

Railway Recruitment Cell
Eastern Railway
56, C.R. Avenue
Kolkata-700012

Notice No. RRC/ER/GDCE/01/2019(70)

dated 25/01/2022

IMPORTANT NOTICE FOR DOCUMENT VERIFICATION
GDCE Notification No. RRC/ER/GDCE/01/2019
(For post of Commercial Clerk cum Ticket Clerk-Level 3)

This is to inform that due to typographical errors the Notice No.RRC/ER/GDCE/01/2019 (69), dated 24.01.2022, is withdrawn and replaced by this notice. Further, the typographical error of Notice No.RRC/ER/GDCE/01/2019 (68), Dated 21.01.2022 where Trains Clerk has been typed should be substituted by Ticket Clerk.

Further, in continuation to Notice No.RRC/ER/GDCE/01/2019 (68), Dated 21.01.2022, the list of CBT qualified candidates, who are eligible for Document Verification (DV) in the ratio of 1:1 of notified vacancy for the post of Commercial Clerk cum Ticket Clerk is annexed herewith along with the date of DV, schedule/time and instructions.

However, the **DV call for GDCE 01/2019 for post of Commercial Clerk cum Ticket Clerk-Level 3 is 125 in place of total 124 notified posts for providing equal opportunity as there is a tie of marks at 33rd position of shortlisted OBC candidates.** However, as per Railway rules, among the persons with equal merit, the older persons (based on officially recorded date of birth) will be considered than the younger persons, for drawing select list in the ratio of 1:1 of the notified vacancy.

Only in case of a shortfall, candidates who are lower in merit will be called as per community. Enlisted candidates will have to be declared fit in respective medical category before being final empanelled.

Biometric verification with CBT records will be conducted on the day of document verification (DV). The candidates whose biometric verification report will be positive, they will have to submit the relevant original documents before the committee nominated for document verification. If a candidate fails to do so then it will immediately lead to cancellation of candidature. The candidates, whose biometric verification report will be negative, for them DV would not be permitted on scheduled date. However, later such cases would be referred for forensic check through government authorized experts. Their candidature will be decided on the basis of forensic report and decision taken by Chairperson RRC on the basis of facts and rules.

Candidates who clear the DV for the post of Commercial Clerk cum Ticket Clerk and are provisionally placed in the select list for the post, they will not be considered for the post of Junior Clerk cum Typist. However, their appointment will be subject to clearing the medical fitness requirements for the respective post and other verifications conducted by units.

INSTRUCTIONS TO CANDIDATES FOR DOCUMENT VERIFICATION (DV)
GDCE-01/2019 –Junior Clerk cum Typist and Commercial Clerk cum Ticket Clerk

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. At least one 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 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. Candidate must also bring two color photographs (size 35 mm x 35 mm), same as which was uploaded in the online application form with clear front view of the candidate without cap and sunglasses.
11. 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.
12. Photograph will be captured and candidates will be under CCTV coverage throughout the DV procedure.
13. The PART A/top portion of the call letter must be handed over to the RRC officials, after completion of the DV.

14. 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 with valid identity proof and CBT call letter, at least 3 days before the date of his/her DV.
15. 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 pocket size 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.
16. 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.
17. 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 along with photos duly attested by Controlling Officer of Unit for appearing in the DV, in original.
- (iii) All the original copies of marksheets, certificates of educational qualification as mentioned in his/her online application.
- (iv) The caste certificate, 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.
- (v) 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.
- (vi) 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 attached 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 uploaded from 1st February 2022.

Sd/-

Chairperson

Railway Recruitment Cell

Eastern Railway/Kolkata