



RAILWAY RECRUITMENT CELL

North Western Railway

Power House Road, Opp. DRM Office,

Jaipur – 302006.

CENTRALISED NOTIFICATION FOR RECRUITMENT AGAINST SCOUTS AND GUIDES QUOTA ON NORTH WESTERN RAILWAY FOR THE YEAR 2018-19

DETAILED NOTIFICATION

Employment Notice No. 02/2018 (S&G/RRC/NWR)

Opening Date: 30.10.2018 Closing Date: 30.11.2018 (Time Upto : 17.30 HRS).

Applications are invited from eligible Citizens of India for filling up 10 posts against (8 for Level-1 & 2 for Level-2) Scouts & Guides Quota of North Western Railway for the year 2018-19. **The candidates having Scouts & Guides qualification can only apply.** The applications for Level-2 (Group 'C' Sixth P.C Pay Band 5200-20200+GP 1900/-) and Level-1 (erstwhile Group 'D' Sixth P.C Pay Band 5200-20200+GP 1800/-) posts, as given below are to be sent separately only by ordinary post (Courier post/Registered post/ speed post will not be accepted) to **Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, North Western Railway, Power House Road, Opp. DRM Office, Jaipur – 302006** or dropped in the Application Box kept in the office of RRC, Jaipur upto **17.30 hrs.** of the closing date i.e. 30.11.2018. For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar and Lakshadweep islands and for candidates residing abroad, the closing date for receipt applications by Ordinary Post will be 17.12.2018 upto 17.30 hrs. **Applications received after closing date and time will not be entertained.**

1. Details of vacancies to be filled in:-

Sr. No.	Post	Pay Band & Grade Pay	No. of Posts	Distribution of Posts
01	Level-2	Level-2 (Sixth P.C Pay Band-I Rs.5200-20200+GP Rs. 1900/-) (Group 'C' Non Technical Popular category)	02 (Two)	Head quarters North Western Railway
02.	Level-1	Level-1 (Erstwhile Group 'D' Sixth P.C Pay Band-I Rs.5200-20200+GP Rs. 1800/-) Technical/Non Technical	08 (Eight)	02 posts each for Jaipur, Ajmer, Jodhpur & Bikaner Divisions of North Western Railway.

Note :- (i) Candidate have to apply separately for Level-2 (Grade Pay Rs 1900/-) and Level-1 (Grade Pay 1800/-).

(ii) These posts are open to all communities and there is no reservation for any community.

2. ELIGIBILITY CONDITIONS:-

2.1 Minimum Educational Qualification:

S. No	Post	Minimum Educational Qualification
1	Level- 2	12 th (+2stage) or equivalent examination with not less than 50% marks in the aggregate. <u>50% marks in the aggregate will be required for NTPC categories. 50% marks is not required for SC/ST/Ex-servicemen candidates and candidates who possess higher qualification like Graduation/Post Graduation)</u>
2	Level- 1	(i) 10 th pass from a recognized Board with National Apprenticeship Certificate granted by NCVT or 10 th pass from a recognized Board with ITI for appointment in Civil Engineering, Mechanical, Electrical, S&T and Catering departments. (ii) 10 th pass or ITI or equivalent from a recognized Board for appointment in other departments.

2.2 Scouts and Guides Qualifications: (For level 2 and level 1 both)

- A President Scout/Guide/Rover/Ranger OR Himalayan Wood Badge (HWB) holder in any Section;
- Should have been an active member of a Scouts Organization for the last 5 (Five) years. The "Certificate of Activeness" should be as per the Annexure-8 enclosed, and
- Should have attended two events at National Level OR All Indian Railways' level AND Two events at State level as per Annexure-9.

Note:- Marks will be given for additional certificates attached as per para 11 in the notification.

3. AGE LIMIT :

3.1 For Level 2 :-

Level (Grade pay	Upper Date of Birth			Lower Date of Birth for all	Remarks
	UR	OBC	SC/ST		
18 to 30 (for UR) Plus 5 years for SC/ST 3 years for OBC	01-01-1989	01-01-1986	01-01-1984	01-01-2001	Age relaxation for categories listed in below Para 4.1 to 4.5 as indicated against each will be applicable.

3.2 For Level 1:-

Age group	Upper Date of Birth			Lower Date of Birth for all	Remarks
	UR	OBC	SC/ST		
18 to 33 (for UR) Plus 5 years for SC/ST 3 years for OBC	01-01-1986	01-01-1983	01-01-1981	01-01-2001	Age relaxation for categories listed in below Para 4.1 to 4.5 as indicated against each will be applicable.

