall not be entertained.

- vi. List of eligible candidates, post-wise, should be prepared by the personnel branch of Metro Rly/Kolkata as per the format given below. List of eligible candidates (Soft and Hard copy), along with one copy of the eligible applications should be forwarded to RRC/Kolkata in a single bunch in a sealed cover with covering letter, by the scheduled date as per the format given below.

FORMAT FOR SENDING LIST OF ELIGIBLE /NOT ELIGIBLE CANDIDATES TO RRC

NAME OF POST/DEPTT./LEVEL

| S L · N O | REGI STRA TION NO. | NAME | FAT HER' S NAM E | DATE OF BIRTH | COMM UNITY | PF/ PRA N NO. | DATE OF APPOIN TMENT | PAY LEVEL IN 7 TH CPC | GRA DE PAY | UNI T | DEPA R TMEN T | PLACE OF POSTING | DESI G NATI ON | CANDIDATE DATA CORRECT/ INCORREC T/ REMARKS | ELIGIBLE/ NOT ELIGIBLE |
|-----------------------|-----------------------------|------|------------------------------|------------------|---------------|------------------------|----------------------------|---|------------------|-------------------|------------------------|---------------------|-------------------------|--|------------------------------|
| 1 | 12345 | ABCD | XXX X | DD-MM- YYYY | UR | XXX | DD-MM- YYYY | LEVEL - x | xxxx | Met ro Rly. | xx x | xxx | xx | | ELIGIBLE/ NOT ELIGIBLE |

In the last column of Format, the Units should not write detailed remarks and should only write Eligible or Not eligible. The list of eligible candidates should be sent by Personnel branch of Metro Rly/Kolkata after thoroughly verifying the eligibility norms from Service Record. Metro/Rly/Kolkata should send the above details in MS Excel format to RRC/ER through e-mail to rrcerkol@gmail.com.

16. 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) Application without proper scanned photograph, signature and other enclosures.
- 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/non-running/ disjointed.
- ix) Providing of incorrect, frivolous and wrong information in the application form.
- x) Hard copy (Print Out) of online Application not submitted through proper channel to Personnel Branch of Metro Rly/Kolkata.
- 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.

17. 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 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 CBT from the RRC website 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) Center/City allocation for CBT will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States for attending CBT. Request for Change of Exam Centre shall NOT be allowed under any circumstances. Irrespective of reasons offered, RRC-ER would not provide any extra date for CBT absentees.
- viii) RRC ER may cancel, add or modify any of the stages or call extra candidates as per administrative requirements.
- ix) RRC ER also reserves the right to allot Post/Unit not opted by the candidates, if considered necessary in administrative interest, subject to the candidate(s) meeting the requirements of the post allotted. In case of shortfall in empanelment of candidates or other exigencies, RRC ER reserves the right to utilize the extra list of candidates, if required.
- 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 Metro Rly/Kolkata 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 fulfillment 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 Computer Based Test 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. Biometrics shall be taken at each step of selection process and biometrics has to match to qualify for next stage of the GDCE.
- xiii) RRC may reject the candidature of any applicant at any stage of the whole 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 service summarily.
- 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 CBT 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-ER 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 on the RRC website 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, Kolkata only.

Note- Notice Board of official Website of Railway Recruitment Cell, Eastern Railway, Kolkata will be the main source of contact and same should be referred in future by the employees for any information/updates.

Caution:-RRC has not appointed any agent or coaching centre for acting on its behalf. The GDCE exercise is purely merit based. Applicants are cautioned of any false claims made by any unscrupulous person/agencies of getting them selected in this selection on illegal considerations .If they came across any such persons agencies they are requested to inform Chairperson, Railway Recruitment Cell, 56, CR Avenue, Kolkata, 700012. They may also inform to Senior Deputy General Manager Cum Chief Vigilance Officer, Eastern Railway, Kolkata.

**Chairperson
Railway Recruitment Cell
Eastern Railway**

List of Annexures:

- Annexure I - FORMAT OF SC/ST CERTIFICATE
Annexure II - FORMAT OF OBC CERTIFICATE
Annexure IIA - FORMAT OF OBC SELF-DECLARATION

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/ Srimati/ Kumari* son/daughter* of
 District/Division* of
 the State/Union Territory* belongs to the
 Caste*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe under:-

*The Constitution Scheduled Castes Order 1950.

*The Constitution Scheduled Tribes Order 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962

*The Constitution (Pondicherry) Scheduled Castes Orders, 1964

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati* father/mother* of
 Shri/Srimati/Kumari* of Village/ Town*
 in District/Division* of the
 State/Union Territory* who belongs to the Caste*/Tribe which is recognised
 as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory* issued by the dated

3. Shri/Srimati/Kumari* and /or* his/her* family ordinarily resides in Village/Town*
 District/ Division* of the State/ Union Territory*
 of.....

Place.....

Date.....

Signature.....

Designation.....

(with seal of Office)

State/ Union Territory.....

* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

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 S h r i / S m t . / K u m a r i
..... s o n / d a u g h t e r o f o f V i l l a g e / T o w n
..... i n D i s t r i c t / D i v i s i o n

..... i n t h e S t a t e / U n i o n T e r r i t o r y b e l o n g s t o
t h e c o m m u n i t y w h i c h i s r e c o g n i s e d a s a B a c k w a r d C l a s s u n d e r t h e G o v e r n m e n t o f I n d i a ,
M i n i s t r y o f S o c i a l J u s t i c e a n d E m p o w e r m e n t ' s R e s o l u t i o n N o

d a t e d *

S h r i / S m t . / K u m . * a n d / o r h i s / h e r f a m i l y o r d i n a r i l y r e s i d e (s) i n
t h e D i s t r i c t / D i v i s i o n o f t h e s t a t e / U n i o n T e r r i t o r y . T h i s i s a l s o t o
c e r t i f y t h a t h e / s h e d o e s n o t b e l o n g t o t h e p e r s o n s / s e c t i o n s (C r e a m y l a y e r) m e n t i o n e d i n c o l u m n 3 (o f t h e
S c h e d u l e t o t h e G o v e r n m e n t o f I n d i a , D e p a r t m e n t o f P e r s o n n e l & T r a i n i n g O M N o . 3 6 0 1 2 / 2 2 / 9 3 - E s t t (S C T) ,
d a t e d 8 . 9 . 1 9 9 3 a n d m o d i f i e d v i d e G o v e r n m e n t o f I n d i a , D e p a r t m e n t o f P e r s o n n e l a n d T r a i n i n g
O . M . N o . 3 6 0 3 3 / 1 / 2 0 1 3 - E s t t . (R e s) d a t e d 2 7 . 0 5 . 2 0 1 3 a n d 1 3 . 0 9 . 2 0 1 7 * .

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

“I,..... son/daughter of Shri resident of Village/Town/ City districtState hereby declare that I belong to the (indicate your sub caste) community which is recognised 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 revisions 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