

INSTRUCTIONS TO CANDIDATES FOR DOCUMENT VERIFICATION (DV)

GDCE-01/2019 –Junior Clerk cum Typist

1. Candidate shall carefully read the instructions given below, and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.
2. Candidate is required to report on the DV Venue, on the allotted Reporting Date & Time as per the call letter, without fail. Supplementary DV will not be conducted unless due to administrative decision/exigency.
3. No companions or representatives are permitted at the DV venue, both for male and female candidates. The candidate should follow instructions issued of railway officials at the DV venue, regarding maintenance of discipline for smooth conduction of DV. Impersonation/malpractice/indiscipline in the DV will disqualify the candidate and he/she will be debarred from all future railway recruitments. Candidate is also liable to be prosecuted under D&AR.
4. Candidate is instructed to download & take clear print out (front and back pages) of the e-call letter from the website. DV call letter will not be sent to candidates by post.
5. Clearly readable print of e-call letter (front and back pages) should be produced by the candidate, at the DV venue. Candidate will not be allowed for DV without producing the DV call letter. The photo of the candidate shall be clearly visible in printout so that no confusion regarding his/her identity takes place.
6. Column Nos. of e-call letter where self declaration, LTI and signature has to be filled up in e-call letter, those columns should be left blank and can only be filled up in the presence of railway officials at DV Venue. In other words, the candidate should write the Self-Declaration and provide LTI and signature inside the DV venue in the presence of DV conducting officials.
7. The candidature of the DV candidate will be summarily rejected by writing in capital letters in the Column Nos. e-call letter where signature of the candidate has to be provided. Signature should be exactly the same as in the application form. Candidate has to carefully offer left thumb impression on the attendance sheet and it should not be blurred.
8. Original and valid photo identification card (i.e. not photocopied or scanned or expired) such as Employee ID, PAN Card, Aadhaar and relieving letter issued by the UNIT during CBT and TST where photo of the candidate is attested by relieving officer must be presented, failing which candidate will not be permitted in the DV.
9. Original documents and photocopies (self attested) in support of educational qualification along with mark sheets, Caste certificate (if any) and Disability/PWD certificate (if any), should be submitted to DV officials for verification.
10. Biometric matching after entering the DV hall is mandatory for appearing in DV. Candidates who fail in biometric matching will not be allowed for DV.

And, further extant procedure will be adopted in such instances.

11. Photograph will be captured and candidates will be under CCTV coverage throughout the DV procedure.

12. The PART A/top portion of the call letter must be handed over to the RRC officials, after completion of the DV.
13. In case of any discrepancy/variation of important details of candidate, in the call letter, the candidate must contact the provided helpdesk support number of RRC-ER as and when e-call letter of DV is made live, with valid identity proof and CBT call letter, at least 3 days before the date of his/her DV.
14. Only E-Call Letter, Photo, ID card and documents will be allowed inside the DV venue along with pen, drinking water in transparent bottle and pocketsize hand sanitizer. Distancing, wearing facemask and strictly following all Covid-19 protocol are essential. Backpacks/Luggage/food items/Mobile phone are not allowed inside the DV venue.
15. Once candidate enters the DV venue then he/she will not be allowed out till he/she completes the event. If it found that the candidate has absconded from the DV venue before completion of DV, he/she will be treated as ABSENT in DV, and no further claim of such candidate will be entertained.
16. The candidate is provisionally shortlisted for Verification of Documents / Certificates & genuineness of candidature. The call letter does not provide any claim for the notified post and candidature is purely provisional.

Candidates are also advised to keep the following necessary documents in readiness for appearing in the scheduled DV:-

- (i) Candidates' portion of call letter of CBT in original.
- (ii) Two copies of the spare letter for attending DV along with photos duly attested by Controlling Officer of Unit for appearing in the DV, Aadhaar Card, Railway Identity Card in original.
- (iii) Eight(08) copies of photo as used in his/her online application.
- (iv) All the original copies of mark sheets, certificates of educational qualification as mentioned in his/her online application.
- (v) The caste certificate (should be enlisted in Central Government list), in original, if applied for relaxation as reserved community which should have been issued prior to the date of issuance of notification. The same should be as per annexure attached with the notification.
- (vi) For OBC/Non Creamy layer candidates, the certificate of community should not be older than one year from the date of issuance of notification. The same should be as per annexure attached with the notification and should be produced in original.
- (vii) PWD candidate should bring the original PWD certificate which should be as per annexure attached with the notification and should be produced in original.

Failure to report for DV and to follow the above instructions can lead to cancellation of candidature, without any further notice. Candidates are advised to keep alive their registered e-mail and phone number and check the official website of RRC-ER notice board regularly for updates as no information will be sent by post. The link for e-call letter download for DV will be intimated in notice board of RRC/ER very shortly.

Sd/-

**Chairperson
Railway Recruitment Cell
Eastern Railway/Kolkata**