- Note:-**
- The date of birth of candidates should be between the dates given 3.1 & 3.2 above table (both days inclusive)
 - 10th/Matriculation Certificate/Equivalent Educational Certificate/Educational Certificate mentioning date of birth mandatory for D.O.B otherwise application will be rejected.

*** The lower and upper age limit will be reckoned on 01/01/2019.**



4. Extent of Age Relaxation

The upper age limit is relaxable as under:

- 4.1 For Ex-Servicemen up to the extent of service rendered in Defence + 3 years, provided they have put in more than 6 months service after attestation.
- 4.2 By 5 years for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1/1/1980 to 31/12/1989.
- 4.3 By 10 years for UR persons with disabilities (PWD), 13 years for OBC Persons with Disabilities and 15 years for SC and ST Persons with Disabilities (PWD).
- 4.4 Upper age limit in case of widows, divorced women and women judicially separated from husband but not remarried shall be 35 years for Unreserved, 38 years for OBC and 40 years for SC/ST candidates.
- 4.5 For serving Railway employee Group-C and erstwhile Group-D, Casual labour and substitutes, the upper age limit will be up to 40 years for Unreserved candidates, 45 years for SC/ST candidates and 43 years for OBC candidates, provided they have put in a minimum of 3 years service (continuous or in broken spells). For those working in Quasi-Administrative Offices of the railway organization such as Railway Canteens, Co-operative Societies and Institutes, the relaxation in upper age limit will be up to the length of service rendered, subject to a maximum of 5 years.

5. EXAMINATION FEE

5.1 Fee payable:-

(I)	For All Candidates except those mentioned in sub-para(II) below	Rs. 500/- (Rupees Five Hundred Only) with a provision for refunding Rs. 400/- to those who actually appear in the written examination
(II)	For candidates belonging to SC/ST/Ex-Servicemen/ / women/ Minorities* and Economically Backward Class**/ Persons with disability***	Rs. 250/- (Rupees Two Hundred Fifty only) with a provision for refunding same to those who actually appear in the written examination

* Minorities means Muslims, Christians, Sikhs, Buddhists, Zoroastrian (Parsis) and Jains.

** Economically Backward candidate means those whose annual family income is less than Rs. 50,000/-

*** Persons with disability –Only those candidates would be eligible for reservation in services/posts who suffer from not less than 40 percent of relevant disability.

5.2 Separate application with separate examination fee shall be submitted in case of candidate applying for both the Level-2 and Level-1 posts.

- 5.3 The Examination fee is payable only in form of Indian Postal Order (IPO) drawn in favour of 'Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, North Western Railway, payable at Jaipur. (Examination Fee is not refundable / transferable /adjustable under any circumstances even rejection of candidature, except candidates mentioned above in para 5.1).
- 5.4 IPOs issued before the opening date will not be accepted and Application Form is liable to be rejected.
- 5.5 Application received with Cash / Cheque / Money order /DD/ Central Recruitment Fee Stamps will not be accepted and application form will be rejected.
- 5.6 Candidate must write their name, full address at the space provided in the IPO.
- 5.7 Application not accompanied by Indian Postal Order of requisite amount for examination fee, wherever required, will be summarily rejected.

- 5.8 For claiming waiver of Examination fees, Minority candidates should furnish 'self declaration' as mentioned in Annexure-7 along with affidavit (non-judicial stamp paper) with Application Form. **If the affidavit is not attached with the application form, their candidature will be rejected & Examination Fees will not be refunded.**
- 5.9 For claiming waiver of Examination fees, Economically Backward candidates have to attach income certificate with the application form in the prescribed format as given in Annexure-5 on the letter head of the issuing authority with their seal/stamp.
- 5.10 **Authorities competent to issue income certificates:-**
- District Magistrate or any other Revenue Officer up to the level of the Tehsildar.
 - Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
 - Below Poverty Line (BPL) Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
 - Union Minister may also recommend any person from anywhere in the country.
 - Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.
- 5.11 For claiming fee exemption candidates should submit their Account No. & IFSC Code, Name of Bank & branch Name in the space provided in the application form.
- Note:** Candidates Claiming 'Fee exemption' shall enclose a copy of the certificate in the prescribed format.

6. Community Certificate:-

- 6.1 **The posts against Scout & Guide quota are open to all categories and candidates belonging to SC/ST/OBC categories who apply against Scout & Guide quota will be extended relaxation in age limit as admissible in general open market recruitment and selected candidates will be taken against reserved roster points.**
- 6.2 Candidates claiming to belong to SC/ST & OBC communities are required to produce community certificates from the competent Authority in the prescribed format (prescribed for Central Government employment) as per Annexure – 2 & 3 respectively and enclose the self attested photocopy of the same with the application.
- 6.3 The Community Certificate produced by OBC candidates should specifically indicate that the candidate does not belong to Creamy layer and certificate should have been issued in last one year.

7. NOC for Serving Employees:-

Candidates serving in any Centre/State Government Department including Railways or Public Sector Undertaking should apply through proper channel or should apply directly to the RRC with NO OBJECTION CERTIFICATE from the employer to avoid delay. The last date of receipt of applications in the office of Railway Recruitment Cell will not be extended on account of any delay in transmitting the application by the office concerned. Advance copy of the application without No Objection Certificate will not be entertained. Applications received after closing date and time will also not be accepted.

8. General Instructions:-

- 8.1 Before applying for any level, the candidates should ensure that he/she fulfils all the eligibility norms. The candidates should have the requisite Educational/Technical qualifications from the recognized board/NCVT as on the date of submission of the application. Those awaiting results of the final exams need not apply. RRC may reject the application of candidates at any stage of the recruitment process in case the

candidates are not fulfilling the requisite criteria, and if appointed, such candidates are liable to be removed from service summarily.

- 8.2 Candidates who have been debarred for life from all RRB/RRC examinations or candidates who have been debarred for a specified period which is not yet completed need not apply in response to this employment notice. Their candidature will be rejected during any stage of recruitment as and when detected.
- 8.3 Candidates should fill up the Application Form in their own handwriting and must sign as well as put their Left Thumb Impression in the prescribed space. Applications should be filled either in English or in Hindi.
- 8.4 Applications should be on a good quality A4 size bond paper using one side only. Newspaper cutting should not be used as Application Form. Candidates purchasing printed Application Forms from the market should ensure that it conforms to the prescribed format published in this Employment Notice. Application Form & Annexures can also be downloaded from the website www.rrcjaipur.in & www.indianrailways.gov.in. Employment notice is also displayed on the notice board in the office of RRC/North Western Railway/Jaipur.
- 8.5 Candidates should send their application sufficiently in advance of the closing date. Applications received beyond the last date will not be entertained. Railway Recruitment Cell, North Western Railway will not be responsible for any postal delay/wrong delivery whatsoever at any stage of the selection process.
- 8.6 Candidates are required to sign in English or in Hindi at the prescribed place provided in the Application Form. Signatures on Application Form, Answer Sheet, Question Booklet and other places should be identical and must be in running hand and not in Block/Capital or Disjointed letters (if signed in English). Signatures in different style or language, at the time of application, written examination and documents verification, may result in cancellation of candidature.
- 8.7 Selection by RRC does not confer upon the candidate any right of appointment in the Railway.
- 8.8 Selected candidates will have to undergo training wherever training is prescribed for the post.
- 8.9 Emoluments on initial appointment will be minimum pay of the Level, plus other allowances admissible at that time. During training period only stipend will be paid as applicable. Candidates may have to give security deposit and execute indemnity bond wherever necessary.
- 8.10 Free Second Class Railway Pass as admissible will be issued to candidates belonging to SC/ST communities when they are called for Written Examination/ Document Verification, provided they submit valid caste certificate.
- 8.11 Selected male candidates who are finally appointed are liable for active service in Railway Engineers 'Unit of Territorial Army'.
- 8.12 Any subsequent changes in the terms and conditions of the Employment Notice as per extant rules will stand good. RRC reserves the right to consider/incorporate any subsequent changes/ modification/ additions/ cancellation in the terms & conditions to recruitment under this Employment Notice as and when applicable.



- 8.13 No column in the application should be left blank as that may lead to rejection of the application. N.A. (not applicable) should be written in those Column/Columns which do not apply to the candidate.
- 8.14 Verification of all testimonials and certificates will also be a mandatory condition for appointment. Candidates are required to produce original documents at the time of document verification.
- 8.15 In case candidates are selected for Clerical category, they shall have to pass the proficiency in Typing with minimum speed of 30 w.p.m in English or 25 w.p.m in Hindi, within a period of 02 years from the date of appointment, for which they may get maximum three chances only, no additional time will be given and failing which service of such candidates will be summarily terminated.
- 8.16 The date, venue and time of the Written Examination will be published on our website www.mnpur.in & www.nwr.indianrailways.gov.in. The decision of North Western Railway in all matters relating to eligibility, acceptance or rejection of application and allotment of venues will be final and binding on the candidates.
- 8.17 The candidates are liable to be called at short notice for various stages of the examination.

9. Enclosures (should be self attested) :-

All Enclosures should be either in English or in Hindi. Where certificates are not in English/Hindi, self attested translated version (In Hindi/English) should be enclosed. Applications without the requisite enclosures will be rejected. Any of the below enclosures sent separately will not be entertained. The following enclosures (self attested) should be firmly attached alongwith the application form (wherever applicable) in the prescribed formats as given in Annexures:

- 9.1 Self Attested photo copy of Matriculation/High School Examination Certificate or an equivalent Certificate indicating date of birth.
- 9.2 Self Attested photo copy of educational and/or professional qualification prescribed for the post being applied for.
- 9.3 Self Attested photo copy of caste certificate from competent authority in the case of SC/ST candidate (as given in Annexure-2) /& OBC candidates (as given in Annexure-3).

List of Authorities empowered to issue certificate

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate)
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 family ordinarily resides.
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep islands).
- 9.4 Self declaration from OBC candidate regarding non-creamy layer status in the proforma as given in Annexure-4.

- 9.5 Self Attested photo copy of Disability Certificate issued by authorized Medical Board in prescribed format by persons with disabilities (as given in Annexure-6).
- 9.6 No Objection Certificate from the competent authority, if already employed in Railways or any Government department/Public Sector Undertaking.
- 9.7 Self attested photo copy of requisite certificates in case of candidate claiming any other type of age relaxation.
- 9.8 Income certificate in the prescribed format as given in annexure-5 for Economically Backward candidates for waiver of examination fee, on the letterhead of the competent authority mentioned in above para 5.10.
- 9.9 "Minority self declaration" for waiver of examination fee for minority community candidates (as given in Annexure-7)
- 9.10 Self Attested copies of Scouting/Guiding Qualification.
- 9.11 Self Attested copy of Certificate of Activeness. (as given in Annexure-8)
- 9.12 Self Attested copy of details of events attended. (as given in Annexure-9)
- 9.13 Self Attested Copy of Scouts & Guides President's/Rashtrapati Award/ HWB.
- 9.14 Postal Order to be drawn in favour of **"Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, North Western Railway"** payable at "Jaipur".(not to be self attested and to be attached in original)

10. Invalid Applications:-

Candidates are requested to read all instructions thoroughly before sending their applications to RRC. Otherwise, their applications will be rejected on one or more of the following reasons.

- 10.1 Applications received after the closing date of Employment notice.
- 10.2 Passage not copied or copied in capital/block letters (applicable in case filled in English) in Application Form.
- 10.3 Application without signatures/signatures in capital letters (Applicable in case signed in English).
- 10.4 Left thumb impression not affixed/blurred/smudged on the Application Form,
- 10.5 Self Attested photo copies of following requisite certificates (wherever applicable) not enclosed.
 - (i) Certificate for date of birth i.e, Matriculation/High school exam or equivalent certificate
 - (ii) Educational and/or professional qualification certificate.
 - (iii) Community Certificate for SC/ST/OBC including self-declaration for OBC
 - (iv) Disability certificate
 - (v) Income certificate by Economically backward candidates for waiver of examination fee,
 - (vi) 'Minority self declaration' & affidavit on non Judicial stamp paper by minority candidates for waiver of examination fee .
 - (vii) No Objection Certificate for Railway/Government/Public Sector Undertaking Employees, if applying directly to RRC, JP
 - (viii) Certificates of Scouting/Guiding Qualification,
 - (ix) Certificates of Scout/Guide active participation/Post held from time to time in the last five years.
 - (x) Certificates of events attended (Events, Jamborees, N.I. camps, Samagams, Rallies, Camporees, Service Project etc),
 - (xi) Certificates of Scouts & Guides President's/Rashtrapati Award/HWB,

- 10.6 Indian Postal Order not enclosed or less fee enclosed or invalid IPO i.e., IPO purchased before date of opening.
- 10.7 Identification marks column left blank.
- 10.8 Does not possess the prescribed qualification for the post on the date of application.
- 10.9 Over-age or under age or Date of Birth not filled or wrongly filled.
- 10.10 More than one application sent in one envelope/ more than one application submitted for the same post.
- 10.11 Application without colour photo or photo with cap (Scouts & Guide uniform's cap is also not allowed), wearing goggles, disfigured, unrecognizable or scanned or Photostat copy.
- 10.12 Candidate name figuring in the debarred list.
- 10.13 Incomplete/illegible application.
- 10.14 Application not in the prescribed format.
- 10.15 Application addressed to other Railways/RRC.
- 10.16 Application filled in a language other than English/Hindi.
- 10.17 Application without translated copies of certificates (If not in English or Hindi).
- 10.18 Any other irregularities considered valid by RRC.

11.Procedure for Recruitment for Scouts & Guides quota (FOR BOTH LEVELS):

The candidates, who apply in response to the notification and are found eligible for consideration for appointment against Scouts & Guides quota should be assessed on the basis of following criteria.

(A)	Written Test	60 Marks
	The Written Test will consist of 40 objective questions (40 Marks) & 1 essay type question (20 Marks) relating to Scouts and Guides Organization and its activities and General Knowledge for Grade Pay ₹1900/-and Grade Pay ₹1800/-. The Syllabus for this will be as per para 12. There will be negative marking in the written test and 1/3 rd of marks allotted for the objective type Question will be deducted for every wrong answer. Written test shall be of duration of 60 minutes.	
(B)	Marks on certificates	40 Marks
	(i) Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events)	10 Marks
	➤ First Two certificates (i.e. minimum eligibility qualification)	Nil
	➤ One additional event	07 Marks
	➤ Two or more additional events	10 Marks
	(ii) Participation/Service rendered in State Events/Rallies	10 Marks
	➤ First Two certificates (i.e. minimum eligibility qualification)	Nil
	➤ One additional event	07 Marks
	➤ Two or more additional events	10 Marks
	(iii) Specialized Scout/Guides course organised at National/State/All Indian Railways level :	10 Marks
	➤ One course	07 Marks
	➤ Two or more Courses	10 Marks
	(iv) Participation in District Rallies :	10 Marks
	➤ One certificate	Nil
	➤ Two certificate	07 Marks
	➤ Three certificates	10 Marks
	Total	100 Marks

Note : Question paper will be bi-lingual (Hindi & English). Candidates can attempt written examination in Hindi or English.

12. SYLLABUS OF WRITTEN TEST (for both levels) :-

History of Scouting/Guiding; Law & Promise; Organization—District & State Level; Training Centre - District & State Level; knowledge of Books; Scouting for Boys/Guiding for Girls in India; Motto left hand shake; Salute; Prayer; Flag Song; National Anthem; Know the National & Scouting flags; Social Services at various occasions; Hiking; Proficiency Badges, How these are earned? Stages in Scouting/Guiding: Thinking Day; Progressive Training of Scouts/Guides/ Rovers/Rangers; Pioneerering; Handicrafts; Indian Railway Jamboree; National Jamboree; Jamboree on the Air.

Organization at National Level; National Training Centers, WAGGGS/WOSM—Uprashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How Scouting is useful in producing better citizens?

13. Medical Fitness :-

Candidates recommended for appointment will have to pass requisite medical examination in the prescribed medical standard by Railway medical Authority to ensure that the candidates are medically fit to carry out the duties connected with the post. Visual Acuity Standard is one of the important criteria of medical fitness of Railway Staff.

Note:- Candidates qualifying in examination(s) for these posts but failing in prescribed medical examination(s) will not under any circumstance be considered for any alternative appointment.

14. Priority for choice of Division for which recruitment is being done :

In the application form at Sr.No.18, candidates are advised to fill up codes as given below, for submitting their preference for posting (applicable only for Level-1) :

Division	AJMER	BIKANER	JAIPUR	JODHPUR
Code	1	2	3	4

15. Whom To Apply:-

The application should be sent along with required documents by Ordinary Post (Courier post/Registered post/ Speed post will not be accepted) to Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, North Western Railway, Power House Road, Opp. DRM Office, Jaipur – 302006 or dropped in the Box kept in the office, RRC, Jaipur for this purpose.

The envelope containing the application duly complete in all respects must be super-scribed **“Application for Scouts and Guides Quota, 2018-19 (Level- 2) OR (Level-1)”** for which the candidate is applying.

Note:- Candidates if eligible may apply for both posts i.e Level-2 and Level-1 . Candidates should note that separate applications with separate fee will have to be submitted for each Level-2 and Level-1.

16. How to Apply:-

- 16.1 First-of-all candidates must carefully read/ go through all the instructions given in this notification and follow the same.
- 16.2 The application form as per Annexure 1 should be filled up by the candidate in his/her own handwriting, with blue or black ball point pen (not in pencil, fountain pen or gel pen) duly dated, signed & including Left Thumb Impression. The Application Form should be filled up in English or in Hindi only, (international numbers i.e, 1,2,3 etc. should be used) strictly observing all the instructions given in the Employment Notice. Candidates should affix their normal signature in English (not in capital letters) or in Hindi in the Application Form. Application signed in capital letters (in English)/spaced out letters will be treated as invalid and will be rejected.

- 16.3 **Candidate's Name, Address with Pin Code, Date of Birth, Father's Name and nearest Railway Station should be written legibly in English in bold capital letters, even if the candidate fills up the Application Form in Hindi.**
- 16.4 **Photographs :** One recent(not earlier than three months from the date of application) colour photographs of size 3.5x3.5 c.m. with clear front view of the candidate without cap and sunglasses, should be pasted on the Application Form in the space provided. Photostat copy of photograph is not permitted. Two extra identical (same) colour photograph should be enclosed with the application, indicating candidate's name on the reverse of the photograph. Candidates may note that RRC may, at any stage, reject the applications for pasting old/unclear photograph on the application or for any significant variations between photograph pasted in the Application Form and the actual physical appearance of the candidate.
- 16.5 Candidate should indicate, **in Item No. 19** of the Application Form, any clear visible marks of identification of their body, For example, "a mole on the nose, cut-mark on the nose, cut mark on the forehead or a scar mark below the chin etc."In case there are not visible marks, "Nil" should be written. If this column is left blank the applications will be rejected.
- 16.6 Candidates should copy the declaration in Application Form (Item No. 25), in the provided space as much as possible, in Hindi/English, in their own running handwriting (not in capital/spaced out letter, if being filled in English). Otherwise their applications will be rejected.
- 16.7 Candidates (Male & Female) should put their Left Thumb Impression at the designated place in the Application Form. The thumb impression must be clear and complete. Ridges of the Thumb impression must be clearly visible.
- 16.8 Applications which are illegible, incomplete, unsigned, signed in capital letters, not in prescribed format, without photo of candidate or not in accordance with the instructions of above para 16.4 and received after closing date of Employment Notice are liable to be rejected.

17. Miscellaneous:-

- 17.1 RRC reserves the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity/deficiency is noticed in the application.
- 17.2 RRC reserves the right to conduct additional written examination/document verification at any stage. RRC also reserves the right to cancel part or whole of any recruitment process at any stage for any of the categories notified in the Employment Notice without assigning any reason thereof.
- 17.3 The decision of RRC in all matters relating to eligibility, acceptance or rejection of application, issue of free Rail Passes, penalty for false information, mode of selection, conduct of written examination, allotment of examination centers, selection, allotment of posts to the selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the Railway Recruitment Cell in this regard.
- 17.4 Candidates finally selected are liable to be posted anywhere on N.W.Railways.
- 17.5 Railway Recruitment Cell will not be responsible for any inadvertent errors.
- 17.6 For any Legal Dispute, the Jurisdiction will be Central Administration Tribunal, Jaipur only.
- 17.7 In the event of any dispute about interpretation or any mistake, the English version will be treated as final.
- 17.8 **Specific category in Level-2 and, Level-1 and place of posting will be decided by the Appropriate Authority after finalization of panel.**
- 17.9 The candidates' admission at all stages of the recruitment will be purely provisional subject to fulfilling the prescribed eligibility conditions and instruction of notification.

- 17.10 Selection will be conducted separately for Level-2 and Level-1. Dates for written Examination will be notified only on RRC website www.rrcjaipur.in & www.indianrailways.gov.in.

18. Impersonation/Suppression of facts/warning:-

- 18.1 No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Such candidates will be debarred for life time from appearing in all RRB/RRC examinations as well as debarred from any appointment in Railways; in addition, legal action may be taken against the candidate.
- 18.2 Any material suppression of facts or submitting of forged certificates/caste certificate by a candidate for securing eligibility and/or obtaining privileges, including free travel for appearing in the examination shall lead to rejection of his/her candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all RRB/RRC over the country for a period of 2 years and legal action may be initiated, if warranted.
- 18.3 A candidate will be debarred from examinations of all RRB/RRC for a specified period/lifetime if (i) the candidate submits multiple applications with different community for the same post & category;(ii) the candidate submits multiple applications with different photo (face) for same post & category and (iii) the candidate submits multiple applications with different documents for the same post & category.

WARNING: Beware of Touts and job racketeers trying to deceive by false promises of securing job in Railways either through influence or by use of unfair and unethical means. RRC has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence RRC directly or indirectly shall be disqualified and legal action may be initiated against them.

Note – Candidates may please log on to North Western Railway website www.rrcjaipur.in & www.nwr.indianrailways.gov.in for downloading application form and others details. This site should be referred to in future by the candidates for any information / updates.

ABBREVIATIONS

- | | |
|------------------------------------|-------------------------------------|
| (1) SC - Scheduled Caste | (7) PH- Physically Handicapped |
| (2) ST- Scheduled Tribe | (8) VH- Visually Handicapped |
| (3) OBC- Other Backward Classes | (9) HH- Hearing Handicapped |
| (4) UR –Unreserved | (10) OH- Orthopedically Handicapped |
| (5) RRC - Railway Recruitment Cell | |
| (6) NWR – North Western Railway | |



**Chairman/RRC
North Western Railway**

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21. Scouting/Guiding Qualification :

Name of award	Year	Certificate No.	Date

22. Member of the Group for last 5 years:-

Name of the Group	Position held/Rank	Date		Warrant No. (if any) and date
		From	To	

[NB:- Photocopy of the certificates regarding activities for last 5 years to be attached duly certified by the State/District Commissioner (Scouts) for scouts wing and State/District Commissioner (Guides) for Guides wing. Active Membership certificate should be furnished in Annexure-8.]

23. Events attended: To be furnished in Annexure-9.

[NB:- Applicant should enclose with the application a set of Self Attested legible xerox of all certificates]

24. TICK (✓) the appropriate columns if applicable (enclosed self attested copy of certificates in supports of claim) :-

Ex-service man	Person With Disabilities			Widowed/ Divorced/ Judicially Separated	Economically Weaker Section	Service Railway Employee	Staff of Quasi Administrative Office of Railway	Resident of Jammu Kashmir
	OH	VH	HH					

25. Please copy the following declaration in the space provided in your own running handwriting (Not Capital Letters) (* Not filling up the passage below/filling in capital letters will disqualify the applicant)

"I hereby declare that all the particulars given above by me are true, complete and correct to the best of my knowledge and belief. I am aware that in the event that any information furnished by me is found false/ incorrect at any stage, my candidature will be rejected summarily and I shall also be held liable for criminal action. I will abide by the instructions given in the notification."

.....

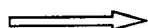
.....

.....

.....

.....

Left Thumb Impression of candidate in this box



Date : Place:

Signature of the Candidate
(Not in Capital letters, if signed in English)

The candidates are required to obtain caste certificates in the proper proforma from the appropriate authority and produce the original certificate at the time of verification, failing which he/she may be disqualified. This is strictly required vide Chapter 13 of the Brochure (Published by Govt. of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel Training, New Delhi). As large number of candidates are producing certificates issued by authority different from the appropriate authority, they are advised to strictly comply with the instructions.

Annexure – 2

FORMAT OF CASTE CERTIFICATE FOR SC/ST CANDIDATES

(Form of certificate to be produced by Candidate applying for appointment to Post under the Govt. of India SC/ST)

This is to certify that Shri/Smt./Kum*_____ Son/Daughter* of _____ Of _____ village/town* _____ District/Division* _____ Of State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under:

1. The Constitution (Scheduled Caste) order, 1950
2. The Constitution (Scheduled Tribes) order, 1950
3. The Constitution (Scheduled Caste) (Union Territories) order, 1951
4. The Constitution (Scheduled Tribes) (Union Territories) order, 1951(as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956 the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act, 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.
5. The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
6. The constitution (Jammu and Kashmir) Scheduled Tribe Order 1956
7. The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amendment by the scheduled tribes caste and scheduled amendment act 1976.
8. The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
9. The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
10. The Constitution (Pondicherry) Scheduled Castes Order, 1964
11. The Constitution Scheoduled Tribes (Utttar Pradesh) order, 1967
12. The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
13. The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
14. The Constitution (Nagaland) Scheduled Tribes Order, 1970
15. The Constitution (Sikkim) Scheduled Caste Order, 1978
16. The Constitution (Sikkim) Scheduled Tribes Order, 1978
17. The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
18. The Constitution (Scheduled Castes) Order(Amendment) Act, 1990
19. The Constitution (Scheduled Tribes) Order(Amendment) Ordinance, 1991
20. The Constitution (Scheduled Castes) Order(Second Amendment) Act, 1991
21. The Constitution (Scheduled Tribes) Order(Amendment) Ordinance, 1996
2. Shri / Smt / Kum.*_____ and of his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division of State/Union Territory of _____

Place_____

Signature_____

date_____

Designation(with seal of office) _____

(*) Please delete the words which are not applicable (*)

Please quote specific presidential order (*). Delete the Paragraph which is not applicable.

Note: The term * **Ordinarily resides*** used will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

OBC CERTIFICATE

Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that Shri/Smt./ Kumari son/daughter of of village/town..... District/Divisionin the State/ Union Territory..... belongs to thecommunity which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No dated *Shri/Smt/Kumari 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**

Dated:

**District Magistrate/
Dy.Commissioner etc.
(with Seal of Office)**

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 is mentioned 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 Peoples Act., 1950.

**NON-CREAMY LAYER DECLARATION TO BE SUBMITTED BY OBC
CANDIDATES**

Proforma for declaration to be submitted by Other Backward Class Candidates alongwith the application form.

DECLARATION

"I son/daughter.....
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 Indian 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 08.09.1993 and its subsequent through O.M, No. 36033/3/2004-Estt.(Res) dated 09.03.2004."

Place :

Signature of the Candidate

Date :

Name of the candidate

**INCOME CERTIFICATE TO BE SUBMITTED BY ECONOMICALLY
BACKWARD CANDIDATE FOR WAIVING EXAMINATION FEES**

1. Name of candidate :
2. Father's Name :
3. Age :
4. Residential Address :
5. Annual Family Income :
(In words & Figures)
6. Date of Issue :
7. Signature :
(Name)
8. Stamp of Issuing Authority :

Note – Economically backward classes will mean the candidates whose family income is less than Rs. 50000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:-

- (i) District Magistrate or any other Revenue Officer upto to level of Tehsildar.
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (iv) Union Minister may recommend any person from anywhere in the country to RRC.
- (v) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL

DISABILITY CERTIFICATE

Certificate No.

Date :

1. This is certified that Smt/Shri/Kum.....son/daughter
of Shri.....age, sex Male/Female having
identification marks as below
.....
is suffering from permanent disability of following category :

A. Locomotor or cerebral palsy:

(i) BL- Both legs affected but not arms.

(ii) BA- Both arms affected

(iii) OL- One leg affected (right or left)

(iv) OA- One arm affected (right or left)

(a) Impaired reach

(b) Weakness of grip.

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(v) BH- Stiff Back and hips (cannot sit or stoop)

(vi) MW- Muscular Weakness and limited physical endurance.

B. Blindness or Low Vision:

(i) B- Blind (ii) PB- Partially Blind

(Delete the category which is not applicable)

C. Hearing Impairment:

(i) D- Deaf (ii) PD-Partially Deaf.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of year Months.

3. Percentage of disability in his / her case is Percent.

4. Smt./Shri/Kum..... meets the following physical requirement for discharge of his/her duties.

(i) F-can perform work by manipulating with fingers

Yes No

(ii) PP-can perform work by pulling and pushing

Yes No

(iii) L--can perform work by lifting

Yes No

(iv) KC-can perform work by kneeling and crouching

Yes No

(v) B-can perform work by bending

Yes No

(vi) S-can perform work by sitting

Yes No

(vii) ST-can perform work by standing

Yes No

(viii) W-can perform work by walking

Yes No

(ix) SE-can perform work by seeing

Yes No

(x) H-can perform work by hearing speaking

Yes No

(xi) RW-can perform work by reading and writing

Yes No

(Signature of Doctor)

Name:

Registration No.:

Member Medical Board

(Signature of Doctor)

Name:

Registration No.:

Member Medical Board

(Signature of Doctor)

Name:

Registration No.:

Chairperson Medical Board

* Please delete the words which are not applicable

Place :

Date :

Counter Signature of the Medical Superintendent/DMO/Head of Hospital (with seal)

Note : (i) According to the Person with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a mental retardation and leprosy cured, as the case may be.

(ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

Annexure-7

Proforma for declaration to be submitted by Minority Candidates along with the application for the posts against Employment Notice No. 02/2018 (S&G/RRC/NWR)

DECLARATION

"I.....son/daughter of Shri resident.....
of.....Street.....Village/Town/City.....
District..... State..... hereby declare that I belong to the
..... (indicate minority community notified by Central Government i.e.
Muslim/Sikh/Christian/Buddhist/Jains/Parsis).

Place

:

Signature of the Candidate

Date

:

Name of the Candidate

Note: At the time of document verification such candidates claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on Non Judicial Stamp paper that he/she belongs to any of the minority. Community notified by Central Government (i.e. Muslim/Sikh/Christian/Buddhist/Parsis)

Annexure-8

Certificate No.

CERTIFICATE OF ACTIVENESS

This is to certify that (Name)
 of
 State/District/Division is an active member of Group since
 years duly registered with the State/District Association.

Date :

Seal and office Stamp

(Name & Sign)
 Group Leader (S/G)

(Name & Sign)
 DOC(S/G)

(Name & Sign)
 DC(S/G)

Annexure-9

Details of Events attended

Name of Applicant : _____

Sr. No.	Name of the Event	Place	Date	
			From	To
Participation/Service in National Events/National Jamboree (including All Indian Railway Events)				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Participation/Service in State Events/Rallies				
1				
2				
3				
4				
5				
6				
7				
8				
Specialized Scouts/Guides Course Organised at National/State/All Indian Railways Level				
1				
2				
3				
4				
5				
6				
7				
Participation in District Rallies				
1				
2				
3				
4				
5				
6				
7				

Note :- Specialized Course should be organized at State or National Level and Certificate should also be issued by State/National HQ.

Declaration :- "The above information has been filled by me and I am aware that if any of it is found incorrect at any stage, my candidature is likely to be cancelled."

Signature of candidate

Date :

Place :